Akron-Summit County
Public Library

330-643-9145
Electronic Services Division
60 South High Street, Akron, OH 44326

**Google APPS**

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Gmail	**Gmail:** Free email service you can use if you set up a Google account.
Drive	**Drive:** It is the home of many free products (Google Docs – similar to Microsoft Word; Google Sheets – similar to Microsoft Excel, etc.) Most importantly, Google Drive is a Cloud Storage that one can use free for up to 15GB. That means you can save documents, pictures, etc. on Google Drive and retrieve that information from anywhere in the world as long as you can get access to the internet.
Calendar	**Calendar**: Once you set up a Google account, you can set up an online Google calendar. It is free and makes your life easy to keep track of life's important events all in one place. If your device (such as phone) is connected to your Google account, you can also get to your calendar from your phone and maintain your calendar.
Photos	**Photos:** This is also another useful tool you can use to save your pictures on your online google account. You can retrieve your photos from anywhere in the world through your Google account.
Docs	**DOCS:** Brings your documents to life with smart editing and styling tools to help you easily format text and paragraphs. Choose from hundreds of fonts, add links, images, and drawings. (google.com/docs/about)
Sheets	**SHEETS:** Makes your data pop with colorful charts and graphs. Built-in formulas, pivot tables and conditional formatting options save time and simplify common spreadsheet tasks.(google.com/sheets/about)
Meet	**MEET:** Real-time meetings by Google. Using your browser, share your video, desktop, and presentations with teammates and customers. Google is making enterprise-grade video conferencing available to everyone. Create an online meeting with up to 100 participants and meet for up to 60 minutes per meeting. (apps.google.com)
Keep	**KEEP:** Capture ideas with your voice, add images to notes, check tasks off your to-do list, and much more. With **Google Keep**, you can create, share, and collaborate with people on notes and lists. **Keep** synchronizes across all your devices, so your notes and lists go with you, wherever you are. (support.google.com)

WHAT CAN YOU DO WITH GOOGLE DRIVE?

You can use Google Drive to store documents online so that they are accessible from any computer or any compatible mobile device. All you have to do is log into Google with your username and password and you can see your documents.

1. Uploading documents from your computer to Google Drive:

- Click on the **NEW** button. You will get the option to either upload a file or folder.
  - Choose **Folder upload** if you want to upload an entire folder from the computer
  - Choose **File upload** if you only want to upload one item from the computer.
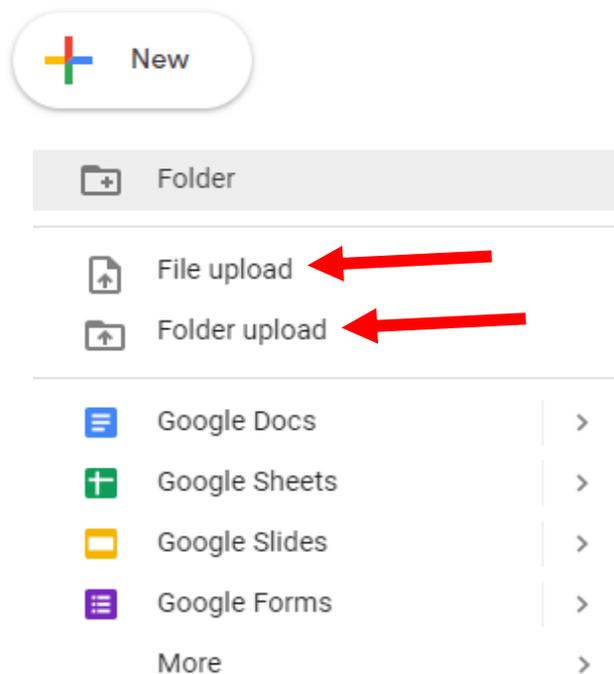

