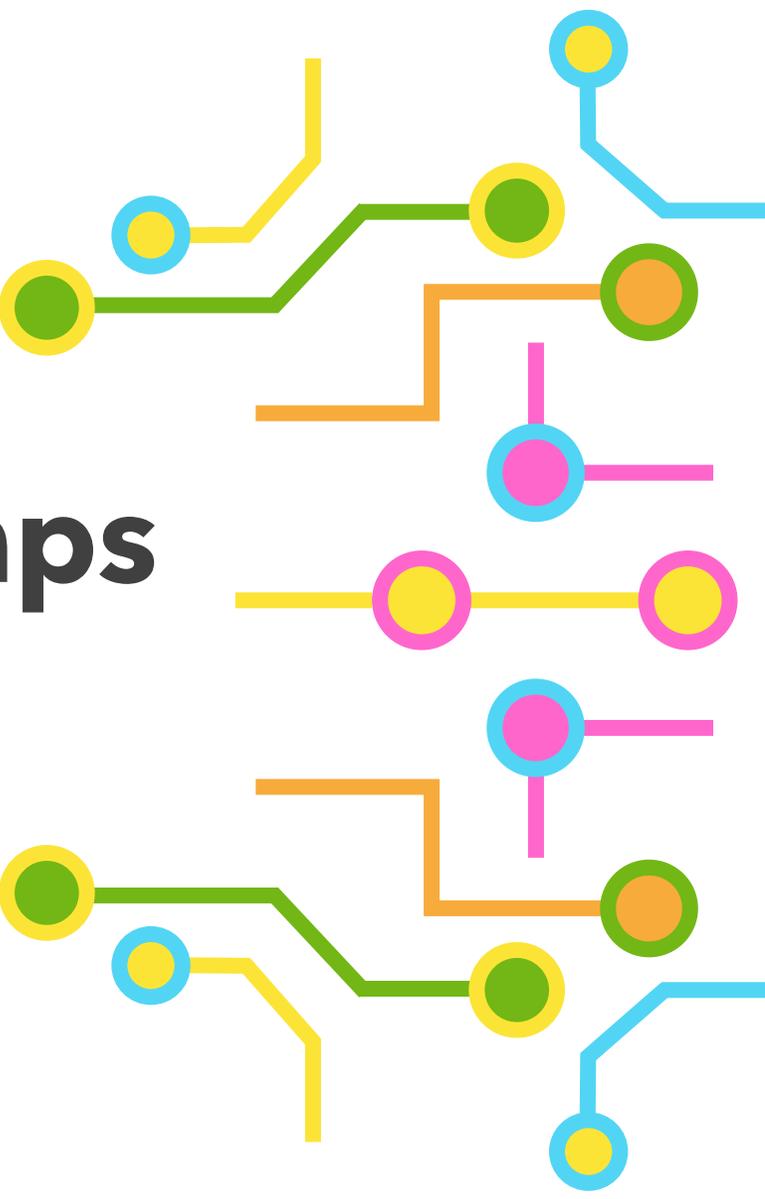
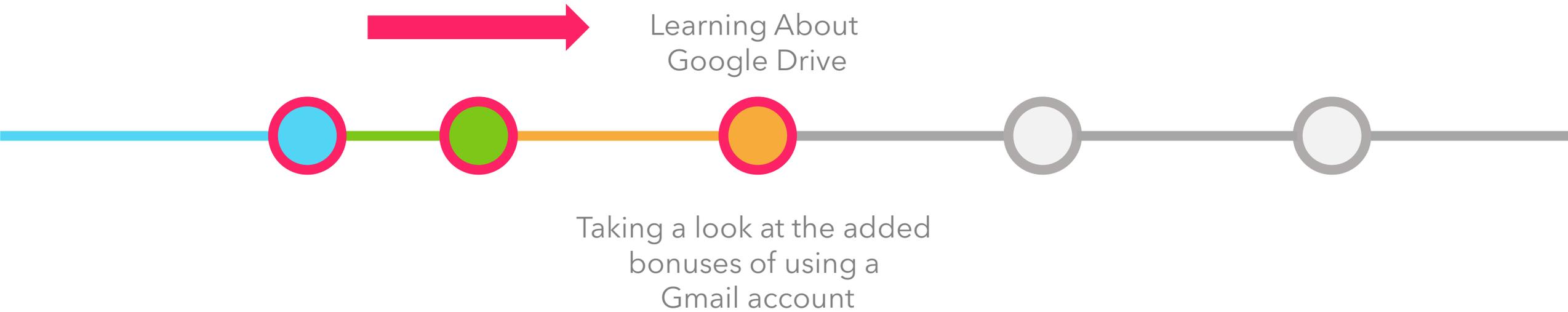


Bridging Digital Gaps

Presented By: RIWC



Series Progress



Today's Agenda

1. Discussing what Google Drive is

2. How to navigate Google Drive

3. Learning about some of the Google Drive apps

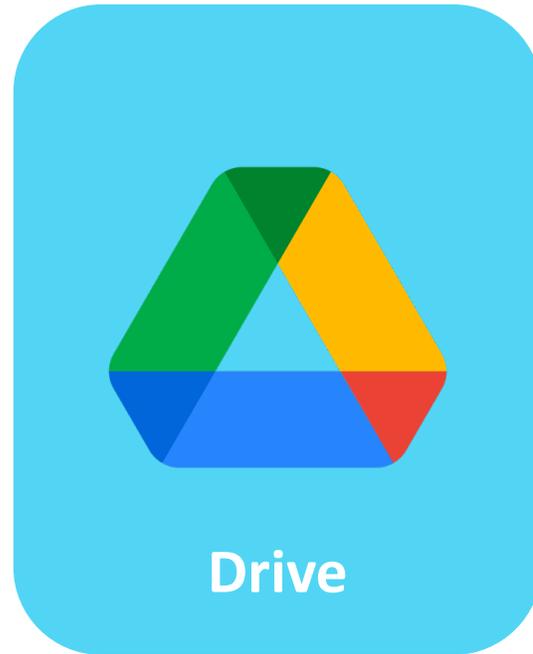
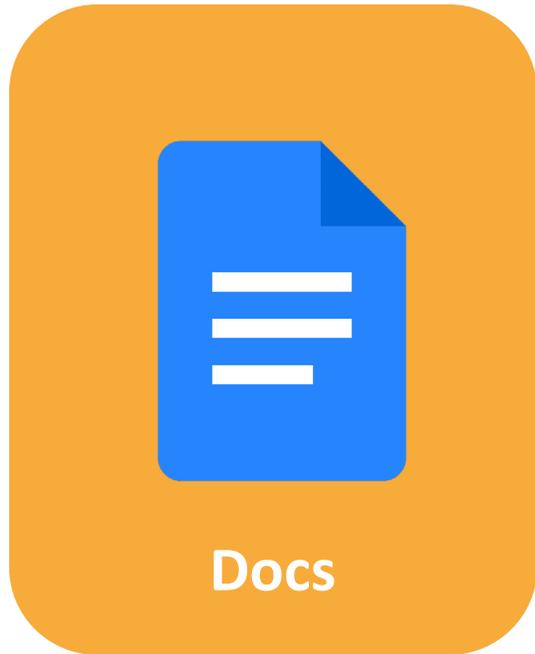


Land Acknowledgement

We acknowledge that we are on the traditional territory of many nations including the Mississaugas of the Credit, the Anishinaabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands. This land is also governed by the dish with one spoon wampum belt convenient: an agreement between allied First Nations to peaceable share and care for the land around the Great Lakes.

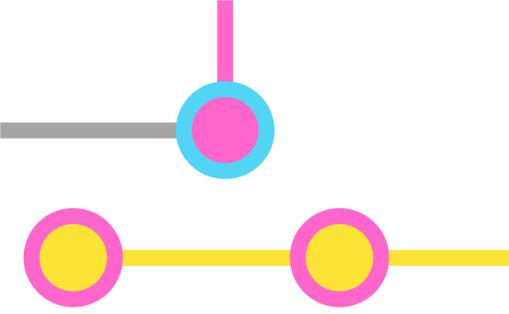
The City of Toronto has been acknowledging the traditional territory since March 2014. Due to conversations with Indigenous leaders, including the Aboriginal Advisory Committee as part of the 2018 Toronto for All Campaign, the language the City of Toronto uses has evolved.

Here are some of the Google Drive apps we'll look at today...

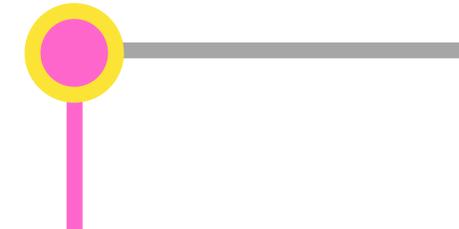


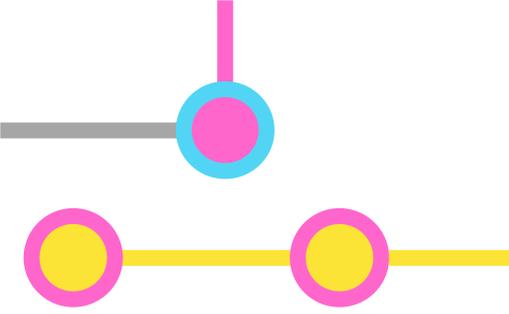
These tend to be the most commonly used!

**Let's answer some
common questions!**



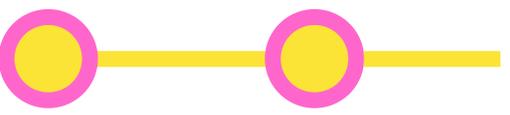
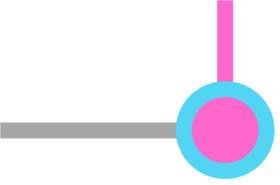
What is Google Drive?

- **Google Drive** is a file storage and app service that connects all of your smart devices together
 - It allows us to keep our pictures and files stored in *"the cloud"*, making it really easy to access and share our files
- 



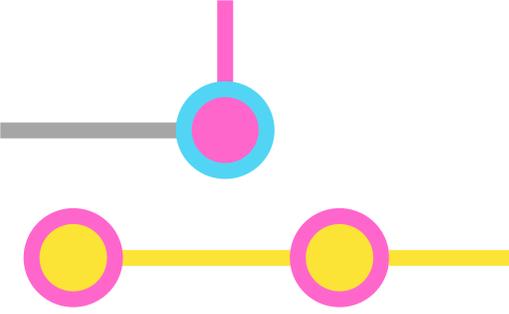
What is Google Photos?

- 
- Google Drive also has a separate storage service called *Google Photos*
 - It specifically organizes and stores photos and videos whereas *Google Drive* can store anything and everything
- 



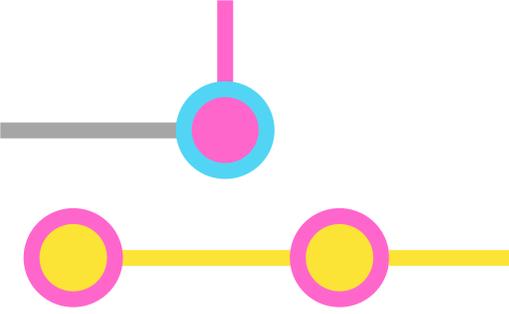
What is Google Docs?

- 
- *Google Docs* is a free word-processing application
 - It is a direct competitor to Microsoft Office and is also accompanied by a powerpoint and spreadsheet program
- 
- 

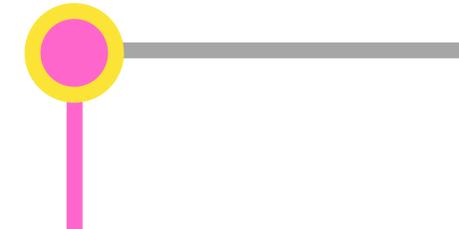


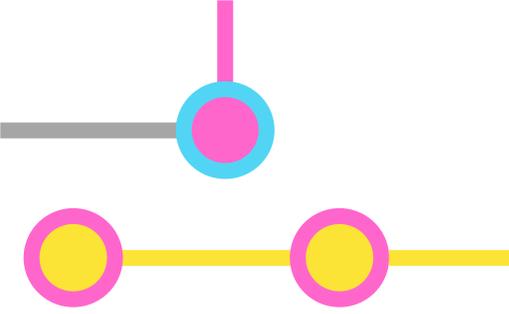
What is the cloud?

- 
- **The cloud** is a term used to describe various software and services accessible only via the internet
 - It allows us to virtually store things like important files and other precious information without the need for physical copies
- 

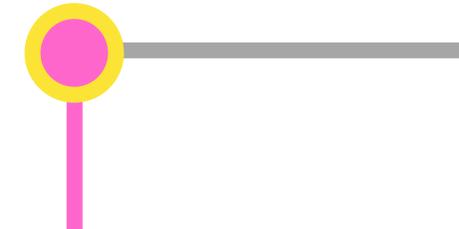


Do I have to pay for Google Drive?

