



OPCUG

Computer Basics

Cloud Storage Part 2

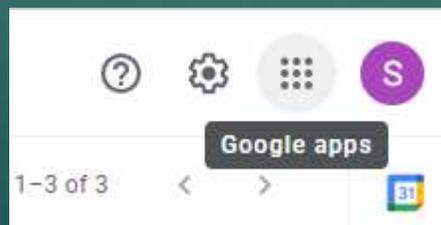
STEPHANE RICHARD

Content

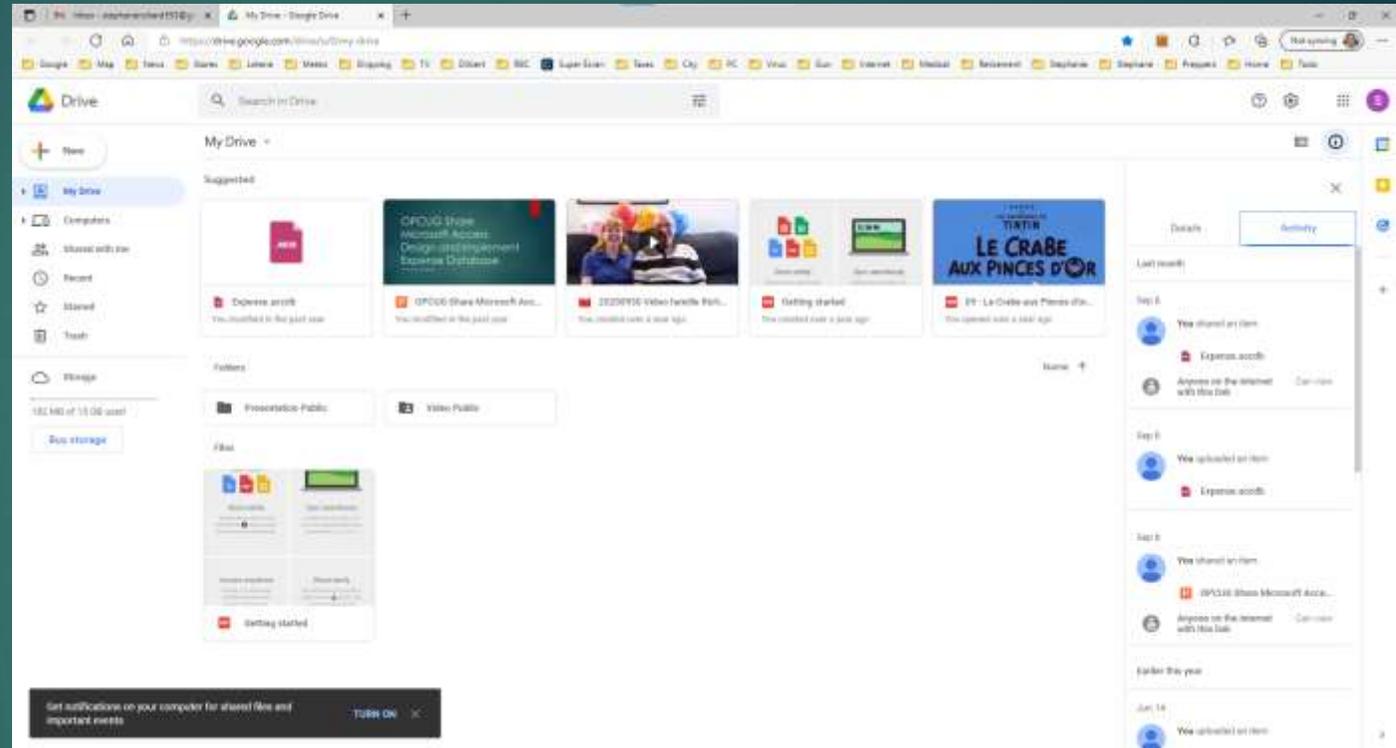
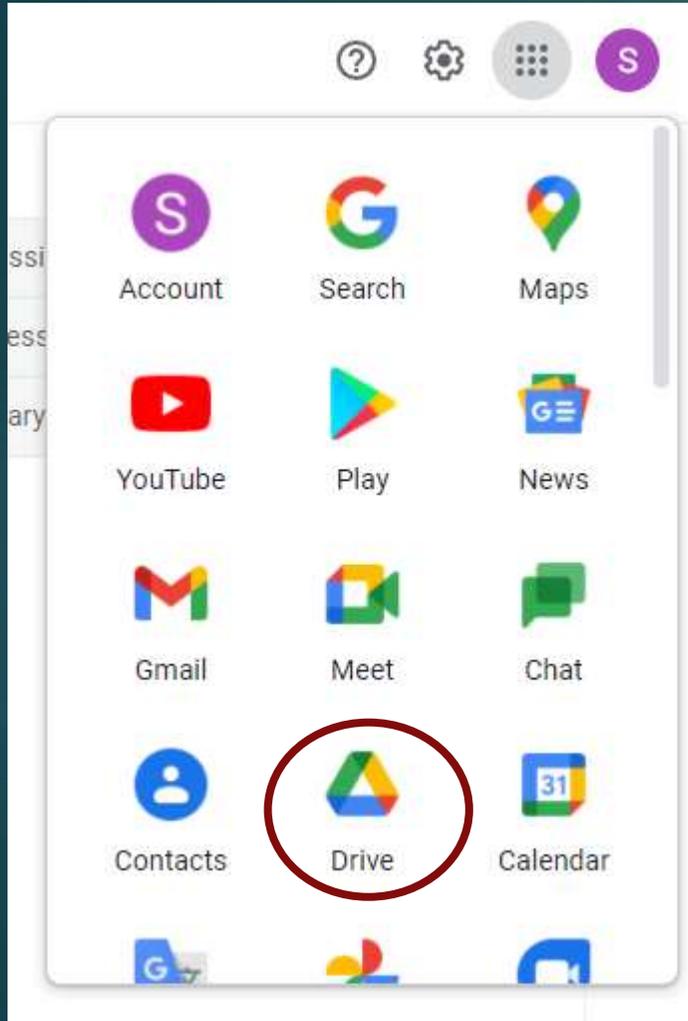
- ▶ Part 1:
 - ▶ Covered the computer storage and cloud storage basics
 - ▶ Looked at the common Cloud Storage Providers:
 - ▶ iCloud, Google Drive, Microsoft OneDrive, Dropbox and Box
- ▶ Part 2, using Google Drive to show how to use Cloud Storage:
 - ▶ Creating a cloud storage account
 - ▶ Uploading and downloading files and folders using a browser
 - ▶ Sharing a file/folder using a link
 - ▶ Installing and using sync software

Creating a Google Drive account

- ▶ If you have a Gmail account:
 - ▶ Nothing to do!
- ▶ If you do not have a Gmail account:
 - ▶ Create one at <https://accounts.google.com/SignUp>
- ▶ To access Google Drive:
 - ▶ Login to your Gmail account
 - ▶ Select the Google apps icon, top right of the screen

