



Google Drive

How to used for academic purpose

Introduction

- Google Drive is a **file storage and synchronization** service provided
- By Google, released on April 24, **2012**, which enables user **cloud Storage**, **file sharing** and **collaborative** editing.
- It employs the **concept of cloud computing** for file storage and access.
- You can **upload** and access all of your files, including **videos**, **photos**, **Google Docs**, **PDFs** and beyond.
- It supports almost **20** formats of files.

WHAT IS CLOUD COMPUTING?

- Cloud Computing is a technology that **uses** the **internet** and **central remote servers** to maintain data and applications.
- Cloud computing allows consumers and businesses to **use** applications **without installation** and access their personal files at any computer with internet access.
- This technology allows for much more efficient computing by **centralizing storage, memory, processing** and so on.



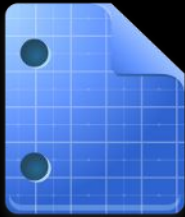
Cloud Storage Solutions

- Zoolz
- JustCloud
- Hightail
- OpenDrive
- Mozy
- Carbonite
- Livedrive
- Zip Cloud
- ADrive
- CrashPlan
- SOS Online Backup
- Dropbox
- Microsoft OneDrive
- Google Drive
- Box
- Bitcasa
- Egnyte
- SpiderOak
- Amazon Simple Storage Service

What is Need of Google Drive

- Access everything in your Google Drive from all your devices.
- Keep files synced Just connect to the web
- Stop emailing attachments and Start sharing.
- Keep collaborating.
- To provide online backup services

Google Drive Apps



- Google Docs



- Google Sheets



- Google Slides



- Google Keep



- Google Forms



- Google Drawings

Google Classroom

- This is another **incredible** tool that **allows teachers** to create classes of students, **collect** and **grade** assignments, **share documents**, and **communicate** within a closed environment

Features of Google Drive

“Everything you need, everywhere you go” - Google

- 15 GB of online (cloud) storage with a free account
- Everything is in one convenient place
- Powerful and free online editing tools
- Full Office like Suite
- Continuous and Automatic saving
- Ability to view just about any file type in your browser with no software to download

Google Drive Storage

- Google Drive, Gmail, and Google+ Photos give you **15 GB** of storage space for free, so you can keep your files, emails, and photos accessible from any device, anywhere.
- Store up to 15 GB in Google Drive, Gmail, and Google+ Photos, and then pay for additional storage as your account grows.

Google Drive storage plans

<u>Storage</u>	<u>Monthly Rate</u>
100 GB	\$4.99
200 GB	\$9.99
400 GB	\$19.99
1 TB	\$49.99
2 TB	\$99.99
4 TB	\$199.99
8 TB	\$399.99
16 TB	\$799.99

Supported File Formats

Google Drive viewer allows one to preview the following file formats:

- Image files (.JPEG, .PNG, .GIF, .TIFF, .BMP)
- Video files (WebMD, .MPEG4, .3GPP, .MOV, .AVI, .MPEGPS, .WMV, .FLV)
- Text files (.TXT)
- Mark-up/Code (.CSS, .HTML, .PHP, .C, .CPP, .H, .HPP, .JS)
- Microsoft Word (.DOC and .DOCX)
- Microsoft Excel (.XLS and .XLSX)
- Microsoft PowerPoint (.PPT and .PPTX)
- Adobe Portable Document Format (.PDF)
- Autodesk AutoCAD (.DXF)
- Fonts (.TTF, .OTF)
- XML Paper Specification (.XPS)
- Archive file types (.ZIP and .RAR)
- Apple Pages (.PAGES)
- Adobe Photoshop (.PSD)

Why should we use Google Drive

- Access your work **anywhere, anytime**
- **Upload** and **share** files
- Works **across operating systems**
- **Security**