- Google Drive is *free of charge* and includes a lot of different features
 - But you do need a *Google Account* to use it – this is one of the main reasons we are focusing on Google
- 



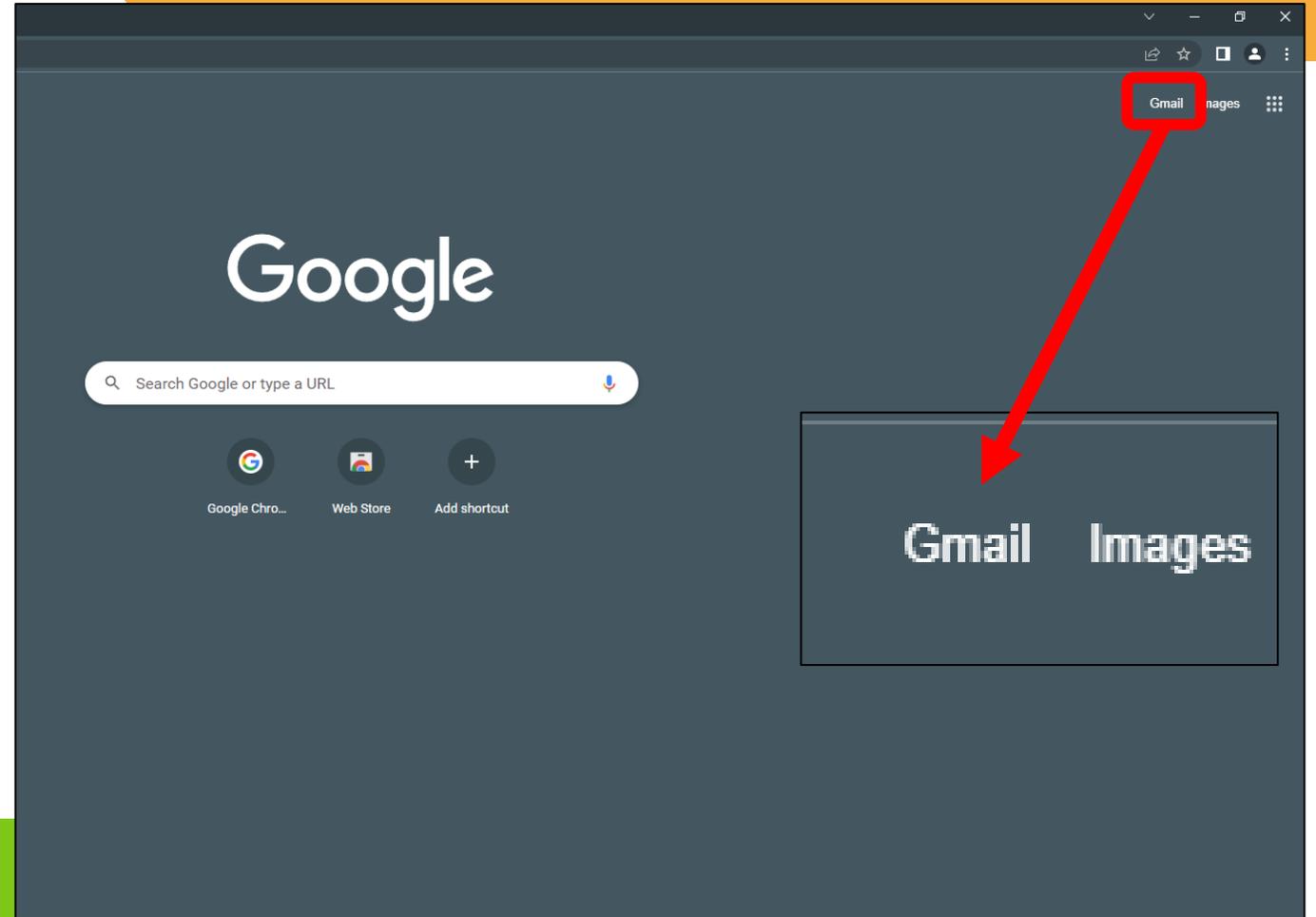
What do I need to use Google Drive?

- A phone, laptop, or desktop computer that can connect to the internet
 - A stable internet connection – if you're connection is a bit unstable, it can cause issues when accessing your files
- 

**Let's start with an
overview of Google Drive!**

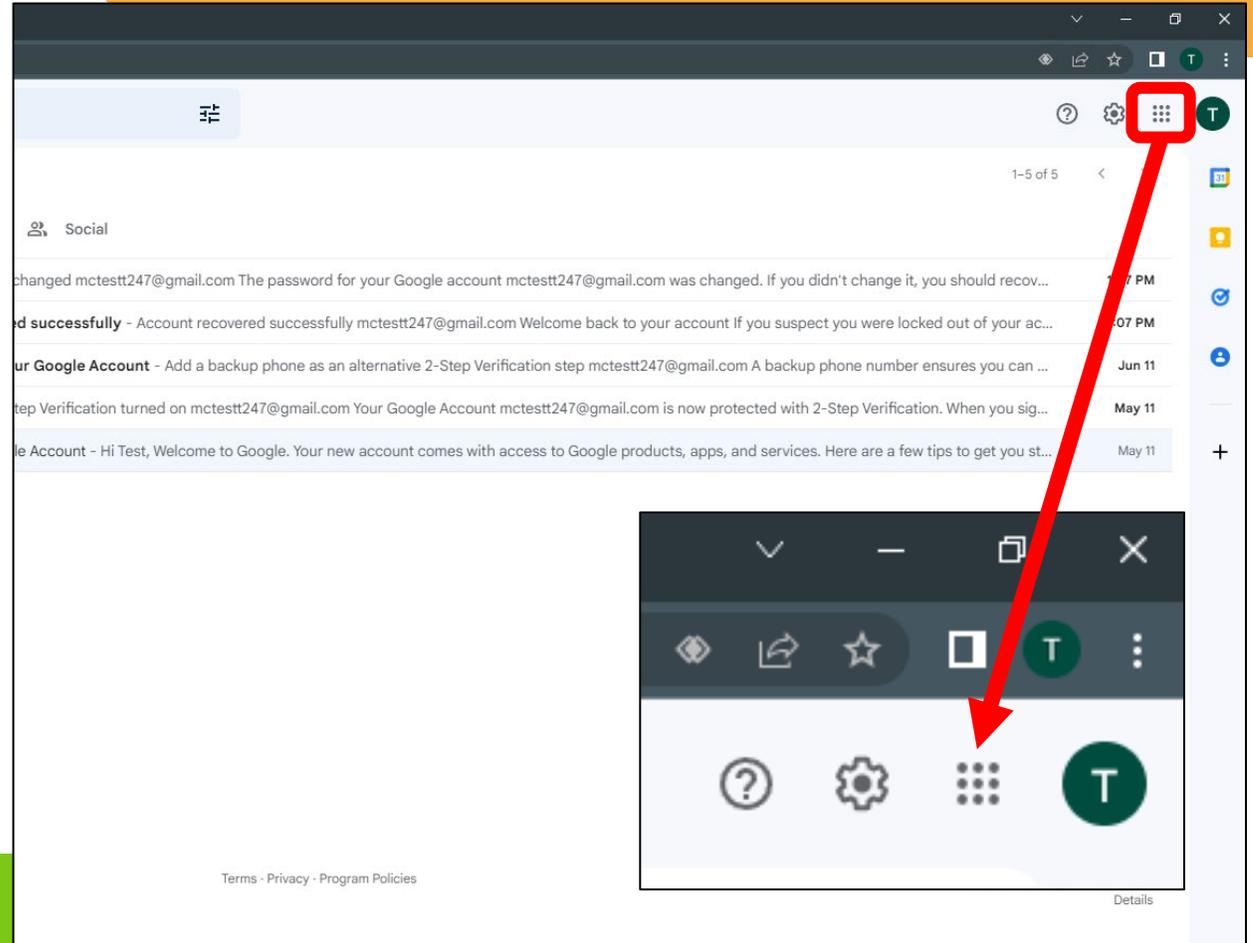
Drive Overview

- Start off by signing-in to your Gmail Account
- Open your *Google Chrome browser* and click on the *Gmail* button on the top-right corner of your screen



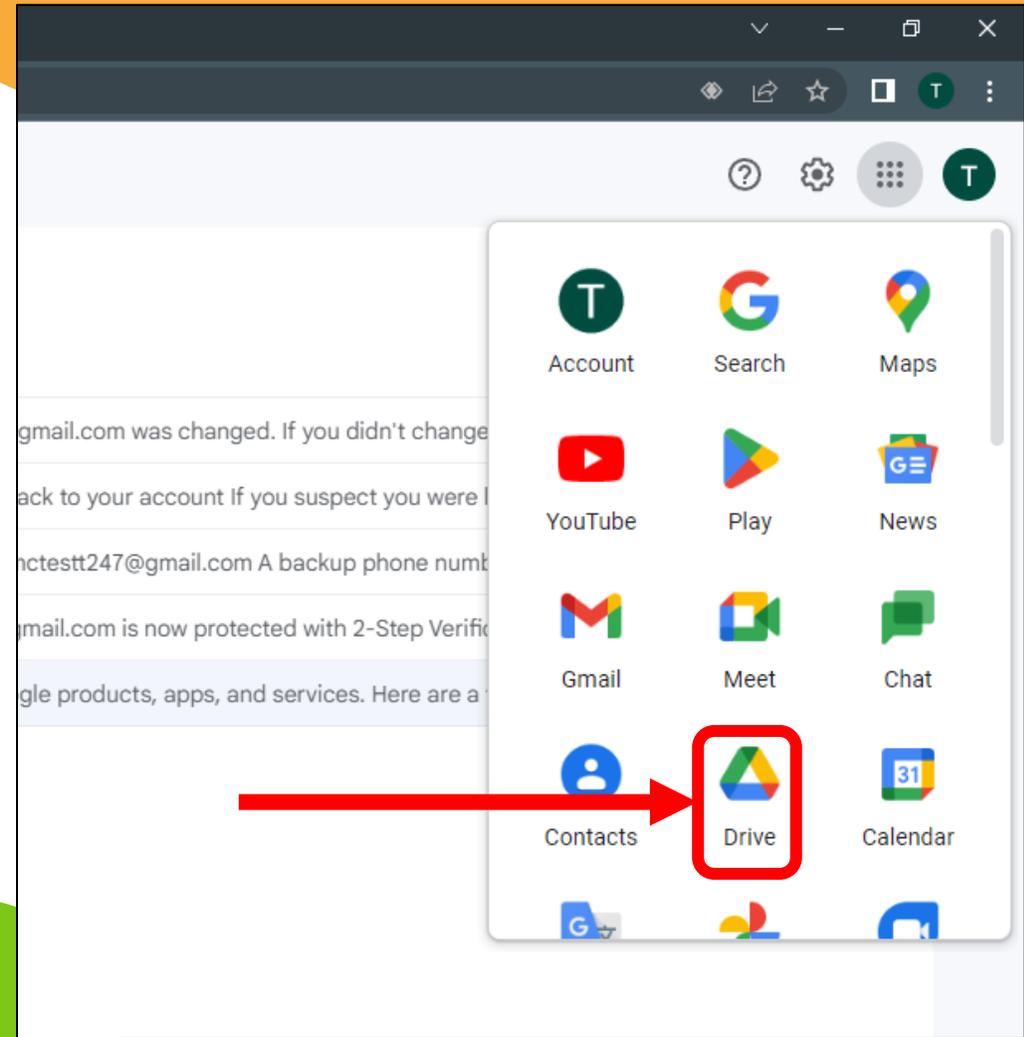
Drive Overview

- When you've signed-in, you will be brought to your main inbox
- Click on the *Google Apps* button located on the top-right portion of your window - it looks like 9 dots



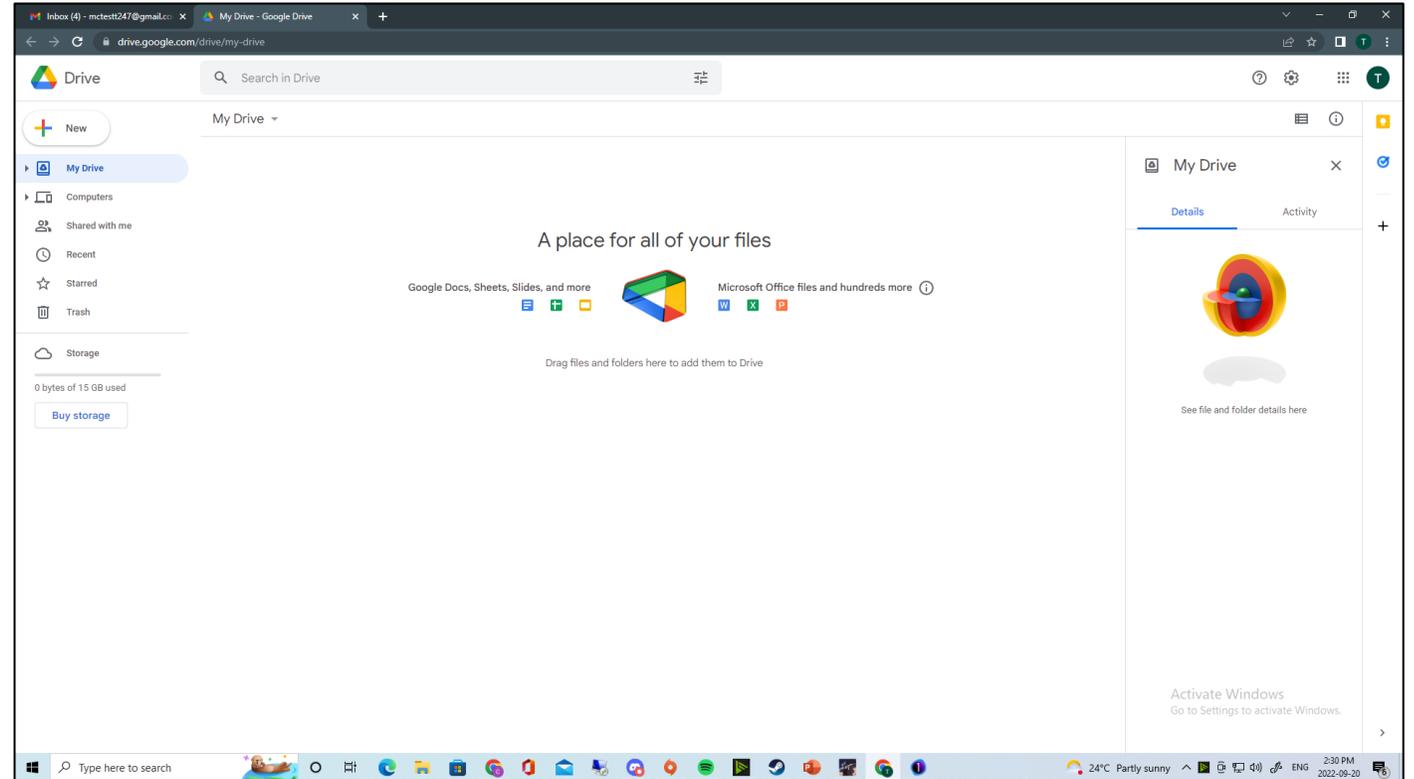
Drive Overview

- A new, small menu, with several icons in it appears
- This lets you click on and access all of the free features included with your Gmail account
- For now, look for the *Drive* app and click it



