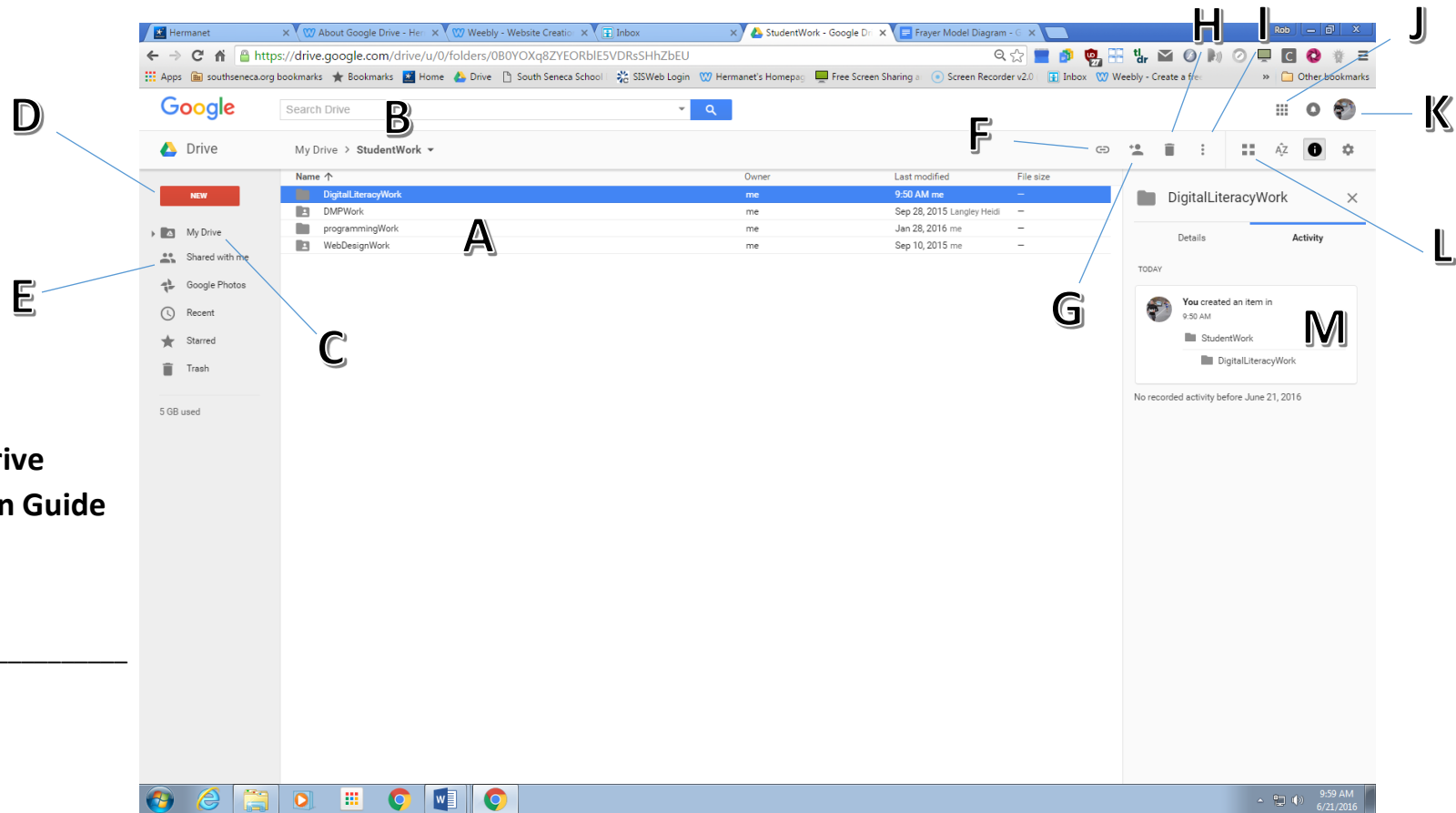


Google Drive Navigation Guide

Name: _____



Match each item to its location on the diagram.

- | | | |
|--|--|-------------------------|
| 1. _____ Set Sharing permissions here | 7. _____ Search for files/folders on drive | 13. _____ Sign out here |
| 2. _____ Your folders and files | 8. _____ Files/folders shared with you by others | |
| 3. _____ Access to the sharable link | 9. _____ Delete a file/folder | |
| 4. _____ Context specific info about files/folders | 10. _____ Toggle between list or grid view | |
| 5. _____ Additional options | 11. _____ Your personal storage location | |
| 6. _____ Create new files or folders | 12. _____ Access additional Google Apps | |

Watch the video about Google Drive that is linked on the diagram on Mr. Hermanet's website. Answer these questions:

1. Why do you think Google Chrome is the best browser to use with Google Drive?
2. How do you get to your drive interface? List the steps.
3. Besides using the "new" button, how else can you get files or folders into your drive account?
4. What do you click on to view files within a folder?
5. What three permission settings are available when you choose to share a file or folder?
6. The drop down arrow next to the search bar in drive has a few options for narrowing the search. What are they?