

University of Minnesota

## **Self-Help Guide**

# **Google Drive: Work with Files and Folders**

The Google Drive self-help guide provides how-to instructions for common tasks such as organizing and finding files and folders, sharing and working together on documents, and downloading and printing files.

## **Getting Started**

### **Google Drive Overview**

#### **What is Google Drive?**

Google Drive is a document creation, management, and collaboration tool available to University of Minnesota students, faculty, staff, and graduates through Google Workspace for Education Plus.

Google Workspace Learning Center

<https://gsuite.google.com/learning-center/>

An excellent resource for learning about Google Drive and all Google apps

What Can I Do With Google Drive?

<https://support.google.com/a/users/answer/9310246?hl=en>

Requirements for Using Google Drive

<https://support.google.com/docs/answer/2375082?hl=en>

Note: UMN limitation on storage space is changing from unlimited to 50 gigabyte in July 2024.

Google Workspace Overview

</technology/google-apps>

File Sizes

<https://support.google.com/docs/answer/37603?hl=en>

This document outlines size limitations on files stored in Google Drive

## **Navigate the Google Drive Interface**

Navigate the Google Drive Web Interface (3m 11s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/navigate...>

Google Drive Cheat Sheet

<https://apps.google.com/learning-center/products/drive/cheat-sheet/drive-cheat-...>

Keyboard Shortcuts for Google Drive on the Web

<https://support.google.com/drive/answer/2563044>

## **Google Drive and Apps at the UMN**

Google Apps: Acceptable Use and Data Security

</google-apps-acceptable-use-data-security>

Changing Google Apps Campus Domain

</services-technologies/how-tos/google-apps-change-campus-domain>

Google Apps for AHC and HCC Accounts

</services-technologies/resources/google-apps-health-care-component-hcc>

This information is for the Academic Health Center (AHC) and Health Care Component (HCC) departments

Student Workers for Health Care Component (HCC) Departments

</services-technologies/how-tos/baa-student-workers-baa-departments>

Google Apps Questions and Answers

</services-technologies/resources/google-apps-questions-answers>

## **Creating and Adding Files**

### **Understand Google Drive File Types**

Understand Google Drive File Types (2 min)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/understa...>

File Sizes

<https://support.google.com/docs/answer/37603?hl=en>

This document outlines size limitations on files stored in Google Drive

## **Create New Documents**

Create, View or Save a File

<https://support.google.com/docs/answer/49114?hl=en>

## **Upload Files**

Upload Files via the Web (2m 7s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/upload-f...>

Upload Files and Folders

[https://support.google.com/drive/answer/2424368?hl=en&ref\\_topic=2375187](https://support.google.com/drive/answer/2424368?hl=en&ref_topic=2375187)

## **Convert Files to Google Format**

Convert Files to Google Doc Format (4m 18s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/convert-...>

Work with Office Files and Convert to Google Doc

<https://support.google.com/docs/answer/6055139?hl=en>

# **Working with Files and Folders**

## **Working with My Folders**

### **Create, Move, or Delete a Folder**

Work With Folders (3m 35s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

Create, Move, or Delete a Folder

<https://support.google.com/drive/answer/2375091?hl=en>

Moving Content From Shared Folders

<https://support.google.com/a/answer/2789107?hl=en>

Note: It is important to understand what happens when you move shared files and folders.

## **Finding Files and Folders**

## **Search for Files and Folders**

Search Files and Folders (2m 50s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/search-f...>

Find Files in Google Drive

<https://support.google.com/docs/answer/2375114?hl=en>

Change the View and Sort Order (3m 42s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/change-t...>

Sort Your Files

<https://support.google.com/drive/answer/2375177?hl=en>

Use the Preview Lightbox to Find Your Files (2m 12s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/explore-...>

Use Stars to Group Files (2m 16s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/use-star...>

## **Advanced Search and Filtering**

More Search Options

<https://support.google.com/docs/answer/2375114?hl=en>

Scroll down in the linked document to find the additional search options

Find an Orphaned File

[https://support.google.com/a/answer/6008339?hl=en&ref\\_topic=2497929](https://support.google.com/a/answer/6008339?hl=en&ref_topic=2497929)

## **Downloading and Printing Files**

### **Download and Print Files**

Download Files and Folders (2m 35s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/download...>

Download a File

<https://support.google.com/drive/answer/2423534?hl=en>

Print a Document, Spreadsheet, or Presentation

<https://support.google.com/docs/answer/143346?hl=en>

## **Deleting and Recovering Files**

## Delete and Recover Files

Delete and Recover Files (1m 48s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/delete-a...>

Delete a Document, Spreadsheet, or Presentation

<https://support.google.com/docs/answer/6023494?hl=en>

Recover a Deleted Google Drive File

<https://support.google.com/drive/answer/2405957?hl=en>

## Collaborating

### Sharing Files and Folders

#### Share Files and Folders

Within Google Drive you can share files and folders with view-only, comment-only, or full-editing privileges. You can also transfer ownership of items in Google Drive to other users.

Share Files With Other Google Users (4m 22s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/share-fi...>

Work With Files Shared With You (1m 36s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

Share Files From Google Drive

<https://support.google.com/docs/answer/2494822?hl=en&vid=1-635803559017800400-3...>

Transfer File Ownership

[https://support.google.com/drive/answer/2494892?hl=en&ref\\_topic=2525251&vid=1-6...](https://support.google.com/drive/answer/2494892?hl=en&ref_topic=2525251&vid=1-6...)

#### Move a Shared File or Folder

Moving Content From Shared Folders

<https://support.google.com/a/answer/2789107?hl=en>

Note: It is important to understand what happens when you move shared files and folders.

Find an Orphaned File

[https://support.google.com/a/answer/6008339?hl=en&ref\\_topic=2497929](https://support.google.com/a/answer/6008339?hl=en&ref_topic=2497929)

## **Working Together on a Document**

### **Edit a File Collaboratively**

Edit a File Simultaneously With Another Google User (1m 27s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/edit-a-f...>

Chat With Others While Editing the Same File

<https://support.google.com/docs/answer/2494891?hl=en>

Note: The chat function is NOT available for AHC/HCC users.

See Changes Made to Your Files

<https://support.google.com/drive/answer/3323935?hl=en>

### **Work with Revisions**

Work With Revisions (2m 2s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

See what's changed in a file

<https://support.google.com/docs/answer/190843>

### **Work with Suggested Edits**

Share and collaborate on files

<https://support.google.com/a/users/answer/9305987?hl=en>

Suggest Edits in a Document

<https://support.google.com/docs/answer/6033474?hl=en>

## **Creating a Departmental Folder Structure**

### **Create a Departmental Folder Structure**

What's the Best Way to Organize Google Drive for a Team?

<https://www.quora.com/Whats-the-best-way-to-organize-Google-Drive-for-a-team>

How to Request a Google Group

</services-technologies/how-tos/google-groups-request-group>

Use Google Groups to Share Content

<https://support.google.com/a/answer/167101?hl=en>