- After clicking on **File upload**, click on the file you would like to upload.
  - You will see the files listed in your file explorer on your computer.
- You will see the file at the bottom and it will also be highlighted blue at the top.
- Click open.
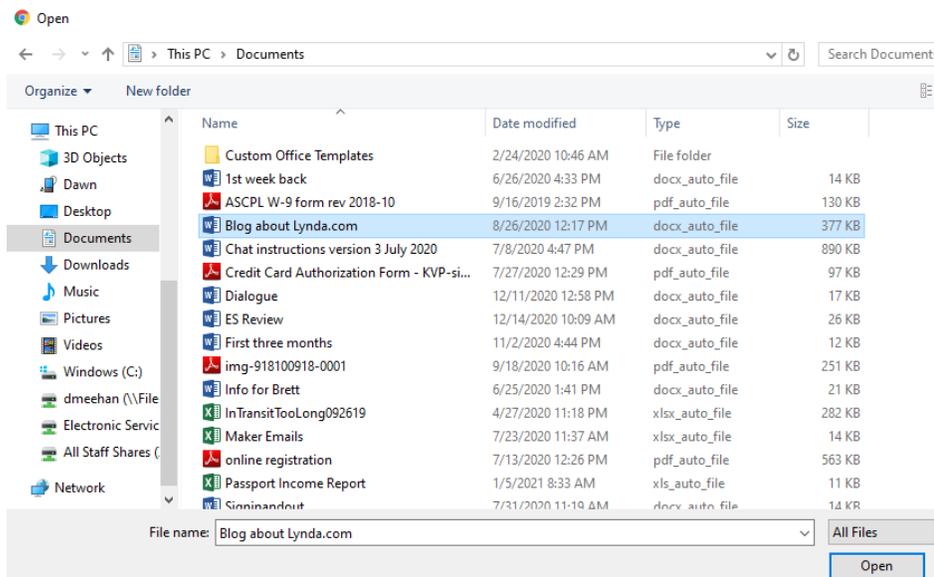
- You can upload multiple files by doing one of two things.
  - You can click on the first file you would like to select and then click on the last file while holding your shift key down.
    - This will highlight all the files between the first and the last file.
  - If the files you want to upload are not adjacent to each other, you can click on the first file, hold your **ctrl** key down and continue to select the other files as shown below.
    - There is one folder and eight files show below. I have highlighted five of those files to be uploaded.
    - Using the ctrl key gives you control of what you select.
  - Then click **open**.

|			
📁 Custom Office Templates	2/24/2020 10:46 AM	File folder	
📘 1st week back	6/26/2020 4:33 PM	docx_auto_file	14 KB
📕 ASCPL W-9 form rev 2018-10	9/16/2019 2:32 PM	pdf_auto_file	130 KB
📘 Blog about Lynda.com	8/26/2020 12:17 PM	docx_auto_file	377 KB
📘 Chat instructions version 3 July 2020	7/8/2020 4:47 PM	docx_auto_file	890 KB
📕 Credit Card Authorization Form - KVP-si...	7/27/2020 12:29 PM	pdf_auto_file	97 KB
📘 Dialogue	12/11/2020 12:58 PM	docx_auto_file	17 KB
📘 ES Review	12/14/2020 10:09 AM	docx_auto_file	26 KB
📘 First three months	11/2/2020 4:44 PM	docx_auto_file	12 KB

- A pop up box will appear in the lower right hand lower corner which will allow you to see the upload process and when it is complete.

1 upload complete

W   1st week back.docx   ✅
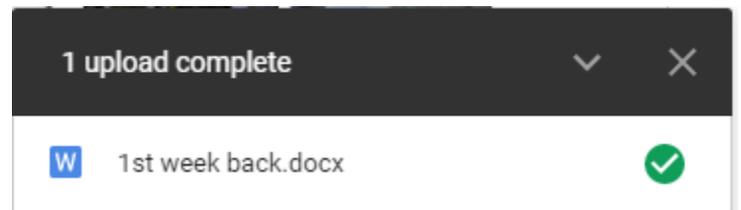
When you open Google Drive and click the **New** button, you will see a list of options for the different things you can create.

All of these options are similar to what you may already know how to do in Microsoft Office. For example:

1. **Folder** is used to create a folder if you want to keep your items organized
2. **Google Docs** is similar to Word. You would use this to write a paper or a letter.
3. **Google Sheets** is similar to Excel. This would be used to create a spreadsheet with graphs.
4. **Google Slides** is similar to PowerPoint. It is used to create a slide presentation.
5. **Google Forms** is similar to paid survey sites**.** It can be used to help you plan events, send a survey, give students a quiz, or collect other information.