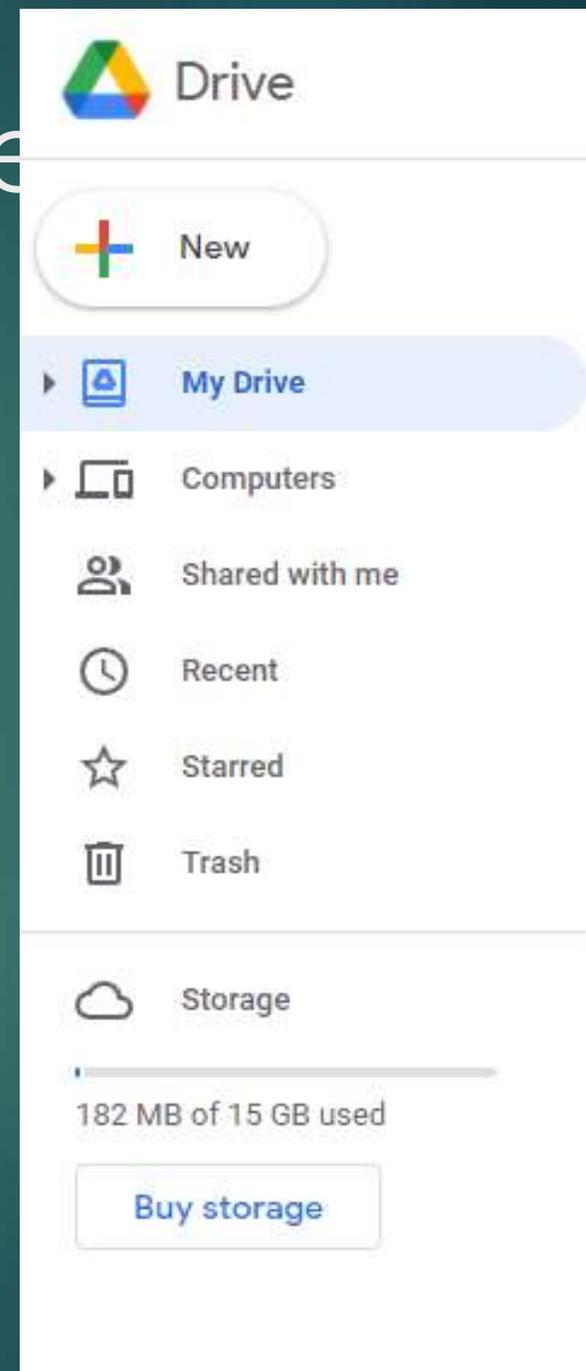
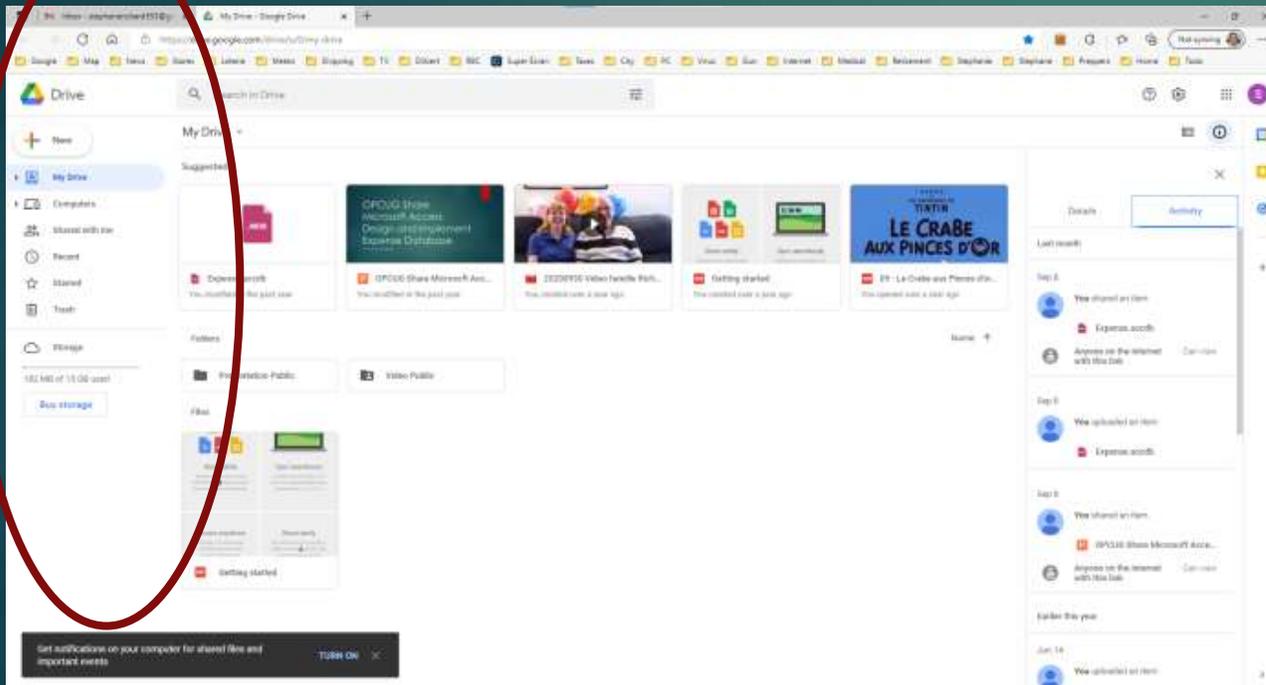


Next Steps – Accessing Google Drive

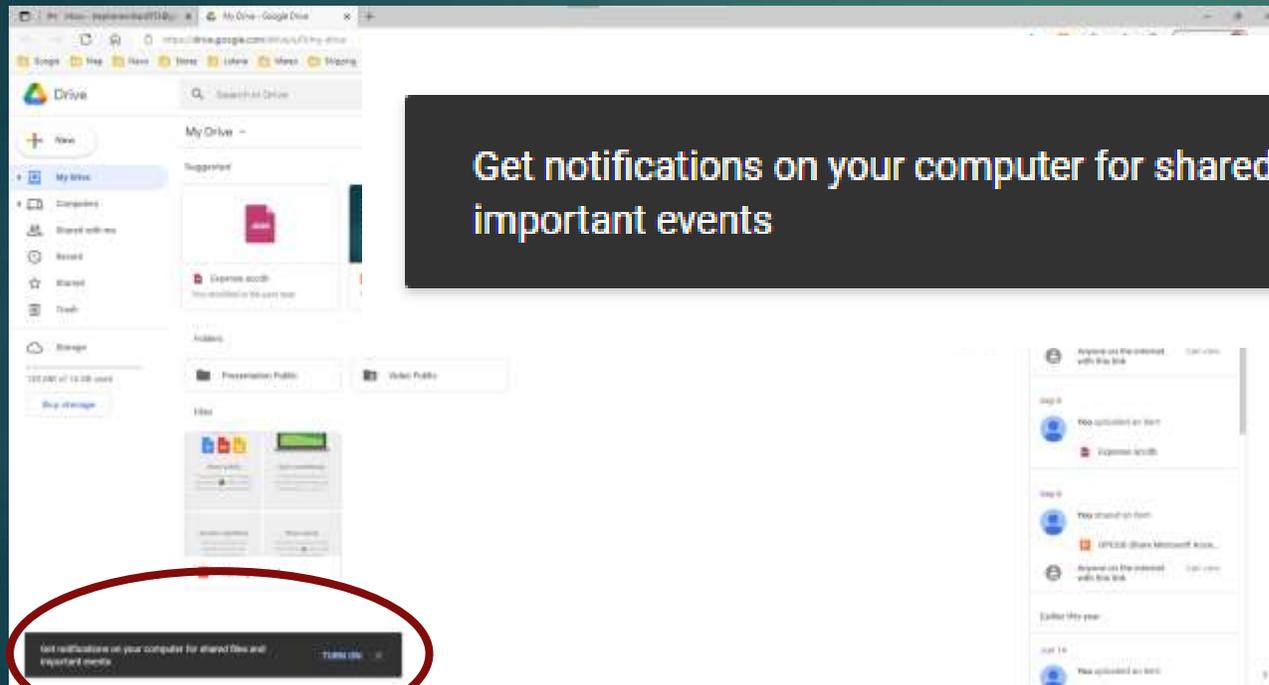


- Suggest that you bookmark that web page for easy future access
- Or browse to <https://drive.google.com>. If you are already logged into your Google account, you will be taken to your drive. Otherwise you are prompted to login.

Navigating the main screen



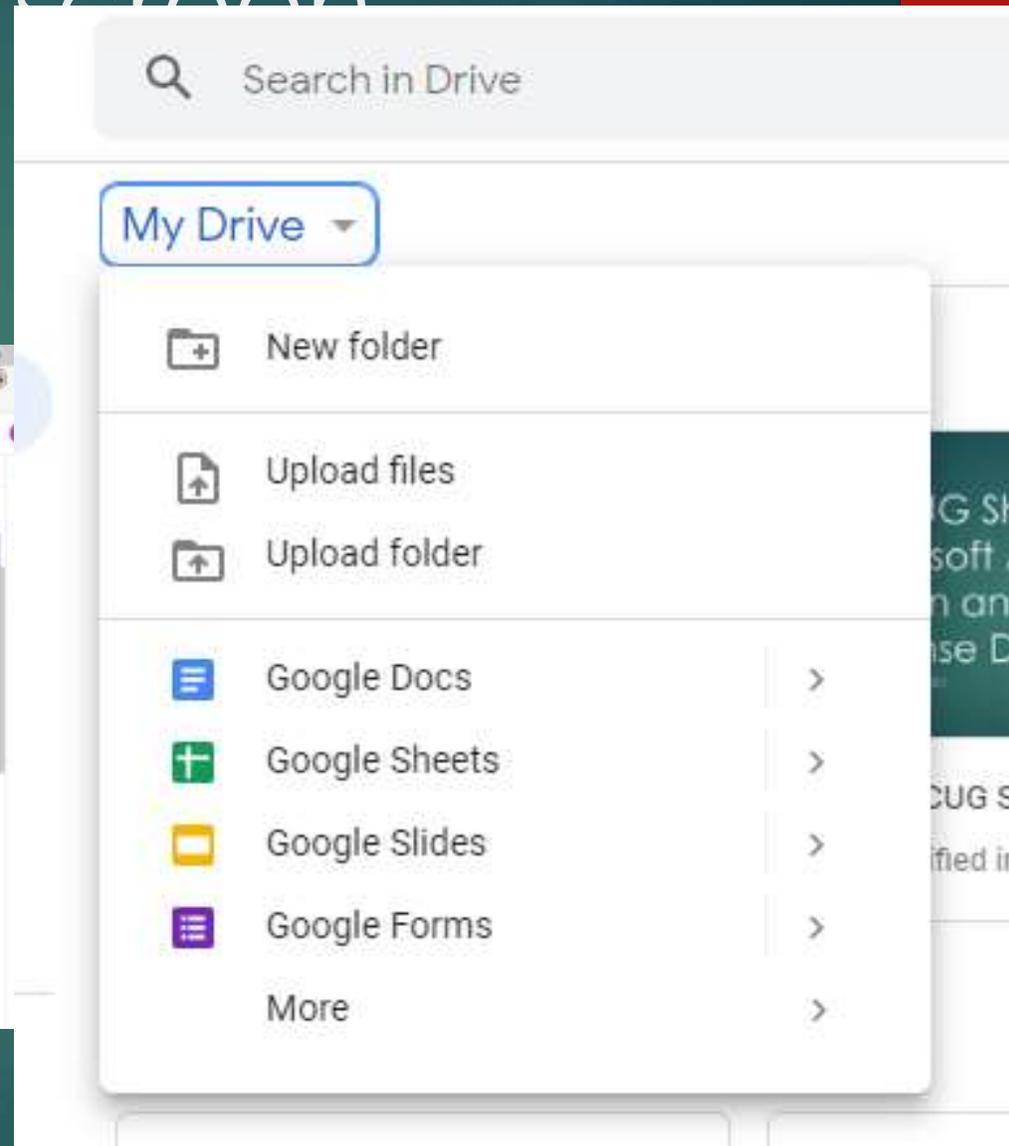
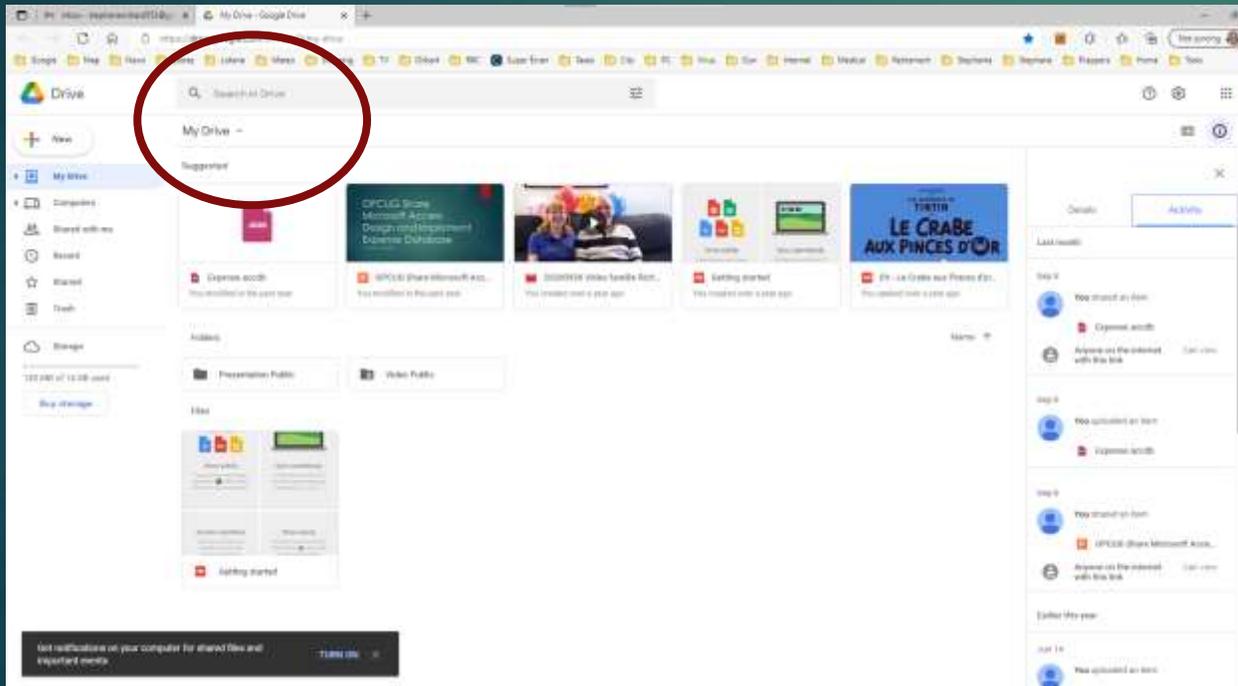
Navigating the main screen



