



Q&A

**Google Drive follow-up  
by Chris Taylor**



- **Microsoft OneDrive can be *problematic***
  - **Microsoft changes the default save location for documents to OneDrive**
  - **You don't realize you are using it**
  - **You run out of space**
  - **Microsoft tries to sell you more space**
- **I have used Google Drive for many years**
  - **15 GB for free**
  - **Easy setup automatic synchronization**
  - **Easy sharing files with others**



# Google account required

If you have Gmail

- It is a ***Google account***

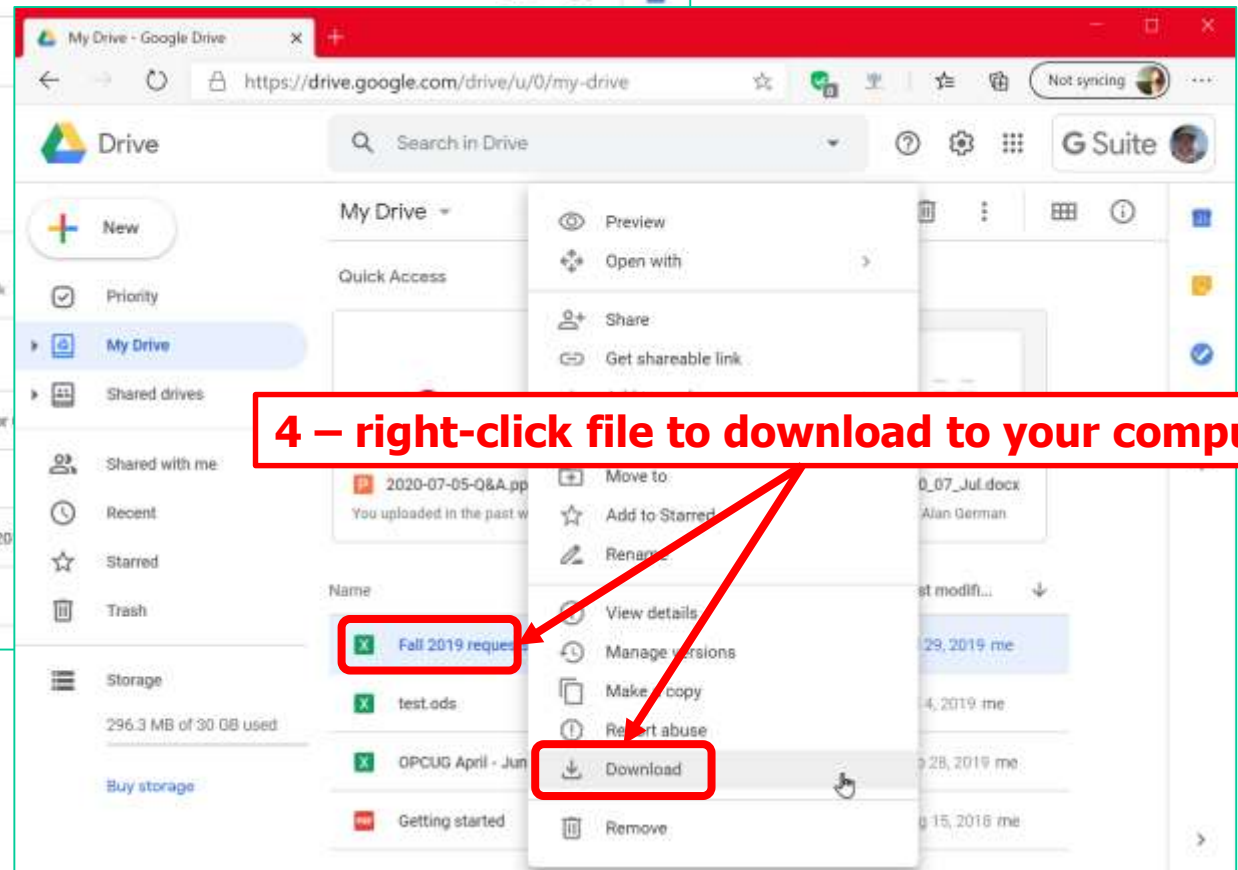
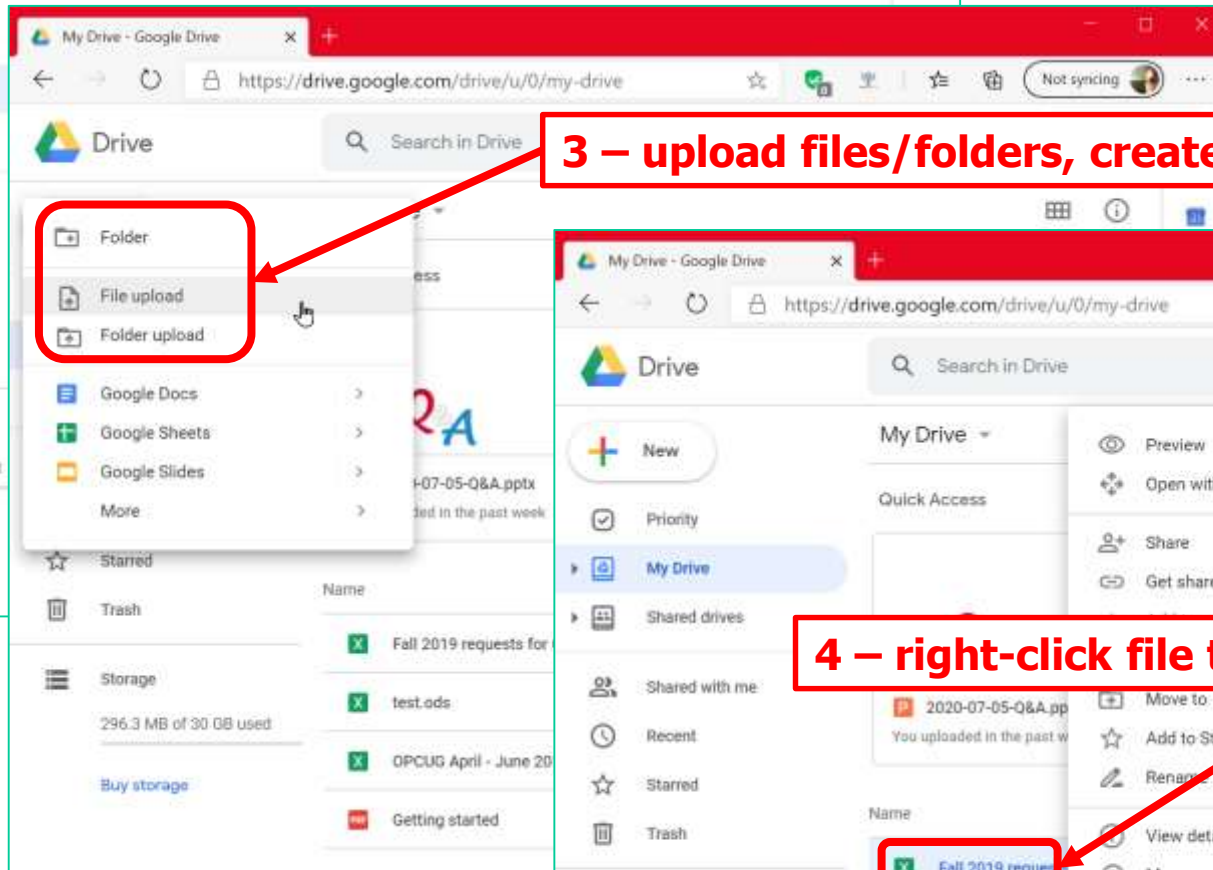
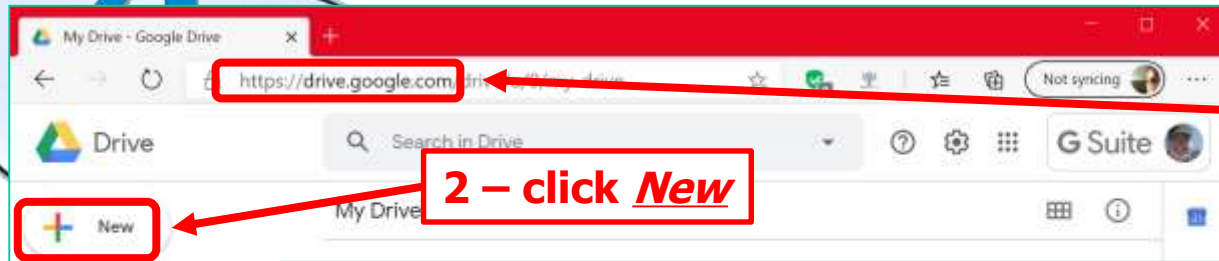
If you don't have a Google account