Why Your Students Should be Working in Google Drive

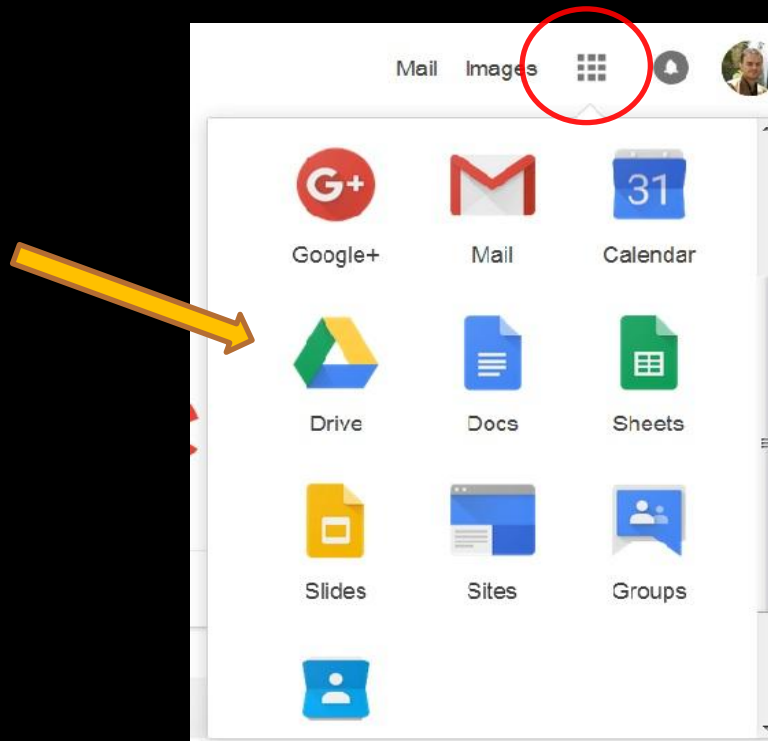
- It's free
- It works on all platform
- It's perfect for collaboration
- It's paperless
- It saves automatically

HOW TO USE GOOGLE DRIVE?

- There are two way to use Google Drive:
 1. Online version.
 2. Drive client software.

ONLINE VERSION

- Online version of Google drive is quite similar to Google Documents, which requires only sign-in to access your account



Drive Client Software

- Drive client software which need to be installed in your system to share and store stuff online
- Devices which support Google Drive client software are:
 - On PCs running Windows XP, Windows Vista and Windows 7, or Mac OS X Lion (10.7) and Snow Leopard (10.6);
 - On Android smart phones and tablets
 - On iPhones and iPads, iOS
- **Drive Client Software process in 3 steps:**
 - 1) Downloading and installation
 - 2) Sign-up or sign-in in your account
 - 3) Drag and drop (storing and sharing) of data

Inside Google Drive

My Drive

- This is where all the files are that you have made

Shared with me

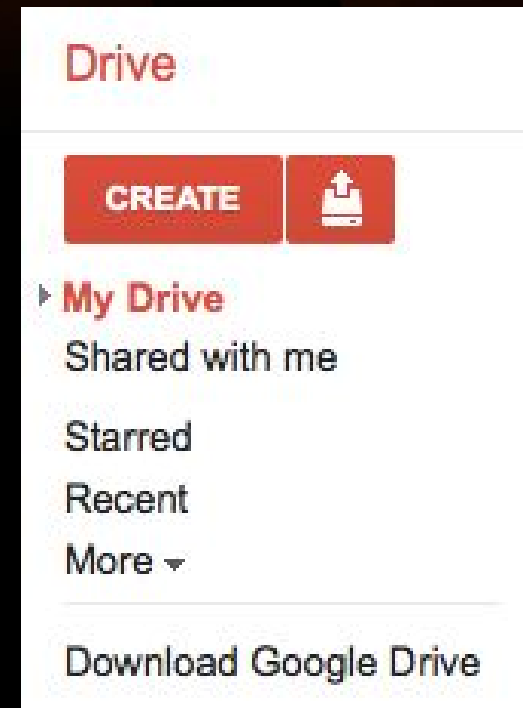
- This is where all the files are that have been shared with you

