

Using Google Drive on your iPad

Introduction

Cloud services store your documents both online and on your PC. However, on your mobile devices, they only show you a list of your files and folders. Otherwise, your device would overflow.

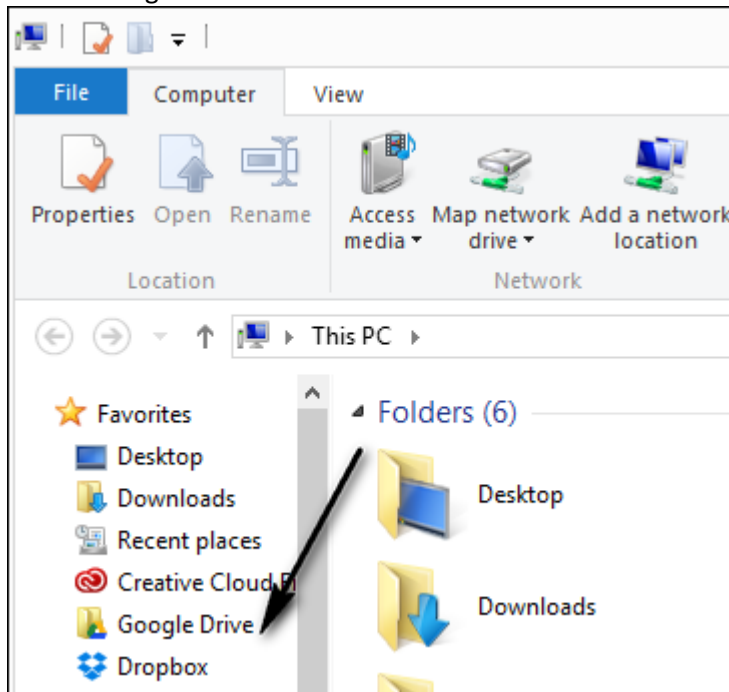
However, you will learn how to keep selected files on your device so you can access them at any time, especially, when you have no Wi-Fi available.

In order to use Google Drive you must have an account. You can sign up for a free Gmail account even though you don't use it. This will allow you to use the Google Drive service and YouTube to name a few.

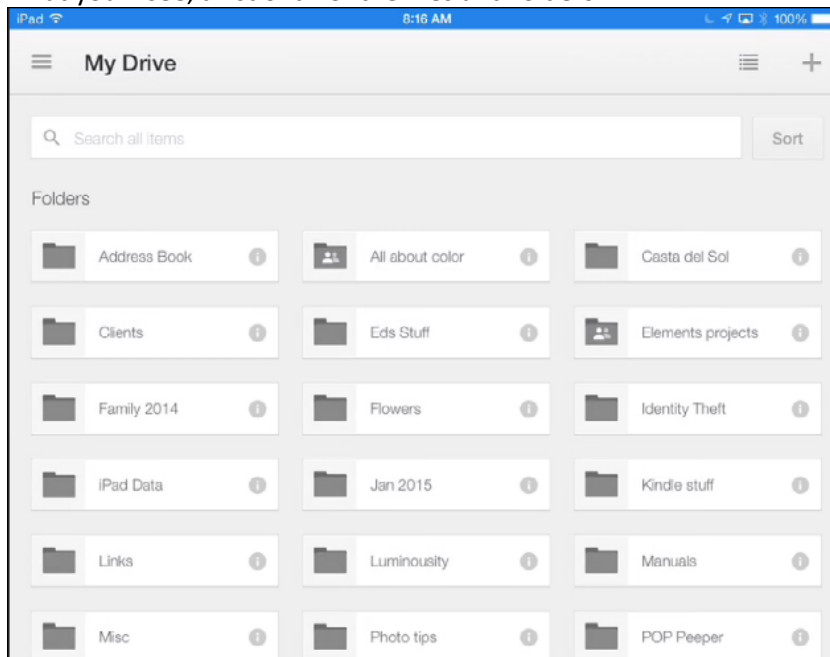
Getting Started


If you don't have it installed, go to the App Store on your iPad and get it. After installing the Google Drive App on your iPad here's how to use it.