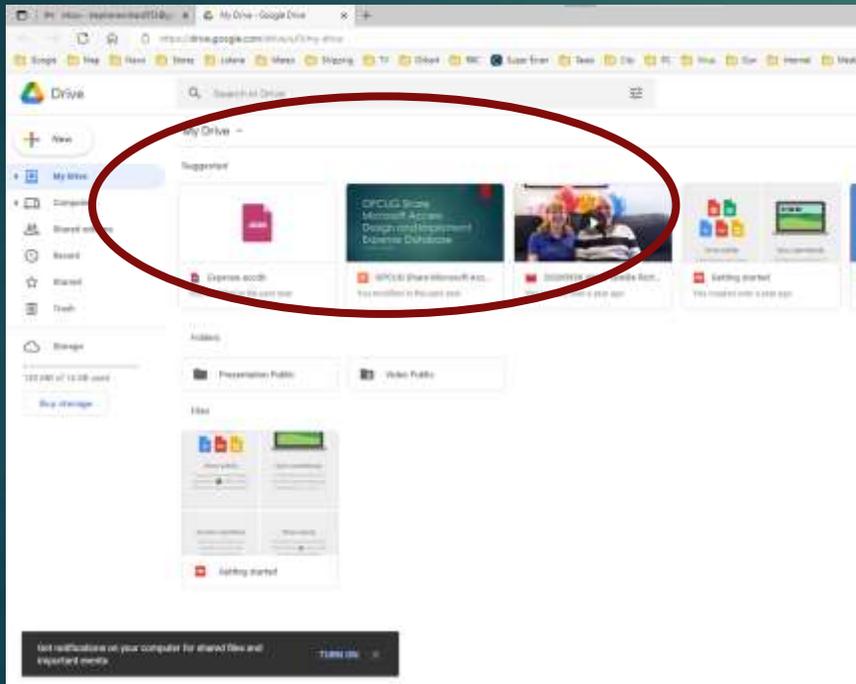
Get notifications on your computer for shared files and important events **TURN ON** ✕



Navigating the main screen



Navigating the



Suggested

Expense.accdb
You modified in the past year

OPCUG Share Microsoft Access Design and In Expense Data
You modified in the

Settings

General

Notifications

Manage Apps

and names will become visible. [Learn more](#)

Replace with shortcuts

Don't replace with shortcuts

Convert uploads Convert uploaded files to Google Docs editor format

Language [Change language settings](#)

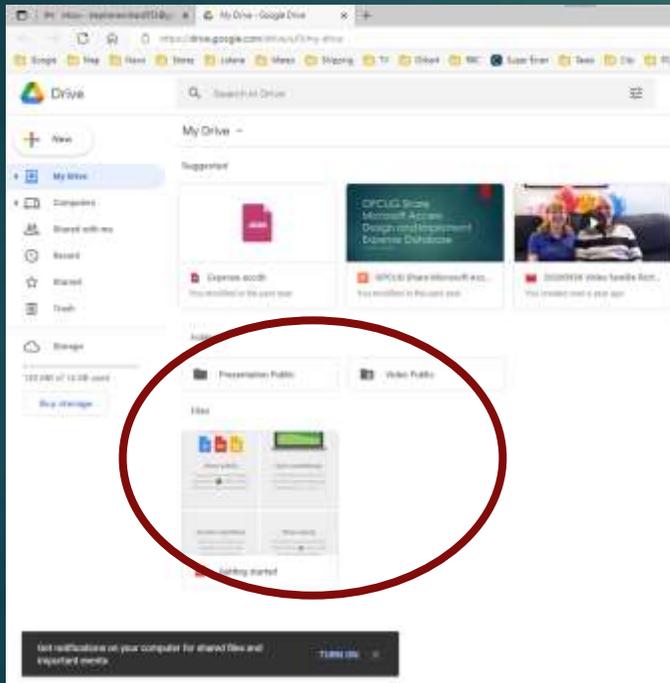
Density Comfortable

Suggestions

- Show suggested files in My Drive
- Show suggested files in Shared with me (page refresh required)

DONE

Navigating the main screen



Folders



Presentation Public



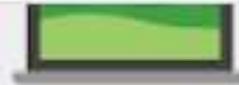
Video Public

Files



Store safely

Get any file you want to keep safe with the button, photos, documents, and everything else.



Sync seamlessly

Get files from your Mac or PC into Drive using the desktop app. Download it at [g.co/drive](#).

Access anywhere

Every file in Drive becomes available on all your other devices, automatically.

