

Learn the Basics of Google Drive

Follow these steps to keep your Google Drive organized, so you can quickly find any file you need.

Get Started

1. **Sign into your Google Account.** Or create a new account by visiting [google.com](https://www.google.com).
2. Open the **Apps Menu**, click on **Google Drive**.
3. Click on **Google Doc**. Retitle the Doc.
4. Create and title a new **Folder**.

Add Files and Folders

1. **Move the Google Doc into the folder.**
You can either click and drag it into place, or right-click/ctrl-click, select “Move,” and choose the file.
2. **Add color to your folders.**
3. **Add a star to your favorite files and folders.**
4. **Decide on an organizational structure for your Drive.** Start by choosing 3-5 main categories to sort your files into.

Move Files and Folders

1. **Create and rename a new folder.**
2. **Move the new folder into the first one.** You can click or drag it, or you can right-click/Ctrl-click the new folder, choose Move to, and select the destination folder.
3. **Rename a folder.** Right/Ctrl-click the folder, select **Rename**. Type in the new name and select OK.
4. **Delete a folder.** Right/Ctrl-click the folder, select **Delete**.



Search Your Drive

1. **Search** for any of your files by clicking onto the search bar, and typing one or two keywords contained in the document.

Share Files and Folders

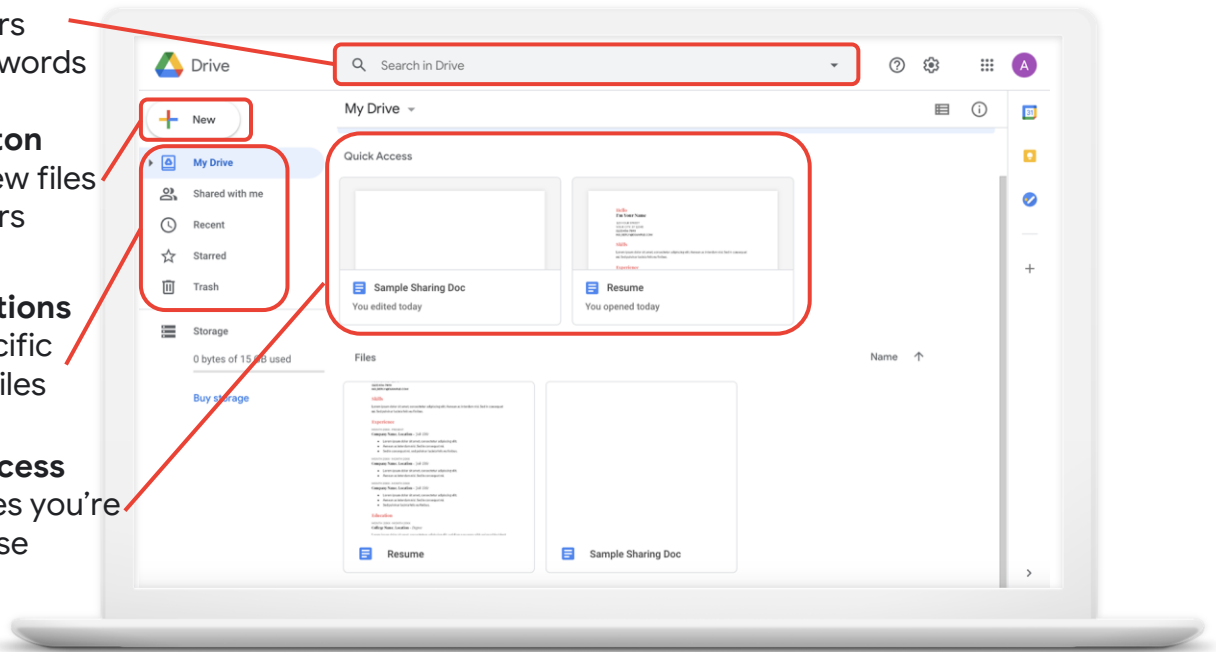
1. Share files and folders with others. **Right/Ctrl-click any file or folder icon**, then Select Share. Type in the email address of the person you want to share with.
2. See which files and folders have been shared with you. From your Drive, click **Shared with Me**.

Search bar
Search for files and folders using keywords

New button
Create new files and folders

Menu options
View specific types of files

Quick access
Shows files you're likely to use



Additional Resources

Google Career Certificates
grow.google/certificates

Prepare for a new career in six months or less with professional training designed by Google. Learn at your own pace and get a certificate to help you stand out to employers.

For additional resources check out google.com/grow