



Drive Cheat Sheet

Keep all your work in one secure place with online file storage.

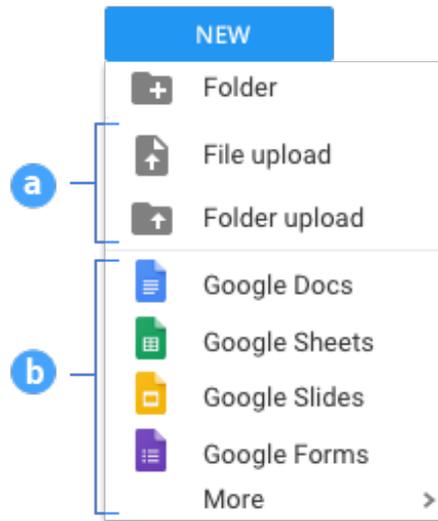
After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

1 Click **NEW** to...

a Upload any files (such as PDFs, videos, and pictures) and folders from your computer.

b Create new documents right in your browser.

Description	Example uses
Text documents	Proposals, reports, shared meeting notes
Spreadsheets	Project plans, budget sheets
Presentations	Pitch decks, training modules, team presentations
Surveys	Customer satisfaction surveys, group polls
Drawings	Flowcharts, diagrams, wireframes



2 Work with files you've stored in Drive.

Get link to file Share files with others Preview files without buying extra software Remove file

Search for files

Stores files owned by individuals

Stores files owned by teams

See what other people shared with you

View, restore, or permanently delete removed files

Change settings

Right-click a file or folder to:

- Move to... Move it to another folder
- Manage versions... Upload a new version or revert to previous versions
- Make a copy Make a copy
- Download Save a copy on your computer



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3 Share your files and folders by clicking **Share** , then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	✓	✓	✓	✓	✓	✓
Can comment	—	—	—	—	✓	✓
Can view	—	—	—	—	—	✓

4 Access your files from any device.

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com .
 Desktop computer	Install Drive for Mac/PC at https://www.google.com/drive/download .	Open the Drive folder on your desktop.
 Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.