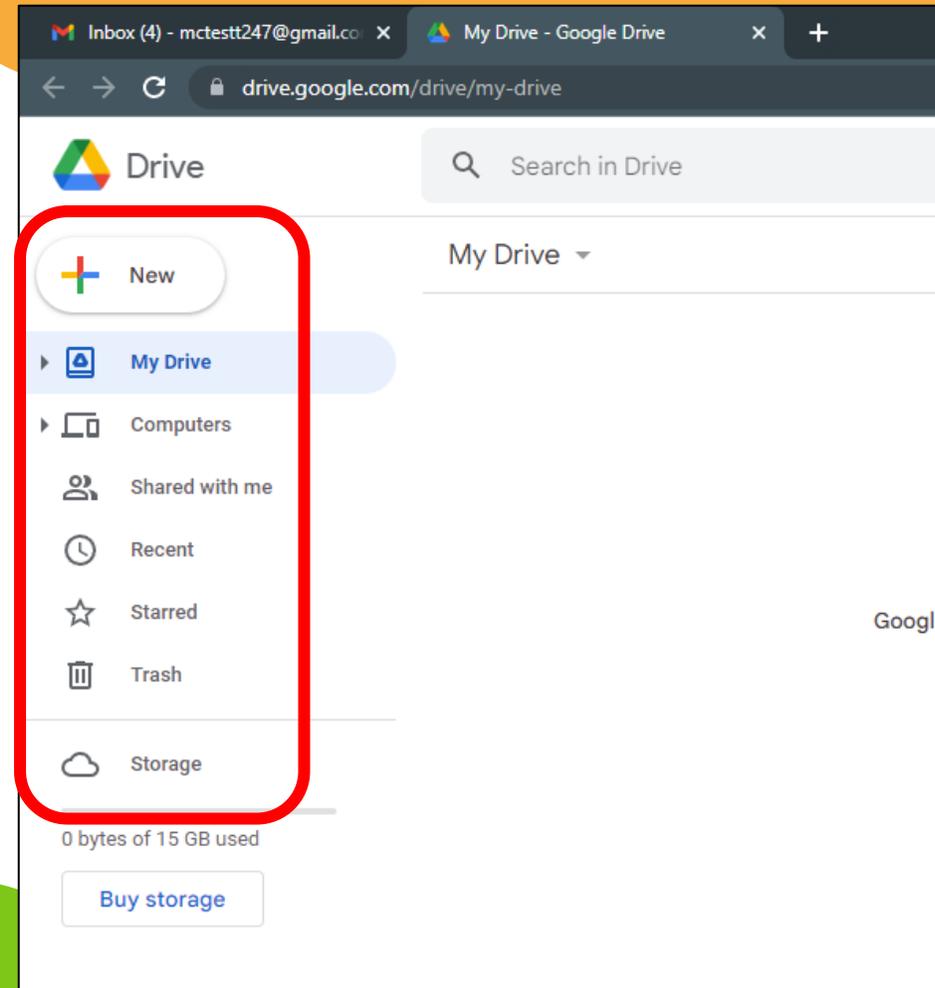
Drive Overview

- A new window will open, letting you know you are now in your personal Google Drive App
- Here, you can store your documents, photos, and other important files without needing to worry about using up internal device storage



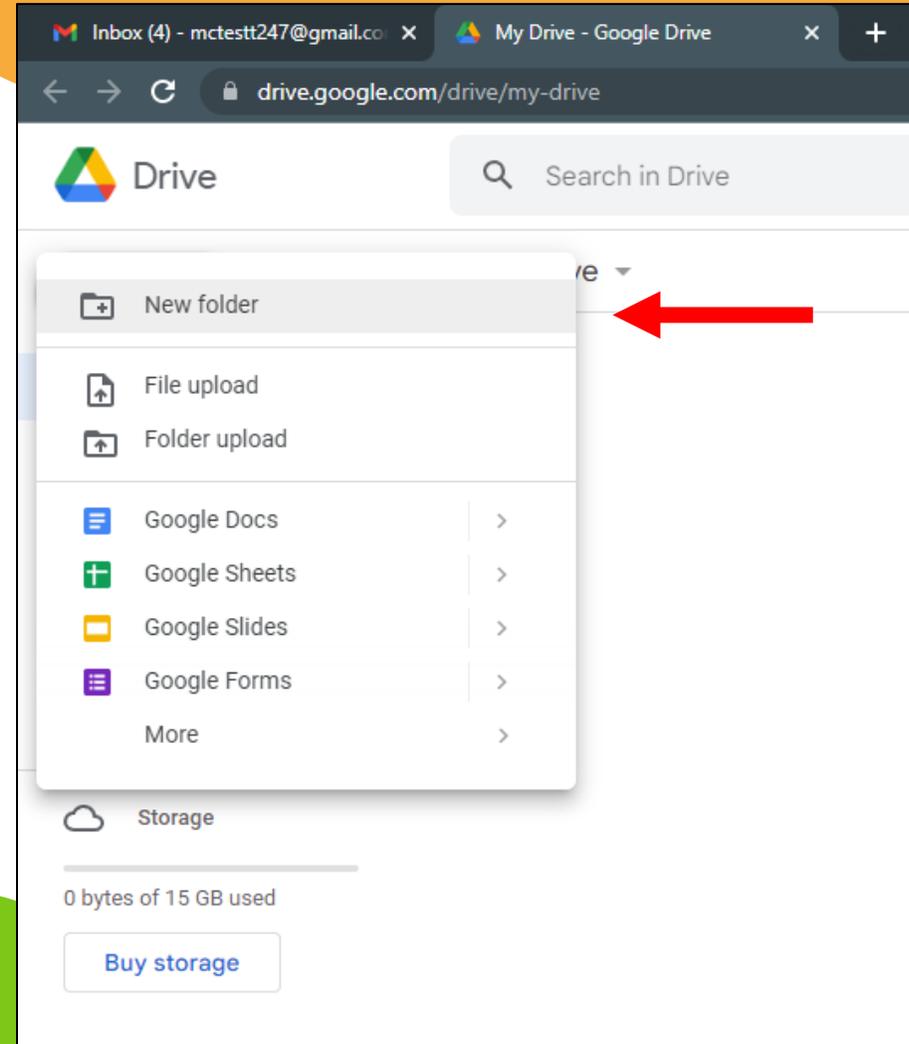
Drive Overview

- On the left, you'll see a few different tabs to click on
- These make it easier for you to keep everything in your drive clean and organized
- For now, we'll learn about what the *new* button does



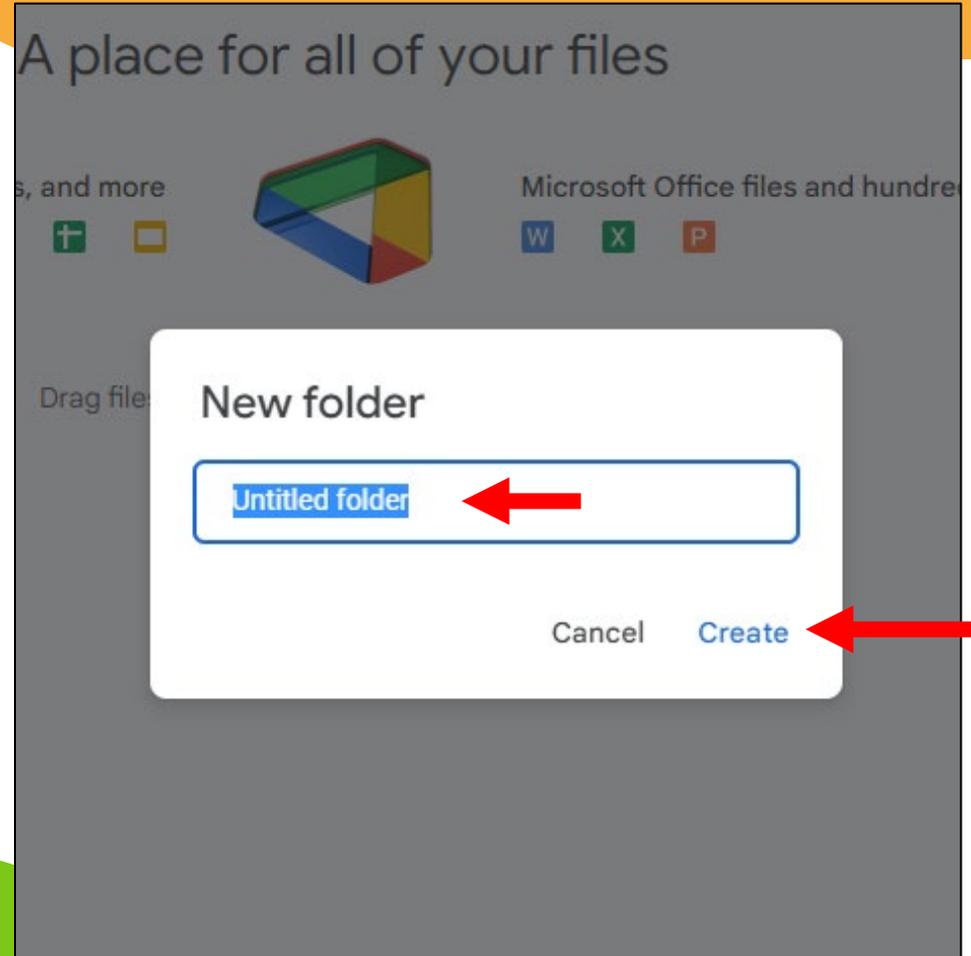
Drive Overview

- Go ahead and click on the *new* button
- You'll be prompted with some menu options - we will only be looking at the first 2
- This includes the *new folder* and *file upload* buttons



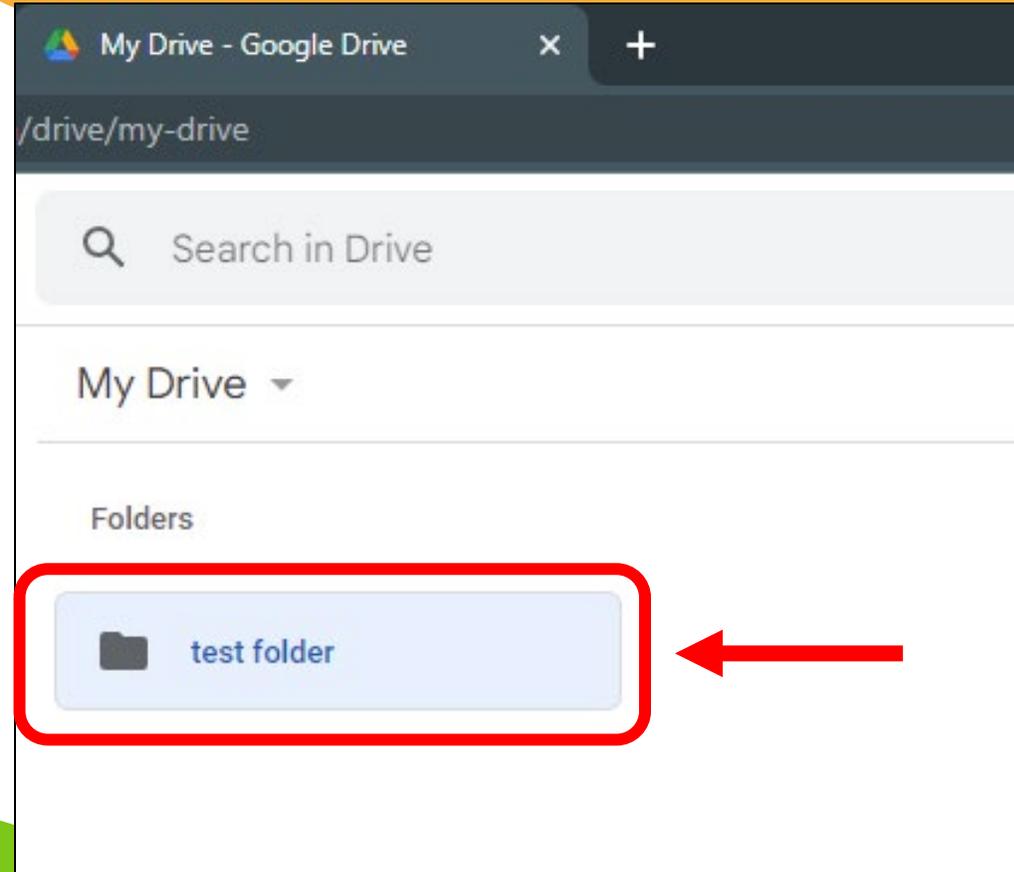
Drive Overview

- Click on *new folder* - you'll see a new box appear asking you to name your folder
- Type "*test folder*" in the text box
- Then, click the *create* button to finish making your new folder



Drive Overview

- If done correctly, you should now see your folder appear somewhere on the screen
- Since it was just created, it should be highlighted in a light-blue color



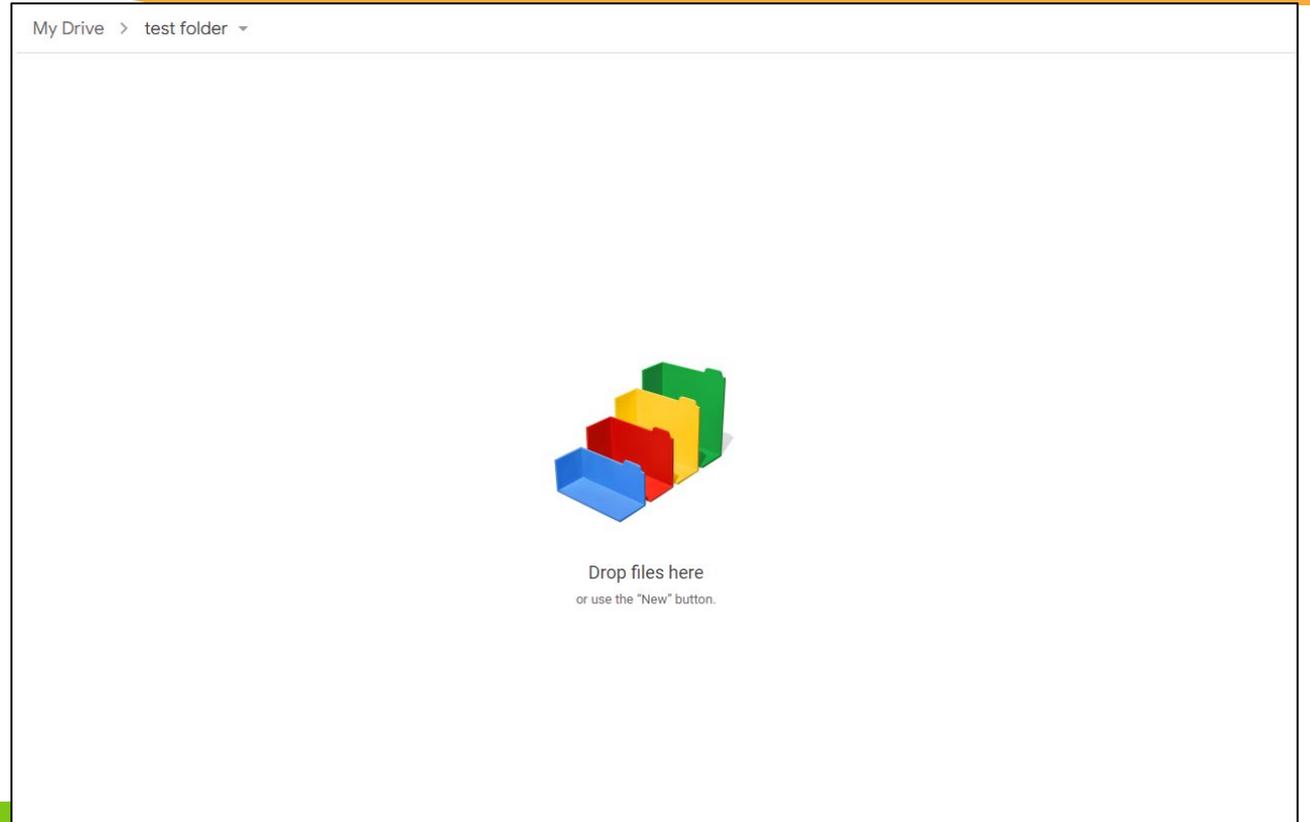
Drive Overview

- When your folder is highlighted, there will be a bit of information about it found on the right-side of your screen
- You can see when it was created as well as any recent changes made to it

The image shows two screenshots of the Google Drive interface. The left screenshot shows the 'test folder' selected, with a sidebar on the right displaying details such as 'Who has access' (Not shared), 'System properties' (Type: Google Drive Folder, Location: My Drive, Owner: me, Modified: 3:28 PM by me, Opened: 3:28 PM by me, Created: 3:28 PM with Google Drive Web (Unverified)), and 'Manage access'. A red arrow points from this sidebar to the right screenshot, which shows the 'My Drive' view with the 'Activity' tab selected. The activity log shows a recent event: '3:28 PM You created an item in My Drive test folder'. Below the activity log, it states 'No recorded activity before September 20, 2022'.

