LEEDS BECKETT UNIVERSITY

GOOGLE DRIVE HANDBOOK

INC: GOOGLE DOCS, SHEETS & SLIDES

PRODUCED BY: DISTANCE LEARNING UNIT

www.leedsbeckett.ac.uk

Contents

Google Drive Staff Guidance

Staff are required at all times to adhere to the University or Faculty/Service policies and procedures at all times. Staff are also reminded to observe the guidelines with regards to representing our University and data protection.

https://www.leedsbeckett.ac.uk/staff/files/NN_Disciplinary_Rules.pdf
http://www.leedsbeckett.ac.uk/public-information/data-protection/

With the inclusion of Google Drive staff now have 30GB of cloud storage in addition to the file storage areas already provided by our University. This document is intended as guidance in how to use the various storage areas, but each user should ensure that they are aware of their own responsibilities to safeguard data and undertake any required data protection training.

1. Google Drive can be used for document collaboration & development but should not be used as a destination for any business critical documents.

2. It is recommended that any final version documents be downloaded from Google Drive as Word or PDF files for storage in a networked file area such as H Drive.

3. H Drive (and other established Service/Faculty storage areas) should remain the location where all business critical documentation and resource that other Leeds Beckett staff need access to are placed. (This storage area is backed up by IMTS).

4. P Drive is a personal storage area and should be a location for non critical documents unique/personal to you that do not need to be accessed by others. (Although these may also now be placed in Google drive for ease of access if you prefer.)

5. C Drive is your local non networked drive which can only be accessed from the desktop machine which it is on (This storage area is NOT backed up by IMTS and is for storing files locally on the machine).

Staff should not be using any other third party cloud storage systems for the management and/or storage of data and documents relating to their work at Leeds Beckett.

Google drive installation guidance.

Google Drive can be accessed through a web browser in order to access files remotely and this is the recommended way to use the service. However it is also possible to install Google Drive on to your local PC so that it works like a hard drive which syncs with the cloud (web) version of your Google Drive.

The installation of Google Drive should only be made on University owned hardware and not personal hardware and that access to this hardware should be protected with a password/passcode mechanism to safeguard any sync data.
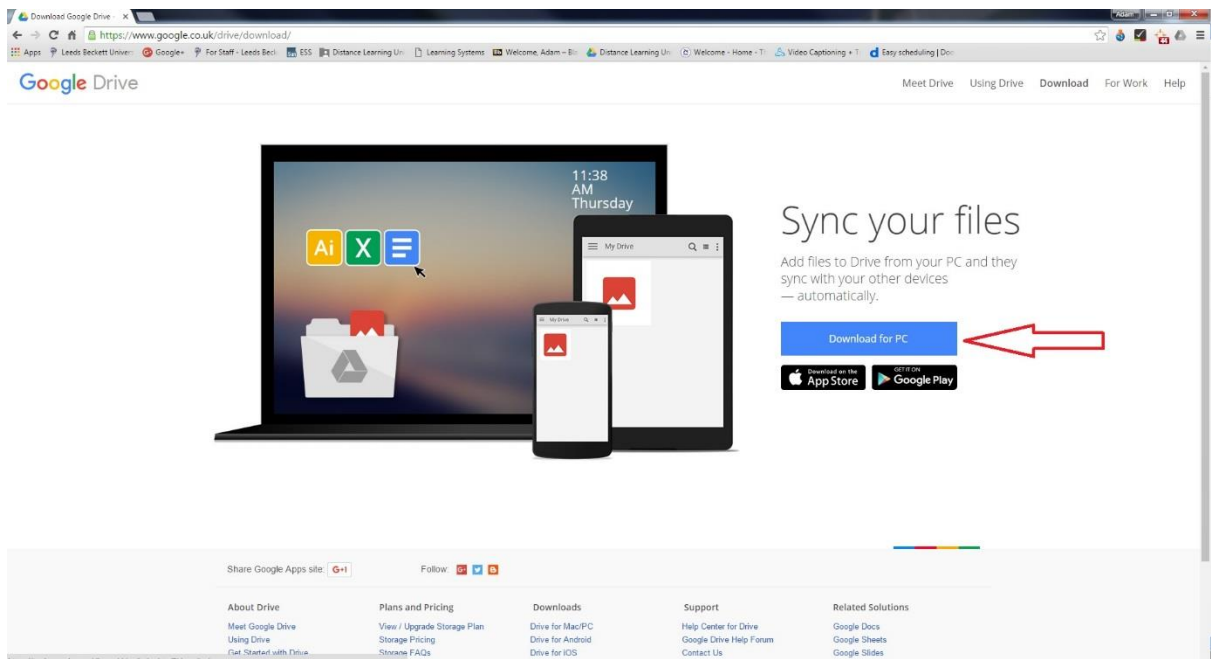
Google Drive Installation
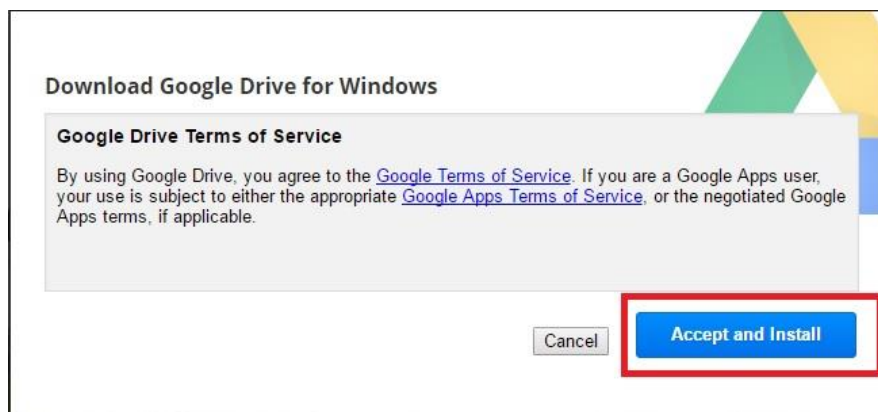
Installation of google Drive via the website

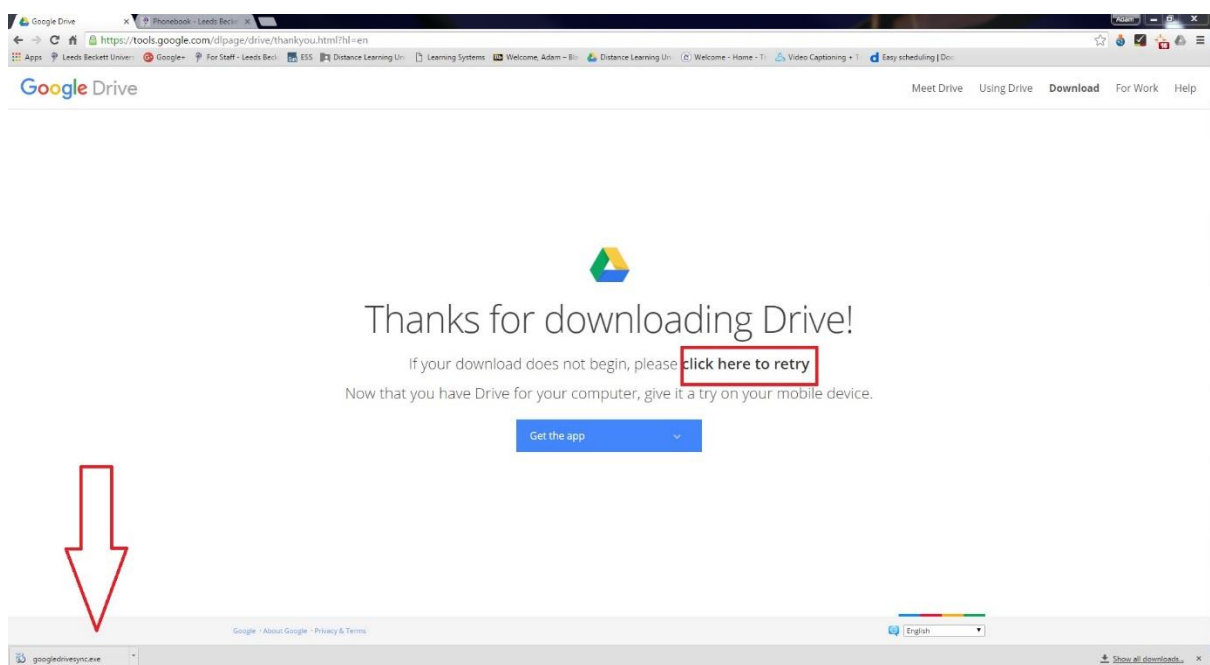1. In your search bar type https://www.google.co.uk/drive/download and press enter
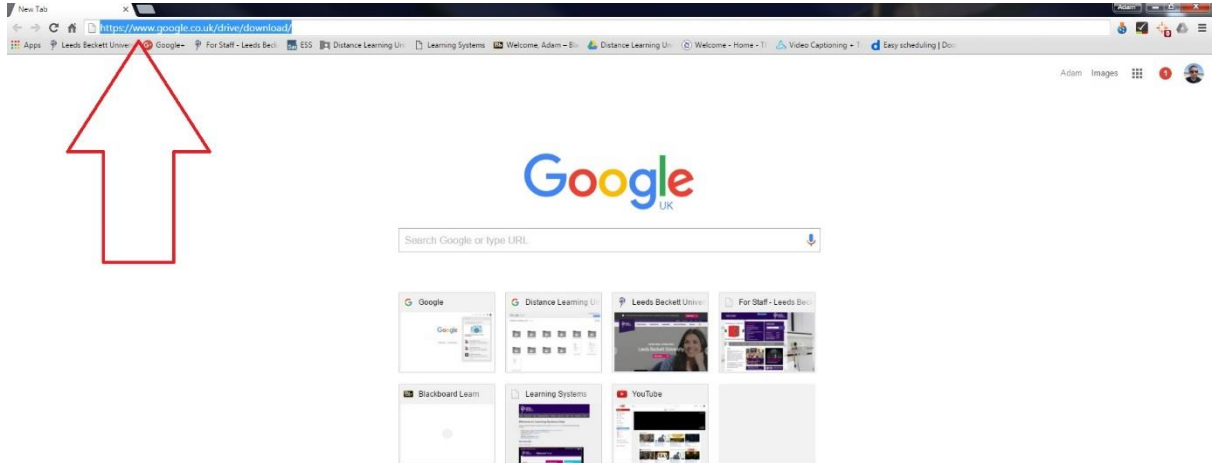
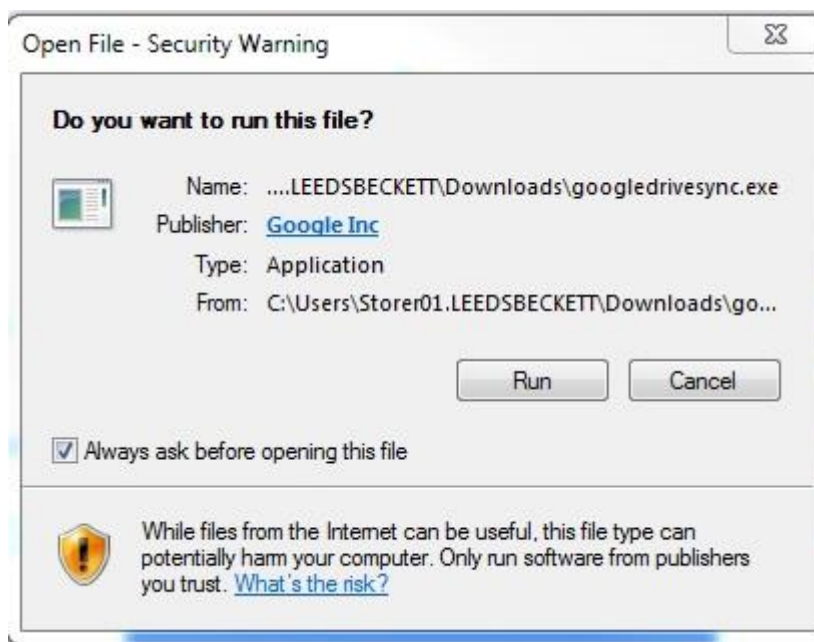2. **The Google Drive website will appear and click on Download for PC**

