

# Using Google Drive – Some Basics

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## Login

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Google Drive is best accessed in the Google Chrome browser.

To access Google Drive an account has to be created. This requires any email address. Create the account at <https://drive.google.com/>. This URL will normally be re-directed to <https://accounts.google.com/> by Google.

Login to Google Drive at: <https://drive.google.com/>

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## Purpose of Google Drive

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Google Drive is a file storage and synchronization service created by Google. Users can store files in the cloud, share files, and create and edit documents, spreadsheets, and presentations.

It can also be used to host basic HTML / CSS websites. We use it for this purpose on the Web Design course.

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## Create a Folder on Google Drive

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Login in to Google Drive. It is best accessed from a Gmail account however it is possible to create a google drive account using any email account.

Note: It is best to access Google Drive using the Chrome browser.

Google drive gives you cloud storage for your files along with the ability to create documents, spreadsheets, html files and a place you can host your websites for free.

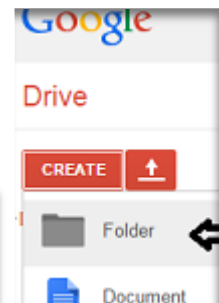
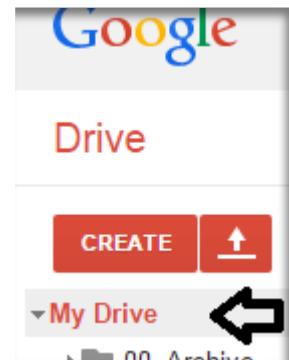
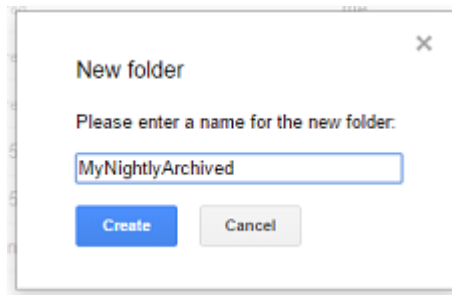
### Create a Folder:

- Login on <https://drive.google.com/drive/>
- Decide where you want to create your folder. Is it a sub-folder of one of your other folders or a top level folder? Top level folders sit in the “My Drive” folder.

Assuming it is a top level folder, locate the words My Drive on the left of your screen and select this locating by clicking on them. The folder you create will sit within the My Drive folder.

- To create the folder, locate the red button with the word “CREATE”. Click it and select Folder.

You are required to give the folder a name. Once you have done that click the blue Create button

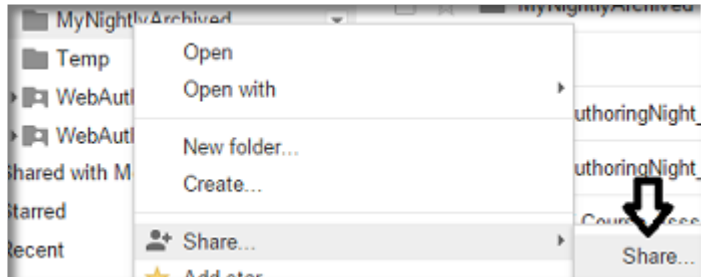


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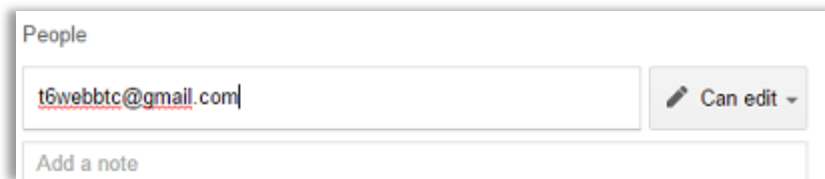
## Share a Folder on Google Drive

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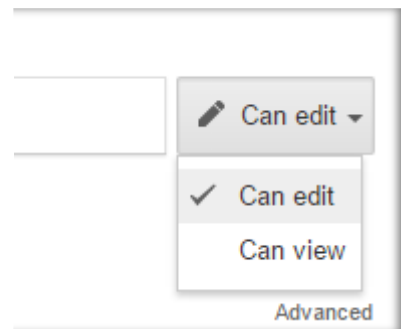
- Right-click the folder you wish to share. From the drop down, select Share... and then Share....



- Enter the email address of the person you wish to share the folder with.