- <https://accounts.google.com>

Verify you can see your Google Drive

- <https://drive.google.com>

# Manual use





# Synchronization

## Install **Google Backup and Sync**

- Link it to your Google Account if prompted

[https://www.google.com/intl/en-GB\\_ALL/drive/download/backup-and-sync/](https://www.google.com/intl/en-GB_ALL/drive/download/backup-and-sync/)



christopher.john.taylor@gmail.com  
6 GB of 19 GB used [Upgrade](#)

A A-Q&A.png  
Synced 53 minutes ago

Updated 53 minutes ago

- About
- Help
- Send feedback...
- Pause
- Preferences...**
- Add New Account
- Quit Backup and Sync

**3 – preferences**

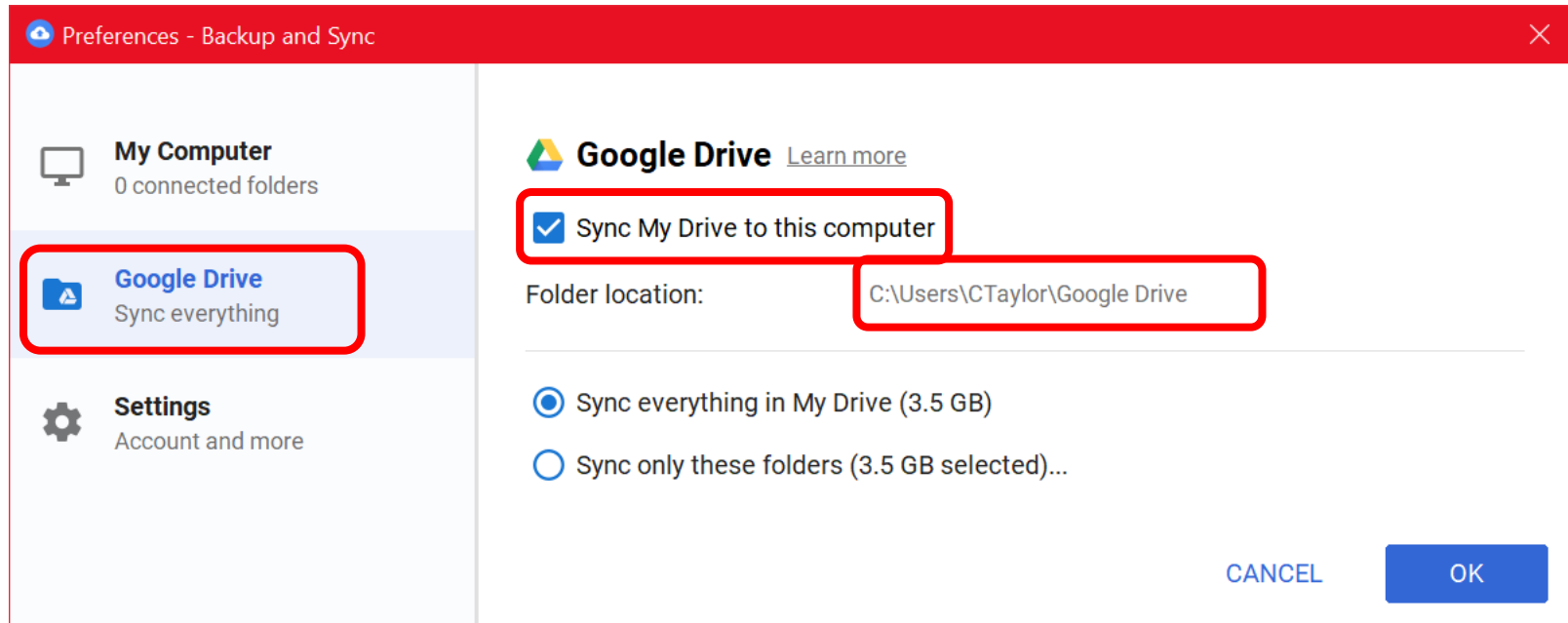
**2 – click dots**

**1 – click icon**

System tray icons: ^, cloud, PT, shield, 9+, S, CCU, monitor, USB, speaker, ENG, 3:49 PM, 2020-08-07, speech bubble



# Syncing Google Drive



## Multiple computers?

- install Backup and Sync on all
- "Google Drive" syncs between all



# Sync additional folders

Preferences - Backup and Sync

**My Computer**  
0 connected folders

**Google Drive**  
Sync everything

**Settings**  
Account and more

**My Computer**  
Choose folders to continuously back up to Google Drive

- Desktop 18 KB
- Documents 2 MB
- Pictures 34 MB

**CHOOSE FOLDER** Backing up all files and folders [Change](#)

Uploading photos and videos in [Original quality](#) [Learn more](#)