Starred

- Stores the files that you have starred

Recent

- Find every thing in Google Drive you have recently opened or edited



Inside Google Drive

Trash

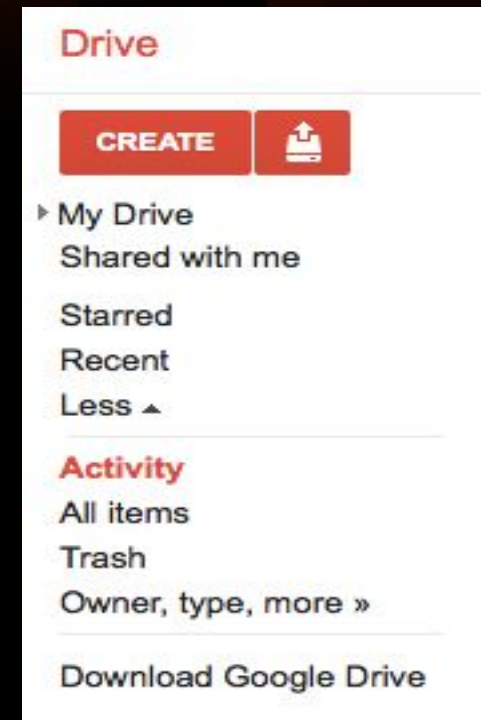
- See what you have trashed

Owner, type, more

- View by type of file or select the type of file and a list of those files will appear

Download Google Drive

- Download all your Google Docs to your hard drive

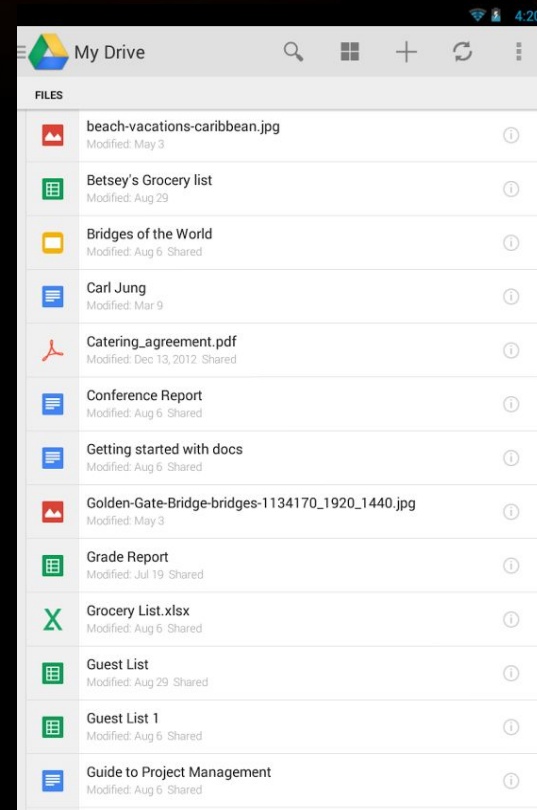
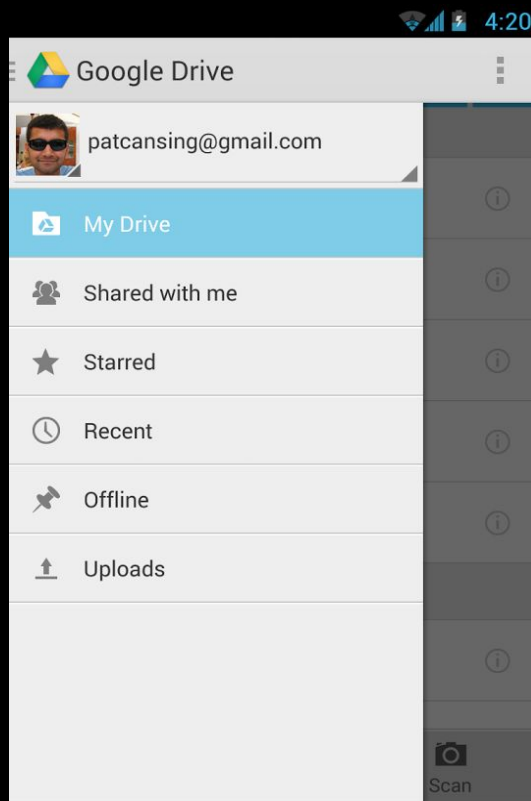