3. Click on **Accept and Install**

4. You should get a Googledrivesync.exe file download if not click on the writing **Click here to retry**
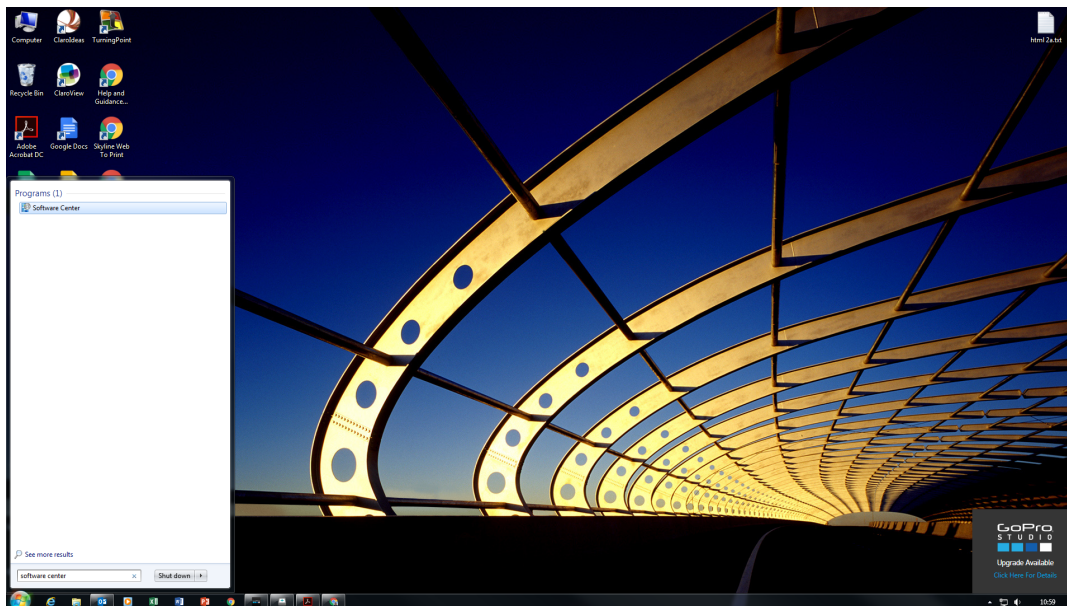
5. Open up the downloaded file and click on **Run.**

Installation of Google Drive via Software Centre
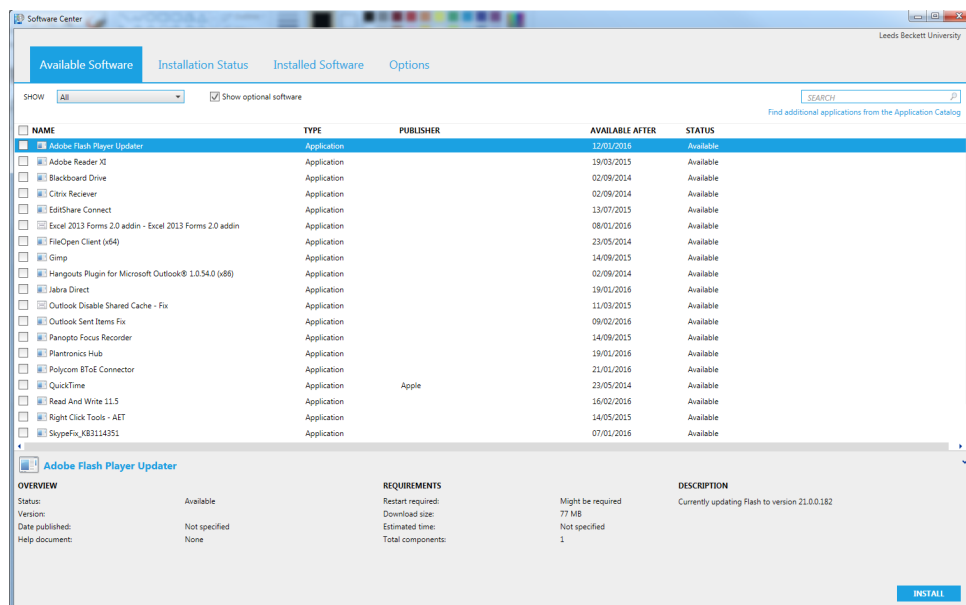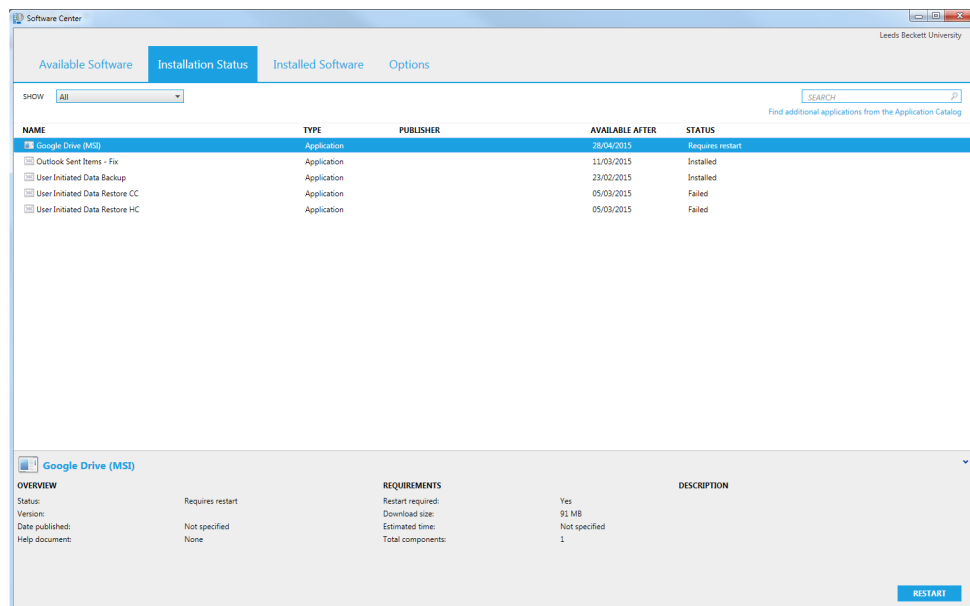
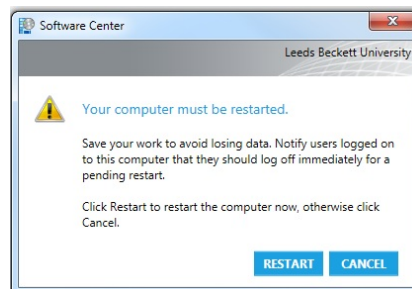1. Firstly press start and type in software Centre and click onto the program

2. Tick Google Drive (MSI) and Click on install selected

3. Wait for it to install and it will inform you that a restart of the computer is necessary. Press restart at the bottom to restart your computer.

4. Once you have closed all your programs and saved everything click on **Restart.**

Uploading files to Google Drive

If you are intending on using Google Docs for collaboration purposes we recommend that you create the document in Google Docs from the very start, instead of uploading into Google Drive.

1. Go to Google Drive http://drive.google.com
2. Sign in with your Leeds Beckett staff account that is sync to Google
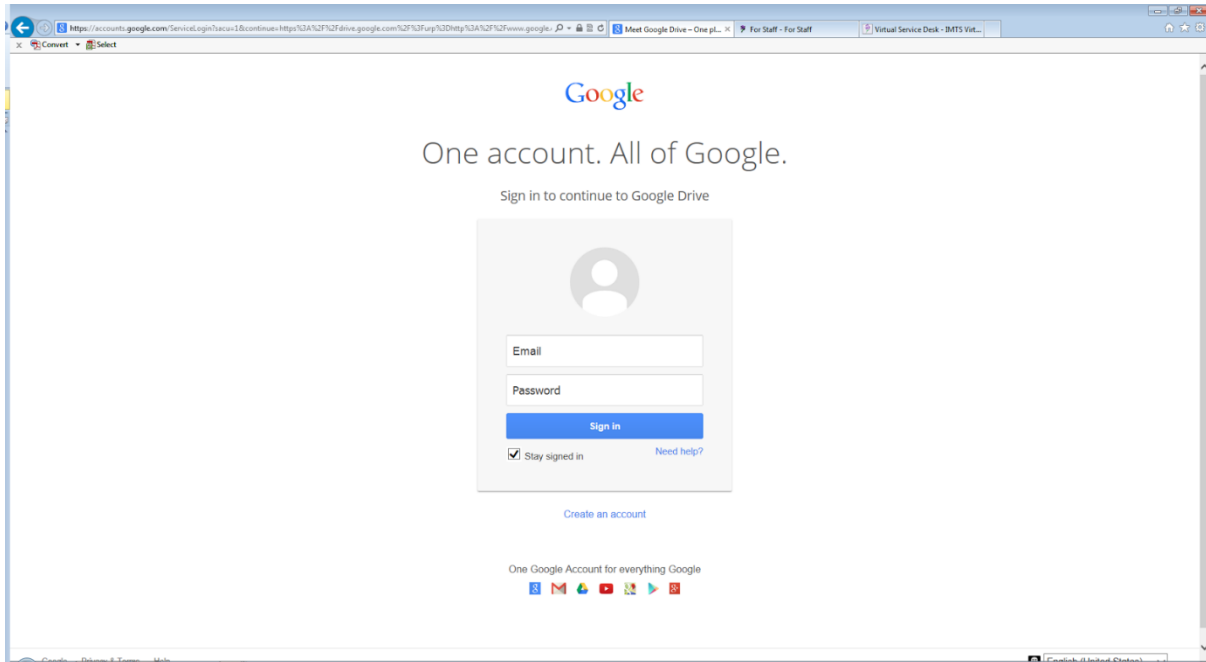
3. Navigate to the folder you wish to upload into (If you are not the folder owner, this will be in your '**Shared with me'** section.
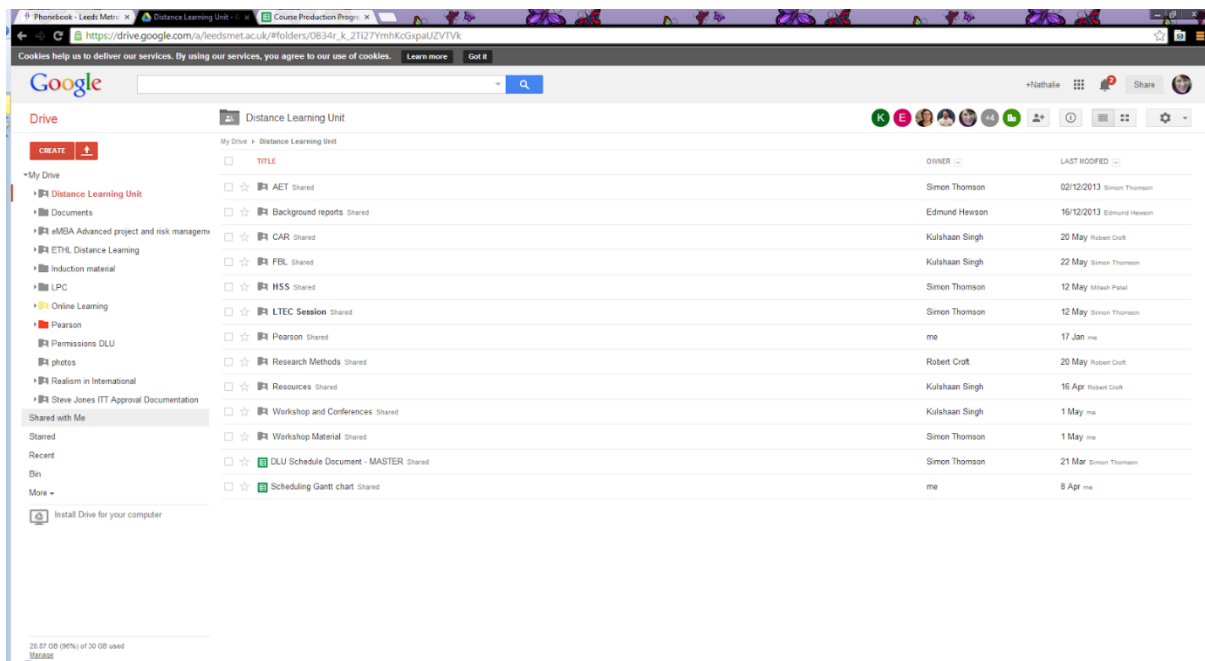
4. If you wish to rename a folder or file, right click on the folder/file and go down to **Rename**.
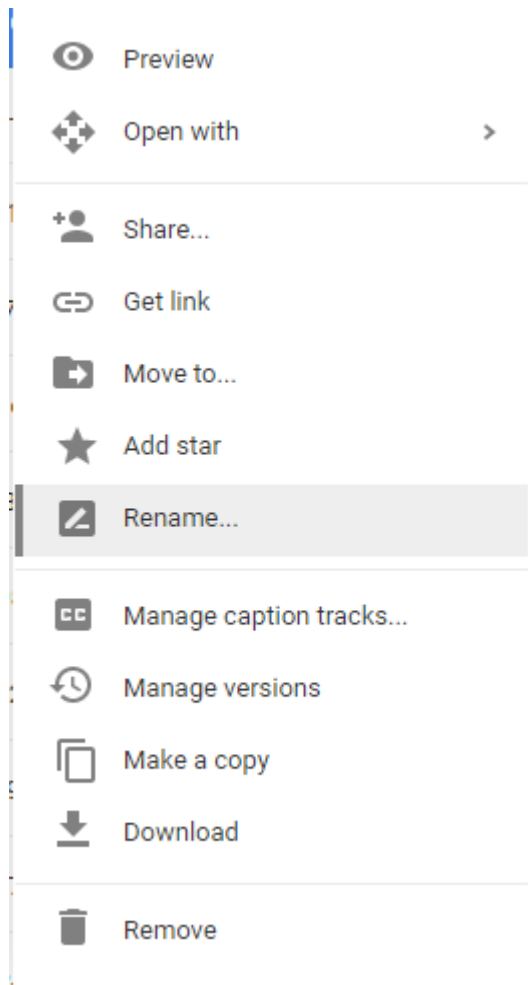
5. Enter the new name for the file/folder and click on **OK**.