Folder   **1**

File upload

Folder upload

Google Docs   **2**

Google Sheets   **3**

Google Slides   **4**

Google Forms   **5**
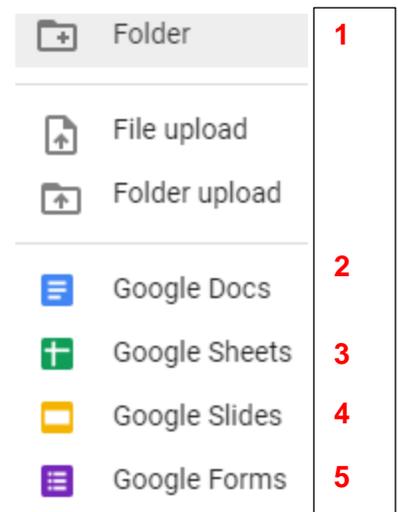
If you click on **Docs, Sheets, Slides,** or **Forms**, a new tab will open with a blank doc, spreadsheet, presentation, or form on your screen.

If you rest your mouse on Docs, Sheets, Slides, or Forms, you will have the option to click on either a blank file or a template.

We will take a look at Docs and Sheets in a later classe.

Once you start using Google Drive you will accumulate documents in "My Drive". The library will look like this:

Name ↑	Owner	Last modified	File size
W Beverly Fincher.docx	me	May 21, 2020 me	12 KB
📄 Condos in TN	me	Aug 15, 2020 me	—
⊞ es schedules UPDATE 2020	me	Jan 4, 2021 me	—
📄 Expectations	me	Feb 11, 2020 me	—
📄 Kittaning History	me	May 16, 2020 me	—
W Library App.docx	me	Dec 26, 2019 me	20 KB
📄 Menards	me	Sep 29, 2020 me	—
📄 New Visions for TechZone and ES	me	Jan 28, 2020 me	—

These buttons will allow you to decide whether you want your files show in a **List view** or **Grid view**. The above picture shows list view, which will allow you to sort your files by Name, Owner, Last Modified, or File Size. Grid view will allow you to sort by Name, Owner, etc.
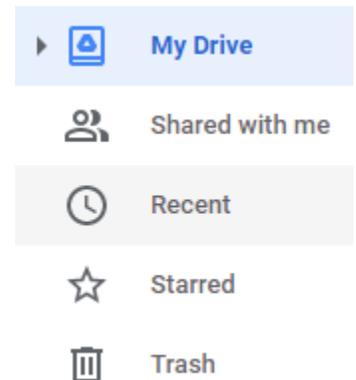
Folders:

If you want to get rid of a file or folder, click on the item to select it and then press the delete key on your keyboard, or right click and select delete.

Any folders you create in My drive will be found under the **My Drive** folder on the left that you can access by clicking on it.

- Shared with me folder houses items that someone else created and is allowing you access to view and edit.

- Recent folder is for files you have worked on recently.

- Starred folder is for files that you want to easily find later. If you want to start a file or folder, you can right click on it and choose add to starred.

- Trash folder stores any item you have deleted either using the delete key or by right clicking with your mouse.
 - Your trash folder will be emptied every thirty days.

To Create a Folder:

- Click on the **New** button.
- Click on **Folder** button and a pop up box will appear which will allow you to name your folder.
- Type in a new name and then click the **Create** button.
- **Folders** are separate from the **files.**
- Your **Quick Access** is the last few things you have opened.
- You can drag and drop items into your folder **OR** you can **right click**, then click on **move to**, a drop down menu will appear below what you are moving so you can **choose the folder** you want to put the item in, and lastly click **move** button.
- You can also open a specific **folder** and create a new document directly in that specific folder.
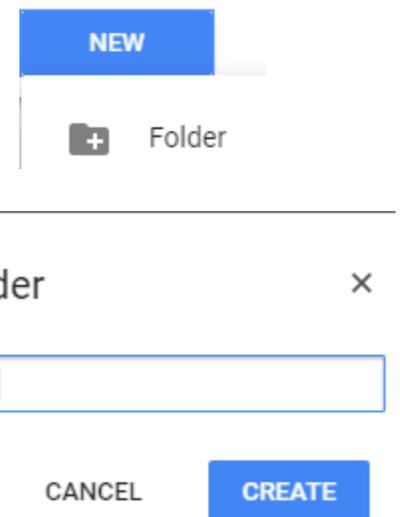
Color coding folders

This can be a tool for organizing the information stored in your Google Drive.

