

Quick Reference Guide Google Drive



### Overview

Google Drive is used for file storage and synchronization. Within Google Drive, users can store many types of files and share those files with colleagues. This quick reference guide (QRG) will demonstrate how to create a folder, upload files, and upload folders to Google Drive. These instructions can be used for district employees and students with laptops and desktops.

## **Getting Started**

- 1. Navigate to MyFWISD Apps (www.fwisd.org/myfwisd)
- 2. Sign in with Microsoft and enter your username and password, if asked.
- 3. Click Google Drive.



# **Create a Folder**

Create folders to organize documents (files). Storing documents in folders make them easier to find later.

- 1. Click New.
- 2. Choose Folder.



	Drive
+	Folder
+	File upload Folder upload

- 3. Type a name for the folder.
- 4. Click Create.

New folder		×
Untitled folder		
	CANCEL	CREATE

### **Upload Files**

Upload any file to Google Drive (Google, Microsoft, PDF) including photos, drawings, recordings, and videos. After you store a file in Drive once, you can open it from any web browser on any device. You can also view the file using the Drive app on Android and Apple®iOS®.

- 1. Click New.
- 2. Choose File Upload.





- 3. Browse your computer to locate the document or documents. Typically, you will
  - a. Locate the folder.
  - b. Click on the file. To select multiple files hold down the CTRL key on your keyboard as you select files. The files will highlight as they are selected.
  - c. Notice the file name or names under File Name.
  - d. Click Open.

- · · · ·		- the concernent receipter of the state				v 0	548rch 2019-2020	
anize * New folder							10 <b>•</b>	
	^	Name	Date modified	Type	Size			^
Quick access		1 Com	2/11/2020.8-35 AM	File finibles				11.4
Desktop a	1	Annual State	0/11/2010 12:36 PM	Ella folidar				
Downloads	1	dia a	6/4/3010 1-95 DM	Microsoft Evral W	14 870			
Documents	1		5/8/2019 11-J2 AM	Microsoft Ward D.	1 111 KB			
Google Drive	1	7.	5/8/2019 11-42 AM	Adobe Accobat D.,	145 KR			
Tomas and the second		7/	5/17/2019 3:10 PM	Adobe Acrobet D_	218 KB			
		0 0	6/5/2019 7:48 AM	Microsoft Excel W.,	14 KB			
Annual Annual Annual	- 1	0" r	7/23/2019 1:34 PM	Microsoft Excel W	15 K.B.			15
Contraction of the local distance of the loc	- C -	011	5/28/2019 12:30 PM	Microsoft Excel W	12 KB			
and the second second		0 1	3/3/2020 4/58 PM	Microsoft Excel W.,	31 KB			
Tree parts	1	d'i t	7/23/2019 1-X0 PM	Microsoft Excel W	10 830			
New Yorkson	1	The second secon	3/25/2020 10:50 AM	Adobe Acrobet D	252 KB			
Filmer, Private	1	810	5/3/2019 1/48 PM	Microsoft Word 9	170 KB			
Page 1 ( ) and	1	🛃 t	5/6/2019 0:30 AM	Microsoft Word 9	171 820			
the second second		0°1	\$/3/2019 12:47 PM	Microsoft Word D	27 KB			
in the second seco		0110	5/8/2019 5/04 PM	Microsoft Excel W	12 KB			
		4° t	5/3/2019 4:27 PM	Microsoft Word D	17 KB			
		0110	5/8/2019 5:04 PM	Microsoft Excel W	15 KB			
The second se		The second secon	5/9/2019 4:35 PM	Adobe Acrobat D	614 KB			
State Contract of		The second secon	5/24/2019 3:57 PM	Adobe Acrobet D	614 KB			
Transmission (Programmi		🔁 Cara anna ann ann an Anna	9/20/2019 3i49 PM	Adobe Acrobet D	267 KB			
OneDrive - Fort Worth ISD	~	<b>4</b> ) c	5/8/2019 12:54 PM	Microsoft Word D	29 13			~
File name: Acce	is an eCourse 21	005-010					All Files	
		C				0		

# **Upload Folders**

If your documents are already organized in folders on your computer, you can upload those folders to Google Drive



Quick Reference Guide Google Drive



instead of uploading individual documents or groups of documents.

- 1. Click New.
- 2. Choose Folder upload.



	Drive	
•	Folder	2
Â	File upload	
<b>^</b>	Folder uploa	ť