

Online Services

Sept 2017

Why I use these services?

- Syncing between various devices is easy
 - Sync between Desktop, Laptop and iPad
- Sharing files
 - Better than sending attachments
- Online backup
 - Keep additional copy of your data online

New From Google

- Google has changed the Google Drive for Windows to Google Backup and Sync
- It is still called Google Drive on mobile devices
- Depending how it's referred to in this document, the name is different.

Most popular syncing services


- OneDrive
- DropBox
- GoogleDrive

	OneDrive	Dropbox	Google Drive
Free storage	5 GB	2 GB	15 GB
Yearly	\$50	\$120	\$60
Additional	100 GB	50 GB	100 GB


Here are the basics

- Install Google Backup and Sync (for example) on your PC.
- Install the App on your iPad or iPhone.
- Use the same User & Password on all devices.
- Place any file or folder into Google Drive on your PC and it will appear on your mobile devices and vice versa.

GoogleDrive

- If you have a Gmail account you already have a Google Drive account
- You can use this without installing any desktop software
 - You just use the online File Upload feature 
 - However, there are a lot of additional features if you install the software or App

Installing GoogleDrive

- You can use a Google ID such as a Gmail account.
- Or - you can also create an account while setting up Google Drive.
- Go to drive.google.com and click the Settings icon . 
- Click Download and Sync for Windows (this is the new App which replaces Google Drive for Windows)

Installing GoogleDrive cont.

- After you download the app, double-click it to complete the installation. The file is named *installbackupand sync.exe*.
- Just follow the step-by-step instruction
- Read the information [here](#)

Using GoogleDrive

- After installing the app on your PC
 - Install it on other PCs, iPhone, iPad, Android devices, etc.
- A GoogleDrive folder will be created on all devices
- Anything that you place in any GoogleDrive folder on any PC will automatically show up on all other devices and online.
- Deleting files from any GoogleDrive folder will remove them from all folders. (***This has changed – now you have choices***)


Other services

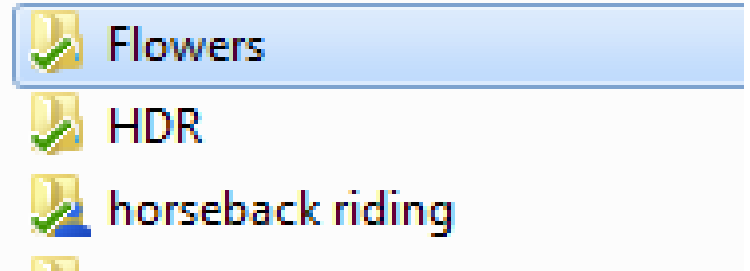
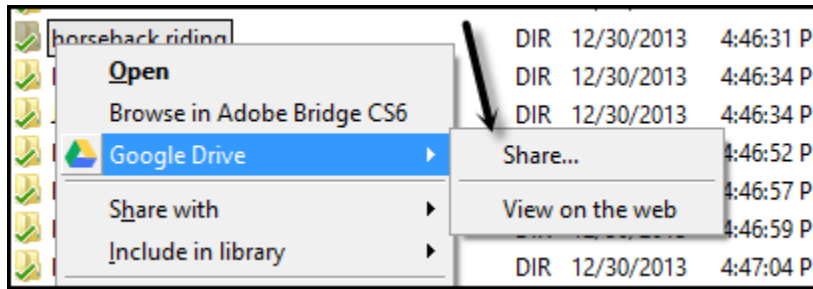
- DropBox
 - Relatively easy to install and use
 - It's been around quite awhile
- OneDrive
 - Affiliated with Microsoft
 - Built into Windows 8 & 10

GoogleDrive features

- Trash – deleted files remain in Trash until permanently deleted
- Versions
 - Old versions deleted after 30 days or 100 revisions (this can be turned off at the expense of storage space)
- Sharing
 - Easy sharing available

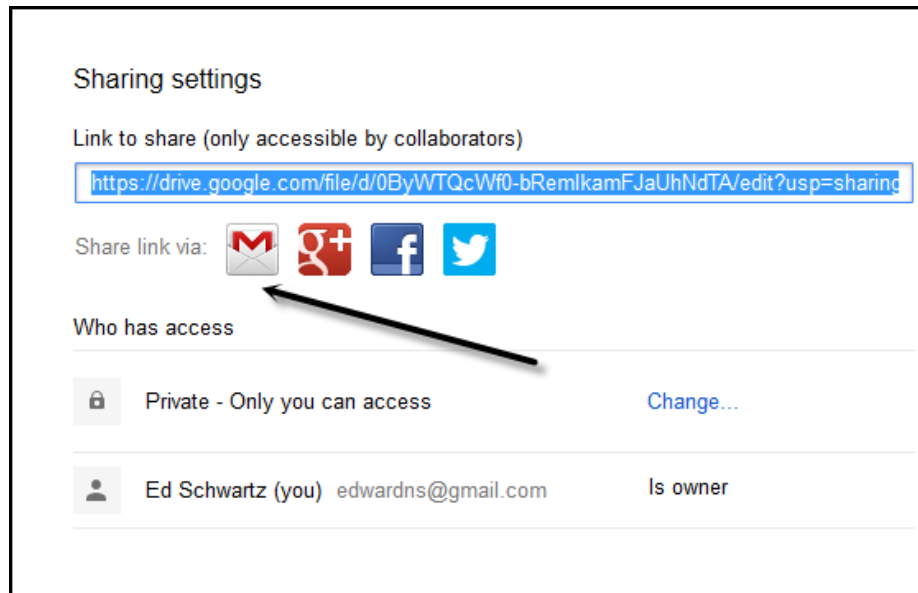
Sharing

- There are several options for sharing. The easiest is to select an online file or folder, then click the Share icon 
- Or – right-click a file from your Desktop PC in your GoogleDrive folder and click GoogleDrive and then click Share



Sharing cont.

- Click the Gmail icon to send the link or copy and paste the link into your email program.

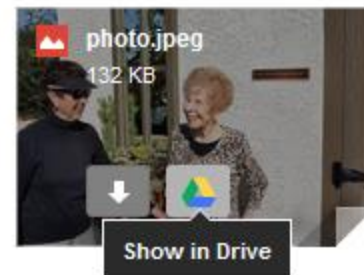


Tips

- All features discussed are only available through Wi-Fi
- If you're away from home and want to "take home" some files, just log into GoogleDrive and upload the files to your account.

Tips

- In order to upload folders use the Chrome browser
- You can “Star” a file, folder or selection to mark them as favorites
- If you receive a picture in Gmail, hovering over the picture will give you an option to save it to GoogleDrive.



Tips

- Install the *Save to Google Drive* Chrome extension and instantly save almost anything to Google Drive.
- ***Always keep important files in a second location – strange things can happen.***