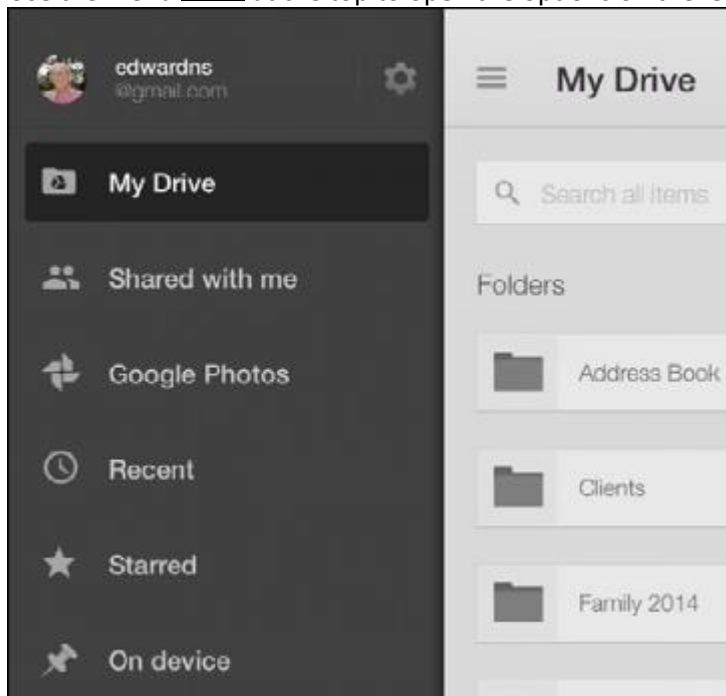
- First, make sure you have copied some files or folders into your Google Drive folder on your desktop or laptop. To access your Google Drive on your PC, open My Computer (ThisPC on Windows 8) and look for the Google Drive link on the left as shown below.



- After you have copied the data to Google Drive on your PC you can open the App on your iPad. Here's what you'll see, a list of all of the files and folders.



- Tap on any folder to show its contents and use the arrow at the top to go back.
- Use the menu  at the top to open the options on the left as shown below.



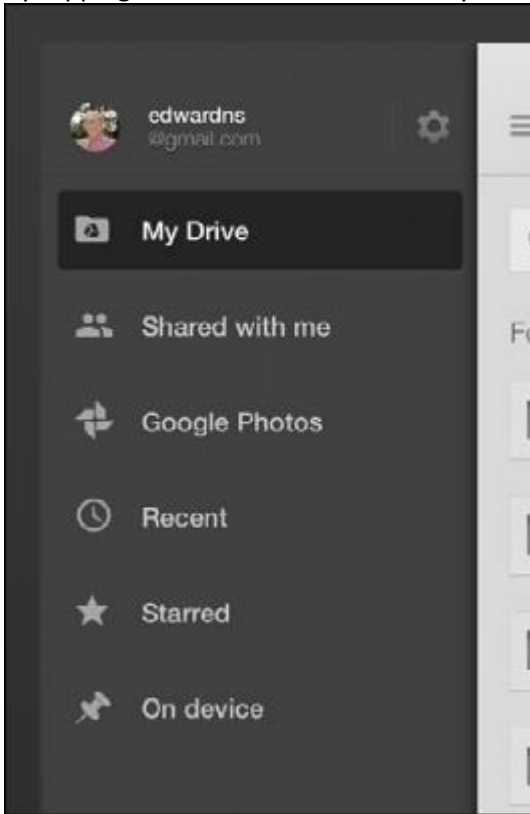
- You can also tap the Settings Gear to change any settings.

The Google Drive App has built in support to view any photos or PDF documents but before you open any Word, Excel or PowerPoint documents you should install the following **free** Apps.

1. Google Docs for viewing or editing Word documents
2. Google Sheets for viewing and editing Excel spreadsheets
3. Google Slides for viewing or editing any PowerPoint documents

Navigating

By tapping the Menu as shown below you can access the various places such as **On device** or **Recent**.