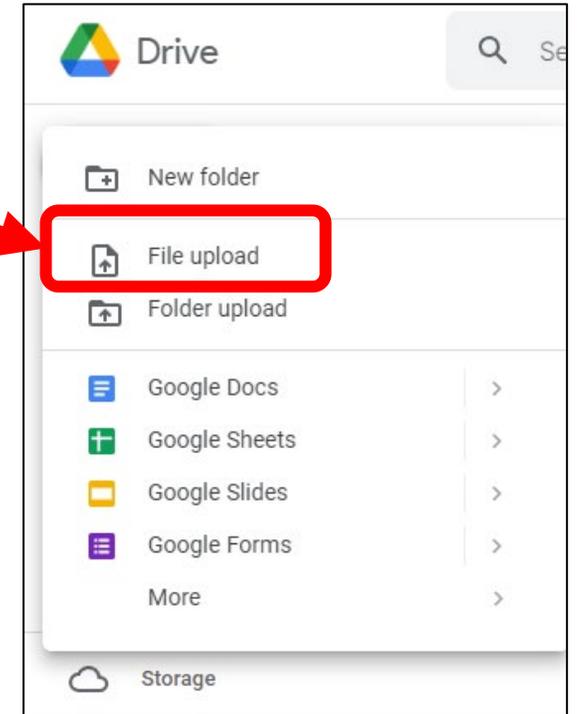
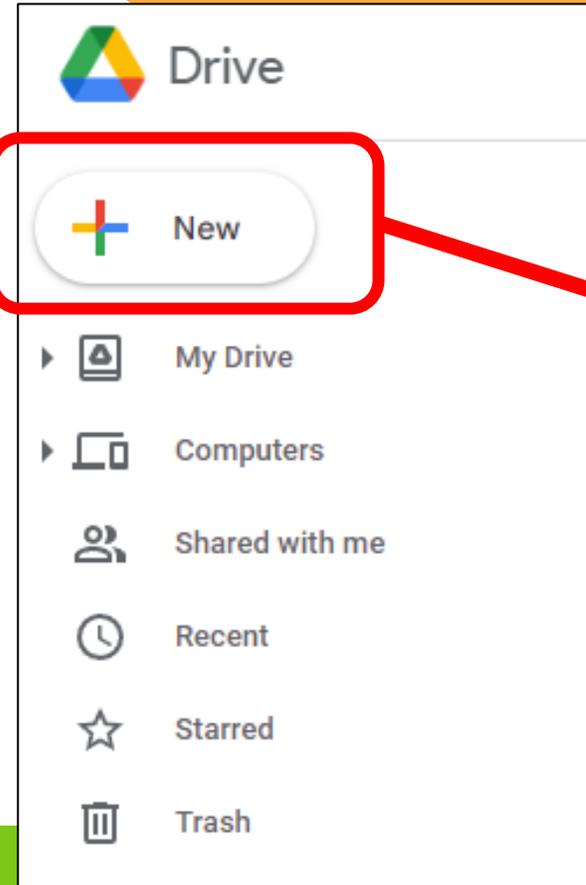
Drive Overview

- Next, double-click on the folder you've just made
- You will be brought to a blank page with a "*drop files*" here prompt
- Since we haven't added anything, our new folder will be empty - let's change that



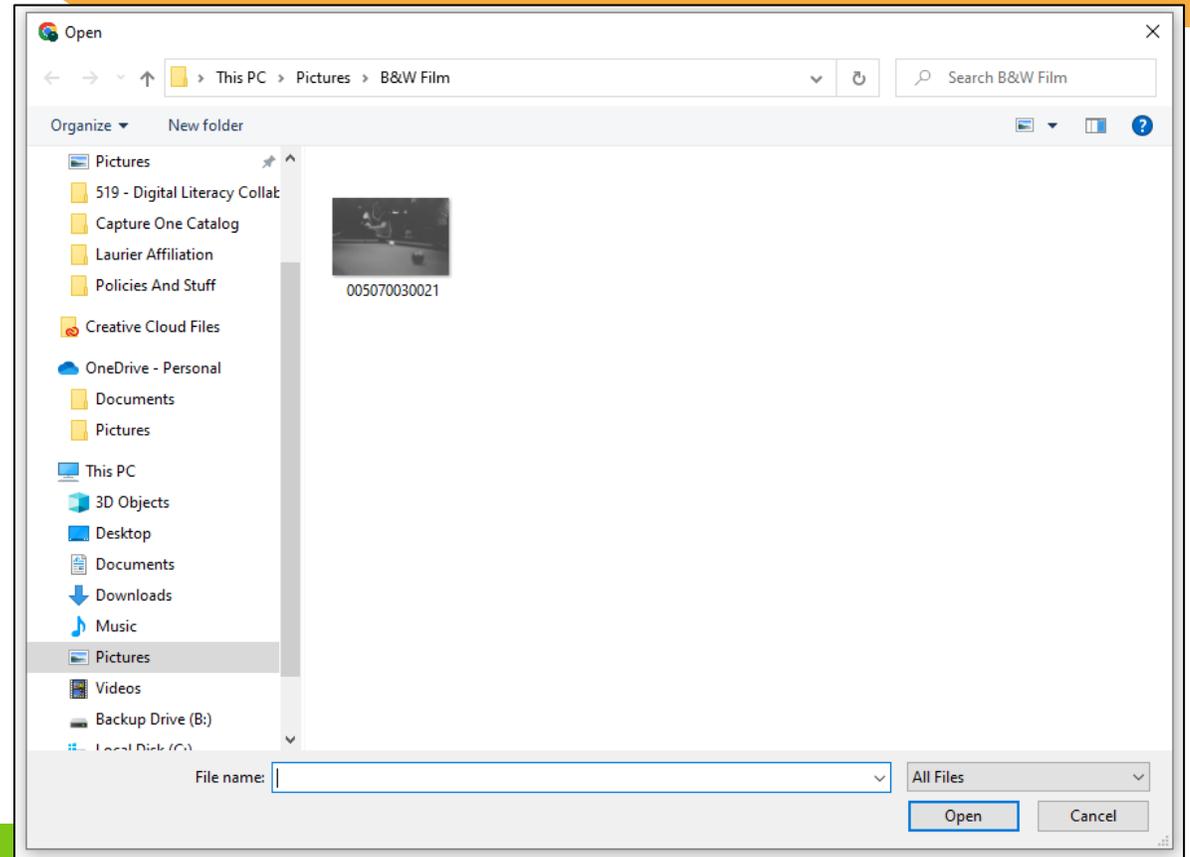
Drive Overview

- Once again, look for and click the *new* button found at the top-left of your screen
- Next, click the *file upload* button when the sub-menu shows up
- This will let us choose a file to put into our test folder



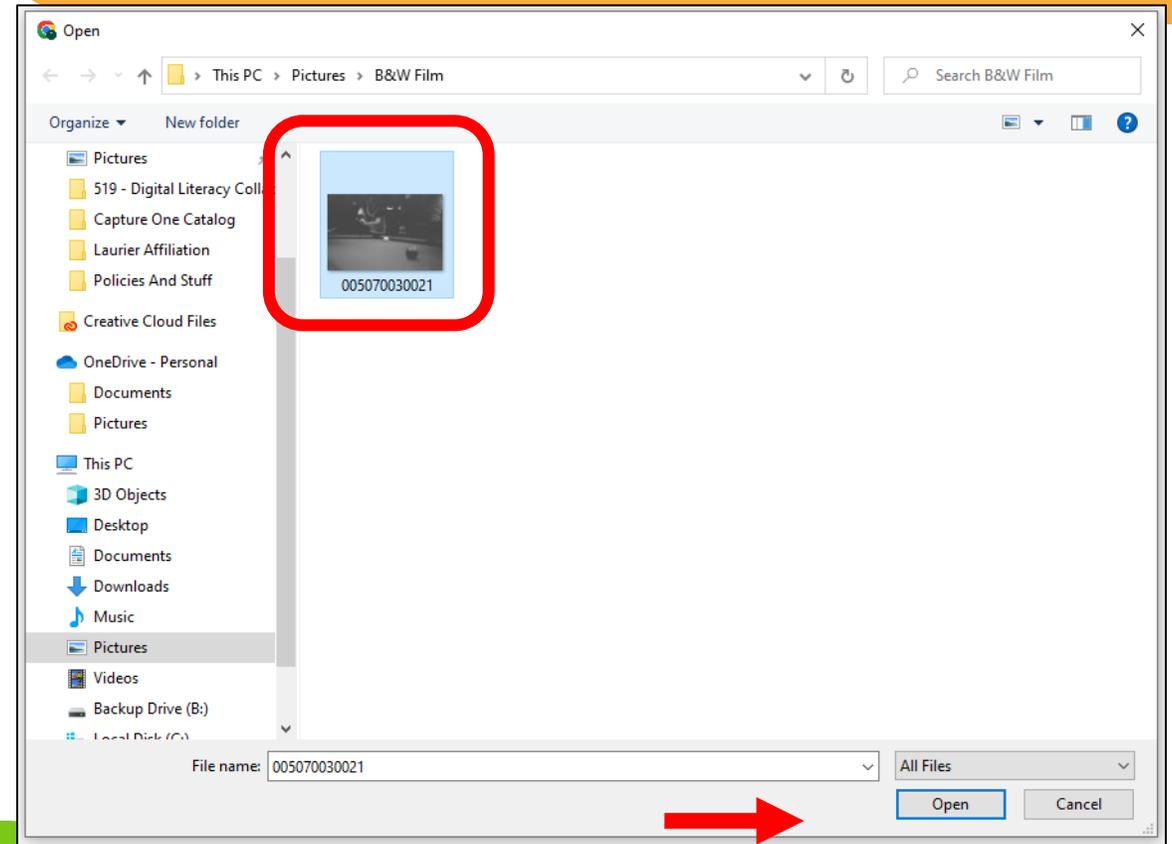
Drive Overview

- A new window will open – this is your *file explorer* application
- From here, you can search your computer for any file you may want to upload to your drive
- For this example, we will stick to a photo



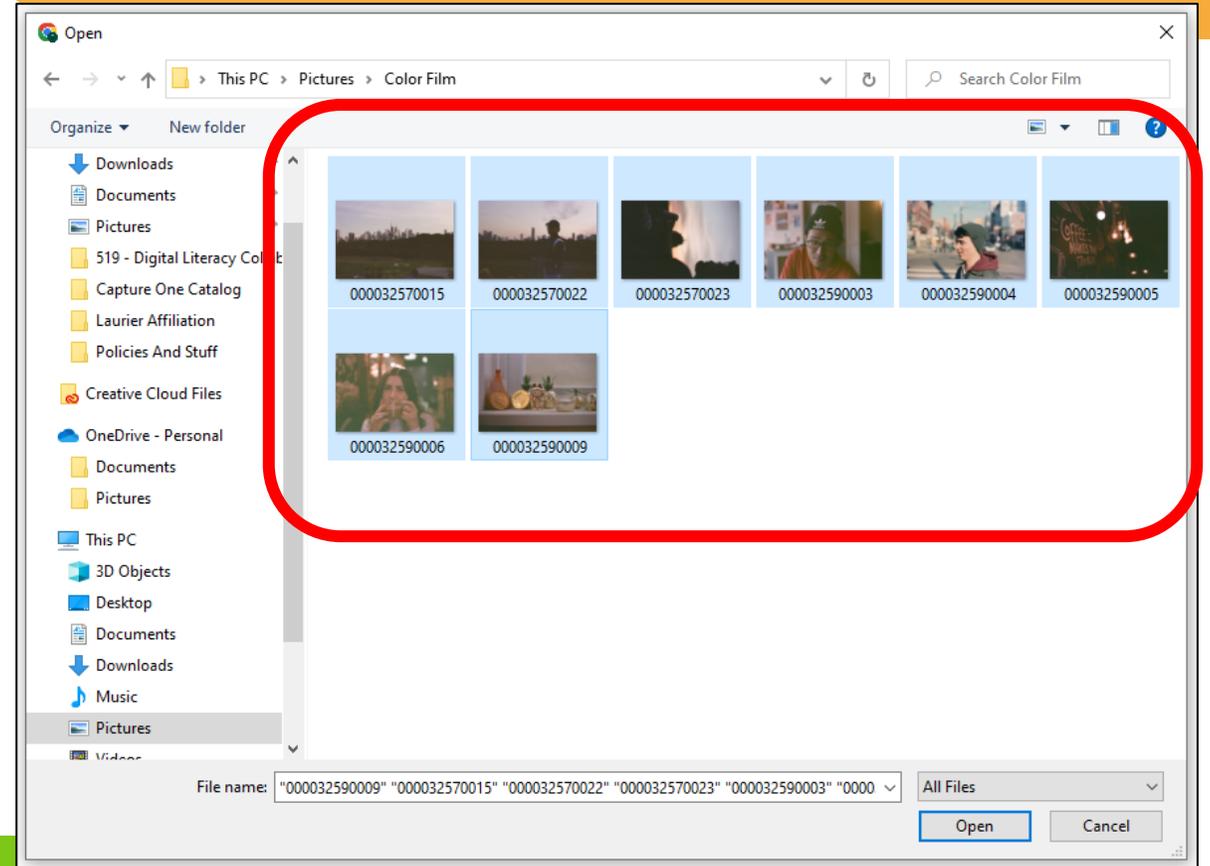
Drive Overview

- Once you have found a picture that you like, click on it once to highlight it - it will have a light-blue border letting you know it's selected
- Next, click on the *open* button to the bottom right of the window



