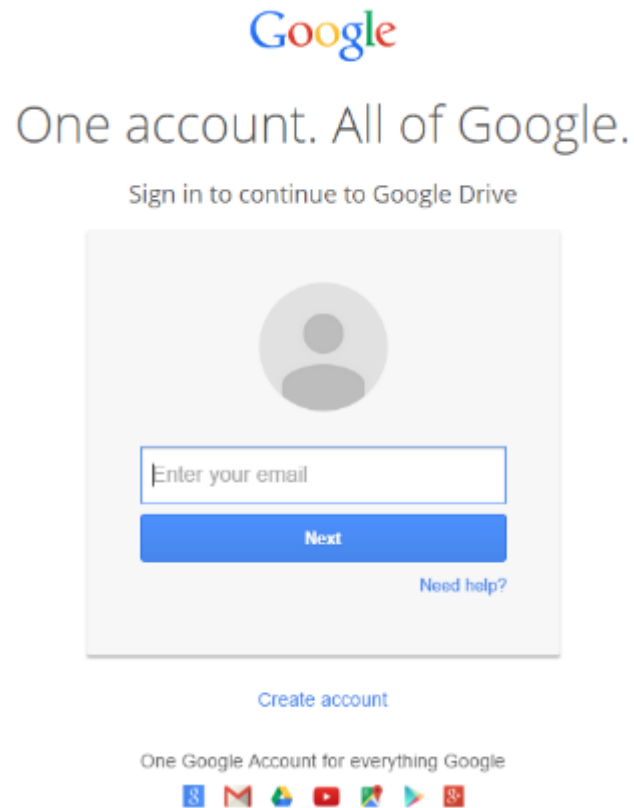# Google Drive

Google Drive

- Google Drive is a Cloud Storage service provided by Google
  - Allow you to store files "in the cloud" where you can access the files everywhere with internet access*
  - When you register for Google Account, you get 15GB storage space for free.
- Why Google Drive?
  - You can save files from the lab machine and download them to your home machine later, or vice versa.

How to Get to Google Drive

- Go to https://drive.google.com
  - You may be ask to log into your Google Account

A Look at Google Drive

For here, you can:
- Drag files into/out of Drive
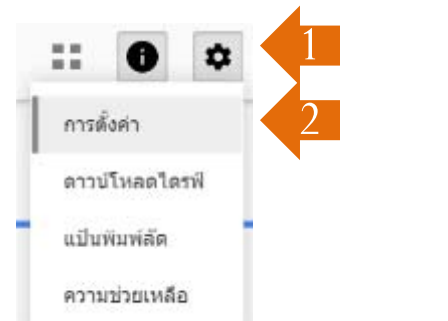- Create directories
- Use Google Apps

You can also install Drive on you PC.

Switching Language

- If your Drive interface is in Thai and you want to change it to other language:

  1. Click the setting button
  2. Select "การตั้งค่า"
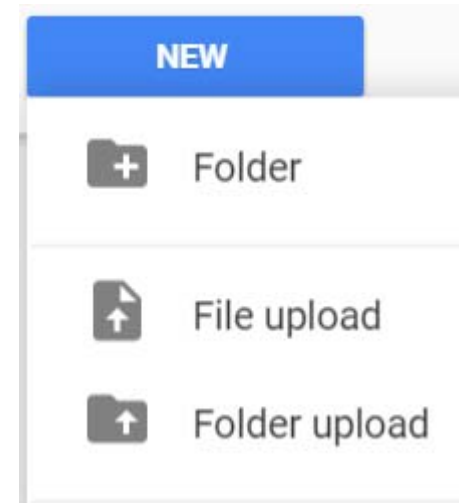 3. Click "เปลี่ยนการตั้งค่าภาษา"

  ภาษา   เปลี่ยนการตั้งค่าภาษา

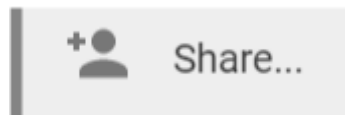 4. Click the pencil icon to select another language

Accessing Files to Google Drive

- Uploading File
  - Drag the file (s) or folder into Drive window

  OR

  - Click on NEW then select *File upload* or *Folder upload* then choose what you want to upload

- Downloading File/Folder
  - Right click on the file/folder on Drive then select *Download*

Sharing a File or Folder

1. Right click on the file/folder on Drive then select *Share*

2. You can select *People* you want to share the file/folder with

3. Or, select *Get shareable link* to get a URL (internet link) to share the file with anyone with the link.

What to Watch Out For

- Security
  - If someone has your Google account ID and password, they can access files on your Drive

- Offline Mode
  - Drive will sometime works without internet connection, but it will not update files saved on the cloud.
  - Especially if you use Drive that is installed on your PC.