Method 1

1. Click on the new button in the left hand corner and go down to either **file upload** or **folder upload.**
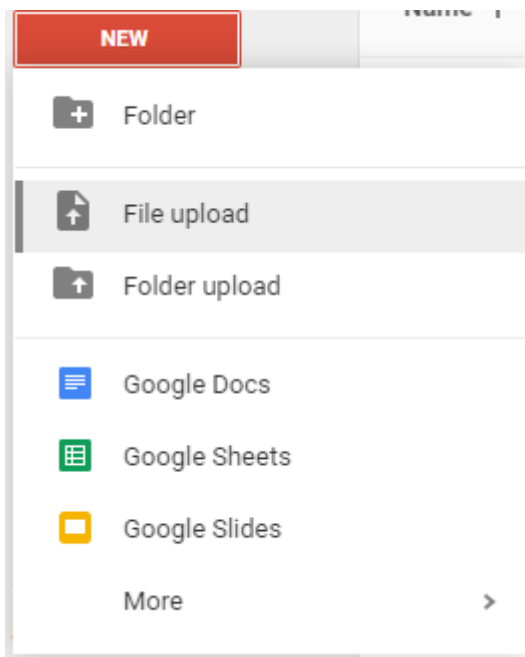
2. Navigate to your folder/file and click on open
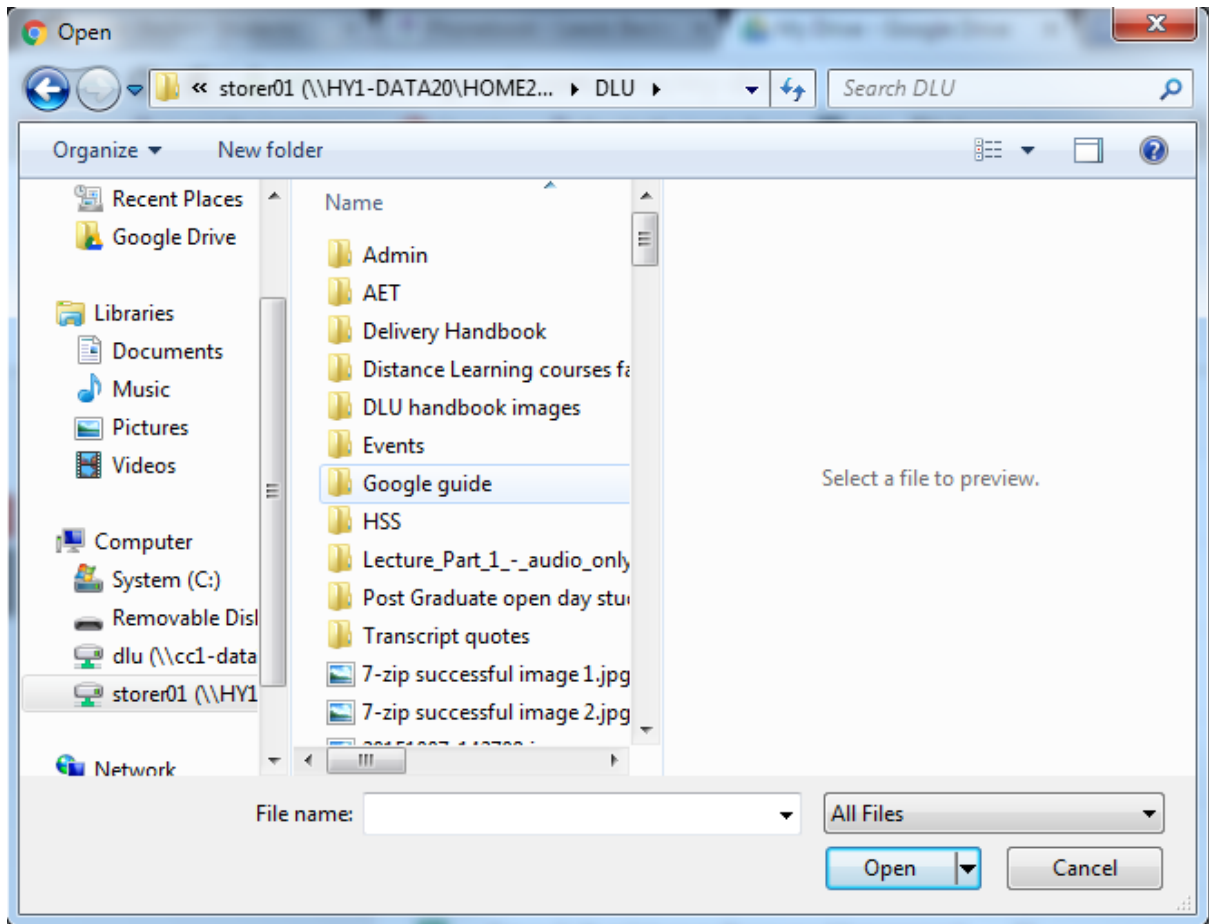
3. Your file/folder should upload into your planted folder and you should get a message bar in the right hand corner to confirm it has uploaded.
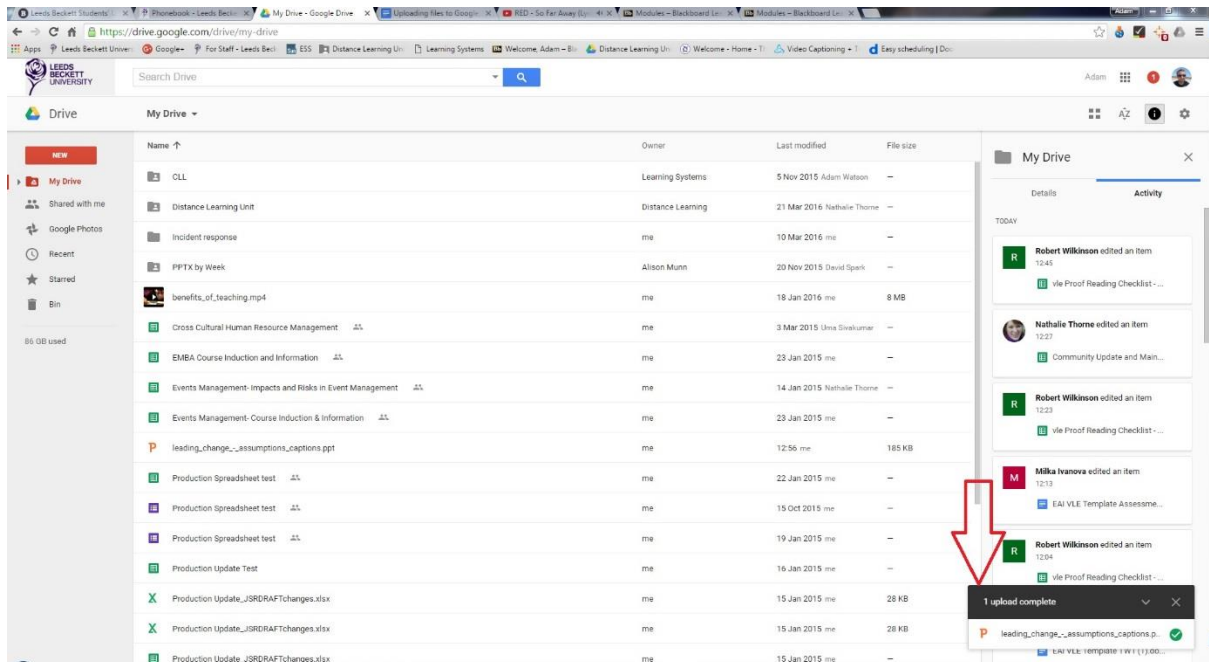
Method 2 (Ensure you have Google drive installed on your PC/Mac)