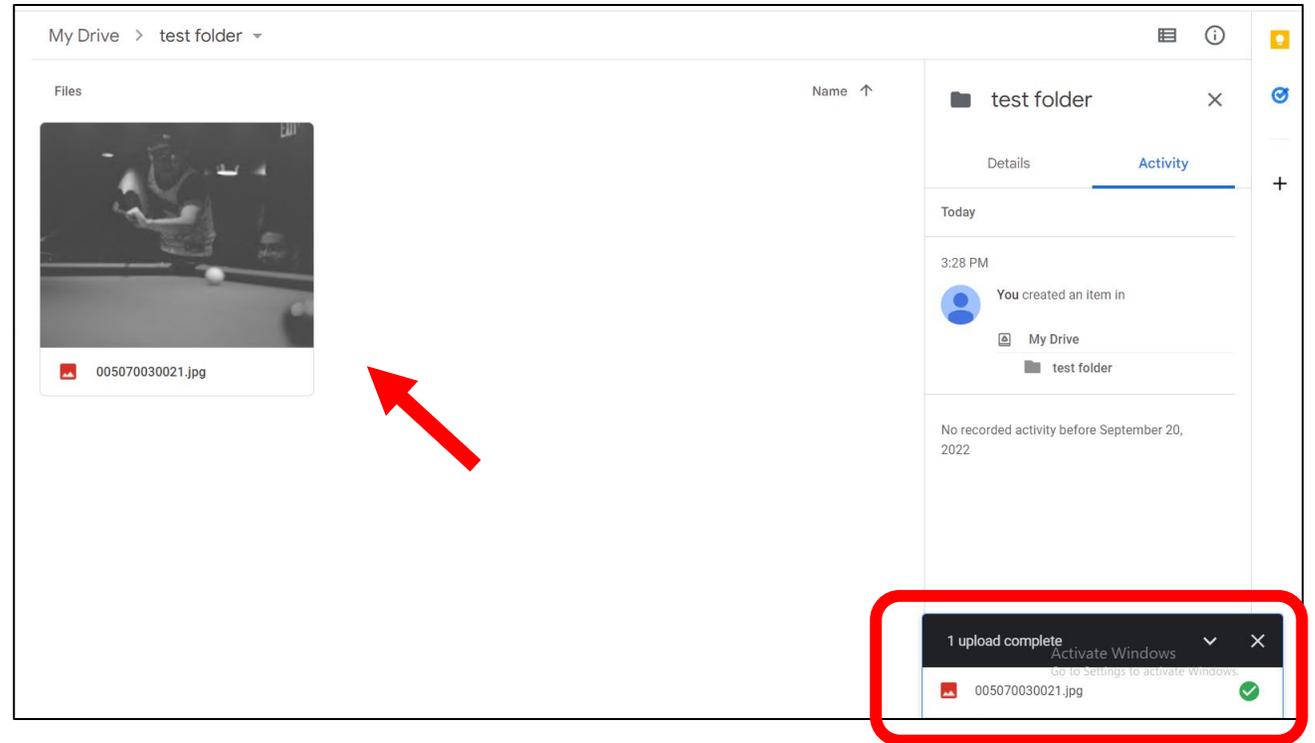
Drive Overview

- If you had multiple pictures you wanted to move into your folder, you can do so by clicking the first image, then press and hold the *shift key* and click on the final image in your list
- Click *open* when you're ready



Drive Overview

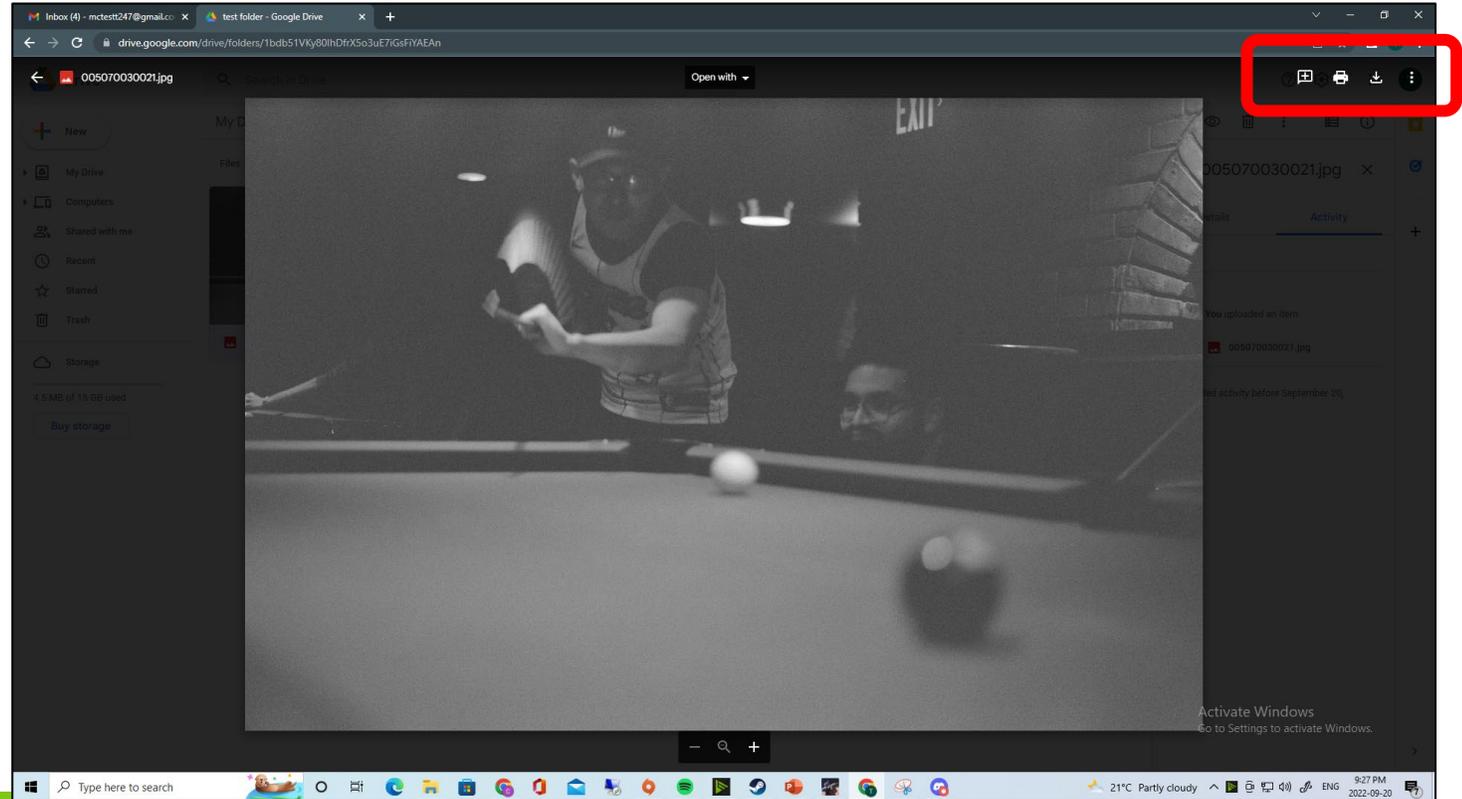
- We have now uploaded a photograph to our previously empty folder
- Please note the small box in the bottom-right corner of your screen – this lets you know if the upload was successful or not



Time for an
intermission

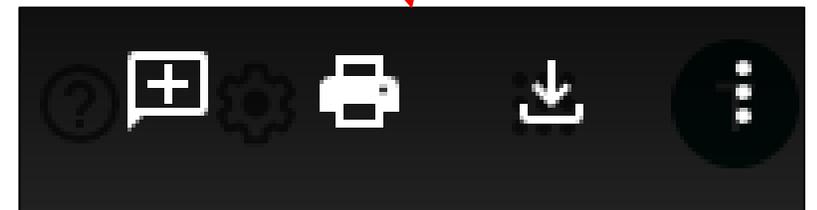
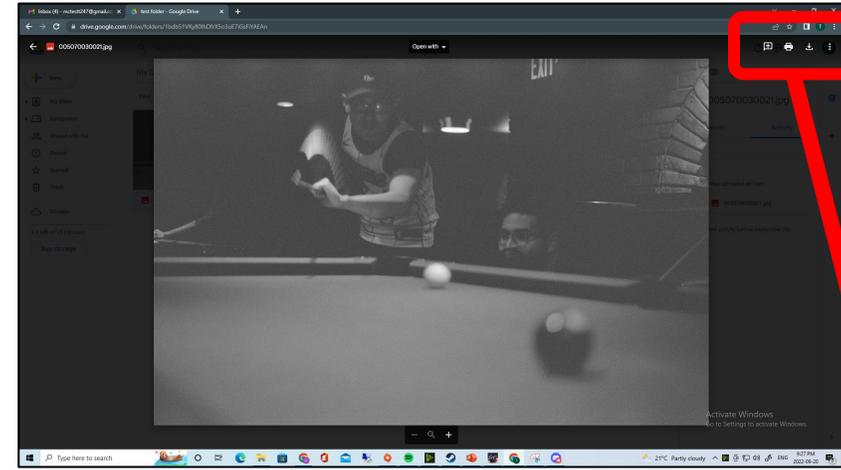
Drive Overview

- To view, or preview, the picture we've just uploaded you can double-click it in your folder – this will open the *preview window*
- For some additional options look at the top-right of the preview window



Drive Overview

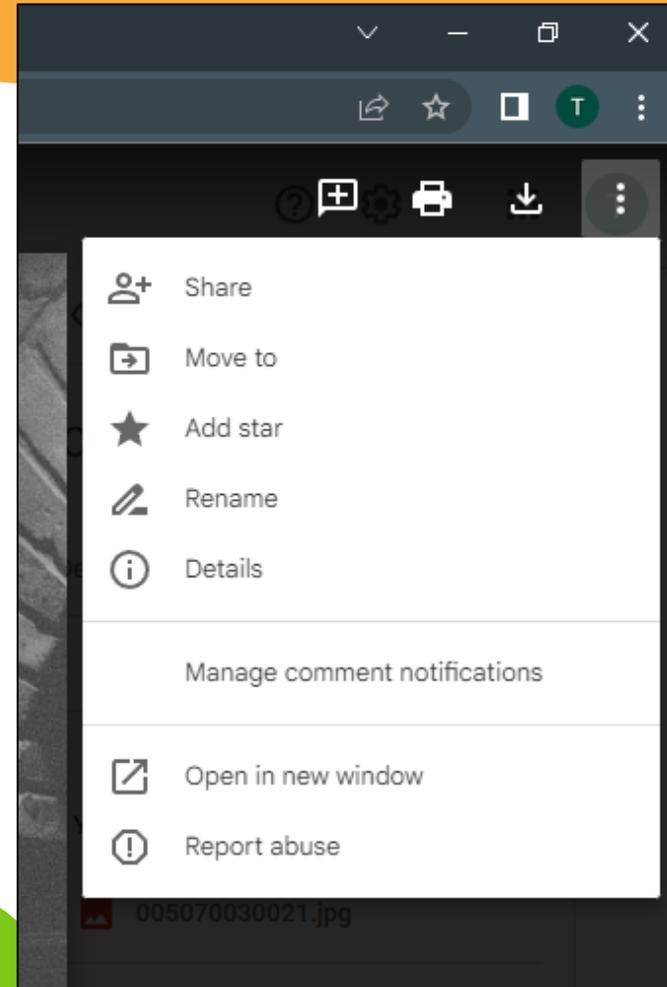
- The speech bubble lets you add a comment to your file (not usually used)
- The printer-shaped button brings up your printing options menu
- The arrow button let's you download the file back to your internal storage



Note: Hover your mouse over each button to see what each of them do

Drive Overview

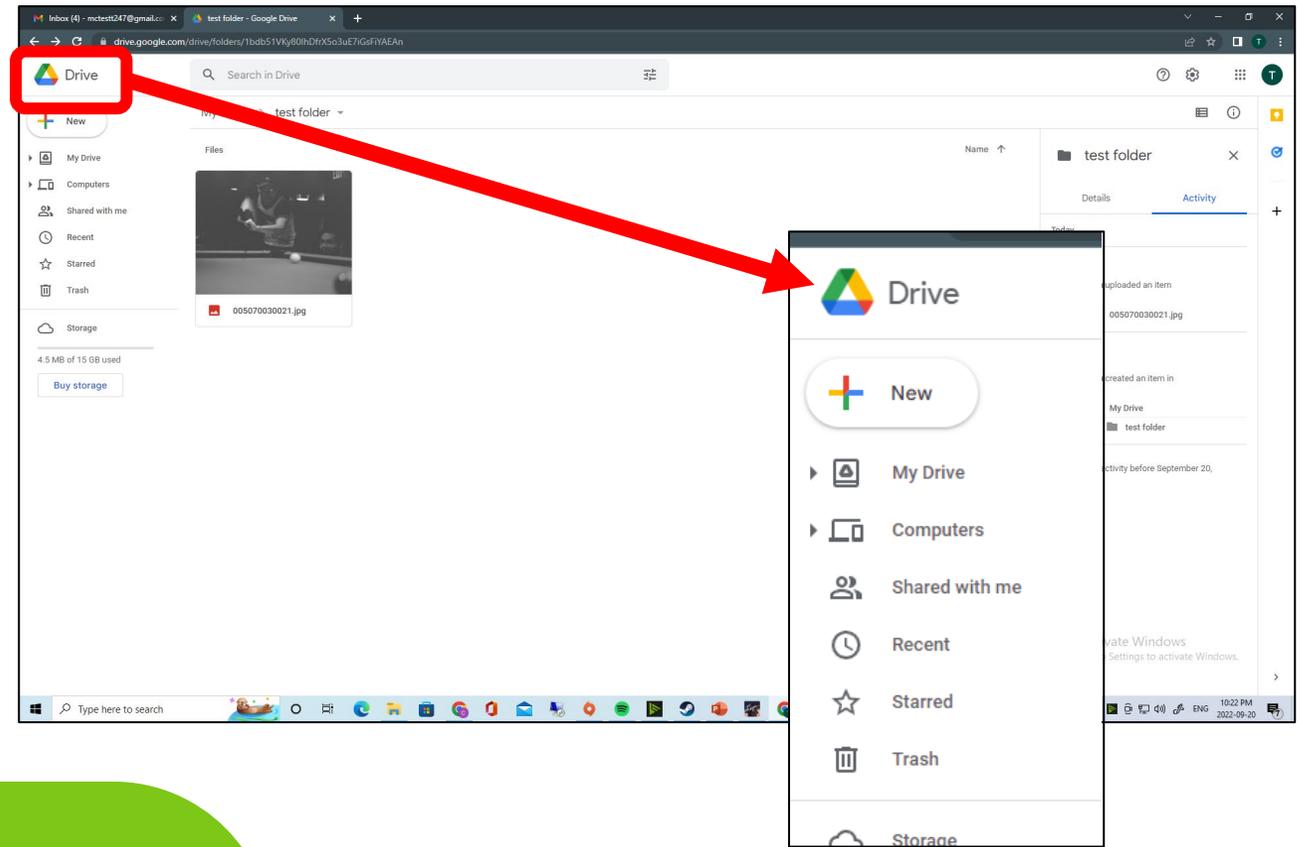
- If you click the 3 dots you will see even more options
- You can choose to share your file with other Gmail users, rename the file, or even move it to another location
- We can leave these options alone for now



