

# Cloud Services

# Two major types of services

- Backup services
  - Primarily to backup your data online
  - Very few free services
  - Data available from any PC with web access
  - Carbonite is one of these services
- Syncing services
  - Primarily for easy syncing between devices
  - Many have some free storage
  - Data available from any PC with web access

# Why I use these services?


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

# Most popular syncing services

- OneDrive
- DropBox
- GoogleDrive
- See next page for comparisons

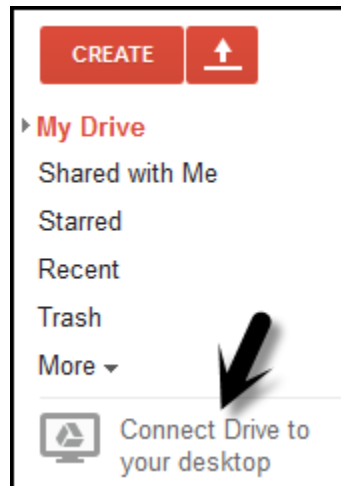
	OneDrive	Dropbox	Google Drive	Box	Amazon Cloud Drive	Copy
File size restrictions?	10GB	10GB with website, none with Dropbox apps	5TB	250MB for free plan, 5GB for paid personal plan	2GB*	None
Free storage?	5GB**	2GB	15GB	10GB	No***	15GB
Can I earn extra free storage?	No**	Yes	No	No	No	Yes
Paid plans	\$2/month for 50GB**	\$10/month for 1TB	\$2/month 100GB, \$10/month for 1TB	\$10/month for 100GB	\$12/year for unlimited photos, \$60/year for unlimited files	\$5/month for 250GB, \$10 for 1TB
OSes supported	Windows, Mac, Android, iOS, Windows Phone	Windows, Mac, Linux, Android, iOS, Windows Phone, BlackBerry, Kindle Fire	Windows, Mac, Android, iOS	Windows, Mac, Android, iOS, Windows Phone, BlackBerry	Windows, Mac, Android, iOS, Kindle Fire	Windows, Mac, Linux, Android, iOS

# GoogleDrive

- If you have a Gmail account you already have a GoogleDrive account
- You can use this without installing any desktop software
  - You just use the 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 GoogleDrive.
- Go to [drive.google.com](https://drive.google.com) and click Connect Drive to your desktop. This will start the download.



# Installing GoogleDrive cont.

- After you download GoogleDrive double-click it to complete the installation. The file is named *googledrivesync.exe*.
- Just follow the step-by-step instruction
  - You can use the Advanced button to create a GoogleDrive folder at a location of your choice



# Using GoogleDrive

- After installing GoogleDrive on your PC
  - Install it on other PCs, iPhone, iPad, Android devices, etc.
- A GoogleDrive folder will be created on all PCs
- 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.
- Search google for ***google drive deleting files*** for more info
- For an overview search for ***overview of google drive*** for more information

# Other services

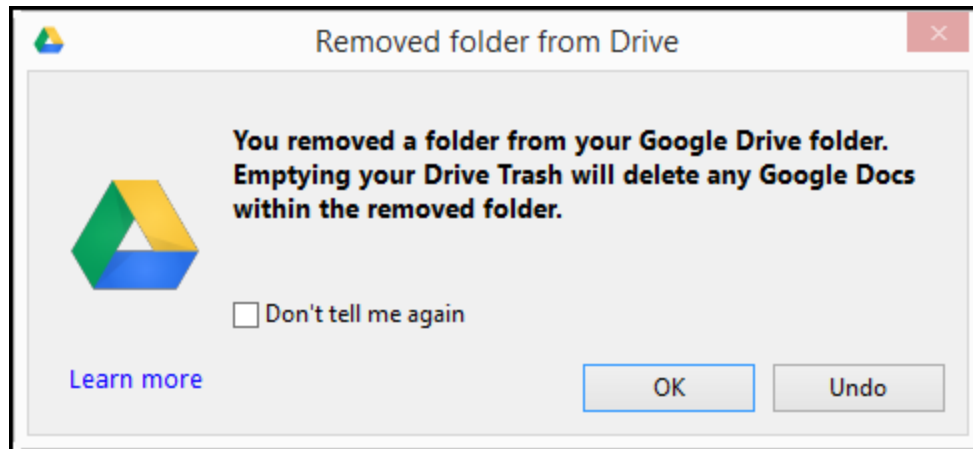
- DropBox
  - Relatively easy to install and use
  - It's been around quite awhile
- Skydrive
  - Affiliated with Microsoft
  - Built into Windows 8 (there's one tricky setting)

# 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

# More on Deleting

- When you delete a folder on your Desktop you get the following message.



