

# Google Drive

Online storage


# Getting set up on your ipad

- Download Google Drive from the App store and sign in



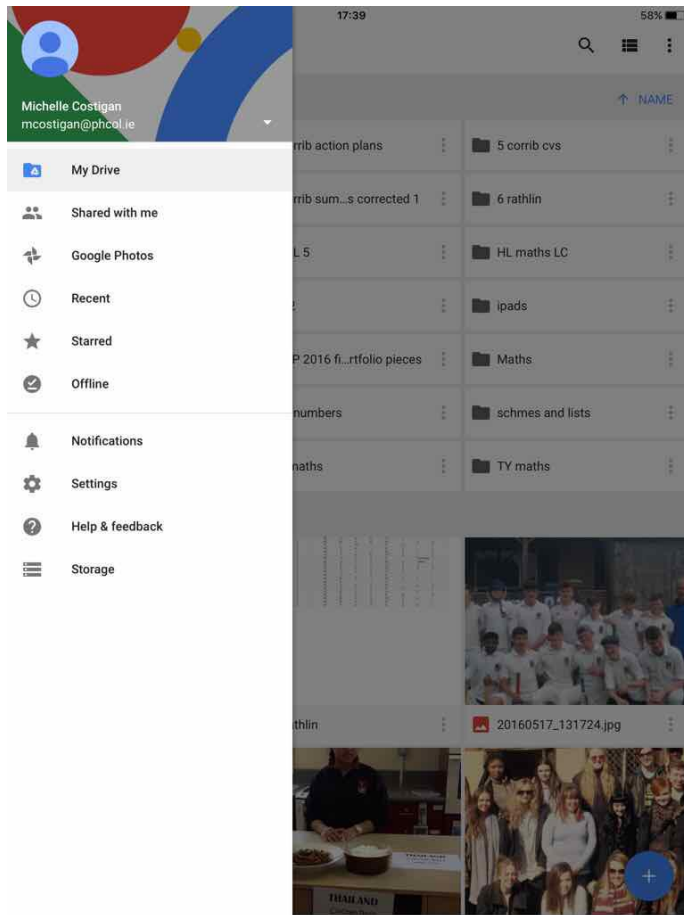
Google Drive

Google Inc. Productivity

 PEGI 3

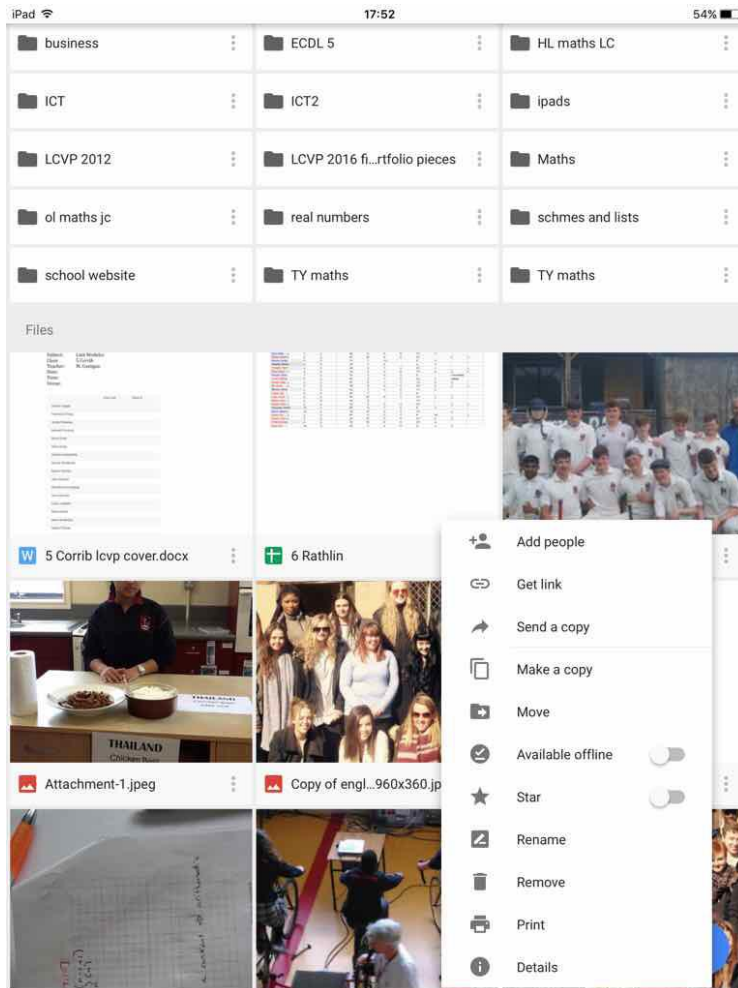