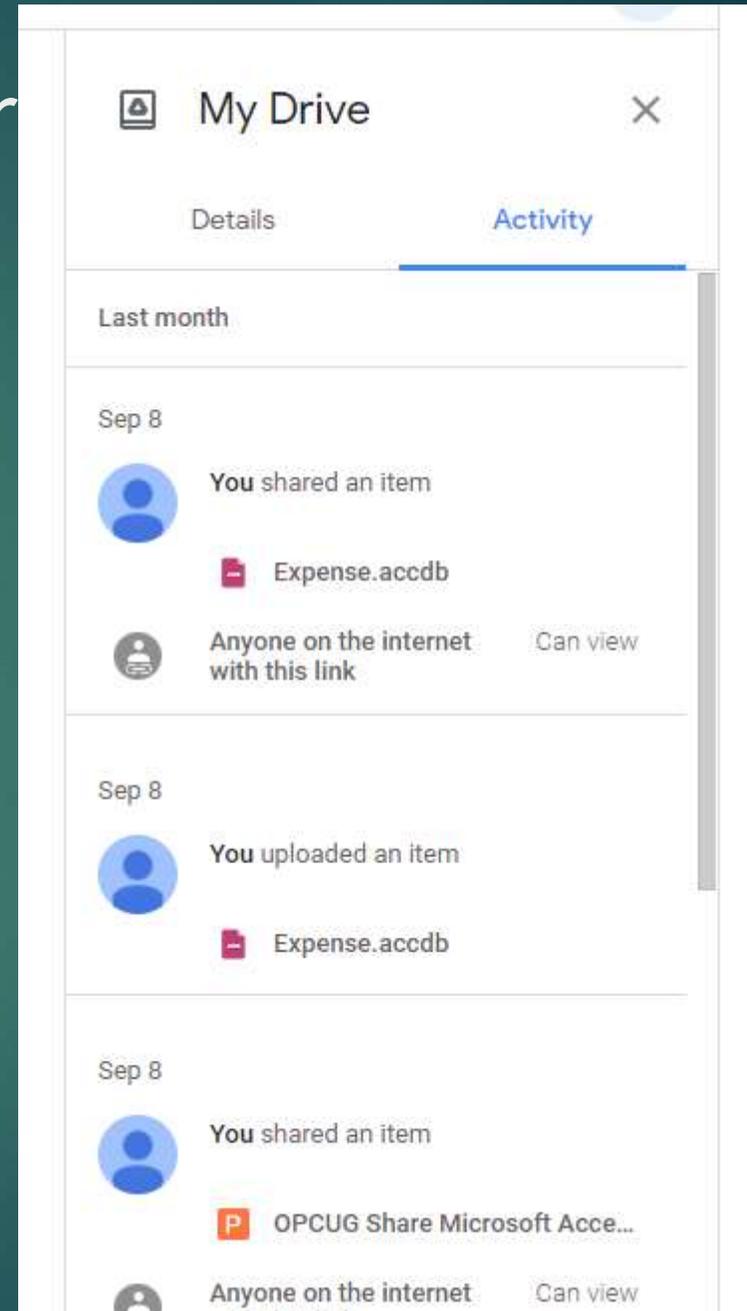
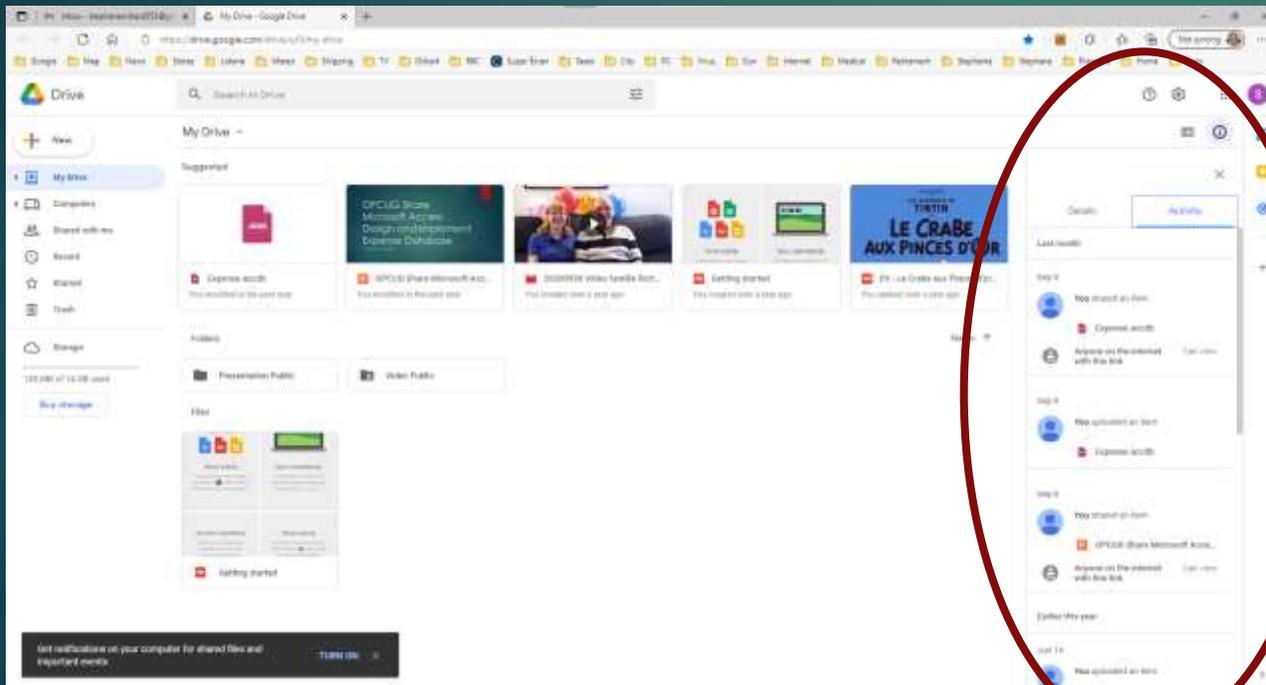
Share easily

One click gives access to any file or folder with the button. You can even create a shareable link.

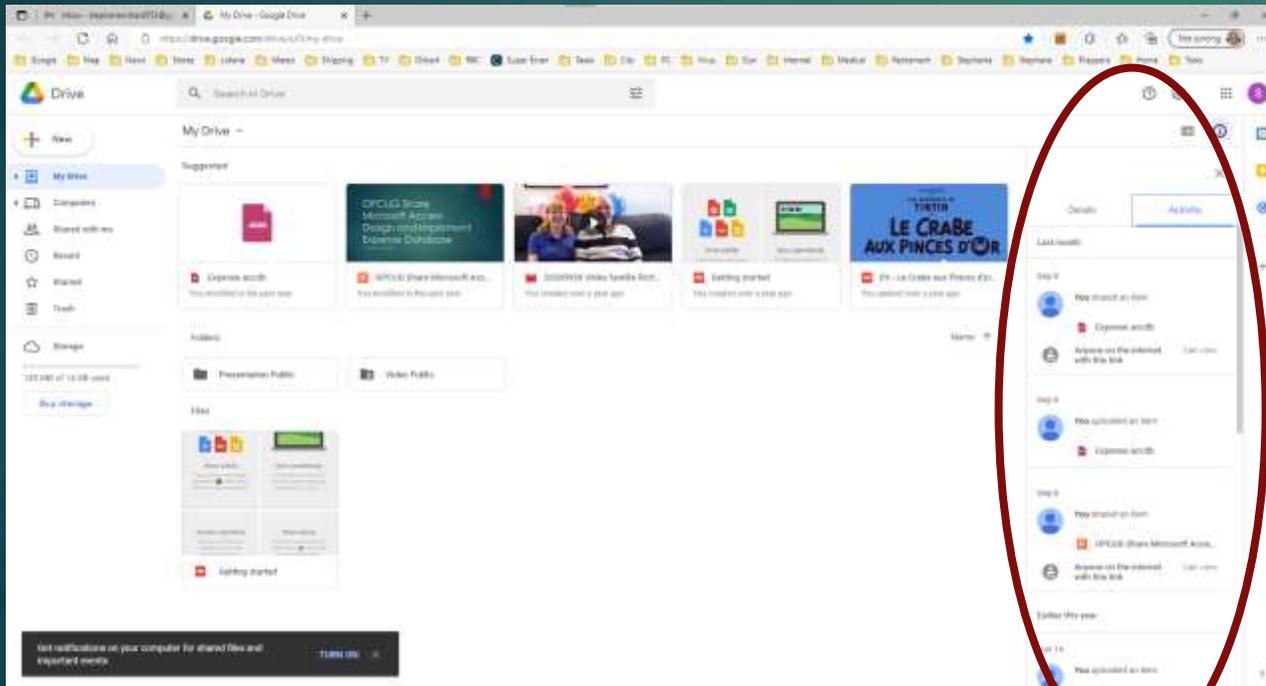


Getting started

Navigating the main screen



Navigating the main sc



Name ↑

Expense.accdb ×

Details Activity

Who has access

S [Link Icon]

[Link Icon] Anyone on the internet with this link can view

System properties

Type	Unknown File
Size	1.6 MB
Storage used	1.6 MB
Location	Presentation Public
Owner	me
Modified	Sep 8, 2021 by me ↻
Opened	Sep 8, 2021 by me
Created	Sep 8, 2021 with Google Drive Web