- Choose whether you want them to be able to *view* the contents or that they *edit*. *Can View* is generally the most appropriate.
- Click Done to send an automatic email to the individual with a link to your shared folder.



Note: Folders may be shared generally on the web also so that everyone can see them.

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## Downloading from Google Drive

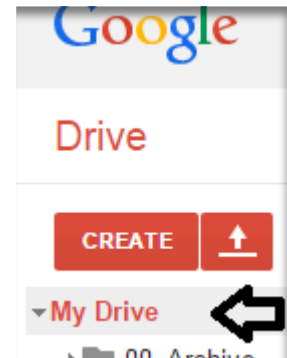
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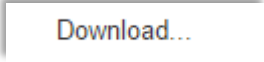
Google drive gives you cloud storage for your files along with the ability to create documents, spreadsheets, html files and a place you can host your websites for free.

You can use any email account to set up a Google drive account, however it is probably best to use a Gmail account.

### Download a Google Drive folder to your local PC:

- Login to your *Google Drive* account on <https://drive.google.com/drive/>
- Locate the words *My Drive* on the left of your screen and click the triangle to its left to see your folders.
- Select (highlight) the folder you wish to download. Click the drop-down arrow to its right.

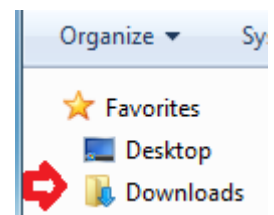


- Choose *Download...* from the list: 
- Click the *Download* button in the *Convert and Download* dialog box which opens next.
- The *Zippping Files* dialog box will appear. When all files in the folder are zipped into a zip file, the *Zippping Complete* dialog box will appear.

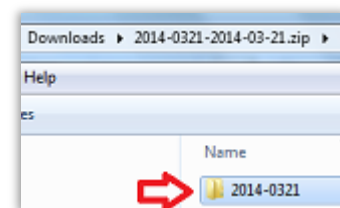
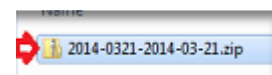
Your files have been placed in a zip file in your *Downloads* folder and should be taken out of the zip file and placed on your *Desktop*.

### Un-zip and copy folder to PC Desktop:

- Open Windows Explorer, (keyboard shortcut: Windows button + E).
- Select *Downloads* from the *Favourites* panel on the left to open the *Downloads* folder.
- Double click the zip folder to extract its contents.



- Select the folder to be extracted and copy it (keyboard shortcut: CTRL + C).
- Go to your *Desktop* and past the folder (keyboard shortcut: CTRL + V).



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## Uploading to Google Drive

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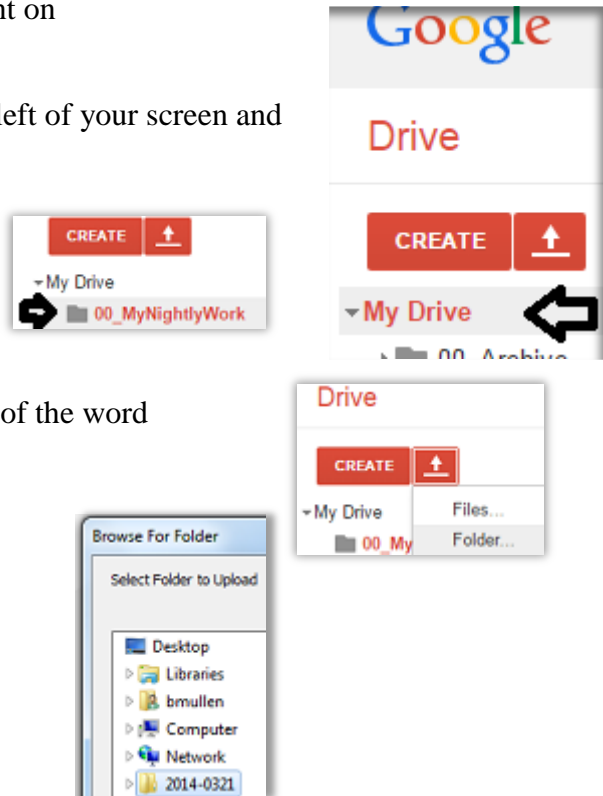
Google drive gives you cloud storage for your files along with the ability to create documents, spreadsheets, html files and a place you can host your websites for free.