Offers in-app purchases

# My Drive

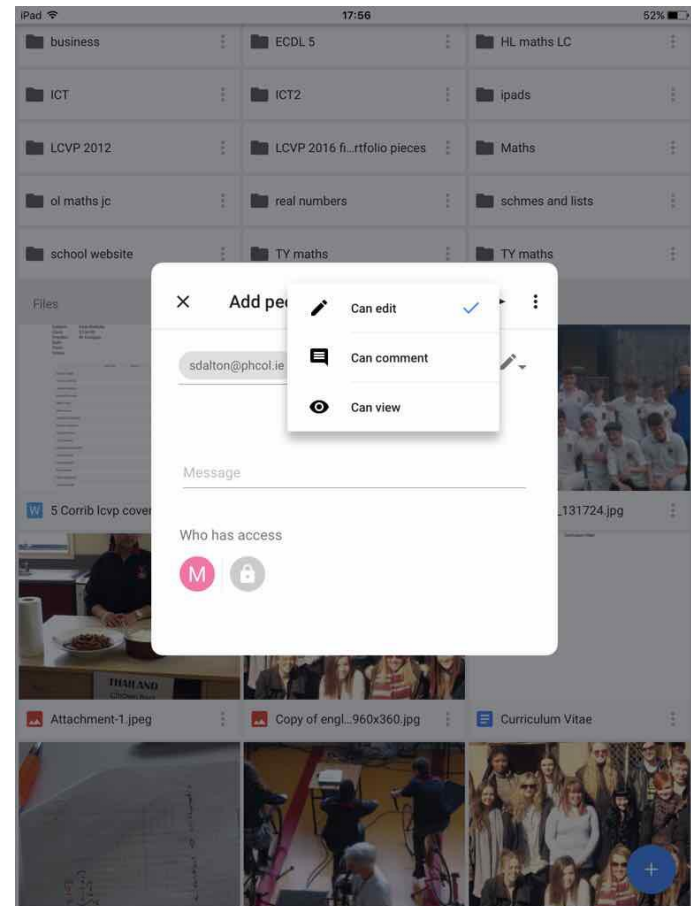


- See folders and files you have uploaded

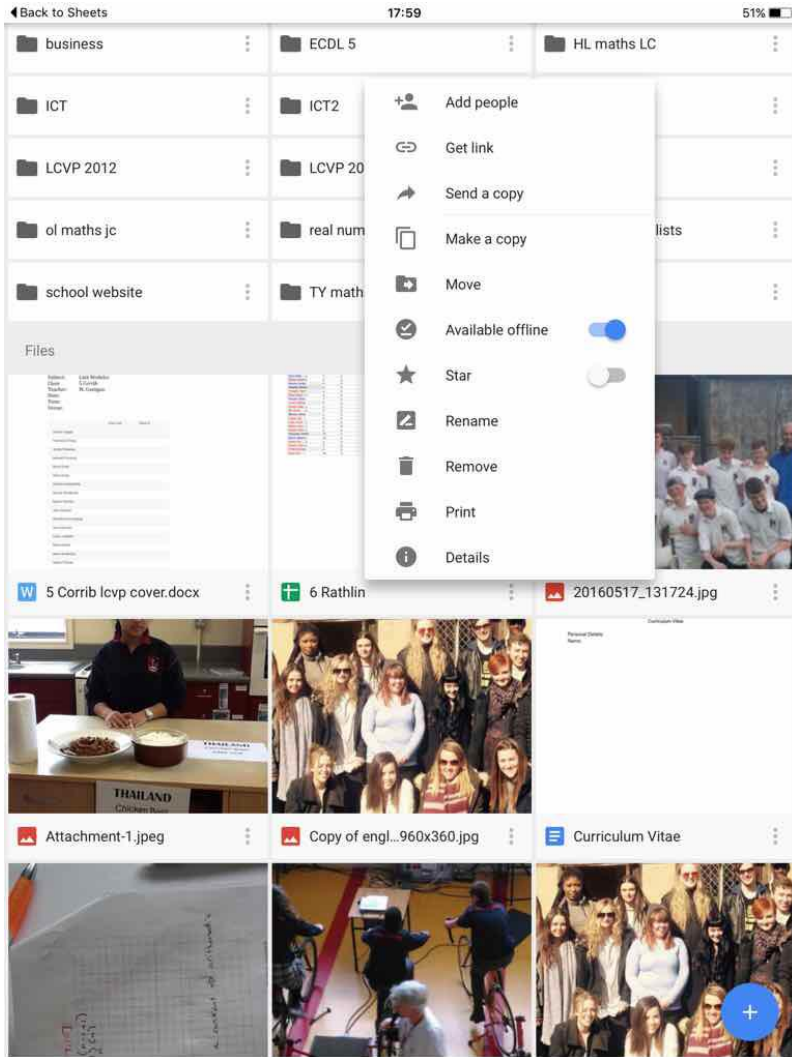
# Tap on the three buttons at right side of file/folder