- By default, all folders are gray but if you want to make it easier to find a folder visually then you can change the color of each folder.
- The color coding all depends on what colors you would like to use.
- To color code,
    - Right click on a folder.
    - Rest your mouse on change color.
    - A drop out menu will appear with colors to pick from.
- So instead of seeing a bunch of folders that look like this picture on the right.
- You can see a group of folders that have been color coded for visual cues.
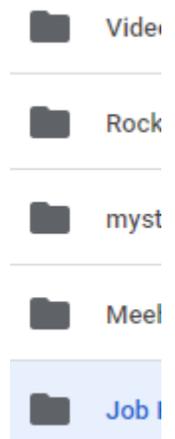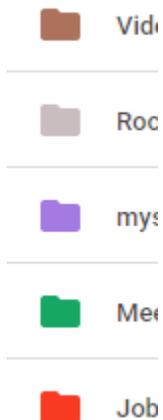
Searching for Files in Google Drive

- You can type in the search box at the top whatever you are looking for.
    - By title, type, owner, date, etc.
- If you click on the drop down arrow in the search box, you can filter for various categories.
- Whatever choices you make; Google will bring back a list of files that match your criteria.

Sharing/Collaborating

Google Drive is great for sharing information or collaborating on projects. We will look at collaborating in one of the other classes. Why would you share something though? Is it only for business or if you belong to an organization. The answer is most definitely no. Sharing in Google Drive will allow you to share something that is too big for an email, text message, etc. I could share with my friends all the pictures and videos I took on vacation. I could share my child's concert that extended family was unable to attend etc.

- Find the file you want to share.
- Right click on that file.
- Click on .
- A pop up box will appear where you can add people or groups from your contacts.
- Once you have added people or a group, you can choose whether they are to be an editor, a viewer or a commenter.
    - Editor can make changes to the document.
    - Viewer will only be able to read the document.
    - Commenter will be able to make comments on the document only.
- You could also get a link to send to people if you do not know their email address at this time.

Working Offline

Sometimes you may need to access your Google Drive files when you are not connected to the Internet.

- While connected to the Internet, open your **browser**.
- Click on the **Google Drive** settings button.
- Click on **Settings.**
- Click the box directly across from **Offline.**

✓ Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline

Not recommended on public or shared computers. Learn more

Scanning Handwritten Document

What happens if you upload a document that is handwritten or an image of something instead of a PDF? You can open an image using Google Docs and Docs will attempt to put it into word so you can edit it. It isn't always perfect that's for sure but it will at least get your started instead of you having to type it.

- Right click on the image.
- Choose open with Google Docs.
- Google will do the rest.
- It will insert the image at the top and the text it pulled out to follow.
- You are definitely going to have to edit your font. When you see this image in docs, it reminds one of rich text format. Where almost all of the formatting has been removed.
- Written text if it is simple and clean works okay.

Keyboard shortcuts

If you are interested in Google Drive keyboard shortcuts. Using your keyboard, press the ctrl key and the forward slash key (/) this will open a pop up box with a lot of keyboard shortcuts.

Help

In the right hand corner next to the settings button, you will see the help button which offers Help, Training, and Updates.

- Help will open a search box to search for whatever you need help with.
- Training will open a new tab and take you to Google Workspace Learning Center to get training on Google Drive.
- Updates will open a box that you can search or read through updates that are listed in reverse chronological order.

Google Photos

Photos is a photo sharing and storage app. "The service automatically analyzes photos, identifying various visual features and subjects. Users can search for anything in photos, with the service returning results from three major categories: People, Places, and Things." (https://en.wikipedia.org/wiki/Google_Photos) Beginning June 1, 2021 photos and videos will no longer be stored for free. It will not affect currently stored photos but anything new.