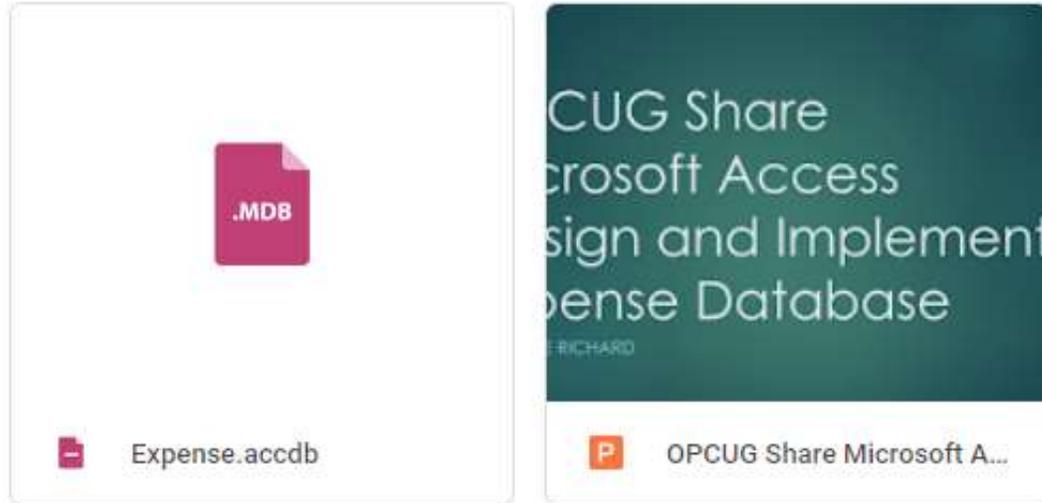
Add a description ✎

Viewers can download

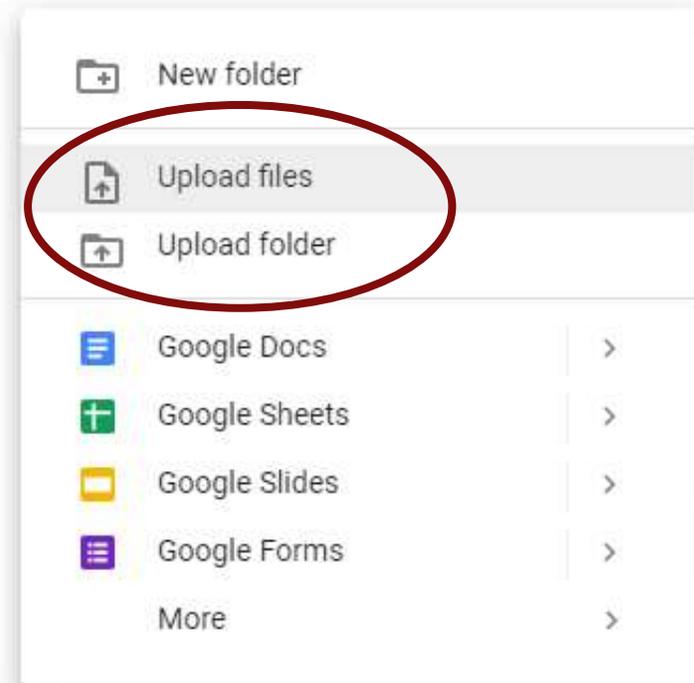
Up

My Drive > Presentation Public ▾

Files



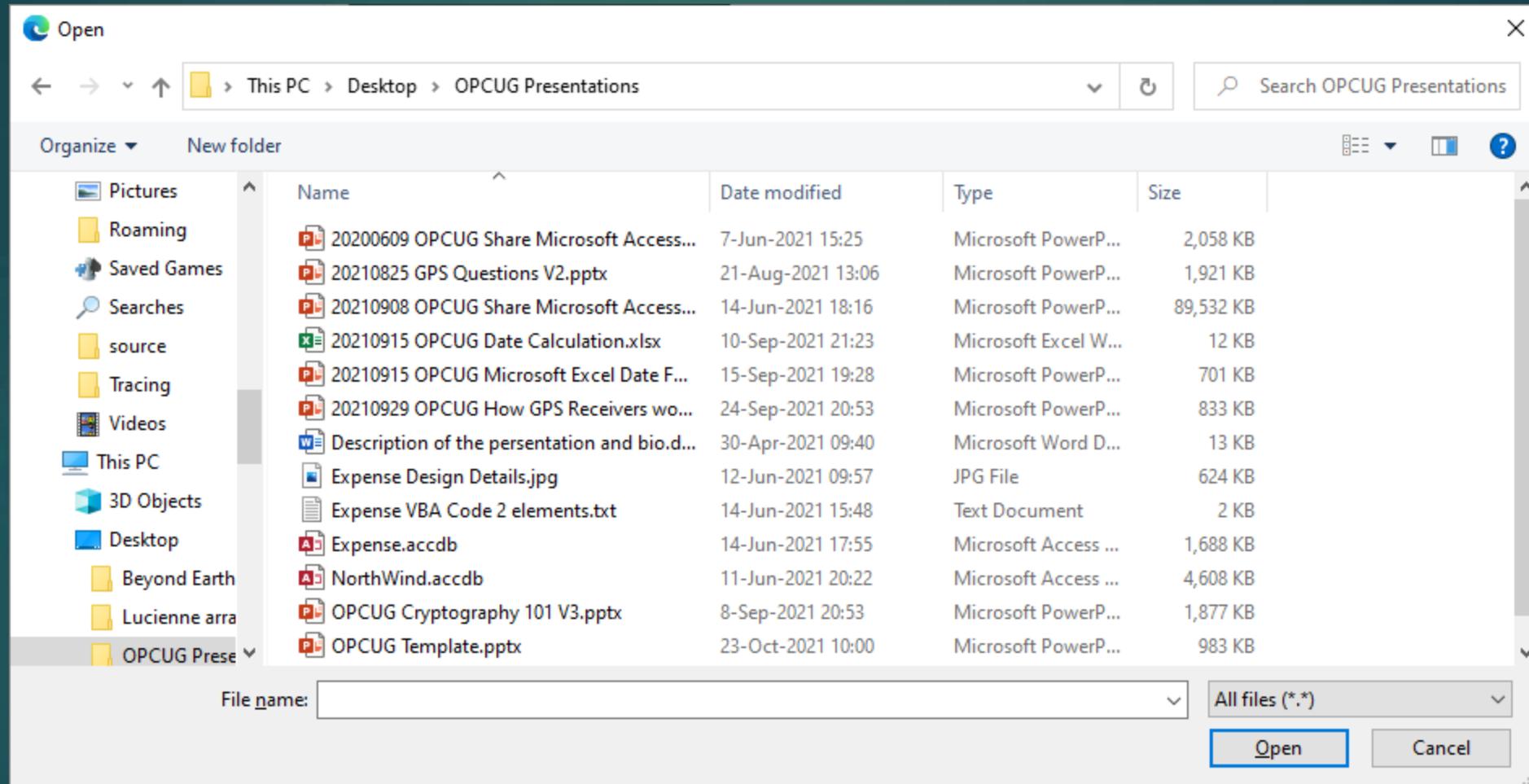
The screenshot shows two file cards in a Google Drive interface. The first card on the left is for a file named 'Expense.accdb', which has a pink icon with '.MDB' written on it. The second card on the right is for a presentation titled 'OPCUG Share Microsoft A...', with a dark green cover image containing the text 'CUG Share Microsoft Access Design and Implement Expense Database' and the name 'RICHARD' at the bottom.



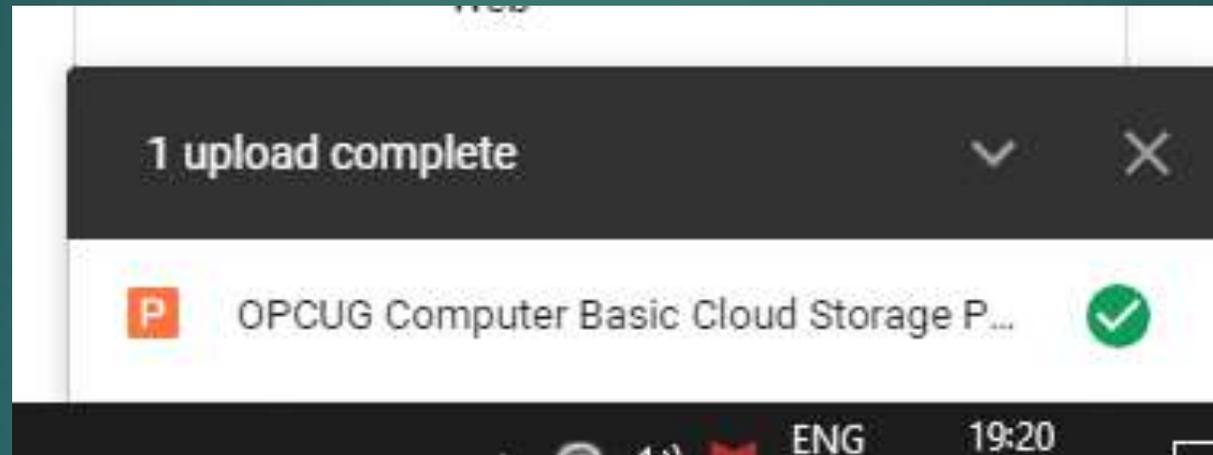
The screenshot shows the context menu for a file in Google Drive. The menu items are: 'New folder', 'Upload files', 'Upload folder', 'Google Docs', 'Google Sheets', 'Google Slides', 'Google Forms', and 'More'. The 'Upload files' and 'Upload folder' options are circled in red.

- New folder
- Upload files
- Upload folder
- Google Docs >
- Google Sheets >
- Google Slides >
- Google Forms >
- More >

Uploading a file to Google Drive



Uploading a file to Google Drive





Name ↑

 OPCUG Computer Basic Cloud Storage Part 1.pptx 

[Details](#)

[Activity](#)



