

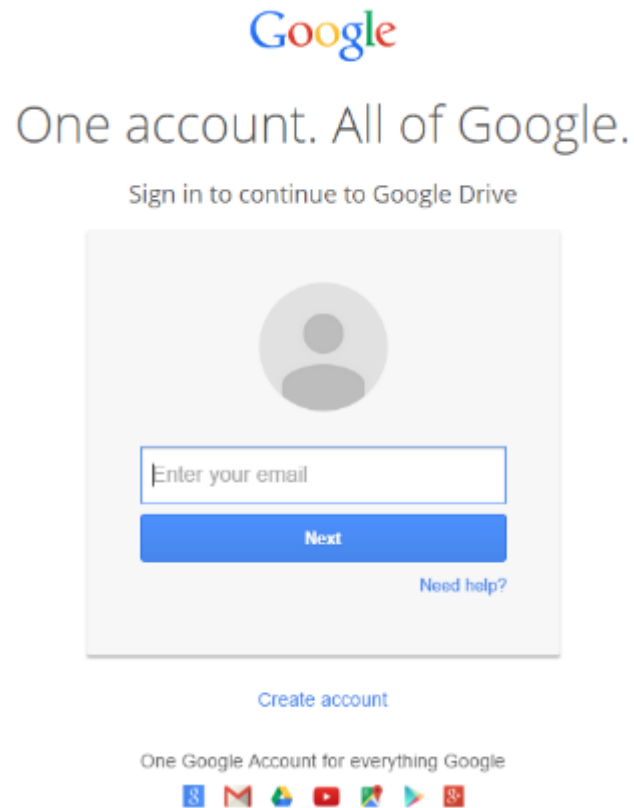
# Google Drive

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- 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 asked to log into your Google Account



# A Look at Google Drive

The screenshot shows the Google Drive interface. At the top, there is a search bar and the user's name 'Prakam'. Below that, the current location is 'My Drive > 2014-01-CMU\_FALL (2557-01)'. On the left sidebar, there are navigation options: My Drive, Shared with me, Google Photos, Recent, Starred, and Bin. The main area displays a list of folders under the heading 'Name ↑':

Name
2014 Fall Computer Olympic Camp
2014-11-13_CAMT
2014-Fall Final Schedule
204100
204820 Discrete Math
ACM Programming Camp
ICADL2014
Midterm Schedule

At the bottom left, there is a button labeled 'Get Drive for PC' and a storage status indicator: '4 GB used (23%) Buy more storage'.

For here, you can:

- Drag files into/out of Drive
- Create directories
- Use Google Apps

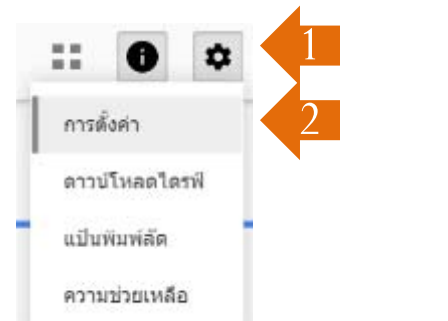
You can also install Drive on you PC.

# 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

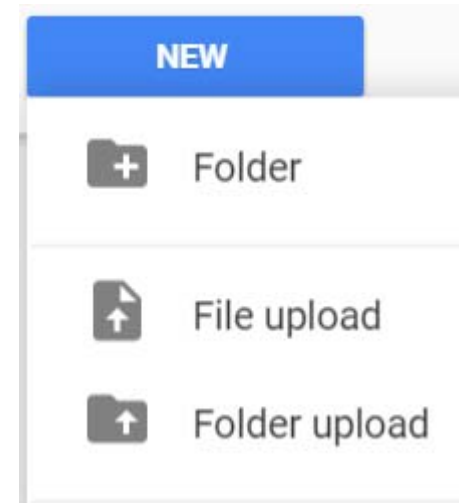
เปลี่ยนการตั้งค่าภาษา

4. Click the pencil icon to select another language



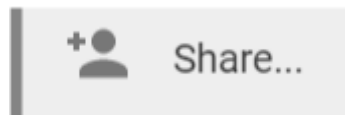
# Accessing Files to Google Drive

- 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.