# More on revisions

- You can decide whether to maintain revisions

Manage revisions ×

Notice box is unchecked

[Upload new revision](#)

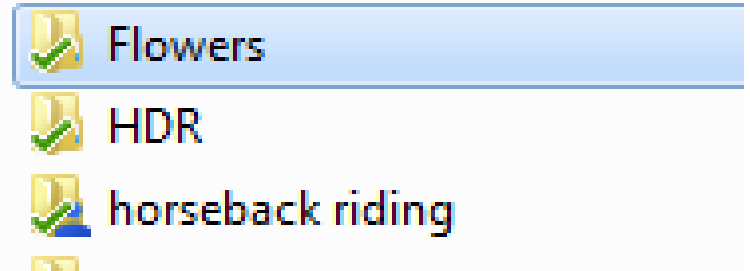
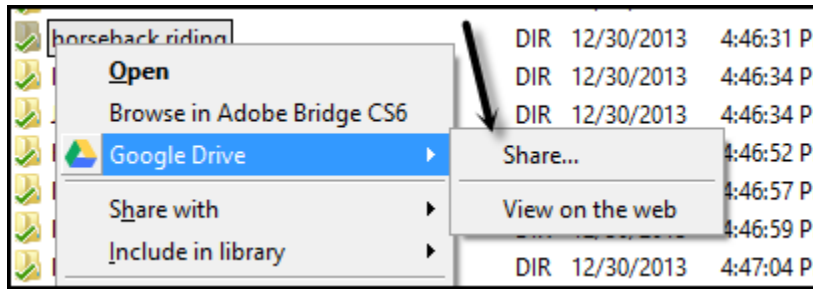
Current revision	Storage used	Do not auto delete	
6:04 pm by Ed Schwartz	201 KB	<input checked="" type="checkbox"/>	×
1 previous revision			
4:42 pm by Ed Schwartz	no charge	<input type="checkbox"/>	×

Total storage used: 201 KB [Learn more](#)

[Close](#)

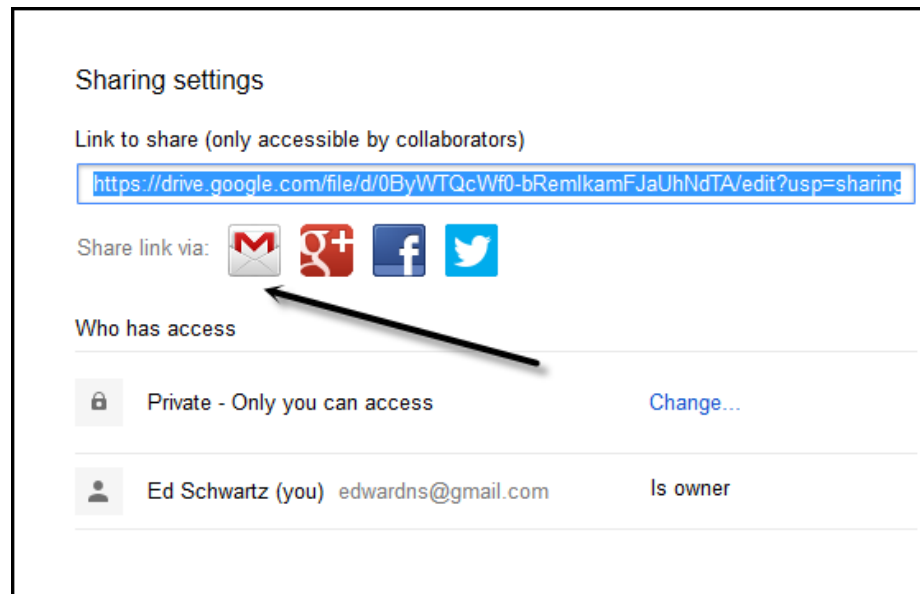
# Sharing

- There are several options for sharing. The easiest is to select an online file or folder, then click the More button and select Share.
- 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.




# Shortcuts

- Shift + t create a new text document
- Shift + s create a new spreadsheet
- Shift + p create a new presentation
- Shift + d create a new drawing
- / go to search box
- d toggle details pane
- ? display keyboard shortcuts

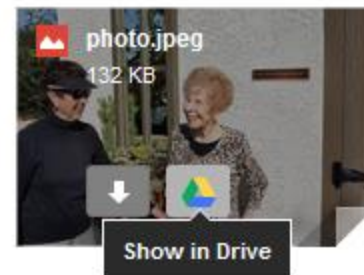


# Tips

- To take a photo on an iPad and have it show up on your desktop you must initiate the process with the GoogleDrive App
- 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.***

# Alternatives to Online Services

- Western Digital MyCloud – search Google
- External Hard drive accessible from anywhere
- 3 Terabytes for \$179
- There are many good reviews
- I wasn't thrilled with it
  - Requires Java for Internet Access
  - Sharing not as easy as GoogleDrive
  - Comes with 2-page manual