1. Open up the folder where your files currently reside

2. Highlight all the files/folder that you wish to upload into Google drive, right click and click on copy
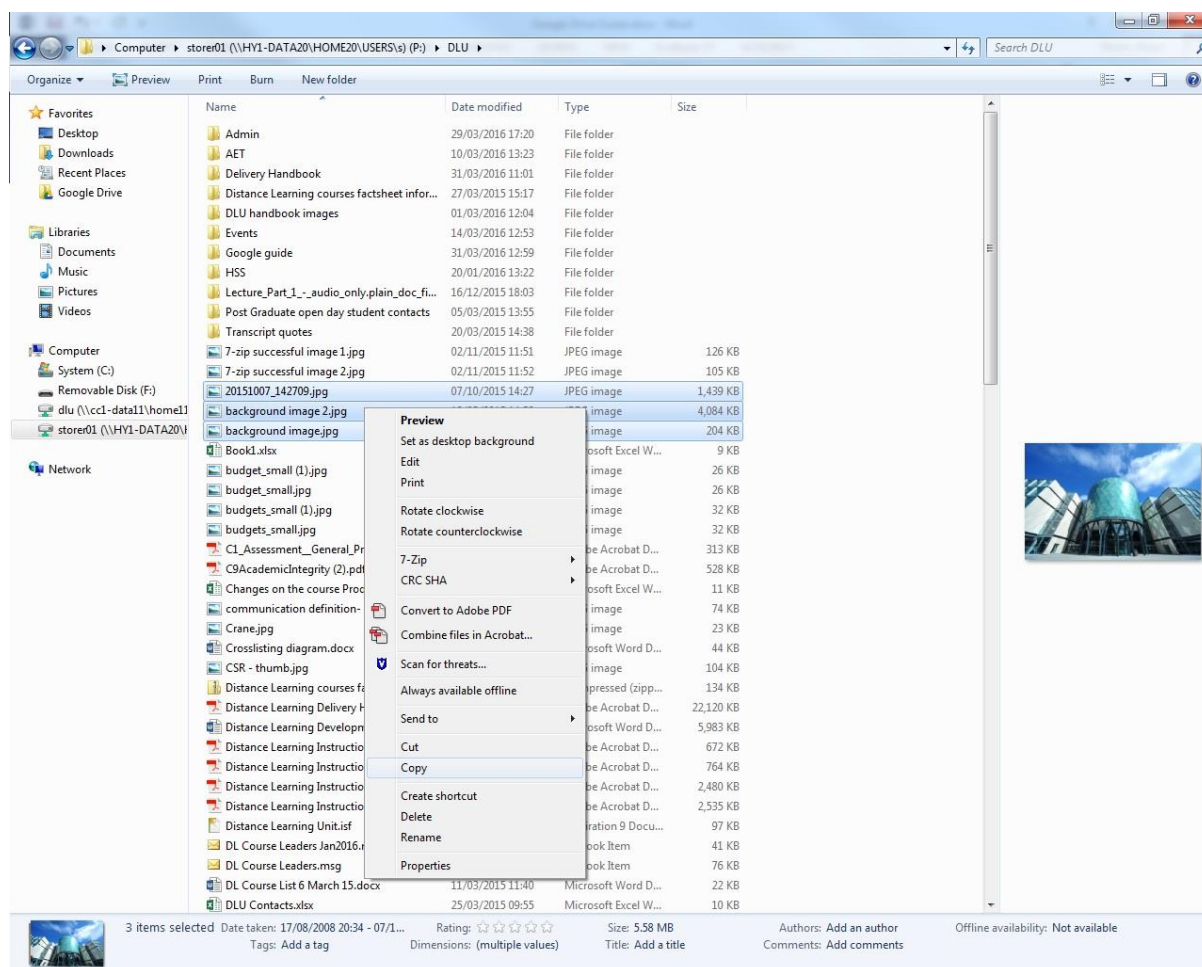
3. Open up **Google drive** in your favourites section
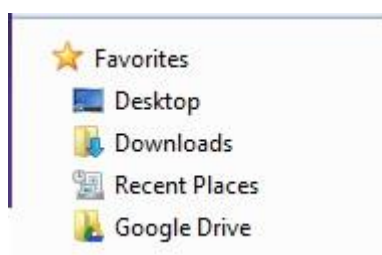
4. Find the folder you wish to upload into. Right click and click on paste.
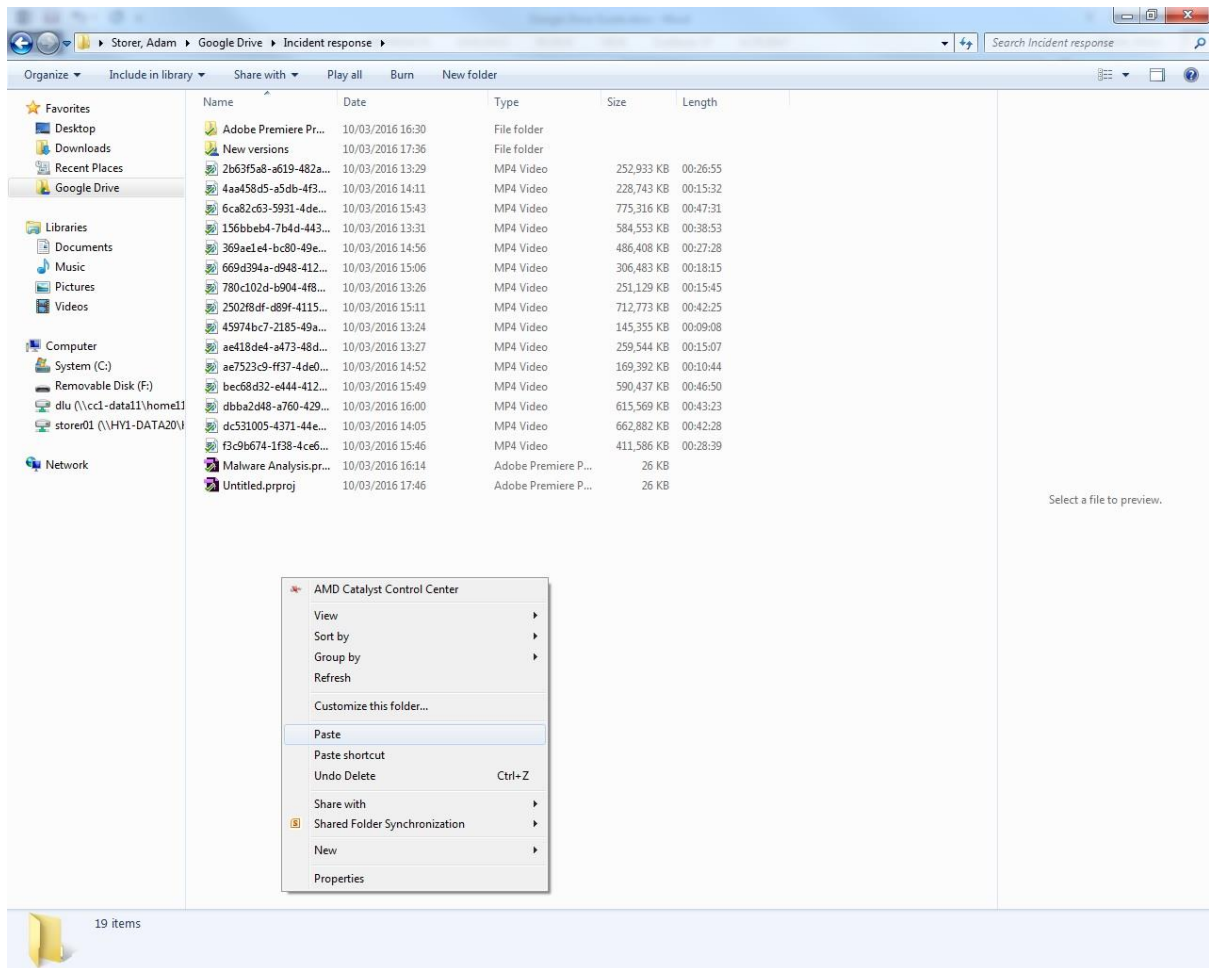
5. Your files should upload into the designated folder. It can take time to sync properly with the Google drive web format.