OPCUG
Computer Basic
Cloud Storage Part 1
STEPHANE RICHARD

Who has access

 Not shared

System properties

Type PowerPoint

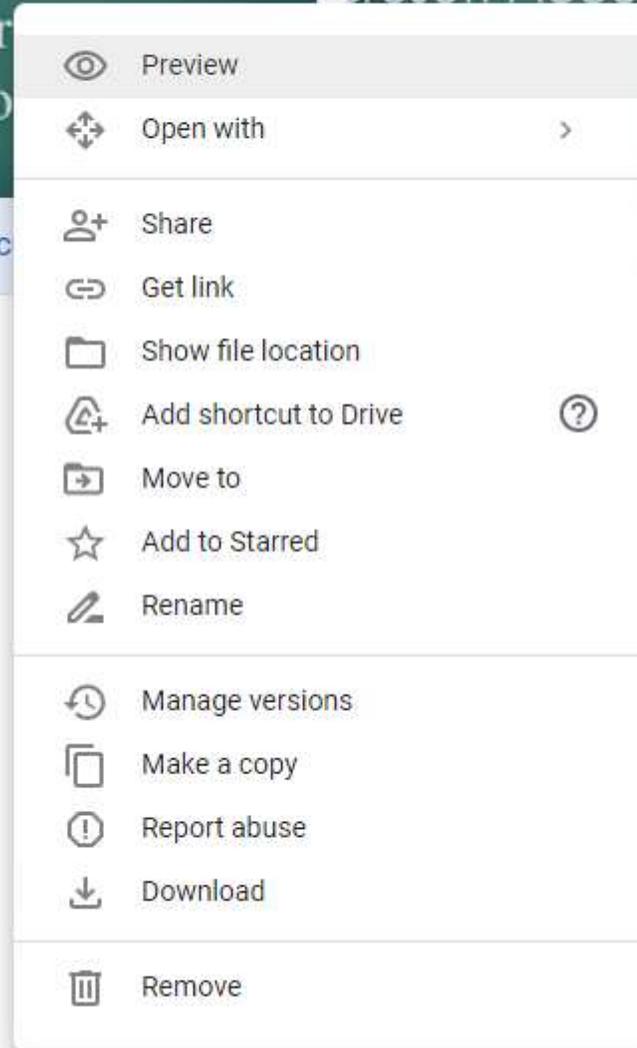
Size 3 MB

Storage used 3 MB

Location  Presentation Public

Uploading

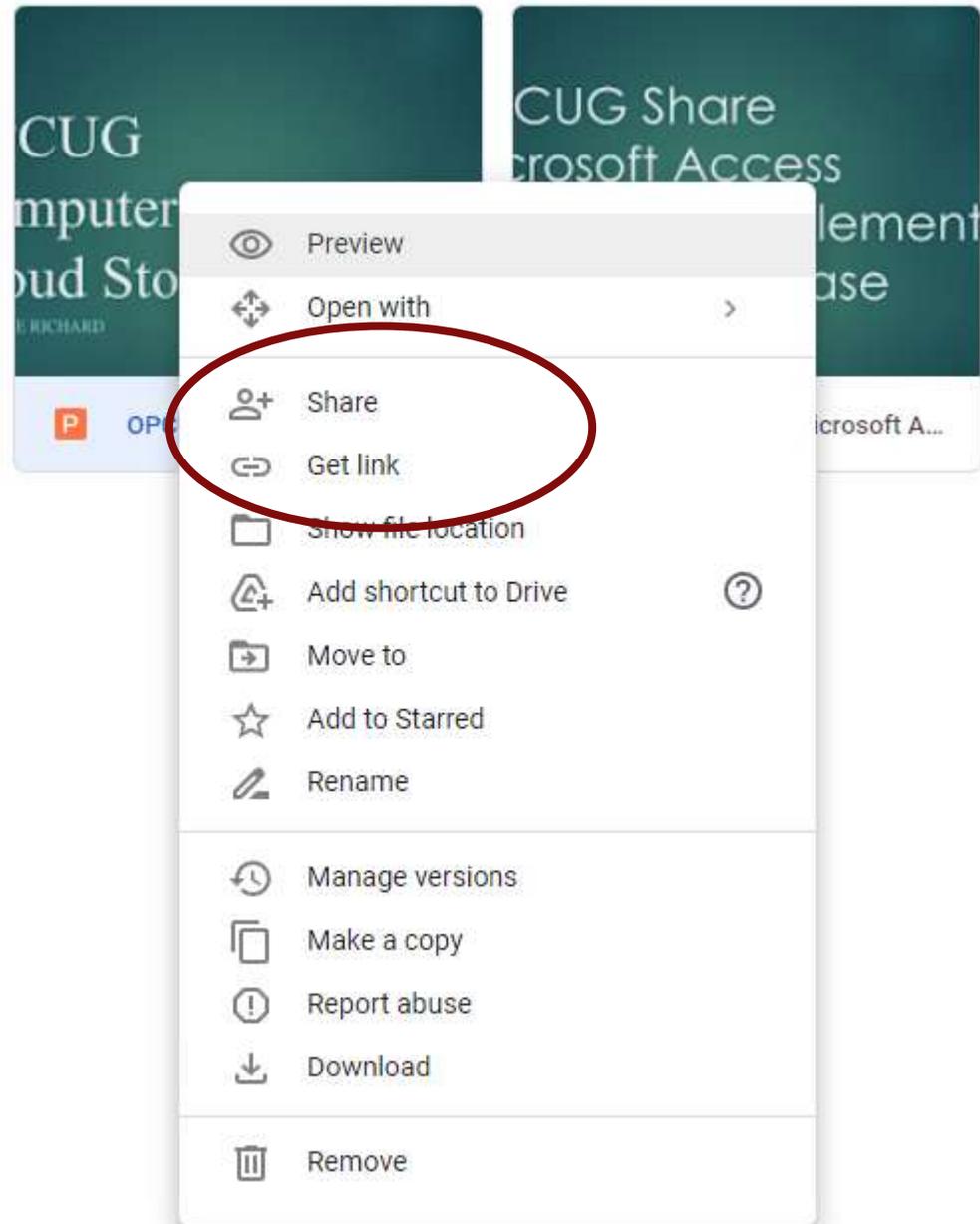
ve



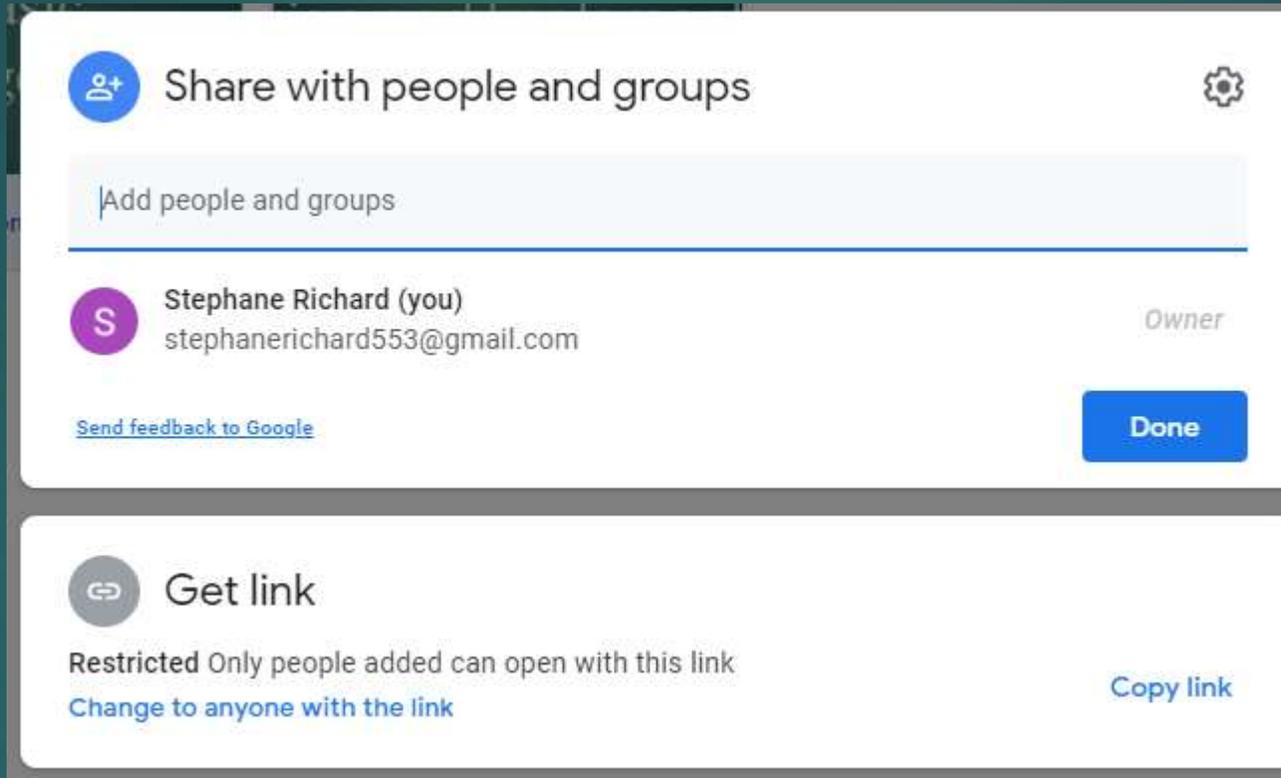
Share – who gets the link and what they can do

- ▶ Who by name:
 - ▶ Sharing with Gmail email address(es):
 - ▶ User will need to be signed-in to access file
 - ▶ Sharing with non-Gmail email address(es):
 - ▶ Google drive will display a dialog box warning you that “anyone holding this invitation will have access”. If it is not what you want, you can cancel
 - ▶ Groups:
 - ▶ In Google contacts, create a group and add members as required
- ▶ Who by link:
 - ▶ Restricted – list of name
 - ▶ Anyone with the link
- ▶ What they can do:
 - ▶ Viewer: can view and download
 - ▶ Commenter: all of the above + leave comment
 - ▶ Editor: all of the above + edit file and manage version (i.e. upload new version without changing the link)

Sharing a file



Sharing a file



The image shows a screenshot of the Google Drive sharing interface. It is divided into two main sections. The top section is titled "Share with people and groups" and features a search bar with the placeholder text "Add people and groups". Below the search bar, a list of users is shown, with "Stephane Richard (you)" at the top, identified as the "Owner" and having the email address "stephanerichard553@gmail.com". At the bottom of this section are a link to "Send feedback to Google" and a blue "Done" button. The bottom section is titled "Get link" and indicates that the link is "Restricted" (only people added can open with this link). It includes a "Change to anyone with the link" option and a "Copy link" button.