When first opening Google photos, you will see a timeline on the right side that will show dates, which makes it easier than just scrolling through all the photos you have taken over the year. My pictures for example range from 2021 to Nov 2008. That would be a lot of scrolling to go through to find that one special picture.
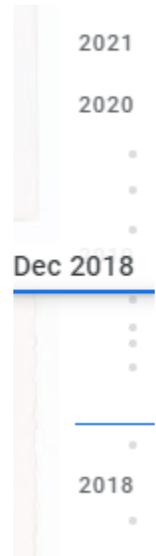
To use this timeline
- You will place your mouse on it otherwise you can't see it.
- You can do one of two things.
    o You can just move your mouse down the timeline without pressing any buttons and it will give you different months and years to pick from. When you get to the time frame you are looking for you, click on that timeline.
    o If you hold your left mouse button while you move down the timeline the pictures will move with you.

Searching
- To search for photos, you can use the search box at the top.
- You can search for people, pets, events, etc.
- You can also search by a month and year.
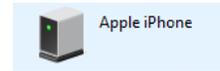
Uploading photos
- To upload photos using a computer, click the upload button near the top right of the screen.
- Choose to upload either from your Computer or Google Drive.
- If you choose computer, a dialog box will open.
    o You can select the folder you would like to upload photos from and then choose the photos.
    o On page two, we discussed, how to choose adjacent files using the **Shift key** or having control of the files you would like using the **Ctrl key**. These keys will work with photos also.
- If you choose Google Drive, a pop up box will appear and show you anything that Google recognizes as a video or photo.
    o You can then select to look through recent folders, all of my drive, shared with me etc.
    o You can use the **shift key** or **Ctrl key** to help you select your photos.
- We will discuss how to automatically upload photos from your Android phone in the Google and Android class but let's look at how to upload them if your phone is plugged into your computer.
    o Plug in your phone to the computer using the USB and click upload on Google Photos site.
    o In the dialog box, look for your phone on the left.
    o Double click on **your phone** on the left.
   o Double click on **Phone** in the box.

- o Double click on **DCIM** that is where your photos are stored.

  - ▪ From **iPhone**, after you plug in your phone, tap on "Allow" on your iPhone for your computer to be able to ccess your photos. Then click on "Internal Storage" on next screen and you will get to **DCIM** same as in Android phone.
- o Double click on **Camera(Android)/Folder in iPhone**.
- o All your photos should begin to load in the box.
- o You can change the view of the pictures so you can see what each picture is.
  - ▪ Click on the **view button** in the upper right corner of the box.
  - ▪ Click on the view that will help you the most. I would recommend **Extra Large, Large,** or **Medium icons.**
- o You can use the **shift key** or **Ctrl key** to help you select your photos.
- o Once you have selected all the photos you would like to select, click on open and they will begin to upload into Google Photos.
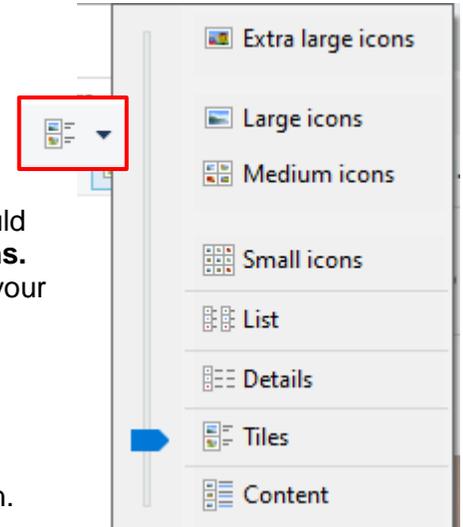
⬆ Upload
- To upload photos from your Google Drive, click the upload button.
- Choose Google Drive.
- Choose the folder where your photos are saved.
- If you have pictures in different folders, you will have to do them one at a time.
- You can pick all the pictures in the folder using either the **shift key** or **ctrl key,** but you can't upload a whole folder by just click on it.

To Create an Album
- Click on albums.
- Then click on **Create album** button.   ⊞ Create album
- Add a title for your album.
  - o It can be any name you want it to be. A particular person, place, pet, etc.
- Click the button that says **Select photos**.
- Choosing this will allow you to look through your pictures and select them.
- You can click on an individual picture to only select that particular picture or you can click on the date and it will select all the pictures you selected on that day.
- You can continue to click on pictures or dates until you reach the end of all your photos.
- Once you are done, click blue **Done** button in the right hand corner.