Method 3

1. If you have a folder with nothing in it. Open up the folder and you should see this screen
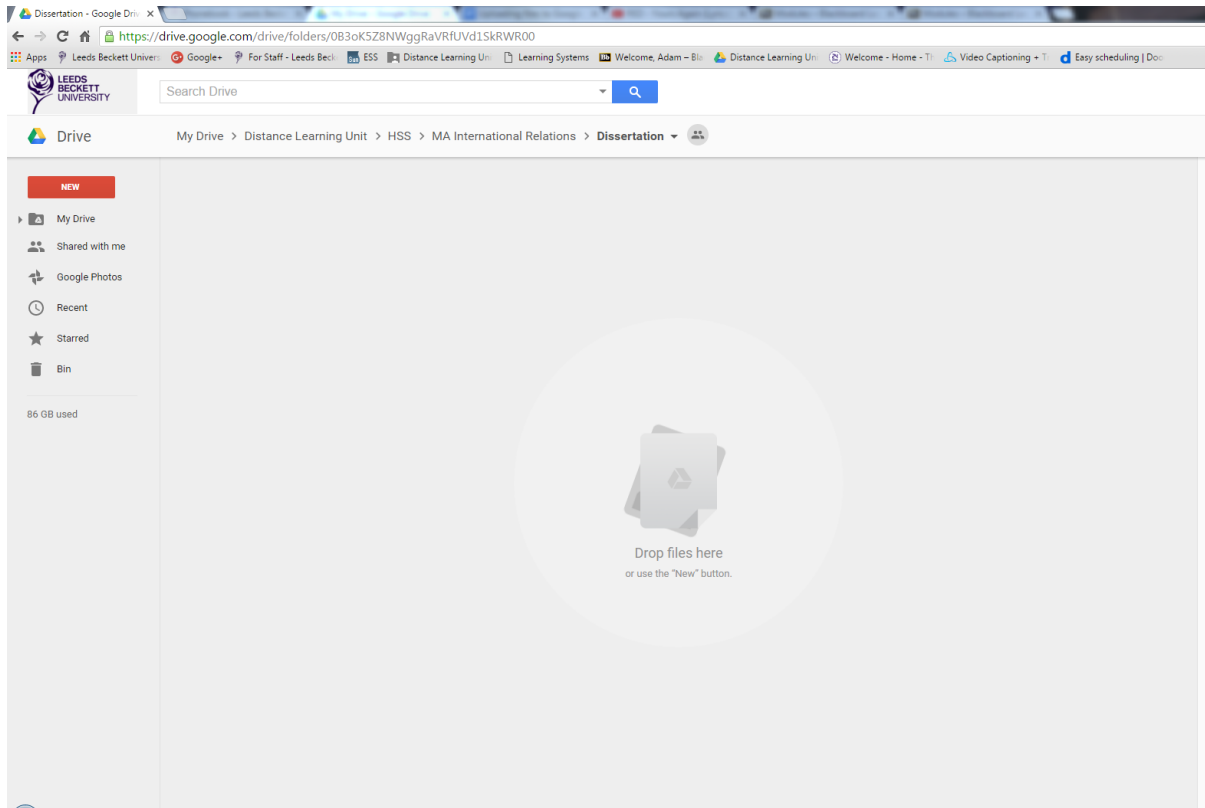
2. Open up your folder, left click and Highlight all the documents/files you wish to upload onto google drive.
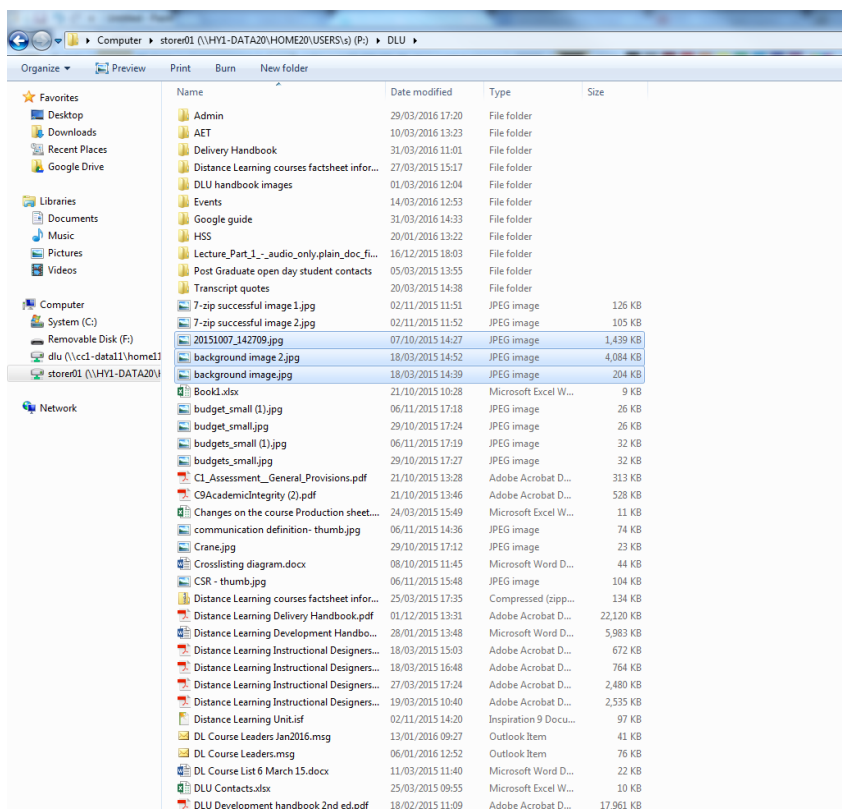
3. Drag your files/folders over and hover them onto the Drop files here
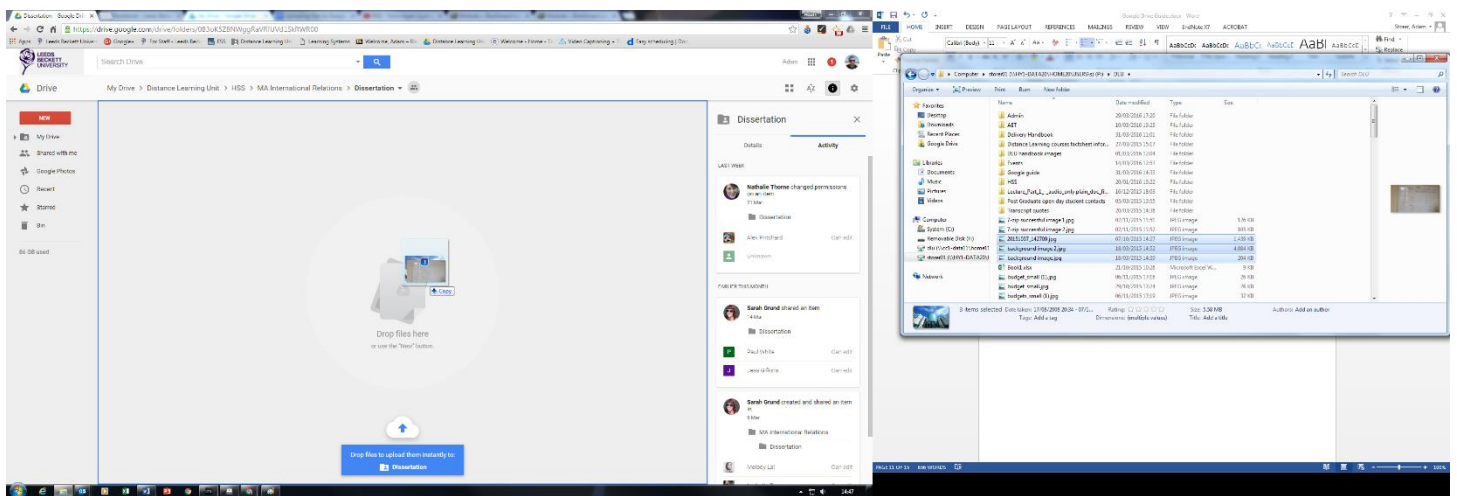
4. Release and your files should automatically save in that folder of Google Drive.
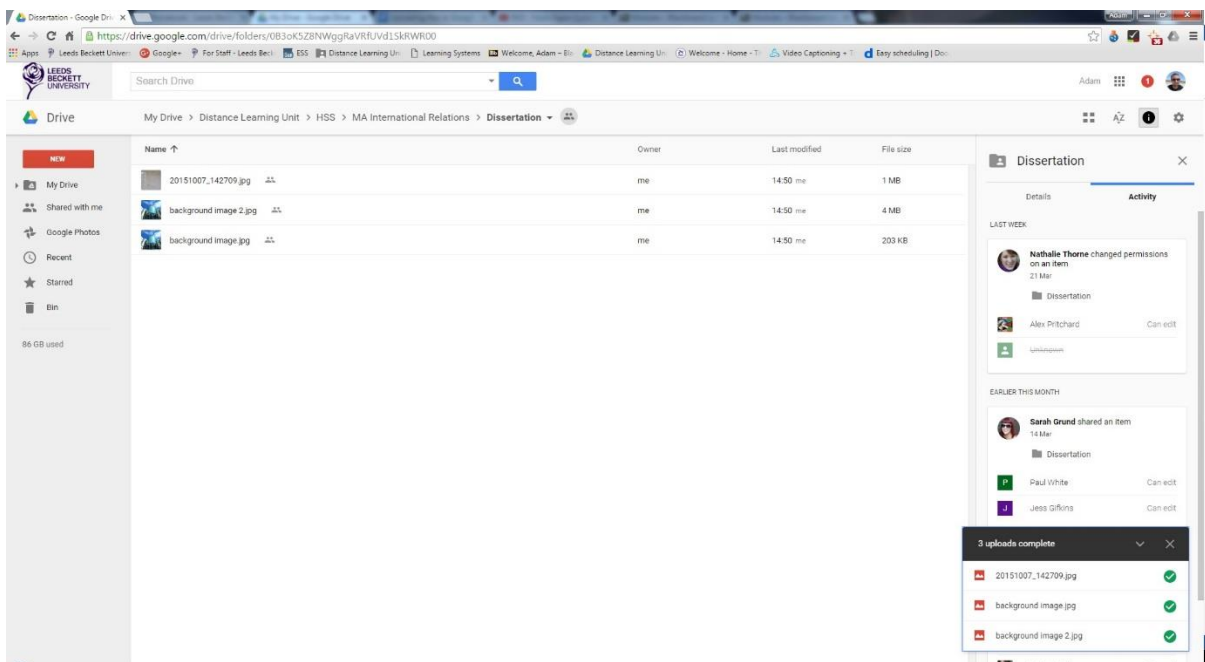
How to check if your Google Drive has synchronized

1. If you install Google drive to your Computer you will find a Google Drive Icon in the action tray at the bottom right hand corner.
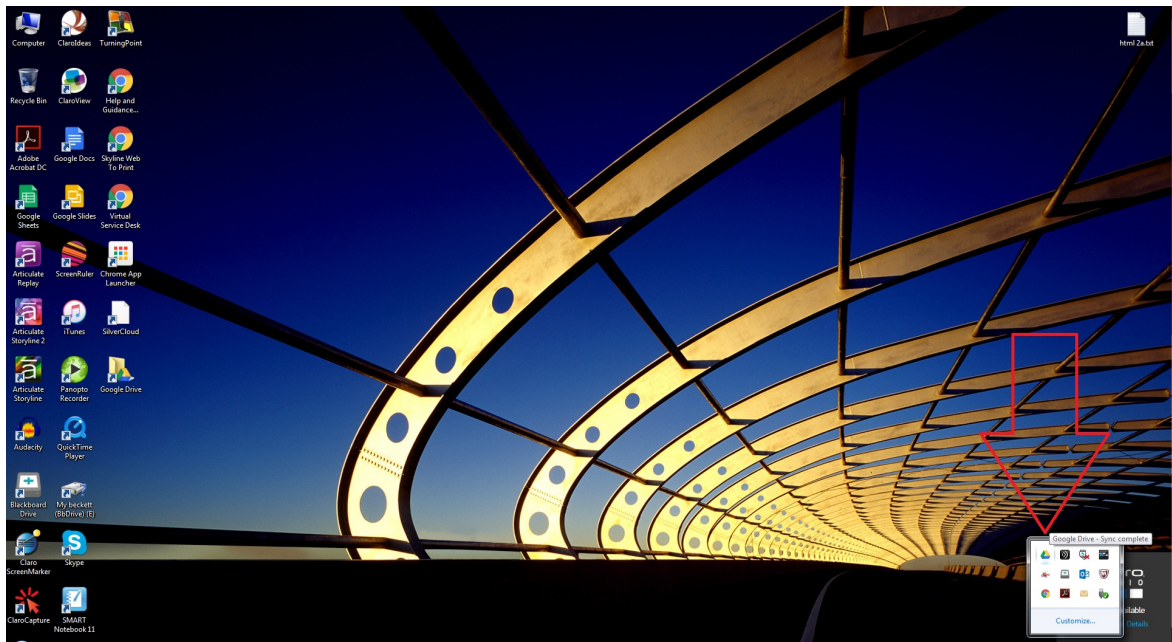
2. You need to make sure you are connected to the Internet to establish a connection to Google Drive.

What does each icon status mean.

Not connected to Google drive

Connected to Google Drive

Fully synced after upload of file to Google Drive

Uploading a file Still syncing to Google drive

Not able to sync file to Google drive

How to add files to "My Drive"

1. Sign into Google Drive using your staff Login
2. On the Left Click Shared with me.

NEW

▸ ▣ My Drive

👥 Shared with me

🔴 Google Photos

🕐 Recent

⭐ Starred

🗑 Bin

102 GB used
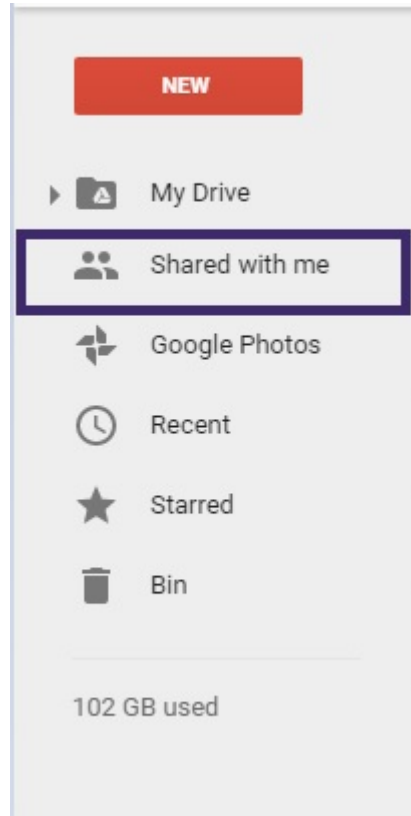
3. Click onto a file
4. Either at the top or right click and Click on Add to my Drive
5. The file should appear in your drive on your homepage of your Google Drive

👁 Preview

✛ Open with >

➕👤 Share...

🔗 Get shareable link

Add to My Drive

⭐ Add star

✎ Rename...