**Google Drive** [Learn more](#)  
Removing items synced between Google Drive and this computer  
Ask before removing both copies

**Google Photos** [Learn more](#)  
 Upload newly added photos and videos to Google Photos  
Items that are deleted from this computer will not be removed from Google Photos

USB Devices & SD Cards [CANCEL](#) [OK](#)

## Multiple computers?

- additional folders only sync between *this* computer and Google Drive on web
- multiple computers treated as separate entities




Preferences - Backup and Sync


**My Computer**  
0 connected folders

**Google Drive**  
Sync everything

**Settings**  
Account and more

### Settings

 christopher.john.taylor@gmail.com  
6 GB of 19 GB used



[UPGRADE STORAGE](#)    [DISCONNECT ACCOUNT](#)

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- Show warning when you remove items from a shared folder
- Open Backup and Sync on system startup
- Show file sync status icons and right click menu

[NETWORK SETTINGS](#)    [RESET APPLICATIONS](#)

[CANCEL](#)    [OK](#)



# Sharing files

The screenshot shows a Windows File Explorer window with the following table of files:

Name	Date modified	Type	Size
MacroTests	2020-07-17 1:19 PM	File folder	
ON1-ProblemReporting	2020-07-17 1:19 PM	File folder	
OPCUG-Photos	2020-07-17 1:19 PM	File folder	
_CJT2774-original-reduced.jpg	2020-07-07 8:39 AM	IrfanView JPG File	974 KB
_CJT2774v1-v6-reduced.jpg	2020-07-08 8:05 AM	IrfanView JPG File	1,125 KB
2019-12-ON1PhotoCritiques.mp4	2020-07-07 7:49 AM	MP4 Video File (VLC)	6,362 KB
2020-07-06 12:06 PM	2020-07-06 12:06 PM	MP4 Video File (VLC)	20,527 KB
2020-08-01 9:25 AM	2020-08-01 9:25 AM	MP4 Video File (VLC)	11,175 KB
2019-04-23	2019-04-23		3,597 KB
2019-04-23	2019-04-23		6,916 KB
2020-06-28 8:56 AM	2020-06-28 8:56 AM	Foxit Reader PDF Docu...	2,692 KB
2020-07-17 1:19 PM	2020-07-17 1:19 PM	Configuration settings	1 KB
2020-08-04 10:53 A...	2020-08-04 10:53 A...	Foxit Reader PDF Docu...	1,940 KB
2020-08-03 11:08 A...	2020-08-03 11:08 A...	Foxit Reader PDF Docu...	3,342 KB
2018-04-10 1:12 PM	2018-04-10 1:12 PM	Application	13,358 KB
		er PDF Docu...	1,148 KB
		er PDF Docu...	190 KB
			2 KB

The context menu is open over the file '2019-12-ON1PhotoCritiques.mp4'. The steps are highlighted as follows:

- 1 - right-click file
- 2 - Google Drive
- 3 - Share



# Sharing files - anyone can view

Share Settings - 2019-12-ON1PhotoCritiques.mp4

Share with people and groups

Add people and groups

Chris Taylor (you)  
christopher.john.taylor@gmail.com

[Send feedback to Drive](#)

**Click**

Share Settings - 2019-12-ON1PhotoCritiques.mp4

Share with people and groups

No one has been added

**Copy link to clipboard to pass on to someone else**

Get link

[https://drive.google.com/file/d/12SYq1ze\\_G3uFuPQ0sE/](https://drive.google.com/file/d/12SYq1ze_G3uFuPQ0sE/)

Anyone with the link

Anyone on the internet with this link can view

Viewers of this file can see comments and suggestions.

**Can change back to "Restricted" to remove sharing**

Done



# Sharing files - with specific people

Share Settings - 2019-12-ON1PhotoCritiques.mp4

Share with people and groups

Joe.User@example.com × | No Google account found

Notify people

Message  
Hey take a look

2019-12-ON1PhotoCritiques.mp4

[Send feedback to Drive](#) Cancel **Send**

**"No Google account found"**

Share Settings - 2019-12-ON1PhotoCritiques.mp4

Share with people and groups

Chris Taylor × Editor

Notify people

Message  
Hey take a look

Viewer  
Commenter  
 Editor

2019-12-ON1PhotoCritiques.mp4

[Send feedback to Drive](#) Cancel **Send**

**Set permission**



# Sharing files

Recommendation:

Hard to keep track of things you have shared

- Create folders
  - **Public** (things you share to anyone)
  - **Shared** (things you share to specific people)
- Only share items within those folders