

Self-Help Guide

Google Drive: Work with Files and Folders

The Google Drive self-help guide provides how-to instructions for common tasks such as organizing and finding files and folders, sharing and working together on documents, and downloading and printing files.

Getting Started

Google Drive Overview

What is Google Drive?

Google Drive is a document creation, management, and collaboration tool available to University of Minnesota students, faculty, staff, and graduates through Google Workspace for Education Plus.

Google Workspace Learning Center

<https://gsuite.google.com/learning-center/>

An excellent resource for learning about Google Drive and all Google apps

What Can I Do With Google Drive?

<https://support.google.com/a/users/answer/9310246?hl=en>

Requirements for Using Google Drive

<https://support.google.com/docs/answer/2375082?hl=en>

Note: UMN limitation on storage space is changing from unlimited to 50 gigabyte in July 2024.

Google Workspace Overview

</technology/google-apps>

File Sizes

<https://support.google.com/docs/answer/37603?hl=en>

This document outlines size limitations on files stored in Google Drive

Navigate the Google Drive Interface

Navigate the Google Drive Web Interface (3m 11s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/navigate...>

Google Drive Cheat Sheet

<https://apps.google.com/learning-center/products/drive/cheat-sheet/drive-cheat-...>

Keyboard Shortcuts for Google Drive on the Web

<https://support.google.com/drive/answer/2563044>

Google Drive and Apps at the UMN

Google Apps: Acceptable Use and Data Security

</google-apps-acceptable-use-data-security>

Changing Google Apps Campus Domain

</services-technologies/how-tos/google-apps-change-campus-domain>

Google Apps for AHC and HCC Accounts

</services-technologies/resources/google-apps-health-care-component-hcc>

This information is for the Academic Health Center (AHC) and Health Care Component (HCC) departments

Student Workers for Health Care Component (HCC) Departments

</services-technologies/how-tos/baa-student-workers-baa-departments>

Google Apps Questions and Answers

</services-technologies/resources/google-apps-questions-answers>

Creating and Adding Files

Understand Google Drive File Types

Understand Google Drive File Types (2 min)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/understa...>

File Sizes

<https://support.google.com/docs/answer/37603?hl=en>

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Create New Documents

Create, View or Save a File

<https://support.google.com/docs/answer/49114?hl=en>

Upload Files

Upload Files via the Web (2m 7s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/upload-f...>

Upload Files and Folders

https://support.google.com/drive/answer/2424368?hl=en&ref_topic=2375187

Convert Files to Google Format

Convert Files to Google Doc Format (4m 18s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/convert-...>

Work with Office Files and Convert to Google Doc

<https://support.google.com/docs/answer/6055139?hl=en>

Working with Files and Folders

Working with My Folders

Create, Move, or Delete a Folder

Work With Folders (3m 35s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

Create, Move, or Delete a Folder

<https://support.google.com/drive/answer/2375091?hl=en>

Moving Content From Shared Folders

<https://support.google.com/a/answer/2789107?hl=en>

Note: It is important to understand what happens when you move shared files and folders.

Finding Files and Folders

Search for Files and Folders

Search Files and Folders (2m 50s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/search-f...>

Find Files in Google Drive

<https://support.google.com/docs/answer/2375114?hl=en>

Change the View and Sort Order (3m 42s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/change-t...>

Sort Your Files

<https://support.google.com/drive/answer/2375177?hl=en>

Use the Preview Lightbox to Find Your Files (2m 12s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/explore-...>

Use Stars to Group Files (2m 16s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/use-star...>

Advanced Search and Filtering

More Search Options

<https://support.google.com/docs/answer/2375114?hl=en>

Scroll down in the linked document to find the additional search options

Find an Orphaned File

https://support.google.com/a/answer/6008339?hl=en&ref_topic=2497929

Downloading and Printing Files

Download and Print Files

Download Files and Folders (2m 35s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/download...>

Download a File

<https://support.google.com/drive/answer/2423534?hl=en>

Print a Document, Spreadsheet, or Presentation

<https://support.google.com/docs/answer/143346?hl=en>

Deleting and Recovering Files

Delete and Recover Files

Delete and Recover Files (1m 48s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/delete-a...>

Delete a Document, Spreadsheet, or Presentation

<https://support.google.com/docs/answer/6023494?hl=en>

Recover a Deleted Google Drive File

<https://support.google.com/drive/answer/2405957?hl=en>

Collaborating

Sharing Files and Folders

Share Files and Folders

Within Google Drive you can share files and folders with view-only, comment-only, or full-editing privileges. You can also transfer ownership of items in Google Drive to other users.

Share Files With Other Google Users (4m 22s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/share-fi...>

Work With Files Shared With You (1m 36s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

Share Files From Google Drive

<https://support.google.com/docs/answer/2494822?hl=en&vid=1-635803559017800400-3...>

Transfer File Ownership

https://support.google.com/drive/answer/2494892?hl=en&ref_topic=2525251&vid=1-6...

Move a Shared File or Folder

Moving Content From Shared Folders

<https://support.google.com/a/answer/2789107?hl=en>

Note: It is important to understand what happens when you move shared files and folders.

Find an Orphaned File

https://support.google.com/a/answer/6008339?hl=en&ref_topic=2497929

Working Together on a Document

Edit a File Collaboratively

Edit a File Simultaneously With Another Google User (1m 27s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/edit-a-f...>

Chat With Others While Editing the Same File

<https://support.google.com/docs/answer/2494891?hl=en>

Note: The chat function is NOT available for AHC/HCC users.

See Changes Made to Your Files

<https://support.google.com/drive/answer/3323935?hl=en>

Work with Revisions

Work With Revisions (2m 2s)

<https://www.linkedin.com/learning/google-drive-essential-training-2021/work-wit...>

See what's changed in a file

<https://support.google.com/docs/answer/190843>

Work with Suggested Edits

Share and collaborate on files

<https://support.google.com/a/users/answer/9305987?hl=en>

Suggest Edits in a Document

<https://support.google.com/docs/answer/6033474?hl=en>

Creating a Departmental Folder Structure

Create a Departmental Folder Structure

What's the Best Way to Organize Google Drive for a Team?

<https://www.quora.com/Whats-the-best-way-to-organize-Google-Drive-for-a-team>

How to Request a Google Group

</services-technologies/how-tos/google-groups-request-group>

Use Google Groups to Share Content

<https://support.google.com/a/answer/167101?hl=en>