

MIT Brain Trust
Technology Office Hours
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File Sharing – online applications and websites that allow multiple people to access and/or edit a document. This is also useful for sharing documents, pictures, etc.

Google Drive

- Allows multiple people to access and edit documents
- Options similar to Microsoft Word, Excel, and PowerPoint, but it's free and stored in the Cloud
- Saves your work automatically to the Cloud, so you don't need to worry about losing progress or forgetting a flash drive/CD at home, as long as you have Internet access!
- It's not a good idea to store sensitive information on Google Drive.

How to use it:

1. Log into drive.google.com with your Google account (you might already be logged in on your computer, in which case you can skip this step)
2. Create a document
 - a. In the toolbar on the left, click the red button that says "New"
 - b. "File Upload" and "Folder Upload" allows you to add files or folders from your computer to your Google Drive account
 - c. Google Docs is similar to Microsoft Word – a word processor.
 - d. Google Sheets is similar to Microsoft Excel – a spreadsheet.
 - e. Google Slides is similar to Microsoft PowerPoint – a slideshow.
3. In the upper left-hand corner, click "Untitled document." A box will show up and allow you to name your new file anything you like. When you've chosen a name, click "OK."
4. The toolbar at the top works similarly to Microsoft Word/Excel/PowerPoint
5. To share your document with other people, click the blue "Share" button in the top right corner. Enter their email address (or their name, if they're in your Gmail contacts) in the pop-up box. You can send a link to your document through your normal email method by clicking the "Get shareable link" button in the upper right corner of the pop-up box
6. Google Drive automatically saves your progress to the cloud. To save your work to your computer's disk, click File → Download as... → choose the format you'd like.

Later lesson – Dropbox, if you're interested.