You can use any email account to set up a Google drive account, however it is probably best to use a Gmail account.

### Upload a folder on your PC to your Google Drive folder:

- Login to your *Google Drive* account on <https://drive.google.com/drive/>
- Locate the words *My Drive* on the left of your screen and click the triangle to its left to see your folders.
- Select (highlight) the folder you wish to upload into.
- Click the red *Up* arrow to the right of the word *CREATE* and choose *Folder....*

Browse to locate your folder and highlight it. Click *OK* to start the upload. The *Uploading* dialog box appears. When the upload has completed, you will see *Upload Complete*.



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## Hosting a Website on Google Drive

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Note: It is best to access Google Drive using the Chrome browser.

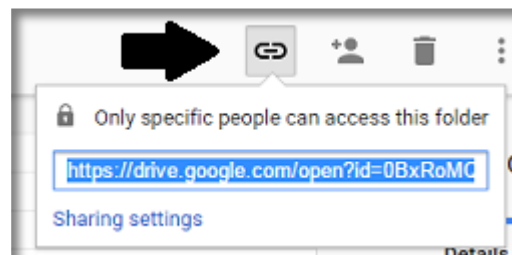
### To Create and Share a folder:

- Login in to Google Drive.
- Select *My Drive*.
- Click CREATE and then FOLDER. (located on the left of the screen, coloured red.)
  - Give the folder a name, e.g. *HostedWebSite1*
- Right-click the new folder. From the drop down, select "Share..." and then "Share...".
- Click *Advanced* button in bottom right corner.
- In the *Sharing Settings* dialog box under "Who has access". Click the *Change* button beside "Private - Only you can access".
- On the *Link Sharing* dialog box click the radio button beside "On - Public on the web".
- Click *Done* to close dialog box.

Note: Once a folder is shared, all sub folders and documents are shared if you agree it when uploading them. Don't share them separately.

### Your Web Address:

- Select the folder you have shared.
- Click the *Get Link* button shown here. Copy the link (Ctrl + C) which starts with *https://drive.google.com/..* and paste it in a Notepad file.




- The URL you copy will look something like:  
*https://drive.google.com/open?id=0BxRoMQ3HQuR-fjVXS2lfWDVfYjFQYzd2X3FnMzBVdmJIMHdjalRZM2ZVUGVTdnY1endZeE0&authuser=0*
- Take out the *ID*. This is the part between the *open?id=* and *&authuser=0*. In the example above it is:  
*0BxRoMQ3HQuR-fjVXS2lfWDVfYjFQYzd2X3FnMzBVdmJIMHdjalRZM2ZVUGVTdnY1endZeE0*

- Add the document “id” to <https://www.googledrive.com/host/> and you get:  
<https://www.googledrive.com/host/0BxRoMQ3HQuR-fjVXS2lfWDVFYjFQYzd2X3FnMzBVdmJIMHdjalRZM2ZVUGVTdnY1endZeE0>
- Note** This is not the actual web address for your web site. It will be converted to the an address when you paste it into a browser’s address bar.

- Paste the address created above into your browser address bar. It will self-convert to your Google address. Make a note of the full address.
- A new tab will open with your full web address displayed. It will look something like below. Your actual web address will look like this:

<https://c792360167abfcce7b0fbd53ab18e0a212b43229-www.googledrive.com/host/0BxRoMQ3HQuR-fjVXS2lfWDVFYjFQYzd2X3FnMzBVdmJIMHdjalRZM2ZVUGVTdnY1endZeE0/>

### Uploading:

- You must have one *index.html* file. There can be html files with other names also.
- Select the folder you shared, e.g. *HostedWebSite*.
- Files in the root of your project folder should be uploaded together. Files within sub-folders like **\images** or **\css**, should be uploaded by uploading the folder.
  - Click the upload button, , beside the *CREATE* button in Google Drive and select either *Files* or *Folder*.
  - Locate your folder or files and click *OK* on the dialog box.
  - You will see a message with the amount of your file uploaded. This will say “Upload complete” when the file/folder is successfully uploaded.



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## Google Wiki

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For more on how to use Google drive, visit the wiki:

<http://www.wikihow.com/Use-Google-Drive>

**Do Not Install Google Drive on Your PC – There is No Need**