Make a copy

⬇ Download

🗑 Remove
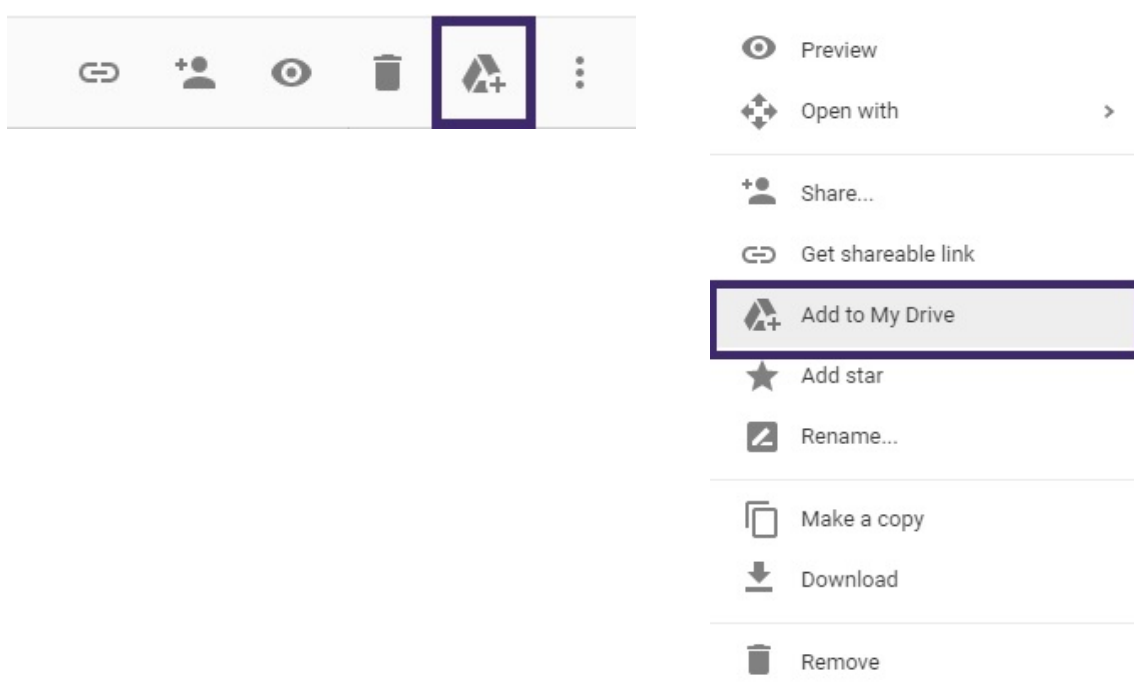
Download a file/Pop out

1. Login with your staff account Double click on the file you want to either download or pop out into another tab.

(Double clicking on a google format it will automatically open up in a new tab. If you are opening another format it will have a pop out screen)
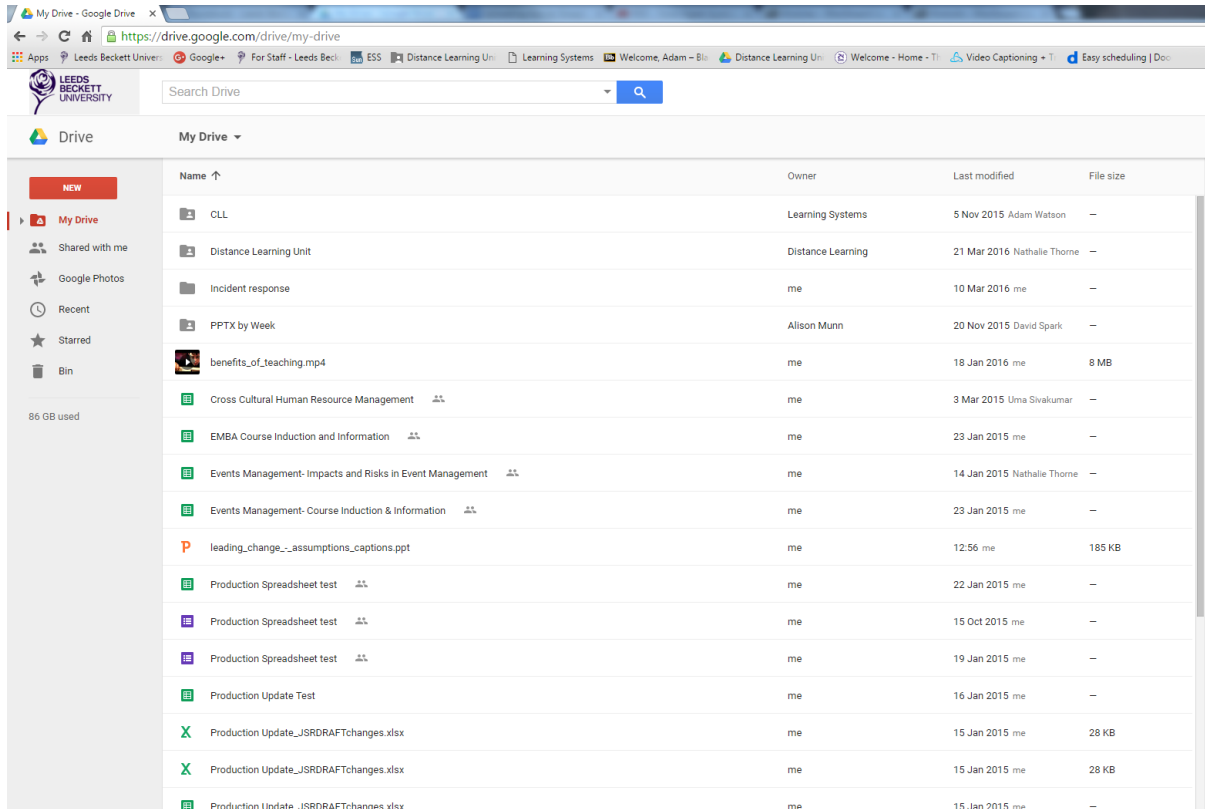
2. Either Click on open which opens up the file in the designated program or click on the **down arrow** download button which downloads the file and is saved in your downloads folder.
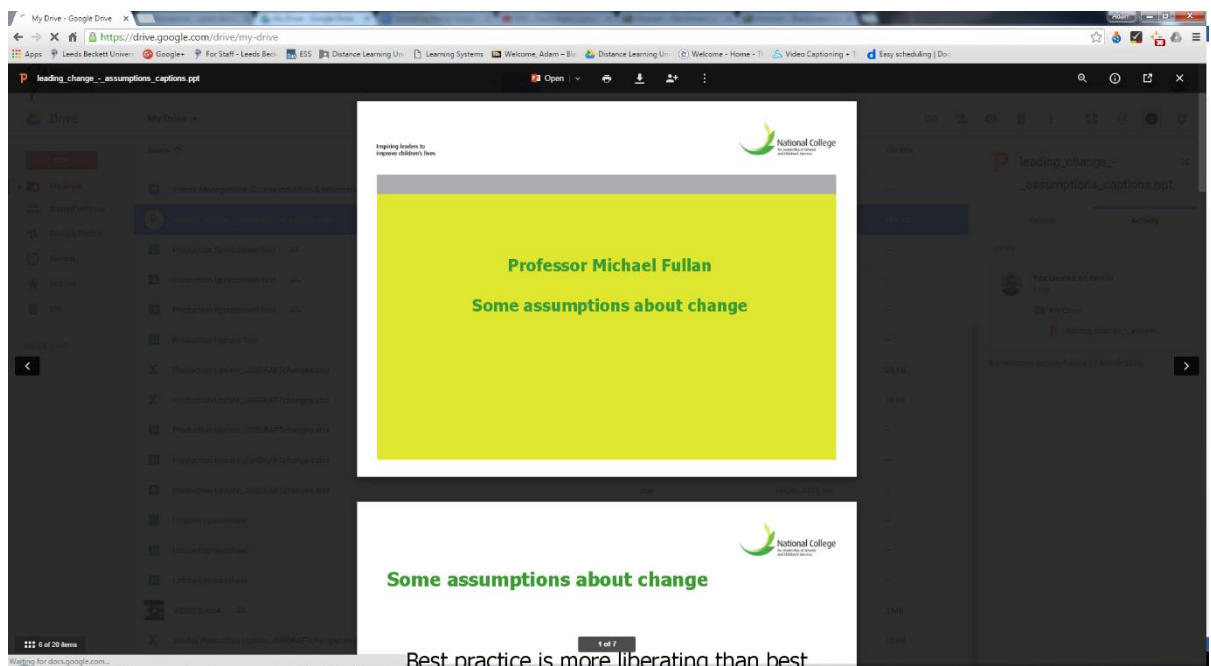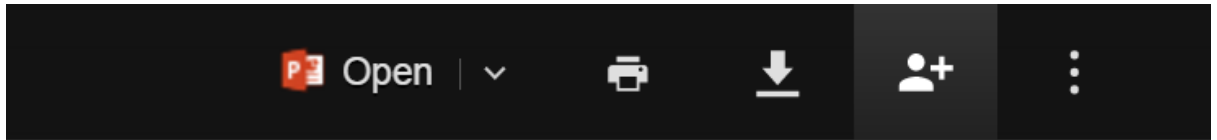
3. If you are in the folder view format and you click open a document and click on the **Pop out button to have the list of options above or if it is a google format option it will open it up in a new tab**

Pop out
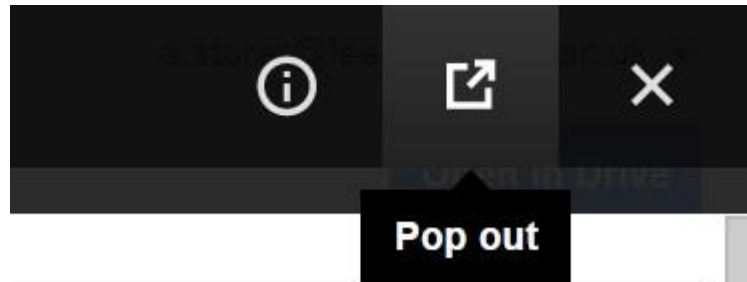
Creating a new Google doc/Sheets/Slides in Google Drive