Note: To exit the preview window, click anywhere off of the picture

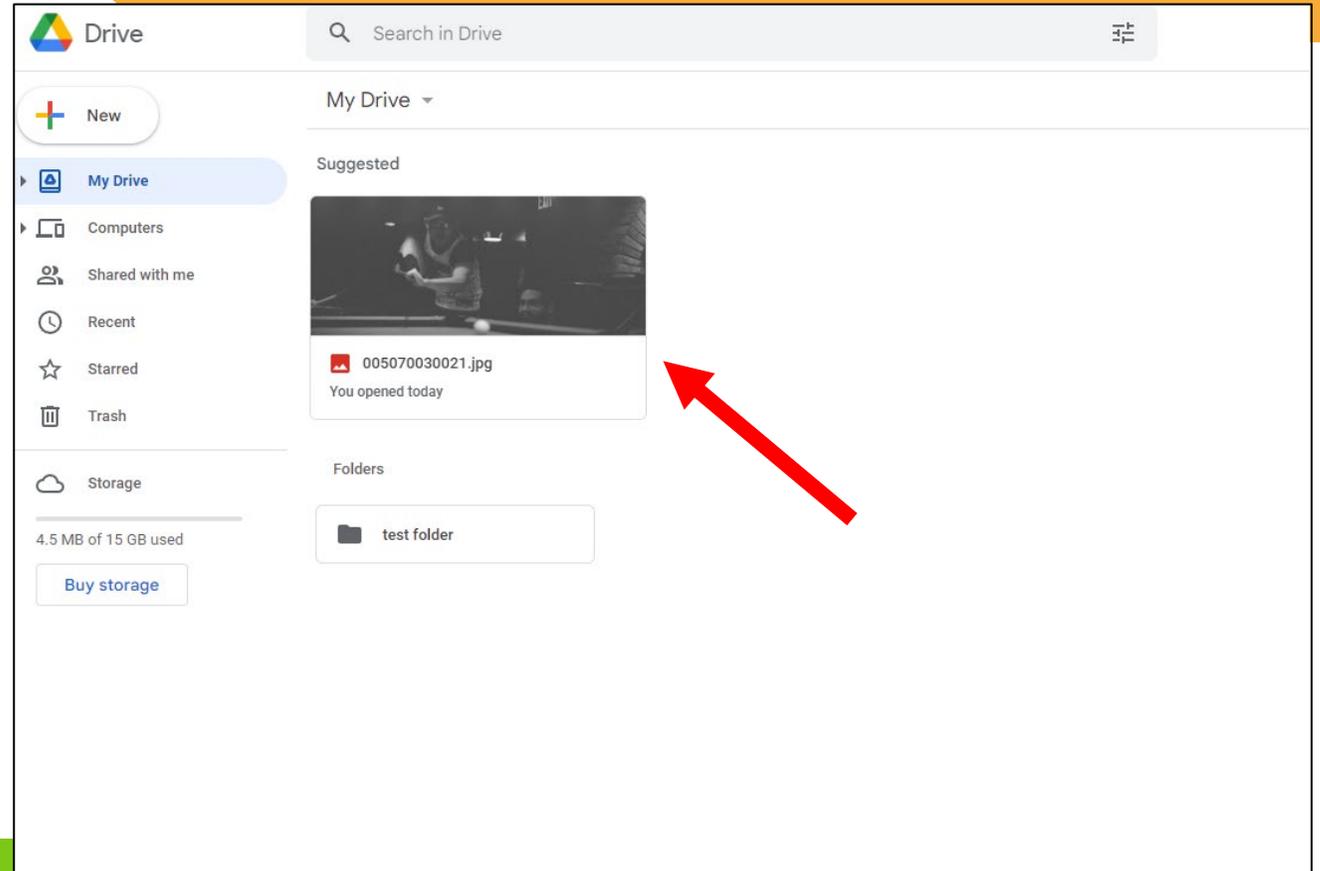
Drive Overview

- Click on the **"Drive"** button on the top-left of your screen
- This will bring us back to our main page where we will now be able to see the recent changes and updates we've made



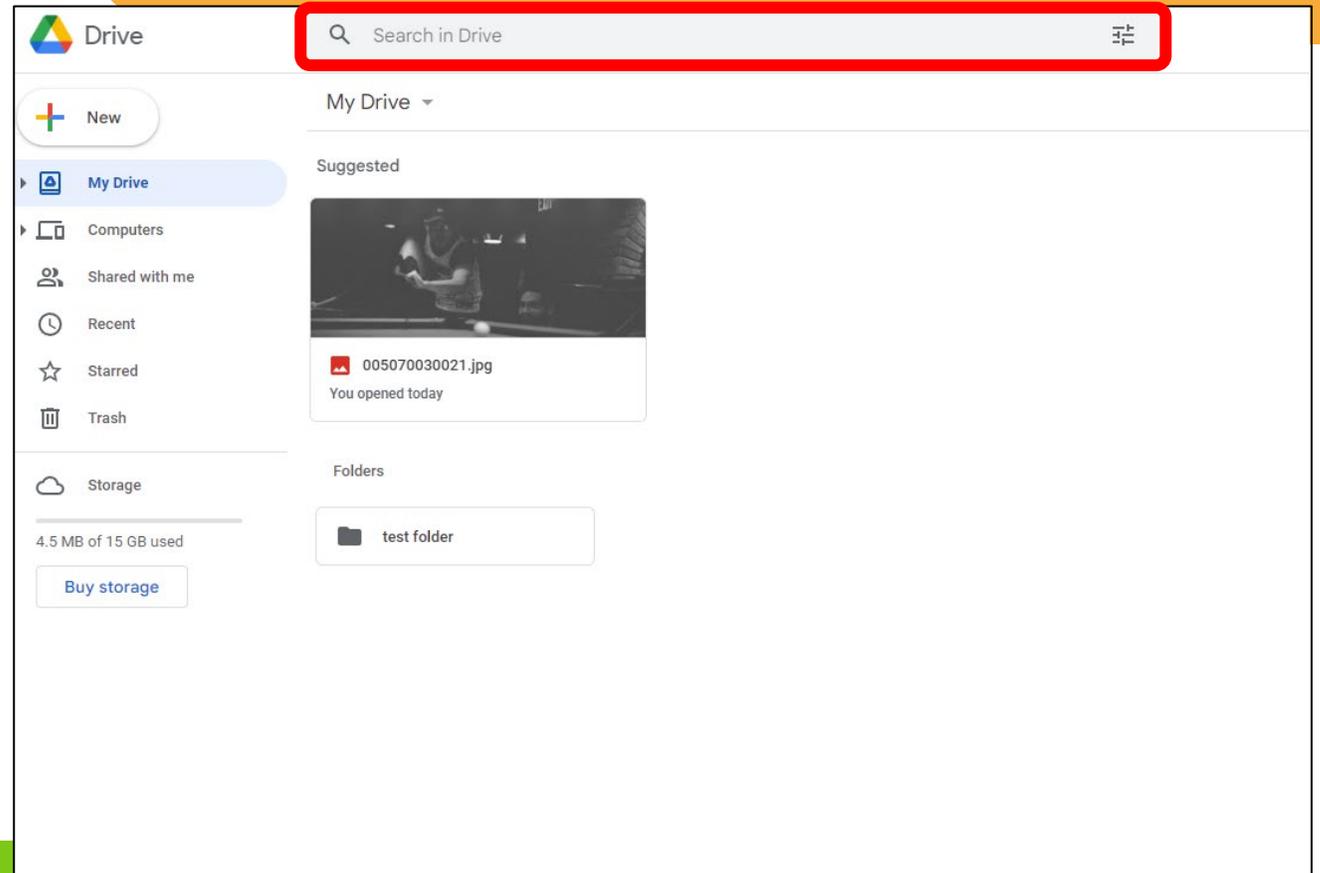
Drive Overview

- You can now see that our folder has populated the once empty home page
- Google Drive will show any recently opened or uploaded files or folders towards the top of your screen



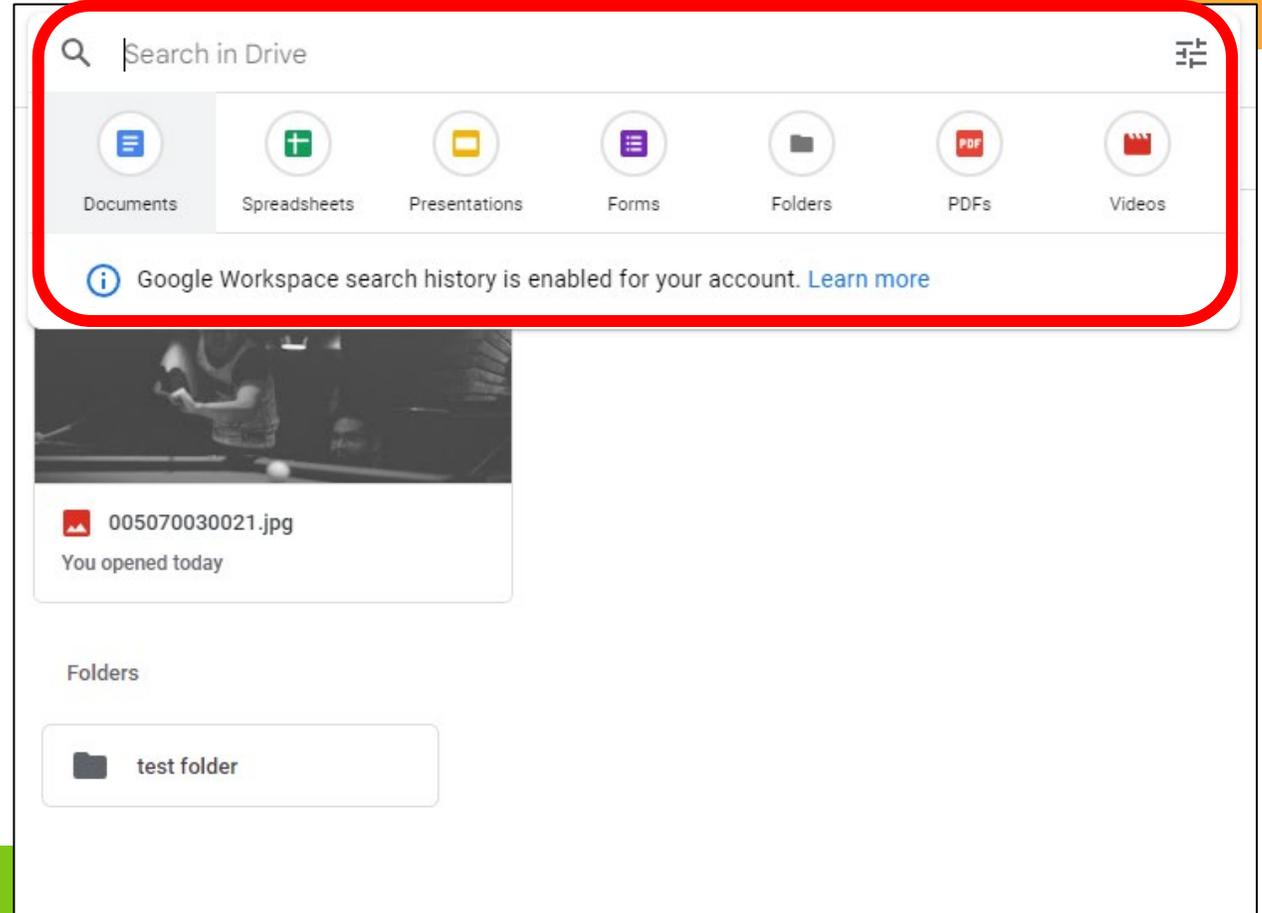
Drive Overview

- If you have many files or photos stored in your drive, it can be easy to forget where something is saved
- At the top of the page you'll find a *search bar* so that you can easily search for a file or folder using key words



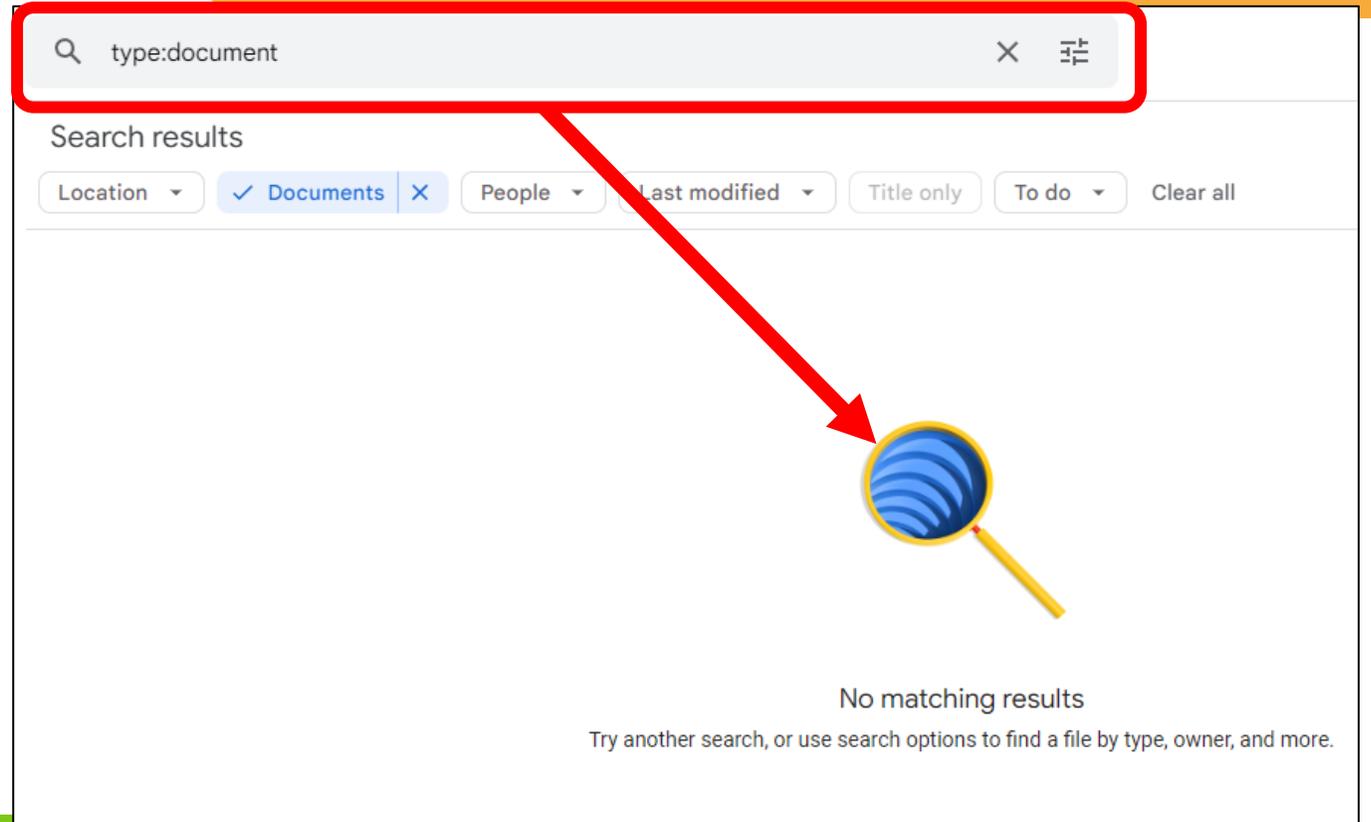
Drive Overview

- When you click on the search bar you will see some new icons appear directly below it
- Clicking any of these will act as filters so that you can search your drive based file types