- Add people – to share



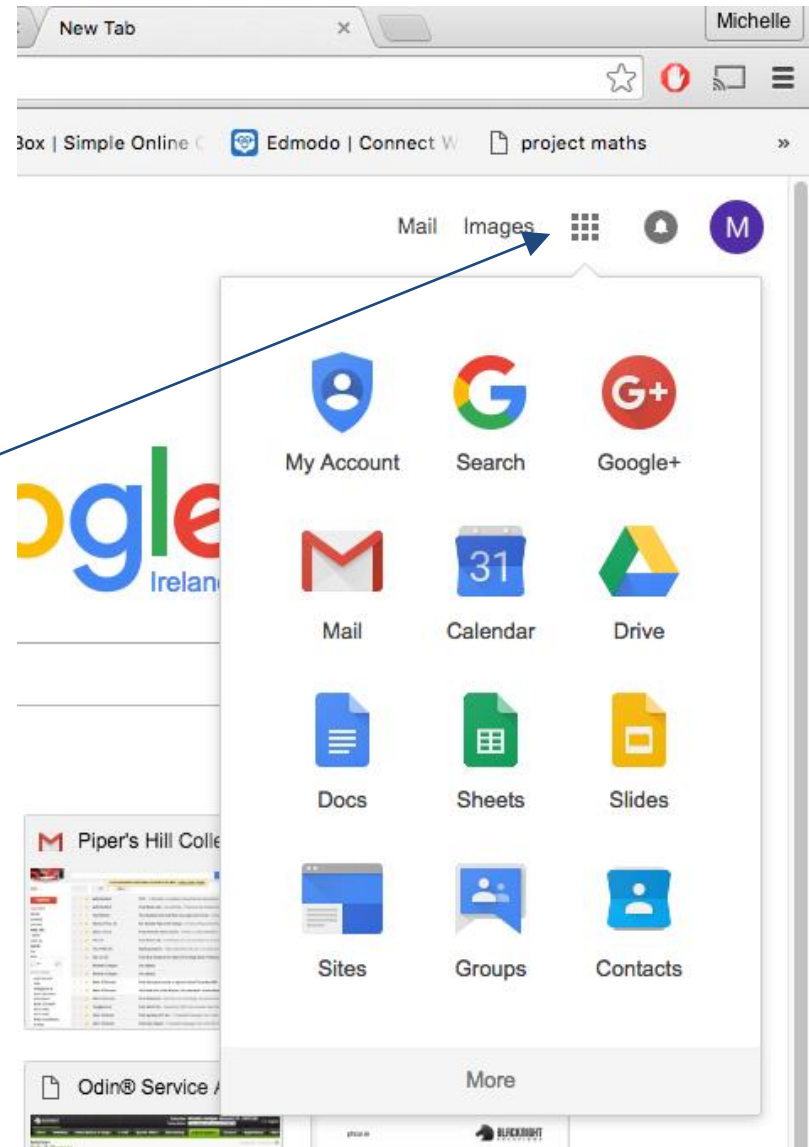
# Internet problems



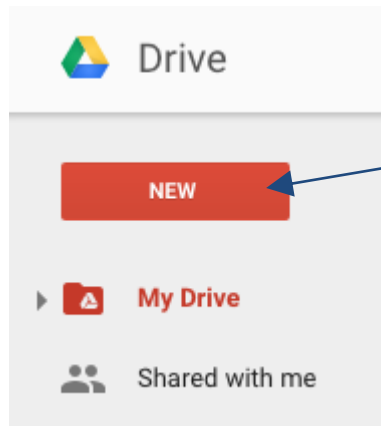
- Make a file or folder available off-line
- Uses up storage on your iPad so good idea to turn off when no longer needed

# From a computer

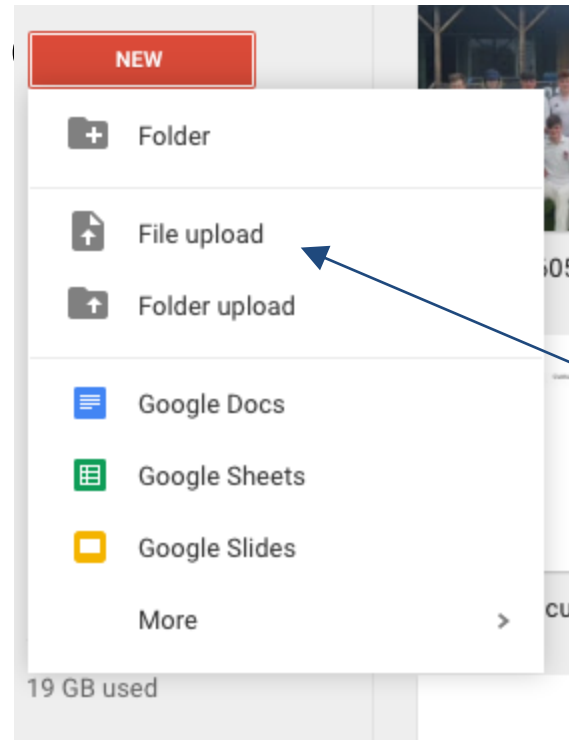
Open Chrome  
Sign in if not already  
signed in  
click  
select Drive



# Uploading files from your computer



click



click

Use this to upload single files to Drive, it will force you to keep searching until it is a single file that is selected