1. Firstly login with your staff account and find the folder you are looking to create a new Document in and click on **New**.
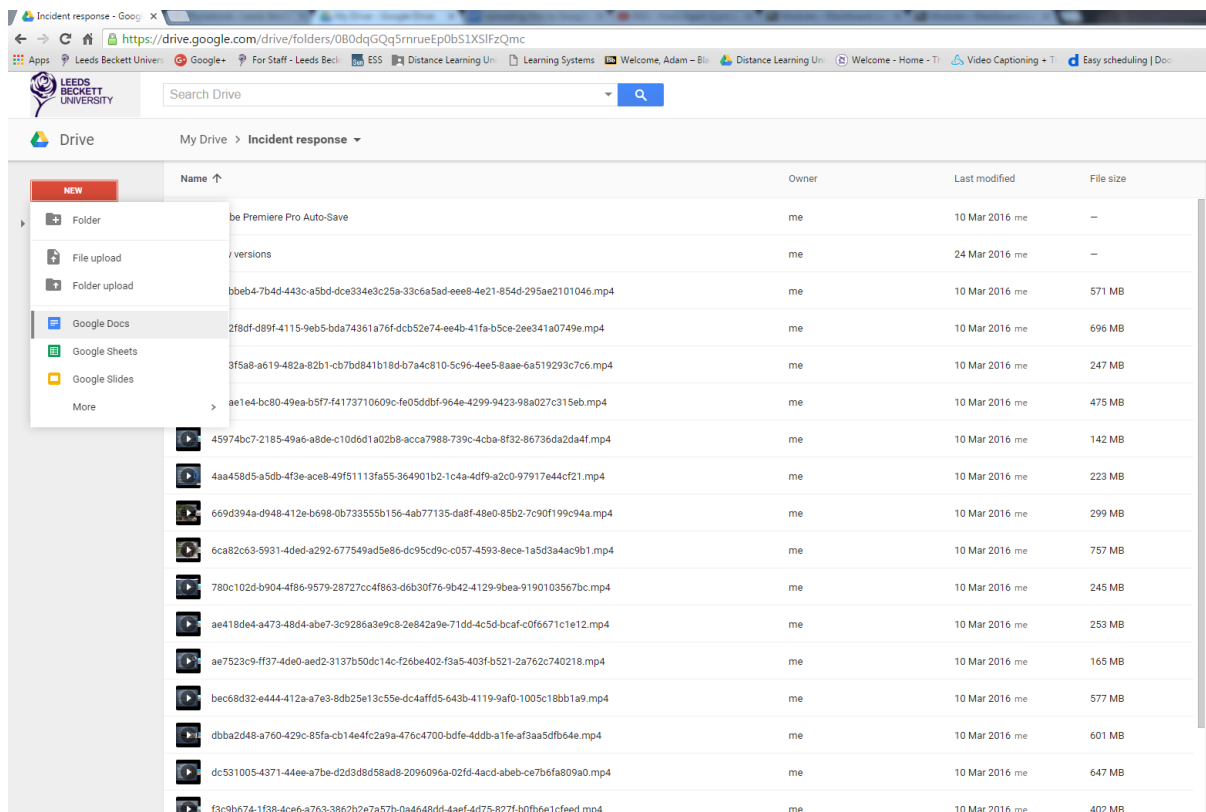
2. Click on either **Google Docs, Google Sheets** or **Google Slides** or scroll down to more for such as Google forms.

(If it is a shared folder and you are not the owner you may get a pop up box and click on ok)

Create in a shared folder?   ×

The created item will have the same sharing permissions as the selected folder.

Cancel   OK

3. Your document should then be created as soon as you start typing or saved the document with a new name it will automatically save in Google Drive in the folder you chose. (If you have created the wrong sort of document just close it or delete the file within Google Drive)

4. If you wish to give the document a name click in the left hand corner where it says **untitled document** and give it a new name.
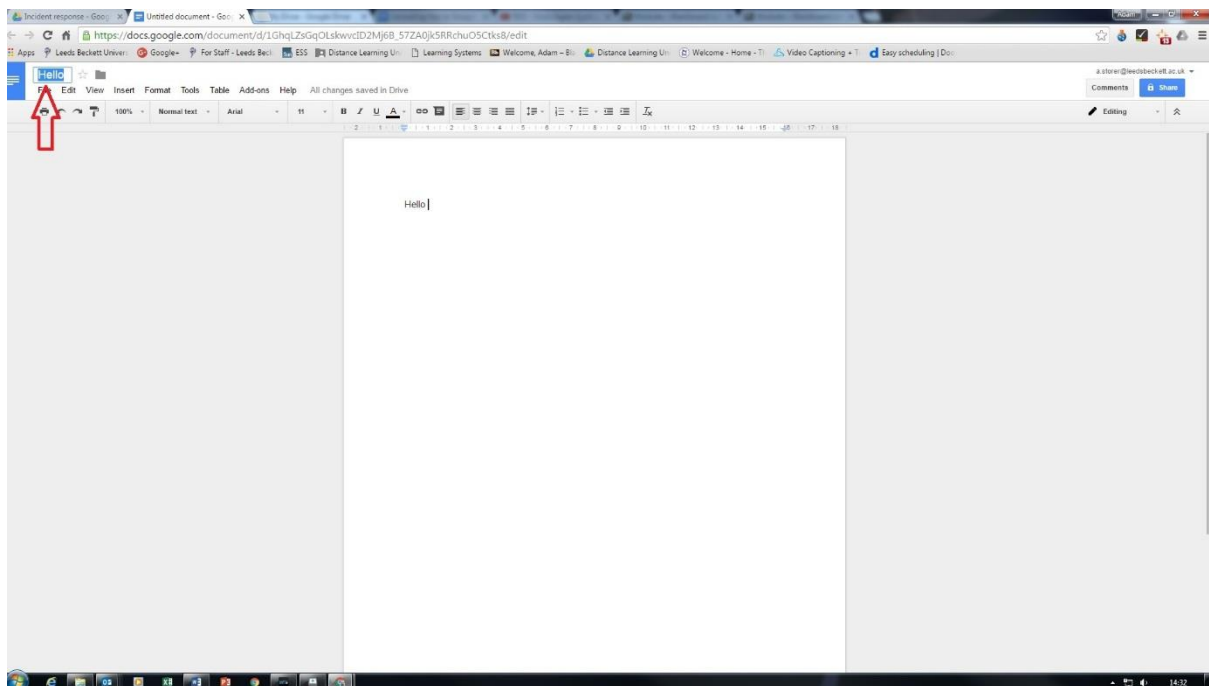
5. If you wish to share your document click in the right hand corner the **Share** button.
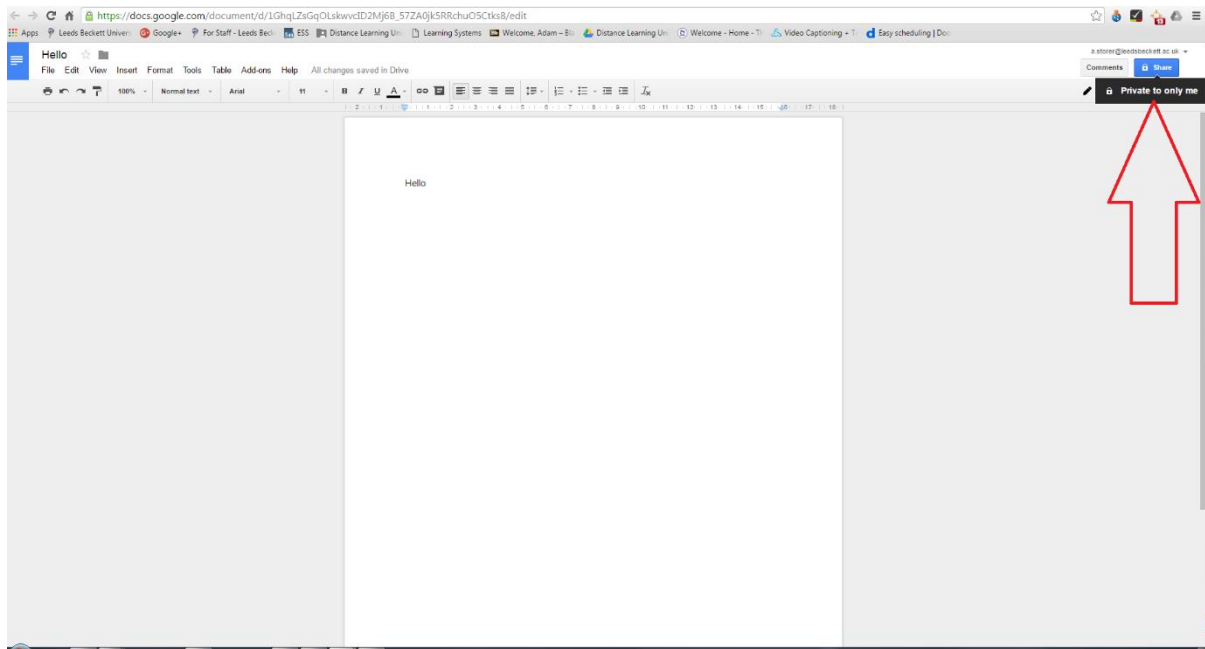
6. A pop up menu should appear. Type in people's names or email addresses and press **Send.**

(Which often they should automatically appear, ensure it says **Leeds Beckett** in their email address).

Drive Cheat Sheet

drive.google.com

Keep all your work in one secure place with online file storage.

After you store your files in Google Drive, you can share them with others and access them on any computer, smartphone, or tablet.
When you change or delete a file stored in one of these locations, Drive makes the same change everywhere else so you don't have to.

1 Click **NEW** to...

Folder
File upload
Folder upload
Google Docs
Google Sheets
Google Slides
Google Forms
More

a Upload any files (such as PDFs, videos, and pictures) and folders from your computer.

b Create new documents right in your browser.

Description	Example uses
Text documents	Proposals, reports, shared meeting notes
Spreadsheets	Project plans, budget sheets
Presentations	Pitch decks, training modules, team presentations
Surveys	Customer satisfaction surveys, group polls
Drawings	Flowcharts, diagrams, wireframes

2 Work with files you've stored in Drive.

Get link to file
Share files with others
Preview files without buying extra software
Remove file
Search for files
Change settings

Drive — My Drive

NEW

drive-cheatsheet.pdf

See what other people shared with you

Shared with me

View, restore, or permanently delete removed files

Trash

Move to...
Manage versions...
Make a copy
Download

Right-click a file or folder to:

Move it to another folder

Upload a new version or revert to previous versions

Make a copy

Save a copy on your computer

3 Click 👤+ to share your files and folders, then choose what collaborators can do. They'll also receive an email notification.

	Delete files and folders	Add and remove files and folders	Share or unshare files and folders	Edit Docs files	Comment or suggest edits in files	View files and folders
Can edit	X	X	X	X	X	X
Can comment					X	X
Can view						X

4 Access your files from any device.

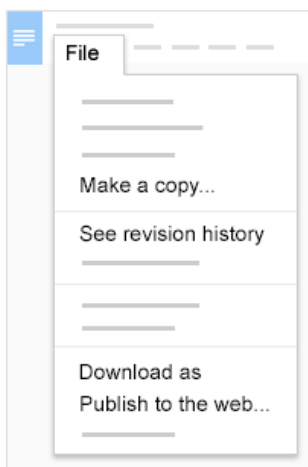| Browser or device	Requirements	How to access
Web browser (any device)	Install any web browser.	Go to drive.google.com
Desktop computer	Install Google Drive for Mac/PC at https://www.google.com/drive/download/.	Open the Google Drive folder on your desktop
Mobile and tablet devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your smartphone or tablet.

Docs Cheat Sheet

docs.google.com

Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and much more.
All changes are saved automatically!

1 Edit and add styles to your text.

Change title

Assign styles for headings and titles

Format your text

Untitled Document

Undo/Redo your last changes

Copy formatting from one section of text and apply it to another section
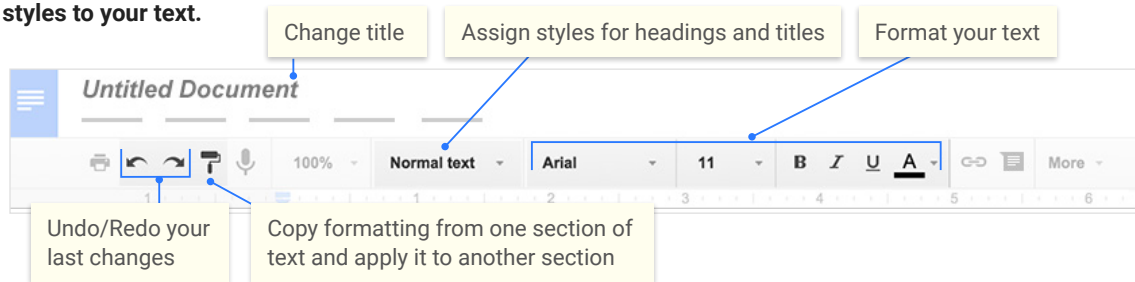
2 Work with different versions and copies of your document.