Share with people and groups

Add people and groups

S Stephane Richard (you) *Owner*
stephanerichard553@gmail.com

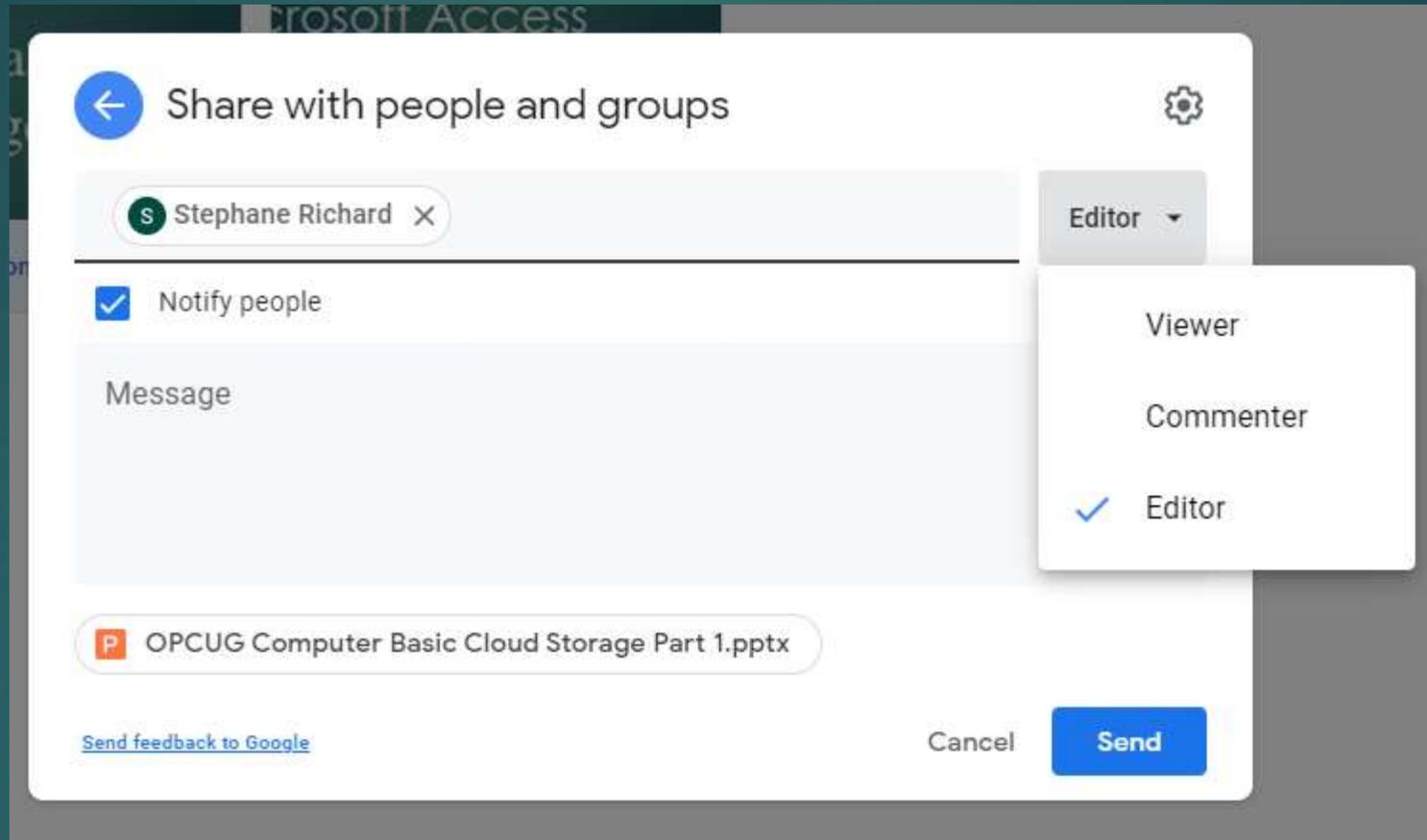
[Send feedback to Google](#) **Done**

Get link

Restricted Only people added can open with this link

[Change to anyone with the link](#) [Copy link](#)

Sharing a file



Sharing a file

The image shows a screenshot of the Google Docs sharing interface. It features two main panels. The top panel, titled 'Share with people and groups', includes a person icon and the text 'No one has been added yet'. The bottom panel, titled 'Get link', displays a URL: <https://docs.google.com/presentation/d/1pLZA9AS8sz1nKjubW6ShJpXsq5...> with a 'Copy link' button. Below the link, the sharing permissions are set to 'Anyone with the link' (with a dropdown arrow) and 'Anyone on the internet with this link can view'. A 'Viewer' dropdown menu is open, showing three options: 'Viewer' (selected with a blue checkmark), 'Commenter', and 'Editor'. A 'Send feedback to Google' link is located at the bottom left of the 'Get link' panel.

Share with people and groups

No one has been added yet

Get link

<https://docs.google.com/presentation/d/1pLZA9AS8sz1nKjubW6ShJpXsq5...> Copy link

Anyone with the link ▼
Anyone on the internet with this link can view

Viewer ▼

- ✓ Viewer
- Commenter
- Editor

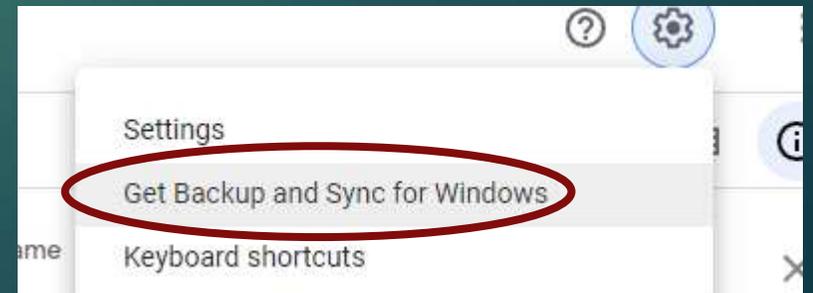
[Send feedback to Google](#)

Transforming the link created by Google Drive to a download link

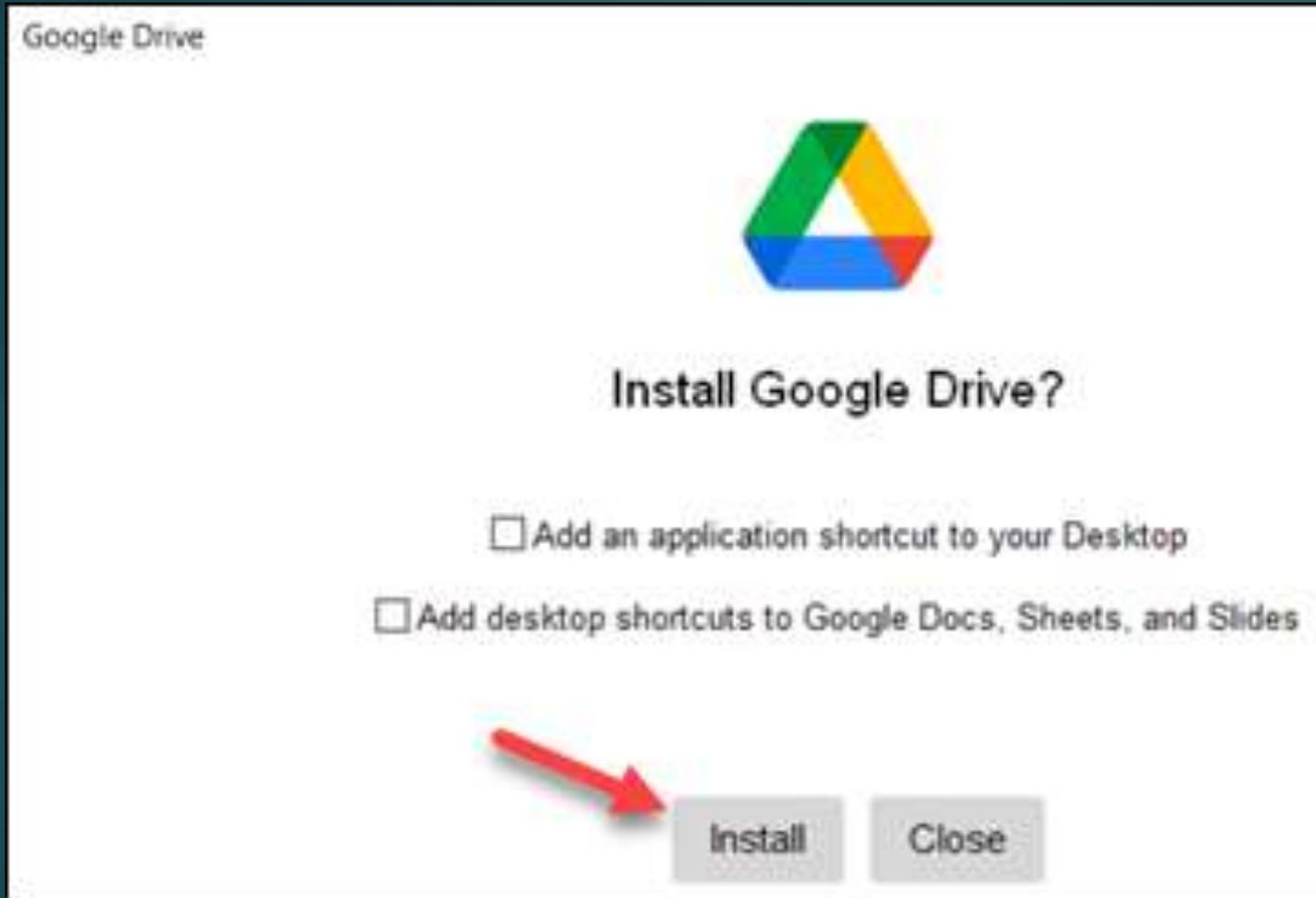
- ▶ The link created by Google Drive opens the file in the associated Google App in your browser
- ▶ It may not be what you want to do, so a download link can be created:
 - ▶ Step 1: Open Google Drive, right click the file and select “Get link” in the menu, then click the button “copy link”
 - ▶ Step 2: Paste the link in a text editor (e.g. Notepad)
 - ▶ Step 3: Locate and copy the Object ID (shown in gold below)
<https://docs.google.com/presentation/d/1pLZA9AS8sz1nKjubW6ShJpXsq5uUd702/edit?usp=sharing&oid=107775269846578761475&rtpof=true&sd=true>
 - ▶ Step 4: Create a new link in the format
 - ▶ <http://drive.google.com/uc?id=ObjectID&export=download>
 - ▶ <https://drive.google.com/uc?id=1pLZA9AS8sz1nKjubW6ShJpXsq5uUd702&export=download>