Drag and drop single files into folders

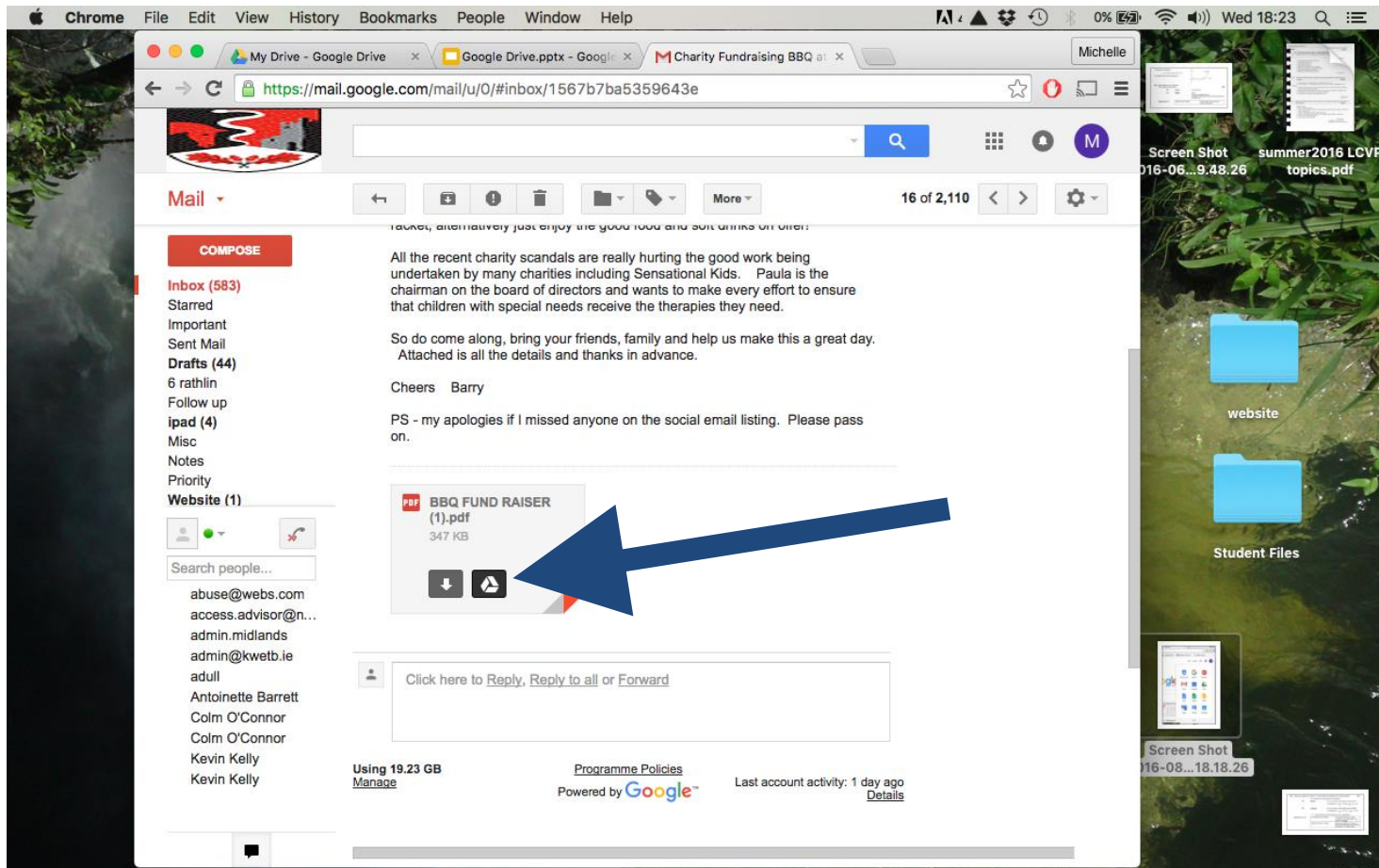
# Upload folders

Same as last slide except select folders

Useful for uploading from Teachershare



# Upload files or photos from Gmail



The screenshot shows a Gmail interface in a Chrome browser window. The browser's address bar displays the URL `https://mail.google.com/mail/u/0/#inbox/1567b7ba5359643e`. The Gmail interface includes a left sidebar with navigation options like 'Compose', 'Inbox (583)', 'Starred', 'Important', 'Sent Mail', 'Drafts (44)', '6 rathlin', 'Follow up', 'Ipad (4)', 'Misc', 'Notes', 'Priority', and 'Website (1)'. The main content area shows an email with the following text:

...tackles, alternatively just enjoy the good food and soft drinks on offer:

All the recent charity scandals are really hurting the good work being undertaken by many charities including Sensational Kids. Paula is the chairman on the board of directors and wants to make every effort to ensure that children with special needs receive the therapies they need.

So do come along, bring your friends, family and help us make this a great day. Attached is all the details and thanks in advance.

Cheers Barry

PS - my apologies if I missed anyone on the social email listing. Please pass on.

The email contains an attachment: **PDF BBQ FUND RAISER (1).pdf**, 347 KB. A blue arrow points to the download and upload icons for this attachment. Below the attachment, there is a text box with the prompt 'Click here to Reply, Reply to all or Forward'.

At the bottom of the email, it shows 'Using 19.23 GB', 'Programme Policies', 'Powered by Google', and 'Last account activity: 1 day ago'.

The background of the screenshot shows a desktop environment with a green and blue nature-themed wallpaper. There are several icons and folders visible, including 'Screen Shot 2016-06...9.48.26', 'summer2016 LCVF topics.pdf', 'website', and 'Student Files'.

# Advanced set up

- Docs.....similar to Microsoft Word
- Sheets.....if you use Excel
- Slides.....similar to PowerPoint
  
- You can use these Apps to view and edit the above type files on your iPad. Files auto save and will be stored in Drive and can be accessed by signing into Chrome on any device.

# For teachers using computer rooms

advise all students to set up a gmail account and use this to prepare portfolio/assignments

similar to word

similar to powerpoint

Note: They do not have all of the features of microsoft products but remove the risk of work being lost as they autosave, could use for basics and copy & paste to microsoft for finishing processing