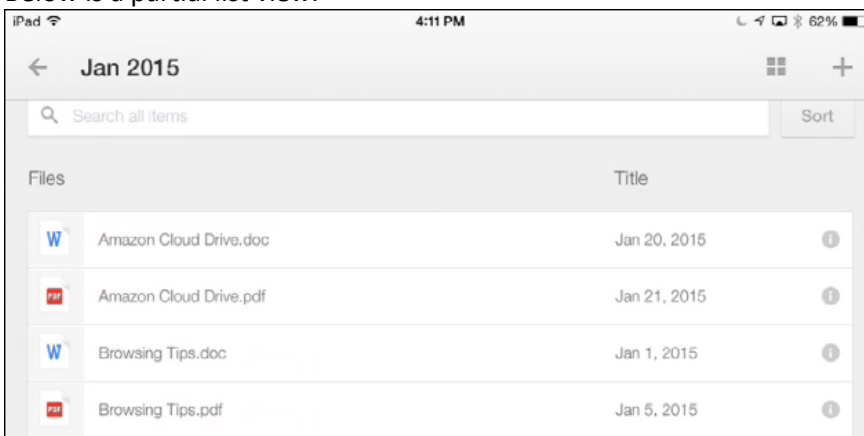


Accessing files and folders

To access any folder just tap it to reveal its contents. To open any file just tap it. You can change the view by tapping the View icon at the upper right as shown below. This changes from the List view to the tiles view.



Below is a partial list view.



You can tap the information icon as shown below to reveal a menu.



This menu is shown below. From the menu you can choose to keep the file on your device as well as perform other tasks including Renaming, Sharing or Deleting. **Important – prior to traveling you should use the Keep on Device feature to have certain documents remain on your device so that they are available when you are away from Wi-Fi. You can switch this off when you get home.**



Reading or editing a file

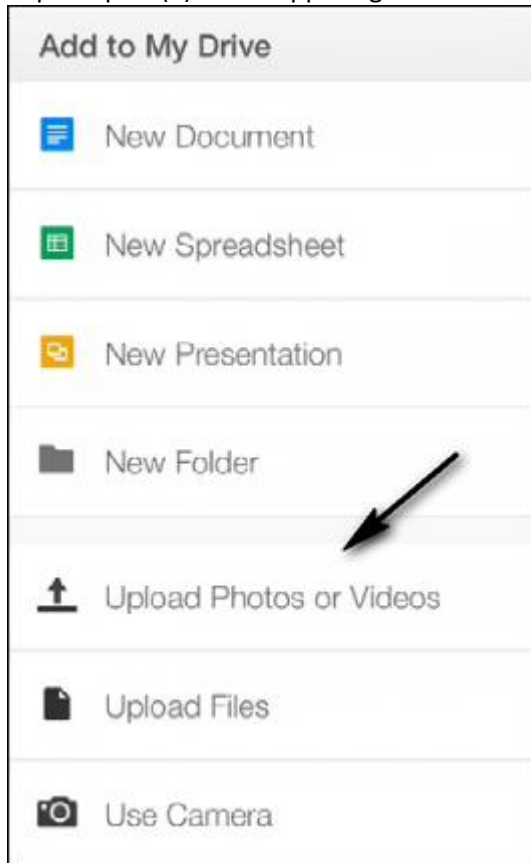
Once you have a file or several files showing just tap it to open it in the appropriate application such as Google Docs. From here you can view it or tap it to begin editing. Any changes that you make will be updated to the copy of the document on all of your devices. If you use the menu to delete, it will be deleted from all of your devices.

Remember, you can still go online and go to the Trash on Google Drive to recover it.