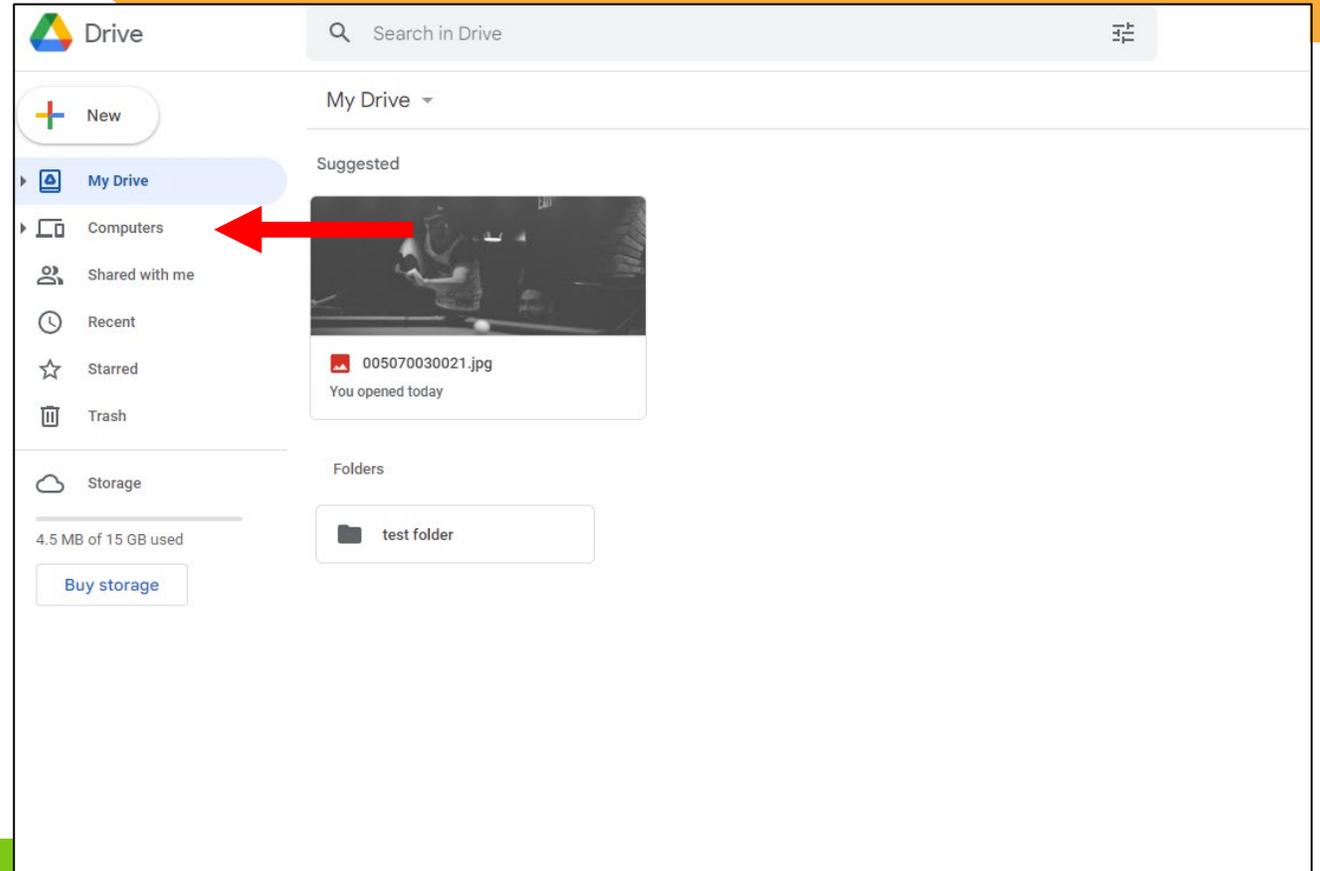
Drive Overview

- For example, clicking the *documents* icon will filter your drive based on word files you've uploaded
- Since we don't have any documents saved at the moment, the search will turn nothing up



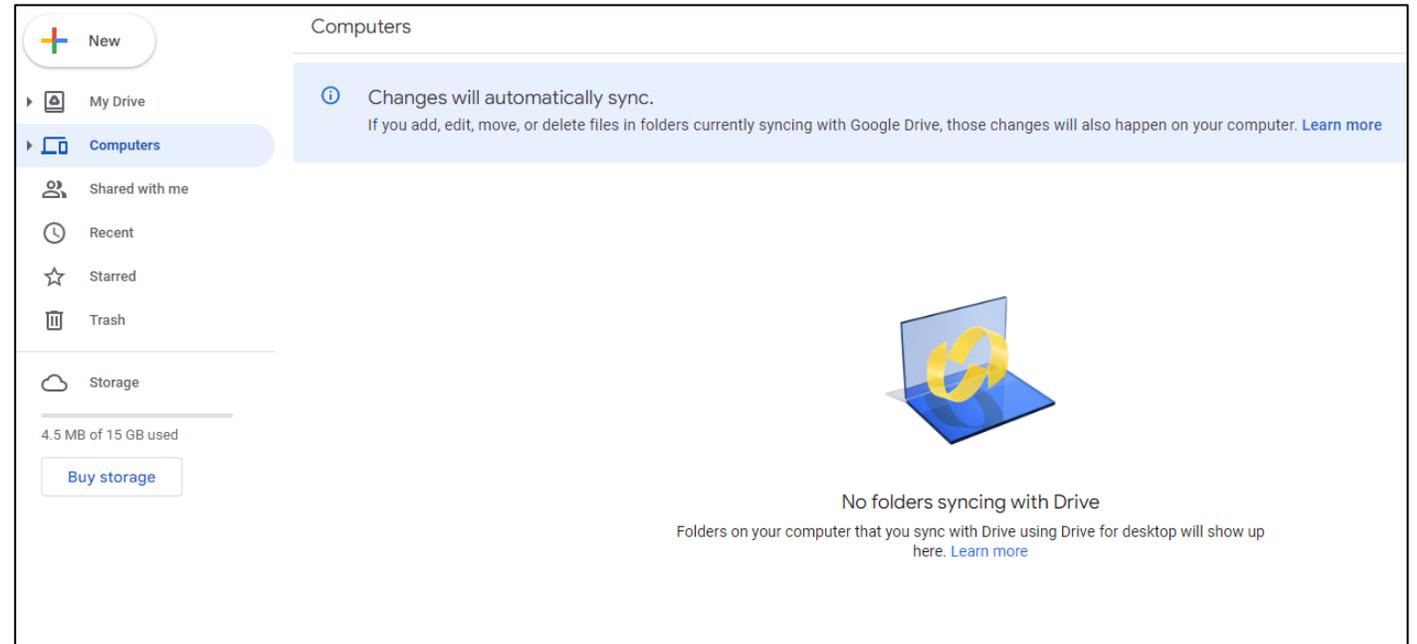
Drive Overview

- Click the *Drive* button to return to the home screen
- We can now go through the different tabs on the left side of your screen
- Click on the *computers* tab



Drive Overview

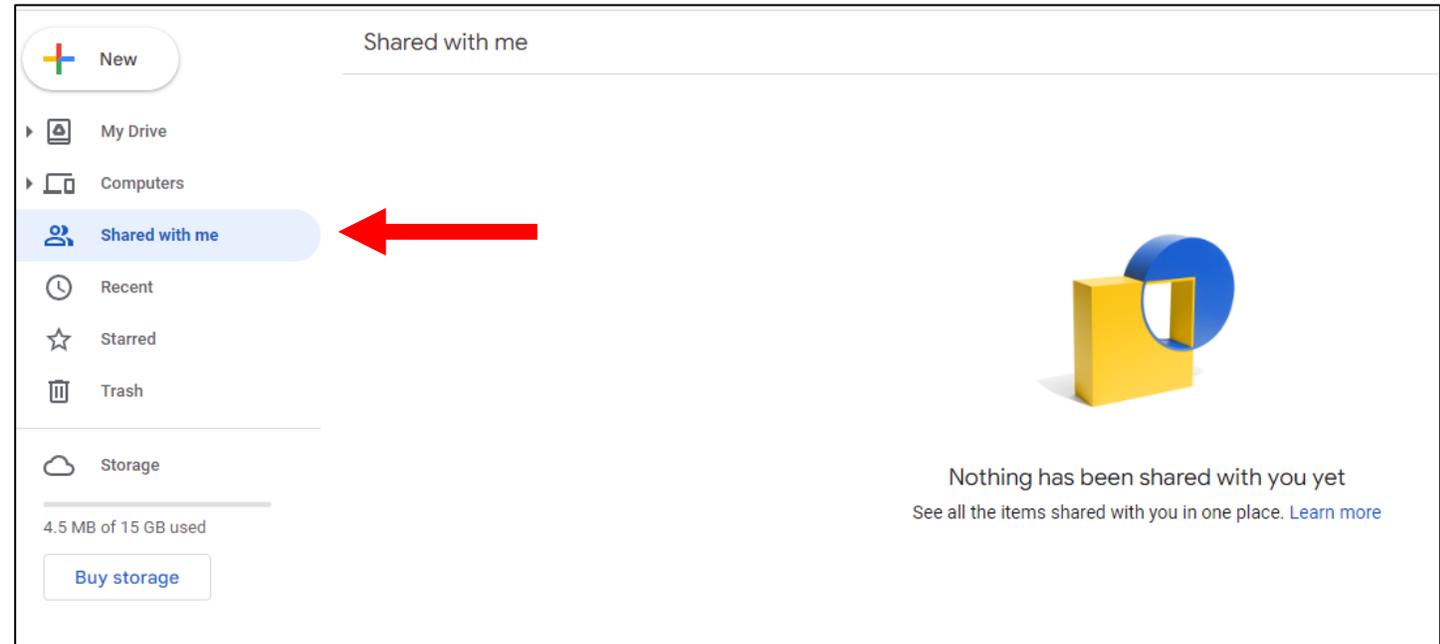
- The *computers* tab is where we can have Google Drive sync with specific folders saved locally on our desktop
- This means that any files we save on our computers, automatically get sent up to the cloud so we don't have to worry about doing it manually



Note: This feature is mostly beneficial to advanced users

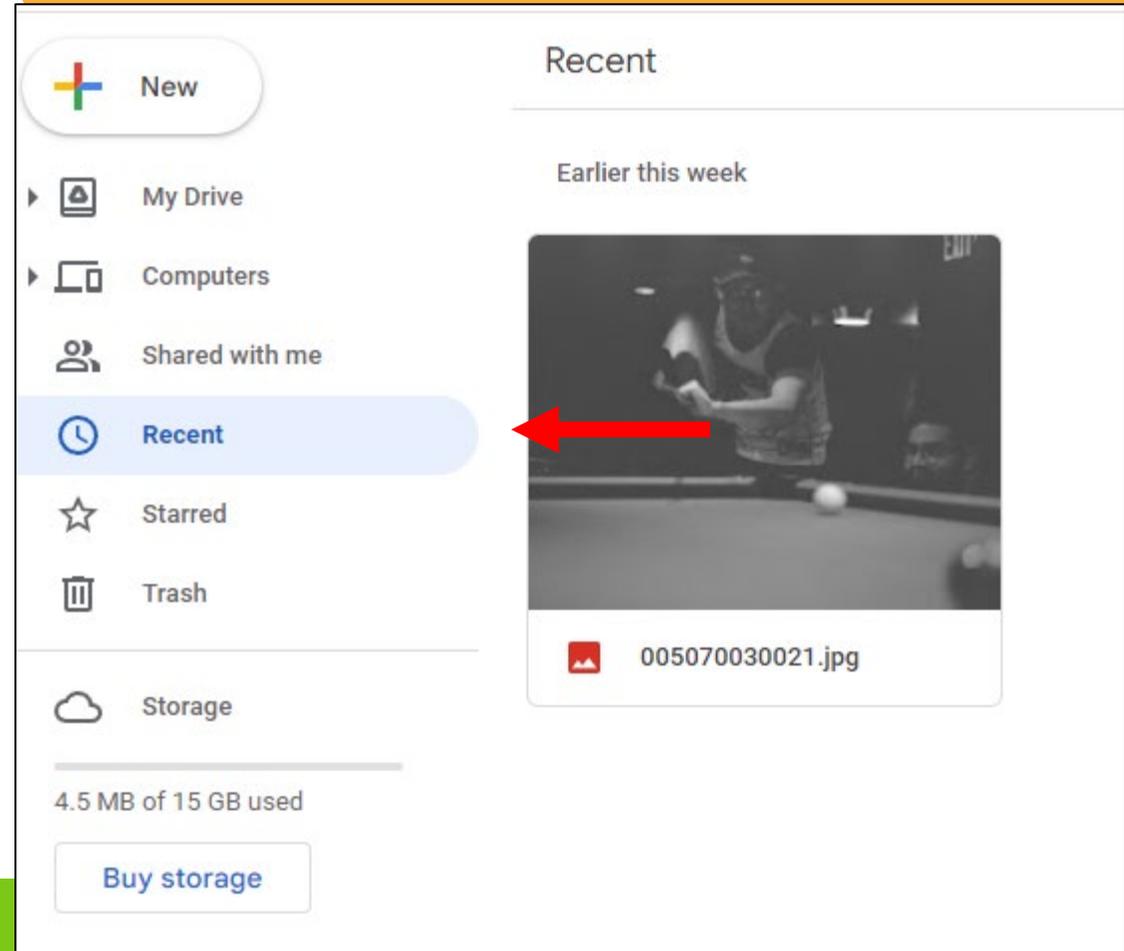
Drive Overview

- Clicking on the *shared with me* tab will let us see all of the files that other Gmail users have sent us
- We don't have to worry about this either since we haven't shared or been sent anything



Drive Overview

- Clicking on the *recent* tab will show us any recent files we've clicked
- Since we added in the picture from earlier, it will be the only file that appears here



