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## Google drive jumanji the next level

Google Drive is an immensely popular cloud storage service that allows you to save various files to the cloud and then access them from your smartphone, tablet or computer. It comes pre-installed on most new Android phones and you already have an account if you've ever used Gmail.It's powerful and easy to use, but if you're new to cloud storage and've never used competitors like Dropbox or Box, it can be a bit overwhelming. To help you, we've put together this beginner's guide on how to use Google Drive. Feel free to use jump links to jump to the most relevant part for you. If you don't already have it on your phone, also click on the download buttons below to download the app for Android or iOS.Download Drive for AndroidWhat is Google Drive? How does that work? It won't be too technical here, but Google Drive is Google's cloud storage solution. It allows you to store your media and documents on Google servers so you can free up space on your hard drive and access it from any device with an internet connection. Before we delve into all the features and show you how to use Google Drive, let's talk about some basic things you need to know. The first is that you need a Google account to use the service. It is free and can be set in a few minutes. The account gives you access to all of Google's services, including Drive, Gmail, Photos, YouTube, Play Store, and so on. You can access Drive on the web by drive.google.com or via the free Android app. You can also view all your files via the Drive folder on your PC with Google Drive for Desktop, but you need to download the software first. Read next: How to set up and use Google's new backup and sync toolYou can get the software by visiting the Drive website. From here you click the settings gear at the top right, and then click Get Drive for desktop. Follow the installation instructions, then just start the program and go through the setup process, after which you will see a Google Drive icon in the Windows Price Favorites tab.Google DriveWhen it comes to storage, you get 15GB for free, which is shared between Drive, Gmail and Photos. This is enough for most people, but you can add more for a monthly or annual subscription fee. This subscription is now called Google One and offers additional benefits as well as a simple increase in storage such as discounts in the Google Store and additional users for families. We're only focusing on Google Drive pricing here, so let's take a look at the raw storage space. A 100GB plan will set you back \$2 per month, 1TB costs \$10 per month, while 10TB costs \$100 per month. Read also: One against the competition: Dropbox, OneDrive, iCloud, and otherSupported file typesArchive move is the main concern for most cloud storage solutions, but file type limitations can also be significant for many users. Fortunately, Google Drive supports a of file types including jpeg, png, gif, mpeg4, mov, and avi - see the full list here. There are also file size limits, but they won't cause problems for most users:Documents: up to 1.02 million characters. If you convert a text document to Google Docs format, it can be up to 50 MB. Spreadsheets: Up to two million spreadsheet cells created or converted to Google Sheets.Presentations: Up to 100 MB for presentations converted to Google Slides.All other files: Up to 5 TB. That's all for our primer about what Google Drive is one of the basic things you should know before you get started. Now that we've got it in the way, let's take a look at how to use Google Drive.How to upload and download Google Drive files? To access your files on Google Drive, you must first upload them to the web, PC, or mobile client. First, we'll talk about the web client, where there are two ways to upload files to Drive.If first is the drag-and-drop method: select a file that you want to upload from your PC, drag it to Drive in a browser window, and drop it. This works for both individual files and folders. The second option is to click the New button located in the upper-left corner of the website and select File Upload or Folder Upload (image above). Then choose the files or folders you want to upload, click Open or Upload, and you're good to go. An even easier way to upload to Google's cloud server is to take advantage of Google Drive for Desktop. Just drag the documents you want to upload and drop them in the Drive folder. It basically works the same way as transferring files from one folder to another on your computer, although it may take some time for the files to sync. Uploading files from your mobile device is just as easy. Open the Drive app, click the + icon in the lower right corner, and select the file you want to send to the cloud. You can also quickly upload files by opening them, tapping the Share button, then Save to Drive.If file downloads from Google Drive is also quick and easy on any device with an internet connection. If you use Google Drive for Desktop, everything you upload can be copied to any other folder on your computer just like any other file. You can also download files from the web client by right-clicking and choosing Download. This works for both individual files and entire folders. On mobile devices it can be more convenient to leave files in the cloud and open them when you need them, but there are some situations where you will have to find that Google Drive download button. All you have to do is find your file in the app, tap the three dots at then Download and you're good to go. How to organize and delete files on Google Drive? You can organize files in Drive the same way you do on your PC. You can leave them all in one place (My Drive) or put in different folders. To create a folder on the Web client, click the New button, and then select Folder. You can also right-click in your computer's Drive folder and create a new folder as you normally would in Windows. For mobile devices, tap the blue+ button and select Folder, as shown in the