Google Drive For Mobile

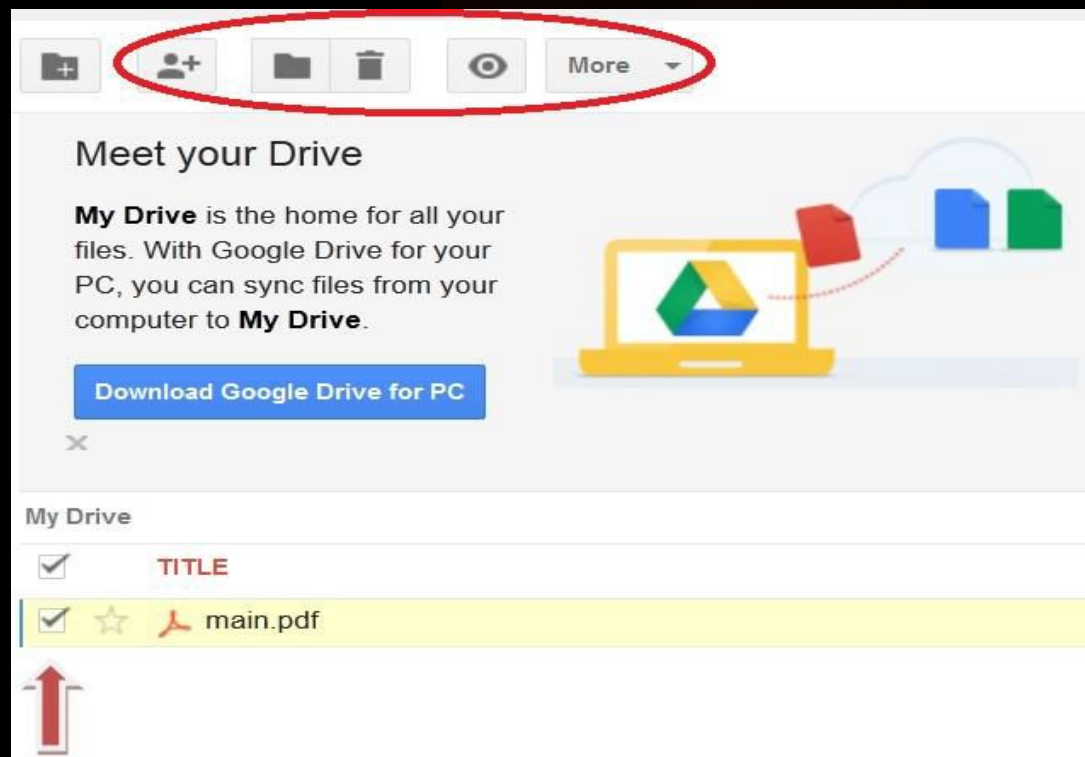


- What you can do : **Access**, **upload**, **share**
- Use the Google Drive Android app to **access** your photos, documents, videos and other files stored on your Google Drive
- **Upload files** to Google Drive directly from your Android device
- **Share** any file with your contacts
- **Access files others** have shared with you on Google Drive