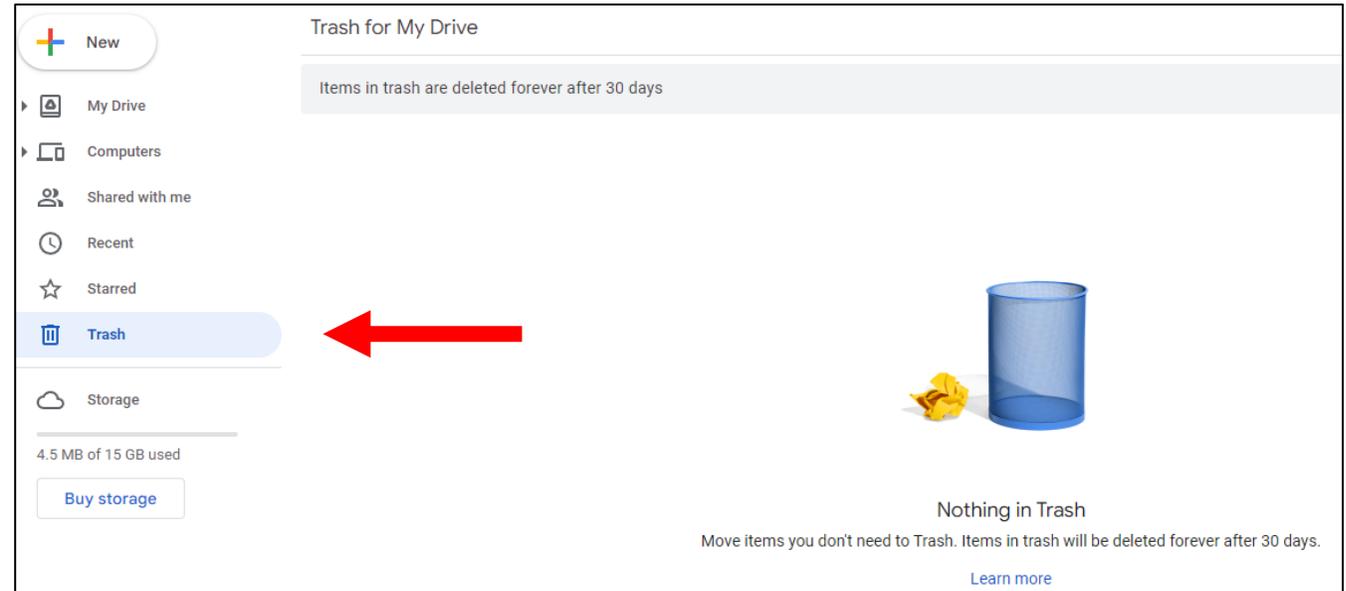
Drive Overview

- The *starred* tab is reserved for any files that have been flagged as being very important
- Nothing has been “starred” so our box here is empty



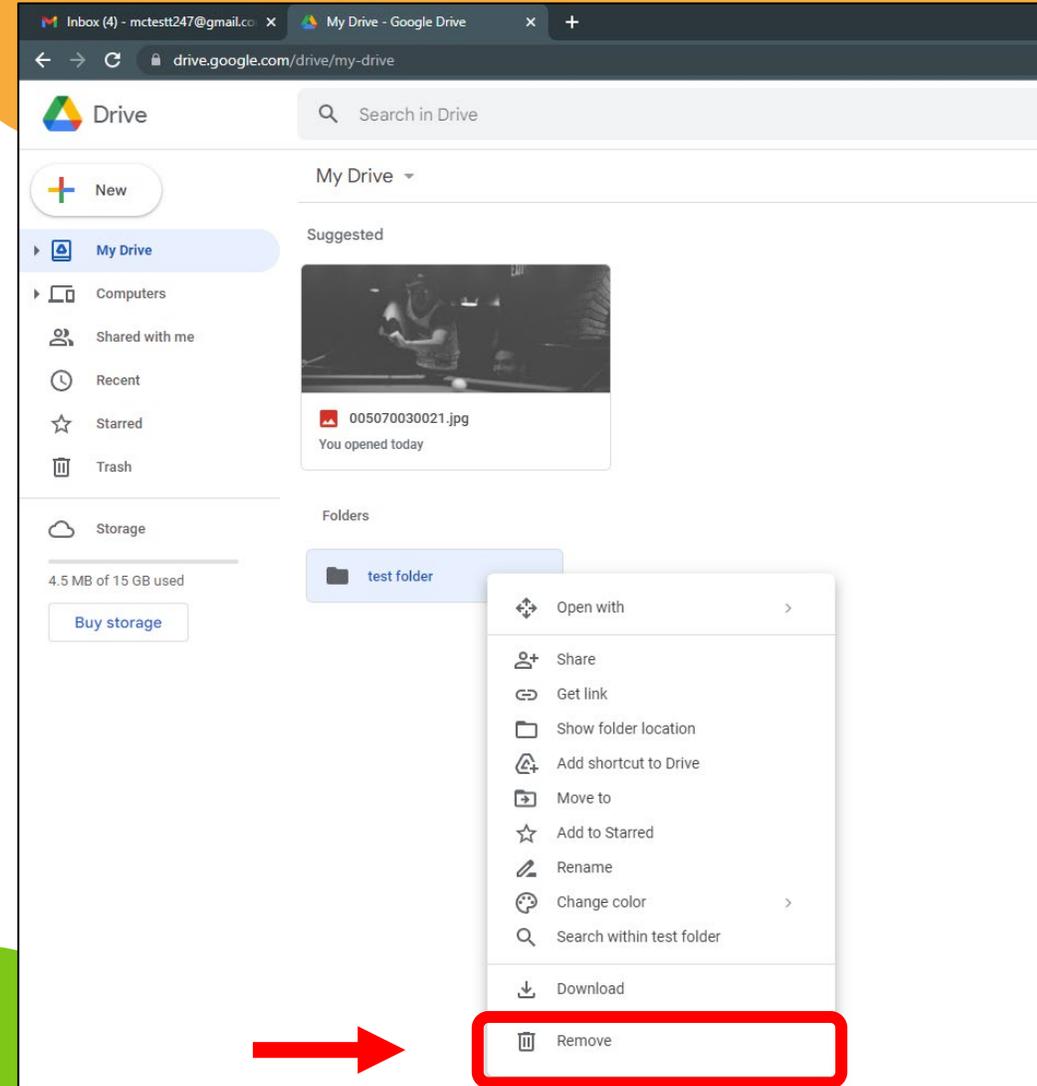
Drive Overview

- Lastly, the *trash* tab is where deleted files will be moved
- Typically, deleted files will be saved here for 30-days after being deleted
- This gives you a chance to recover or view the file in-case you change your mind



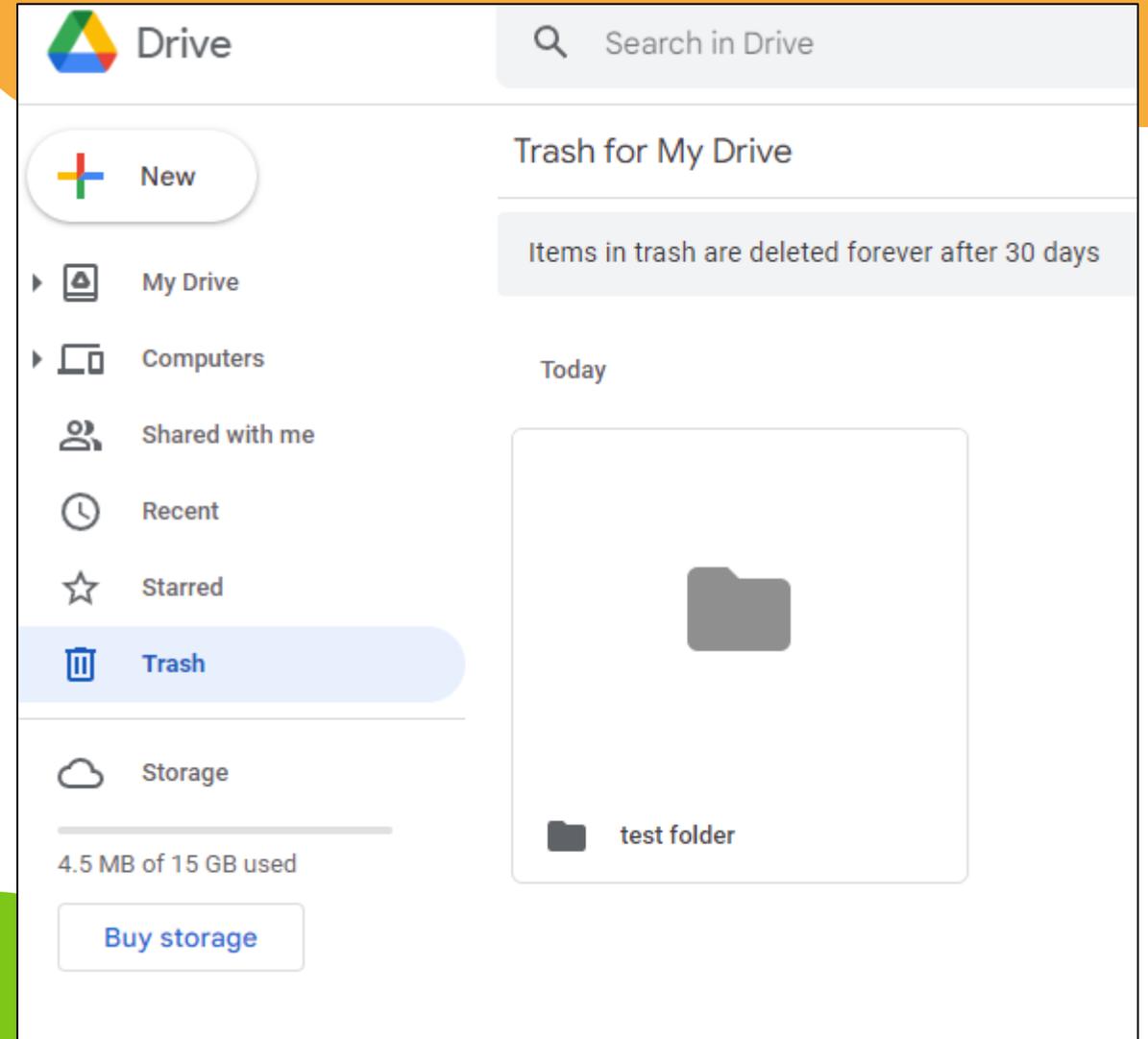
Drive Overview

- If we click the Drive button and go back to our homepage, we can right-click our test folder and see our options
- For now, simply click the *remove* button at the bottom of the list



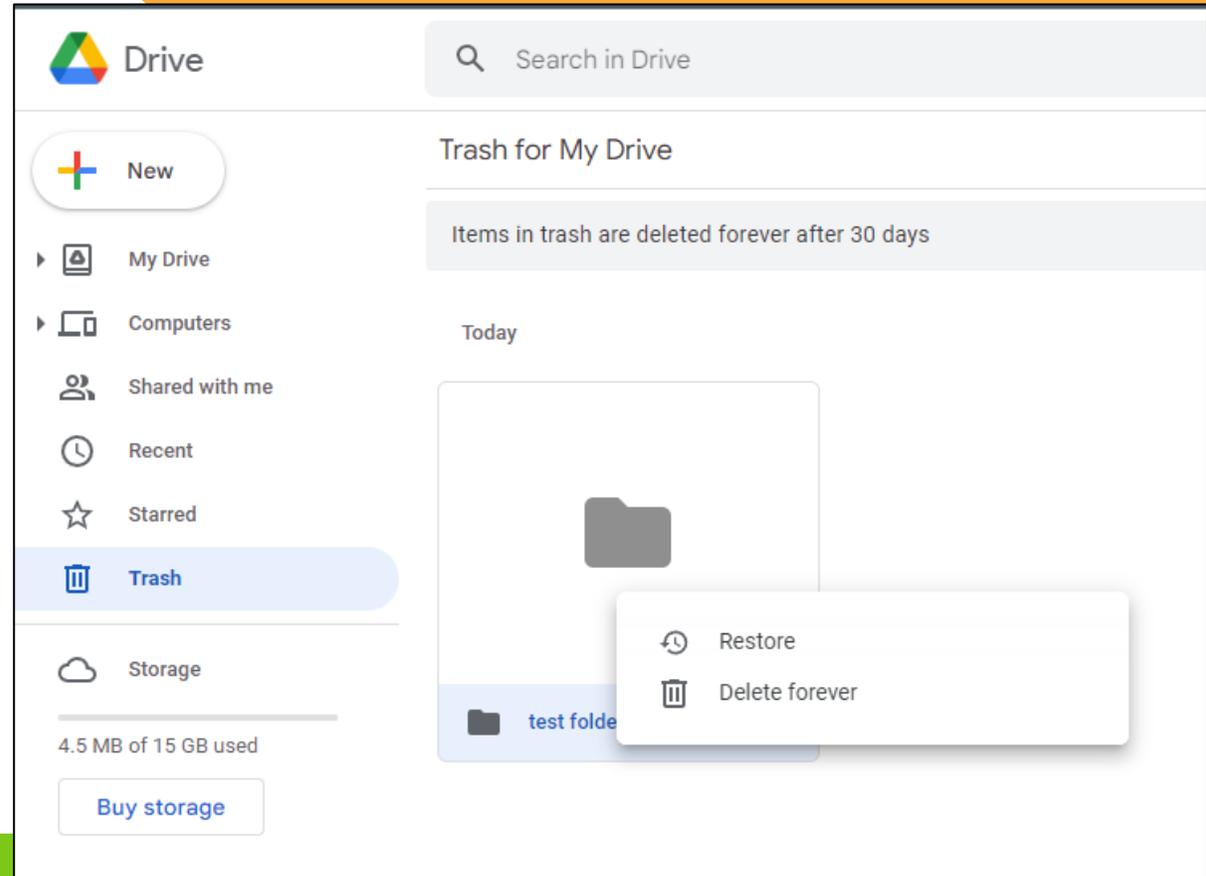
Drive Overview

- If we go back to our *trash* tab, you'll notice the folder has been deleted and moved over
- From this moment, you have 30 days to view the contents of your folder before it's gone forever



Drive Overview

- By right-clicking the folder while it's in the trash bin, we can click *restore*
- This will remove our folder from the trash bin and will undo us deleting it



Let's look at some
extra resources

How to Use Google Drive for Beginners

<https://www.youtube.com/watch?v=EbVnObwFJic>

How to Use Google Photos for Beginners

<https://www.youtube.com/watch?v=7Ew5Oej19tU>

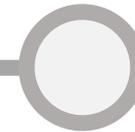
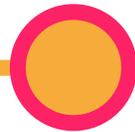
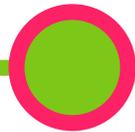
How to Use Google Docs for Beginners

https://www.youtube.com/watch?v=z9i_h-WMQ68

Series Progress



Learning About
Online Scams



Taking a look at the
different types of fraud
and scams on the
internet

That's it for now!
Any Questions?