Downloading the sync software

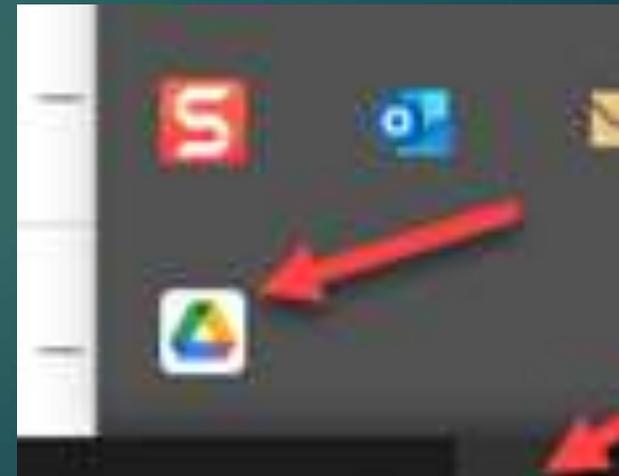
- ▶ Google offers two software suites:
 - ▶ For individual “Drive for desktop” - Choose folders on your computer to sync with Google Drive or backup to Google Photos, and access all of your content directly from your PC or Mac.
 - ▶ For Teams/Organizations “Drive for your team” - Teams can utilize shared drives, where files belong to the team instead of an individual, so you’ll always have access to the right files. It needs the Google Workspace (\$8 USD per month per user)
- ▶ How to get Drive for desktop:
 - ▶ Click on the Settings icon in Google Drive
 - ▶ While it says “Get Backup and Synch for Windows”, it directs you to the download page for Drive for desktop



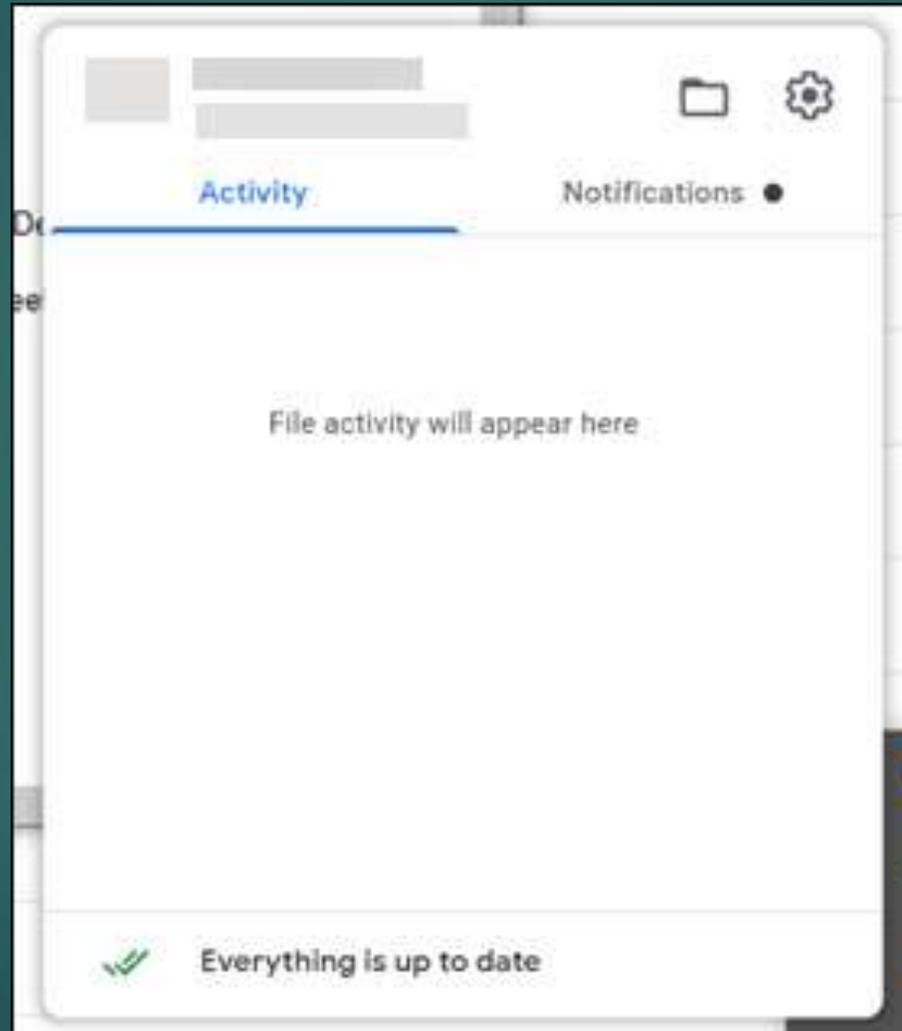
Installing and using the software



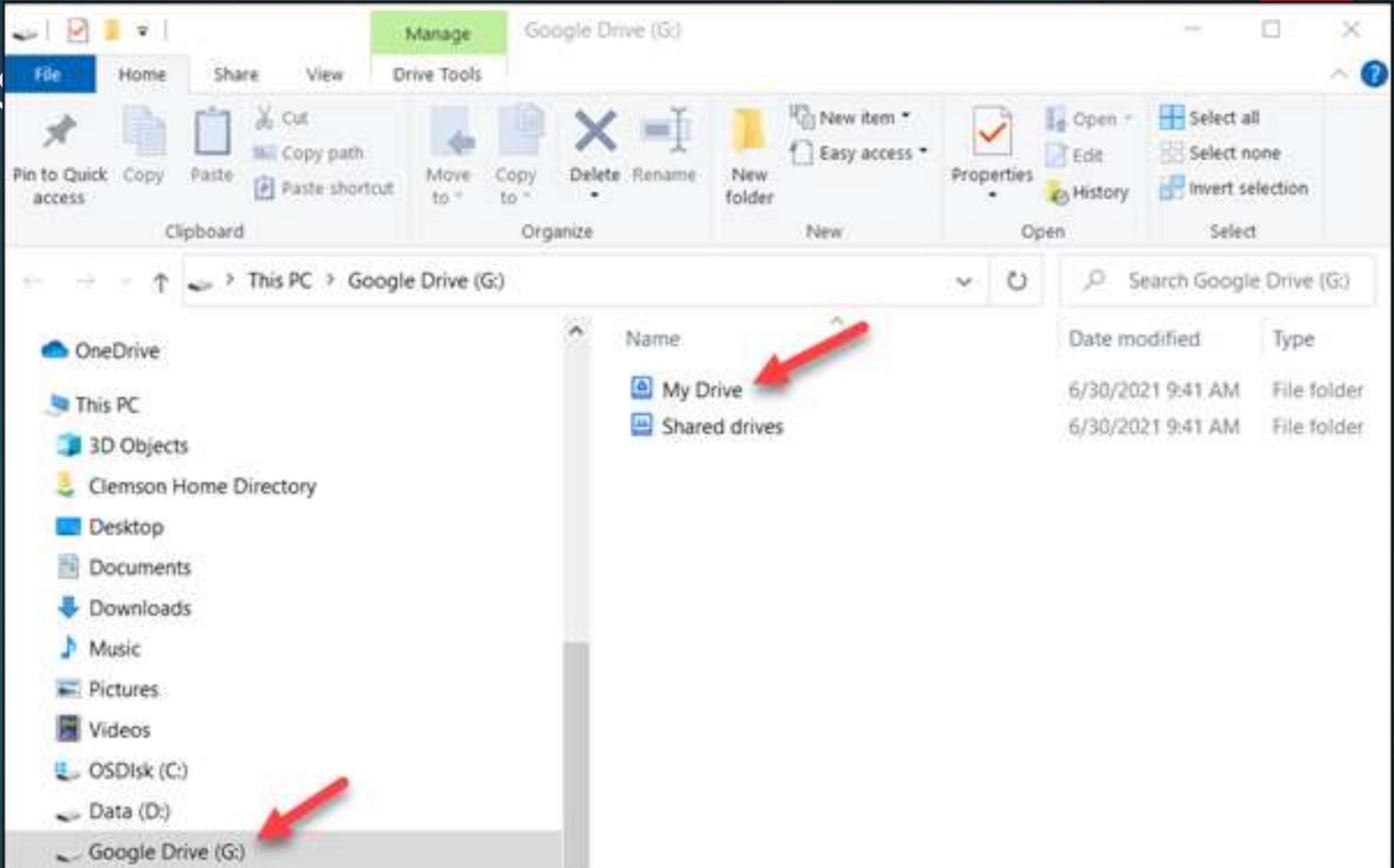
During the installation, you may need to provide your Google account information



Installing and using the software



In



Installing and using the software

- ▶ Clicking on “My Drive”, you will see your Google Drive files and folders
- ▶ You can also get there through your File Explorer and you can configure the drive letter (G: is the default)
- ▶ This does not directly download all of the data to your computer:
 - ▶ You may add files / folders or edit directly from your computer and they will sync to Google Drive
 - ▶ You can also select files or folders to be available offline