Google Drive For Mobile

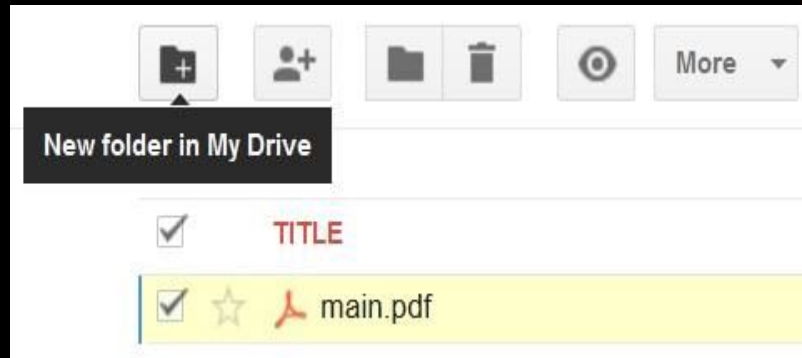


File operations

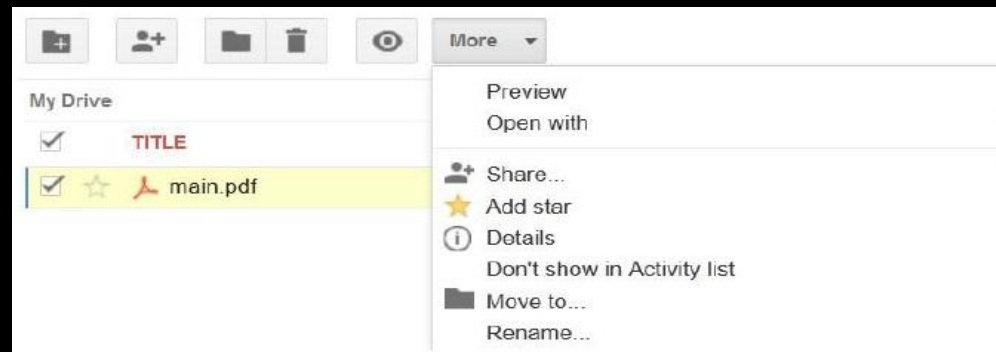


- Check file name, five icons appear

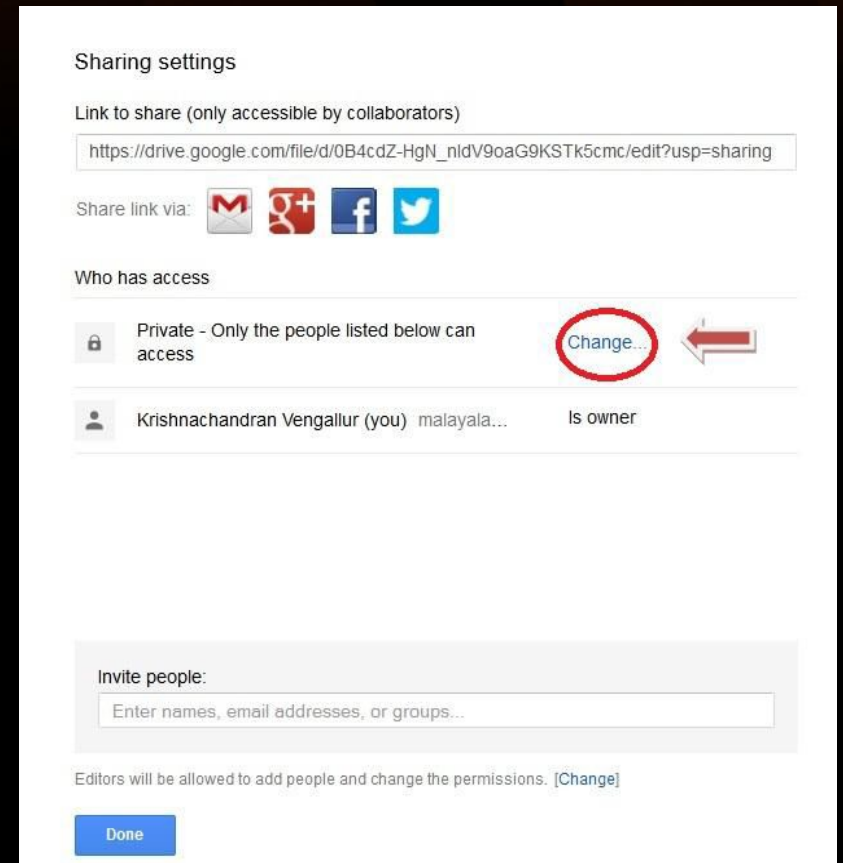
File operations



File operations



Sharing






- Click on the Share icon

Sharing Setting

Sharing settings

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Private**
Only people explicitly granted permission can access. Sign-in required.




Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)



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Access: Anyone (no sign-in required)

- Can edit
- Can comment
- ✓ Can view

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[Learn more about visibility](#)

Advantages Of Google Drive

1. Google Drive allows you to **access your files remotely**.
2. Create & **collaborate**.
3. Google Drive has its **own mobile application**
4. The **program is free!**
5. Google Drive **allows users** to **open different types** of files
6. Go **back in time**.
7. Google Drive **lets you send large files** to your colleagues

Disadvantages Of Google Drive

1. Google Drive uses the **same Google account** for **login** as Gmail
2. **Limited** File Formats.
3. Security **Issue**.
4. Google Drive **versus** Drop Box.
5. **Internet** Dependency

CONCLUSION

- Google Drive provides an **easy solution for online back-up** of data to the users. **Especially**, in **emergency situations** like hard drive **crash** or data **corruption**
- Google drive **provides great help** to the **users** because of the **availability** of **all time** data back-up for the users.



Thank You