To Share an album
- Click on an album and click the Share icon on top right.
- This will bring up a pop up box where you can search for people by name, phone or email.
- It will also give a list of suggestions from your contacts.
- At the bottom of the box you can create a link to send to someone, a link can be added to your Facebook page or Twitter account.

Rename or Delete an album
- Click on the three dots in the upper right hand corner of the album cover.
- You will be given the option to edit album and delete album among others.
- **Edit album**
    - This will let you change album name, add photos/text/location or sort the photos.
- **Set album cover**
    - Select a photo in your album and set is as a cover of the album.
- **Delete**
    - Will bring up a pop up box that says Delete album? And warn you that **"**Deleting an album is permanent. Photos and videos that were in a deleted album remain in Google Photos".
    - You have the option to change your mind by clicking the **keep album** button.
   - The other option is to continue with deleting the album by clicking the **Delete** button.

Slideshow
Download all
Edit album
Options
Set album cover
Delete album
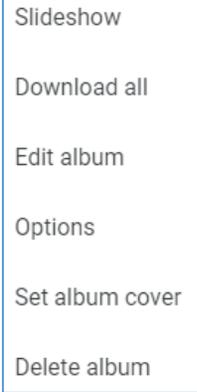
Album Library
- Here you will see albums you have created but along the top you will see albums Google Photos created for you.
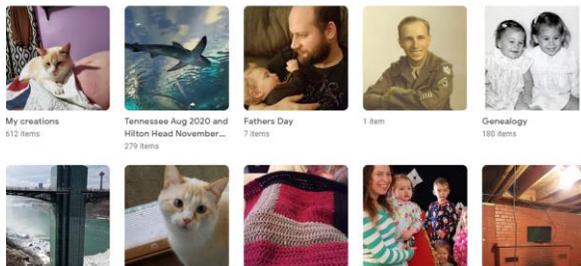

Albums you have created

- One of the albums, Google Photos creates for you is People & Pets.
    - These are photos of people or animals that Google thinks is the same person/pet.
    - You can click on the photos that have been connected to each other and name the "album". Most of the time the pictures are correct but sometimes it might be people related to each other (mother/daughter, sisters, brothers, etc.).
    - Sometimes when you click on a person/pet album you will see this button.

Same or different person?
Improve these results
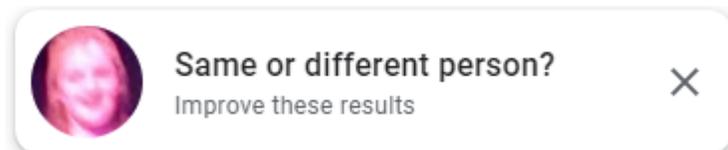
- If you click on the button, it will go through at least one picture maybe a bunch and ask you if the person in the pictures in the pop up box are the same person as in the album.
- You will click **same**, **different**, or **not sure**.
- Once you are done, click the **done** button.
- The box will change to another **done** button or you can try someone else.
- You can now search your photos using the name/title you gave the album.
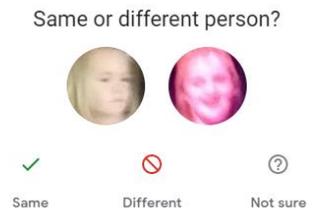
This photo recognition can be helpful especially if you have old family photos of people who you aren't quite sure who they are.

Print Store

Google Photos gives you access to order photo books and photo prints which gives you the ability to print individual photos, books, etc.

Utilities

Under utilities, you can do a few different things. You can create a movie, animation or collage of your photos. You can archive photos and back up photos from your computer to Google Photos.

Movies
- When you click on movies you will be given templates for what time of movies you can make. Meow Movie, Year of Smiles, and They grow up so fast are a few examples.

Animations
- An animation is a group of photos put together to create a photo of a moving subject.

Collage
- A collage is a group of photos combined into one photo.

Archive
- When you archive a photo, you will still see them in search results and albums, but not in the stream or the main photos tab.