following screens. To move files to a folder on the web, simply use the drag-and-drop method for the Web client and the Drive folder. It also works on mobile devices, but in my experience it's faster if you tap the More Actions icon (three vertical points) next to a file, select the Move option, and then choose the new location for the file. How to delete Drive files? Because storage is a reward in the cloud, it's important to know how to delete file drives to free up space. The easiest option on the web is to select a file or folder and press Delete on the keyboard. This works for both the web client and the Drive folder. To delete a Drive document from your mobile device, tap the More Actions icon next to the file (three vertical points) and select Remove.How to share files on Google Drive? One of the best things about Drive is the ability to share files with others. These can be individual documents and folders. To share a Google Drive file or folder, select it and click the Get Shareable Link icon, and then copy and share the link with the people you want. You can also click the Sharing Settings option, where you can enable edit permission and send the link directly to a user's email address. The process is similar for mobile devices. Tap the More Actions icon (three vertical points) next to a file and turn on link sharing. The link will be copied automatically, so you can go ahead and paste it into a messaging app and send it to a friend. Alternatively, you can tap Add People to send the link to an email address. How to use Google Drive with third-party apps? Drive is connected to Google's office productivity suite that includes Google documents, sheets, and slides, which rival Microsoft's Word, Excel, and PowerPoint. Although these three services have their own dedicated website, each document you create is automatically saved to Drive. Drive also supports other Google services like Google Forms, Google Drawings, and more. You can create a document directly from drive's web interface or mobile app, which will then take you to the dedicated Google Doc website. How exactly? Click the New Blue button in the top corner left of the website, and then select Google Documents, Google Sheets, or Google Slides. On mobile, tap the blue+ icon and select one of the three options mentioned in the previous sentence. No matter which option you choose, you will always be able to access all documents created by YOUR PC, mobile device, and Drive folder on your computer. Google Drive also integrates with many third-party apps. Parts. they include:DocHub (PDF signature), Pixlr Express (photo editor),Draw.io (diagrams), and many more. A third-party app that works with Google Drive is WhatsApp, where you can actually store your oldest messages on the cloud service. In even better news, WhatsApp has made a change that allows people to store messages on Google Drive without having them rely on storage limits. You can check the full list via the web interface: Click the New button and select More followed by Connect other apps. When you see something you like, click the Connect button to integrate it with Drive.Using Gmail drive integration One of the best and most useful integrations is between Gmail and Drive. In fact, unofficial support for using Gmail for storage precedes Google Drive as a service. Fans created a program called Gmail Drive that allowed you to use Gmail as storage media. Of course, once Google Drive and Drive for Desktop Gmail Drive were released it was no longer needed and is no longer supported. Read also: How to set up a Gmail account in less than 2 minutesTo share a file drive with Gmail, start composing a message and click the Drive icon at the bottom of the screen. You can then navigate to the file and share it. On mobile devices, click the Attach icon (the paperclip) at the top of the screen, and then insert from drive. This is also an easy way to share large files, which are shared as links rather than as attachments. It is also easy to save Gmail files to drive. Just hover over the picture or another media file and click the Drive icon at the bottom right. On mobile devices, you need to press the picture for a long time, and then tap View Picture. Tap the More Options icon (the three dots) in the upper right, then Save to Drive.It's worth noting that files on Gmail count towards the same file storage limit on Drive, so you're not really saving space this way. However, you're making them easier to search in the Drive interface on web, mobile, and desktop clients. How to use Google Drive offline? Having your files online is great for accessing them from multiple devices, but it can also mean that you won't be able to see or edit them without an internet connection. Fortunately, this is not the case with Google Drive. The service has an offline mode, which allows you to access files while you are not connected to the Internet. You can view and edit files including Google Documents, Sheets, and Slides, with all changes automatically synced when an Internet connection is re-established. You must turn on offline access individually for each On your computer, open the settings menu and enable offline mode (image above). Also be sure to download google docs offline Chrome extension. Once you do this, you can visit the Drive website to view or edit your files. But keep in mind that you need to use the Chrome browser for it to work. Of course, you also open the files via the Drive folder on your computer, which will then open in Chrome.Things are a bit different on mobile devices. You must open the Drive app, tap the More Actions icon (three vertical points) next to a file, and then select Available Offline. Alternatively, you can press on a file for a long time and then select others and follow the same steps to enable offline mode for multiple files at the same time. If you're too far away, you should have a good idea of how to use Google Drive. The service offers some extra features, but the ones mentioned above are the most important. Those.