

ANNEX 1. GUIDE TO USING GOOGLE DRIVE



? What is Google Drive?

Google Drive is a free cloud service (15 GB of space) that lets you:

- Store files online (documents, photos, videos, PDFs, etc.)
- Share them with others
- Access them from any device (PC, smartphone, tablet)
- Work collaboratively in real time with Google Docs, Sheets, and Slides.

⚙️ Using Google Drive

1. Access Google Drive

- Open Google Drive using the following link:
<https://drive.google.com/drive/my-drive?hl=it>
- Log in with your Google account.
- The screen you'll see after logging in is shown in Figure 1.

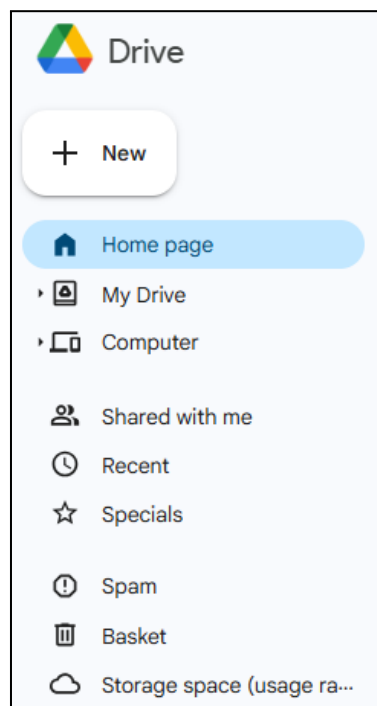


Figure 1. Homepage Google Drive

In the "**Home page**" section, you can view all the files in your Drive, both shared and personal. From this section, you can search for files using the "Search in Drive" search bar at the top, or filter documents by "Type," "People," "Modification Date," and "Location," as shown in Fig. 2. These types of actions can also be performed in the sections listed below.

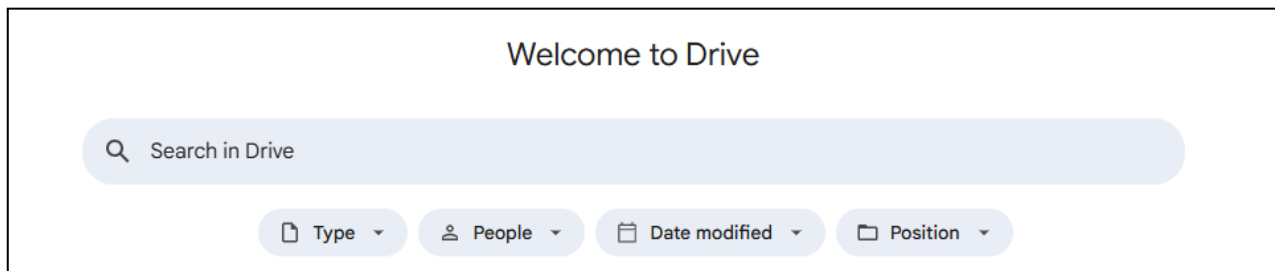


Figure 2. Search in the G-Drive's Home page

"**My Drive**" contains your personal files, while "**Shared with me**" contains all the documents you've shared with me. "**Computer**" displays folders on your computer that are synced with Drive using Drive for Desktop. Recently used files are in "**Recent**", while starred files are in "**Special**". "**Spam**" contains files considered spam, and deleted items are in "**Basket**." "**Storage**" provides information on your space usage in Google Drive, Google Photos, and Gmail.

2. Upload files and folders from your computer

By clicking on the "My Drive" section or by opening the folder where you want to upload a file, you can upload documents in Google Drive. Once you open the home page or folder, you can choose whether to drag the file or folder you want to upload into it (Figure 3).

