Drive cheat sheet

**Keep all your work in one secure place with online file storage.**

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet. When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

Get Drive: Web (drive.google.com)   , Android   , or iOS

1. Click ✛ New to...

a Upload any file (such as Microsoft® Outlook® files, Adobe® PDF files, and videos) or folder from your computer.

b Create new documents right in your browser.

✛ New
File upload
Folder upload
Google Docs >
Google Sheets >
Google Slides >
More >
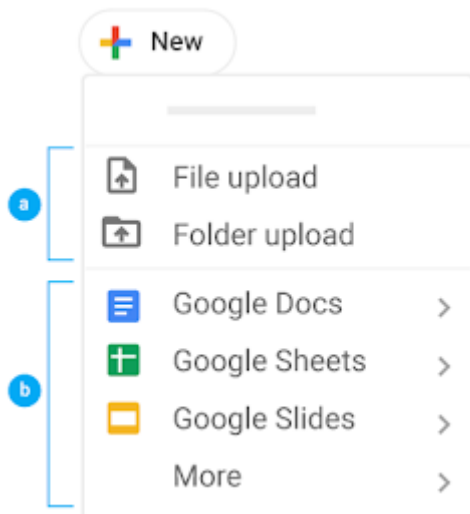
Editor	Description	Example uses
Google Docs	Text documents	Proposals, reports, shared meeting notes
Google Sheets	Spreadsheets	Project plans, budget sheets
Google Slides	Presentations	Pitch decks, training modules, team presentations

Editor	Description	Example uses
📋 Google Forms	Surveys	Customer satisfaction surveys, group polls
📊 Google Drawings	Shapes, charts, and diagrams	Flowcharts, organizational charts, website wireframes, mind maps
📄 Google Sites	Websites	Team sites, project sites, resume sites

## 2. Work with files stored in Drive.
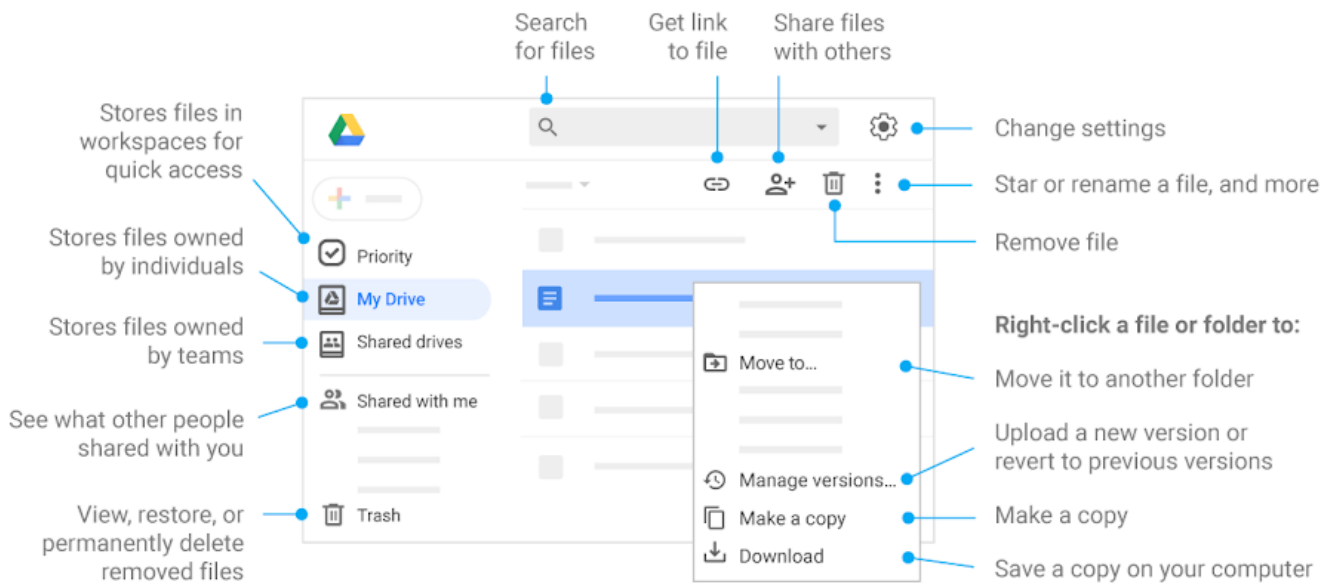
3. Share your files and folders by clicking Share 👤+ and then choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Is owner	✔	✔	✔	✔	✔	✔
Can edit	✔	✔	✔	✔	✔	✔

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Can comment					✔	✔
Can view						✔

4. Add shared files to My Drive.

Note: When you move a shared file to My Drive, it only moves the file in your view, not in anyone else's.
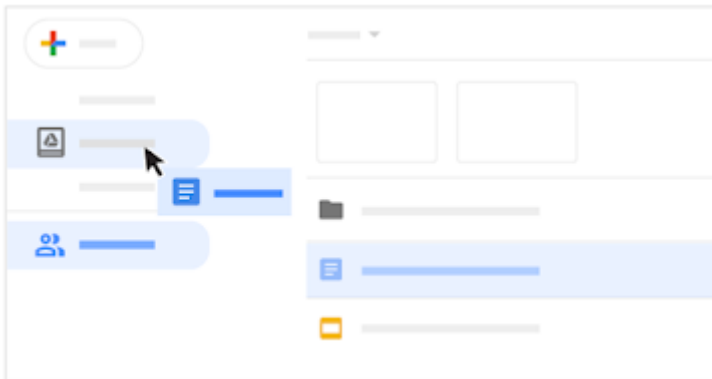
5. Access your files from any device.

Browser or device	Requirements	How to access
🖥 Web browser (any device)	Install any web browser.	Go to drive.google.com .
🖥 Computer	Install Drive File Stream from the Drive Help Center .	Click Drive File Stream 🅐 and then Open Google Drive 🗀.
📱 Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS®).	Open the Drive app on your device.

Was this helpful?

Yes   No