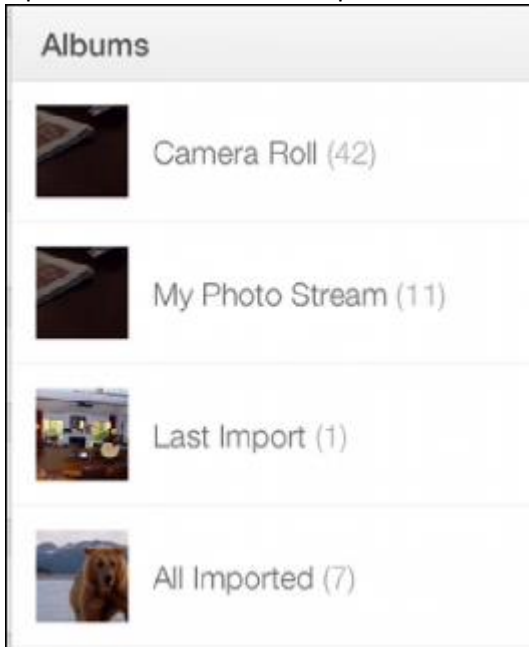
Uploading files from your iPad to Google Drive

You can take any file or photo on your iPad and upload it to Google Drive and have it appear on your PC. This example will use a photo.

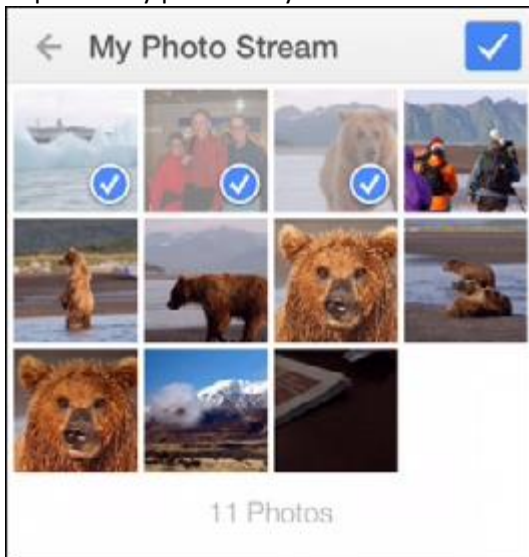
1. Open the Google Drive App
2. Navigate to the folder where you want to upload to – this is important.
3. Tap the plus (+) in the upper right corner to reveal the following window. Tap Upload Photos or Videos



4. Open the Album where the photo is located as shown below. Note, you can also use your camera.



5. Tap as many photos as you like to select them as shown below



6. Next, tap the checkbox in the upper right and you're done.

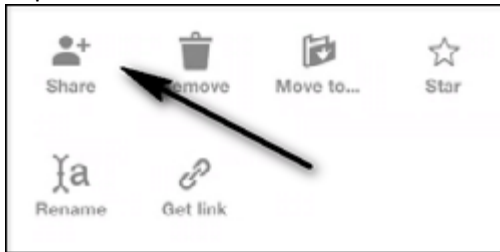
Sharing a document

You can share a file or folder as follows:

- Tap the little circled i as shown below



- Tap Share as shown below



- Enter an email address or multiple addresses and tap the options as shown below and then, tap the check at the upper right to send. Remember, if you just want them to view without editing be sure to select that option.

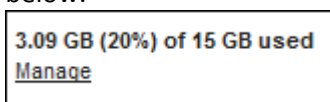


Available storage

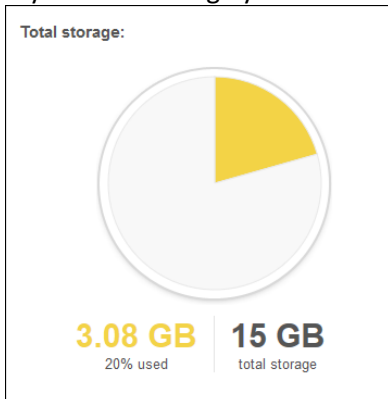
Google Drive provides 15 GB of free storage. This includes your Gmail storage plus and files stored on Google Drive.

There are several ways to determine how much storage you have available as follows:

- Using Gmail on a PC open any message and scroll to the bottom where you will see the stats as shown below.



If you click Manage you will see the info as shown below



- On your iPad open Google Drive and tap the Menu to show the Settings Gear. Tap the Settings Gear. Next tap storage and you will see the screen below. It says 20% used but it's not easy to see.