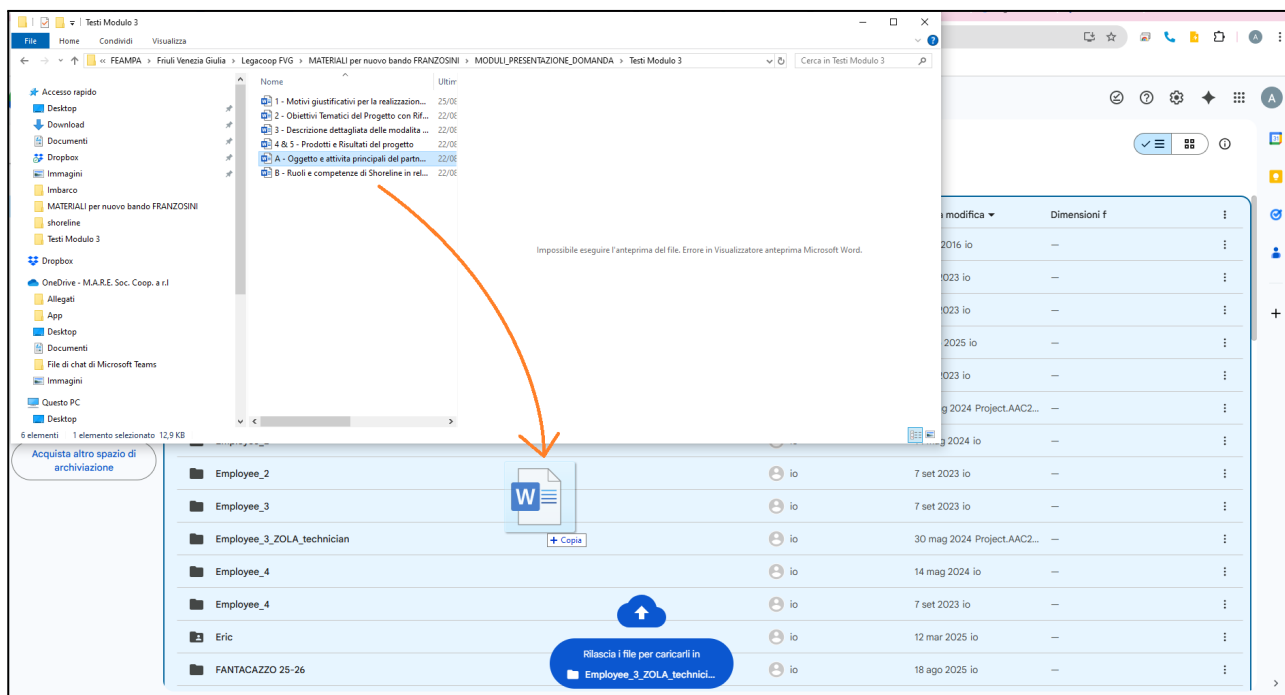


Figure 3. Drag files or folders into G-Drive to upload them

Alternatively, by clicking on “New” (top left) or by right-clicking on the “My Drive” home page or the folder where you want to upload the document, a drop-down menu will open where you can select the “File Upload” or “Folder Upload” options depending on the document you want to upload.

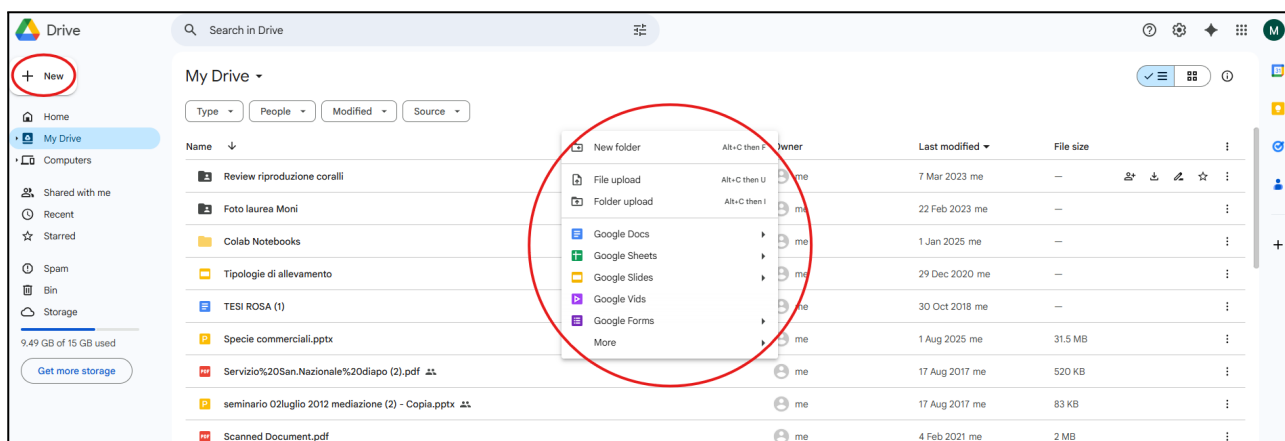


Figure 4. Upload a file or folder using the “+ New” button or by right-clicking on the home page

3. Create Documents

Click "New" and select the file type you want to create:

- Google Docs (similar to Word)
- Google Sheets (similar to Excel)

- Google Slides (similar to PowerPoint)
- Google Vids (AI-based online video editor)
- Google Forms (for creating surveys and forms)
- Other

4. Organize files

- Create a new folder by clicking "New" then "New Folder" and giving the folder a name.

By right-clicking on the file, you can:

- Change the name by clicking "Rename."
- Download a file by clicking "Download."
- Move, add a shortcut, or add it to your favorites by clicking "Organize."
- Get information about a file or folder by clicking "Folder Info."
- Delete a file by clicking "Move to Trash."

5. Sharing files or folders

- Right-click the file and select "Share," select "Share," and enter the email address of the person you want to share the file with.
- In the "General" section, you can use the arrow to select whether access will be restricted or anyone with the link. Once you click "Done," you can select the role of the person you're sharing the file with (using the drop-down menu next to the recipient): Viewer, Commenter, or Editor (can organize, add, and edit files) and decide whether to add a message to the sender.
- Or, to copy the link to the file you want to share, right-click the file, select "Share," and then "Copy Link."