Make a copy Create a duplicate of your document. This is a great way to create templates!

See revision history See all the changes you and others have made to the document, or revert to earlier versions.

Download as Download your document in other formats such as Microsoft® Word® or PDF.

Publish to web Publish a copy of your document as a webpage, or embed your document in a website.

3 Enhance your document by adding features.
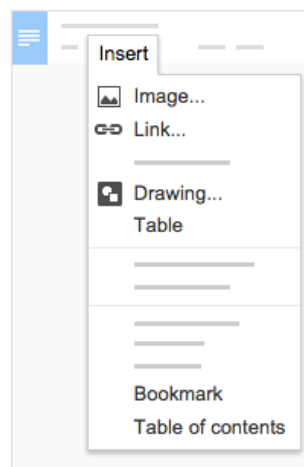
Image Insert an image from your computer, the web, or Google Drive.

Link Add a link to another page or to a header or bookmark in the same document.

Drawing Create pictures, flowcharts, diagrams, and more in your document.

Table Select the number of columns and rows to create a table.

Bookmark Add shortcuts to specific places within your document.

Table of contents Create an auto-generated table of contents that links to each heading (where you've applied heading styles).

4 Click [Share] to share your document, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	X	X	X	X
Can comment			X	X
Can view				

5 Collaborate with your team in real-time.

View comment history

Chat with other people viewing the document

Share with your team

Insert comments

Make changes directly in the document

Propose edits to the document. Your suggestions won't change the original text until the document owner approves them.
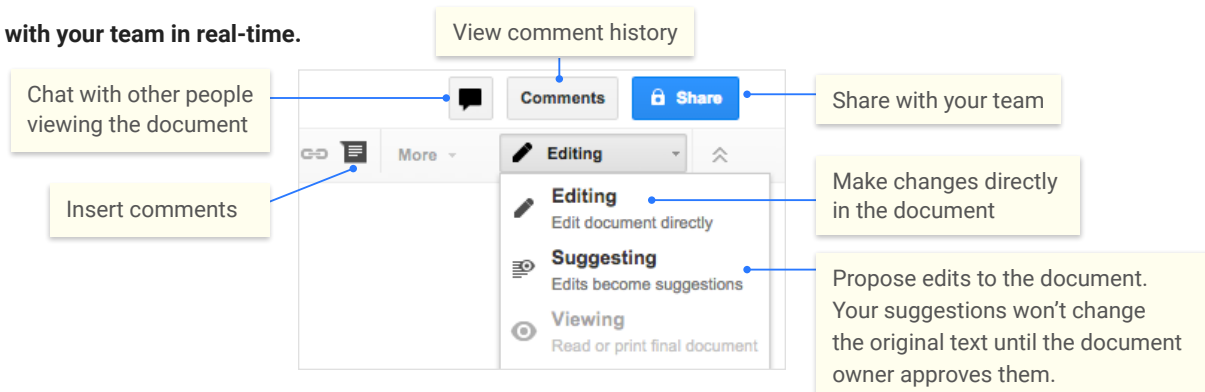
Sheets Cheat Sheet

sheets.google.com

Create and simultaneously edit spreadsheets with your team, right in your browser.

Analyze data with charts and filters, handle task lists, create project plans, and much more. All changes are saved automatically!

1 Customize your spreadsheet and data.

- Change title
- Undo/Redo your last changes
- To enter data, click any cell and start typing
- Copy formating from one section of text and apply it to another
- Format your data as currency, percentages, decimal places, or other options.
- Format your text
- Add or edit cell borders
- Merge cells
- Add links, comments, charts, filters, or functions

2 Work with rows and columns.

1 Add rows and columns Select a cell, click **Insert**, and choose where to add the row or column next to that cell.

2 Delete or hide rows and columns Right-click the row number or column letter and select **Delete** or **Hide**.

3 Move rows and columns Click the row number or column letter to select it. Then, drag it to a new location.

4 Freeze header rows and columns Keep some of your data in the same place. On the menu bar, click **View**. Then, choose an option under **Freeze**.

Insert
Row **above**
Row **below**
Column **left**
Column **right**

Delete column
Hide column
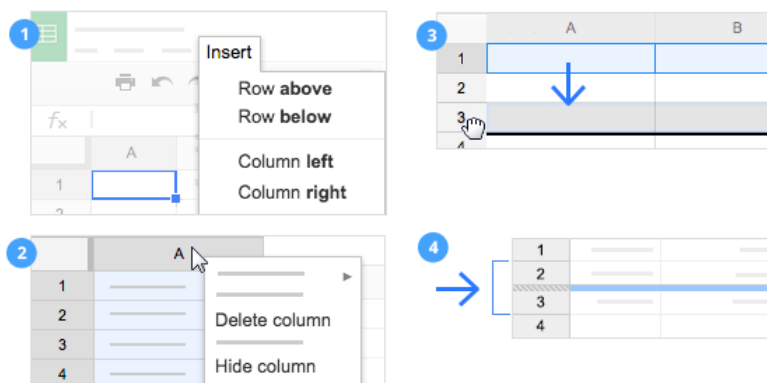
3 Click 🔒 Share to share your spreadsheet, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	X	X	X
Can comment			X
Can view			

4 Collaborate with your team in real-time.

- Chat with other people viewing the spreadsheet
- View comment history
- Insert comments
- Share with your team

Comments
Share

5 Create different versions and copies of your spreadsheet.

Make a copy Create a duplicate of your spreadsheet. This is a great way to create templates.

See revision history See all the changes you and others have made to the spreadsheet, or revert to earlier versions.

Download as Download your spreadsheet in other formats, such as Microsoft® Excel® or PDF.

Publish to the web Publish a copy of your spreadsheet as a webpage, or embed your spreadsheet in a website.
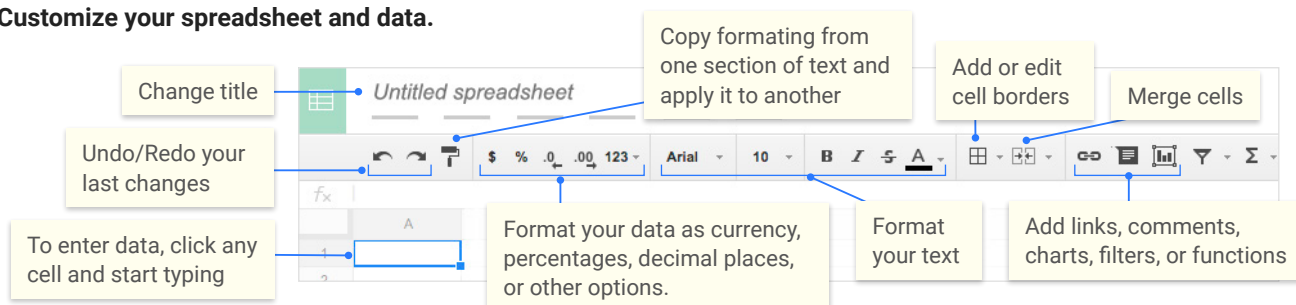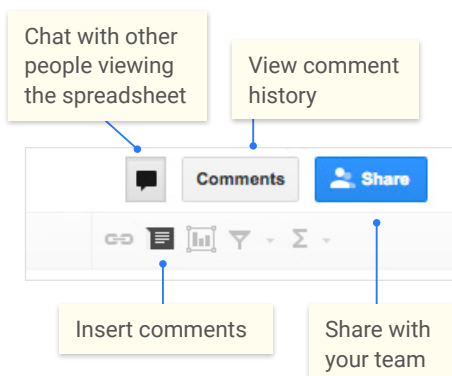
Email as attachment Email a copy of your spreadsheet.

File
Make a copy...
See revision history
Download as
Publish to the web...
Email as attachment...

Sheets Cheat Sheet

sheets.google.com
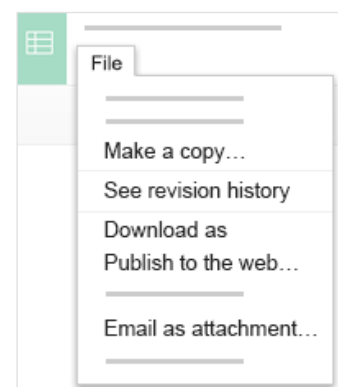
Work with functions

Your most important Excel functions exist in Sheets, too!

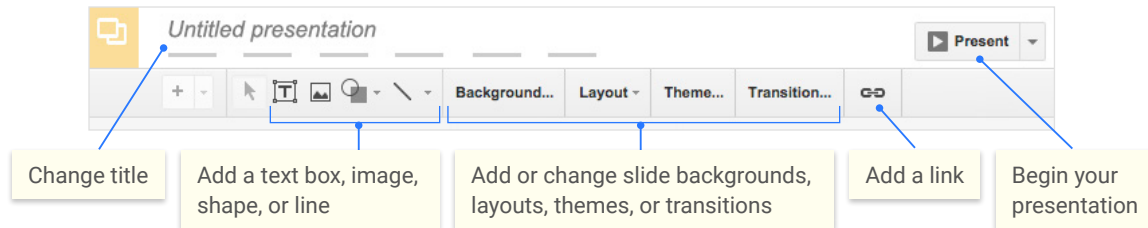| Function	Type	Description
AVERAGE	Statistical	Returns the numerical average value in a dataset, ignoring text.
CHOOSE	Lookup	Returns an element from a list of choices based on index.
COUNT	Statistical	Returns the count of the number of numeric values in a dataset.
COUNTIF	Statistical	Returns a conditional count across a range.
DATE	Date	Converts a provided year, month, and day into a date.
DAYS360	Date	Returns the difference between two days based on the 360 day year.
FIND	Text	Returns the position at which a string is first found within text.
FINDB	Text	Returns the position at which a string is first found within text counting each double-character as 2.
IF	Logical	Returns one value if a logical expression is true and another if it is false.
INDEX	Lookup	Returns the content of a cell, specified by row and column offset.
INT	Math	Rounds a number down to the nearest integer that's less than or equal to it.
LOOKUP	Lookup	Looks through a row or column for a key and returns the value of the cell in a result range located in the same position as the search row or column.
MATCH	Lookup	Returns the relative position of an item in a range that matches a specified value.
MAX	Statistical	Returns the maximum value in a numeric dataset.
MIN	Statistical	Returns the minimum value in a numeric dataset.
NOW	Date	Returns the current date and time as a date value.
ROUND	Math	Rounds a number to a certain number of decimal places according to standard rules.
SUM	Math	Returns the sum of a series of numbers and/or cells.
SUMIF	Math	Returns a conditional sum across a range.
TODAY	Date	Returns the current date as a date value.
VLOOKUP	Lookup	Searches down the first column of a range for a key and returns the value of a specified cell in the row found.

Slides Cheat Sheet

slides.google.com

Create and simultaneously edit presentations with your team, right in your browser.

Collaborate on professional pitch decks, project presentations, training modules, and much more.
All changes are saved automatically!

1 **Add and edit content in your slides.**

Untitled presentation

Present

| Change title | Add a text box, image, shape, or line | Add or change slide backgrounds, layouts, themes, or transitions | Add a link | Begin your presentation |

2 **Add and organize slides.**

1 **New slide** Click + in the toolbar. Click ▾ to choose a layout for the new slide.

2 **Move slide** Drag the slide to a different position in the presentation.
To move several slides at once, **Ctrl+click** multiple slides before dragging them.

3 **Duplicate slide** Right-click the slide in the sidebar and select **Duplicate slide**.

4 **Delete slide** Right-click the slide and select **Delete slide**.
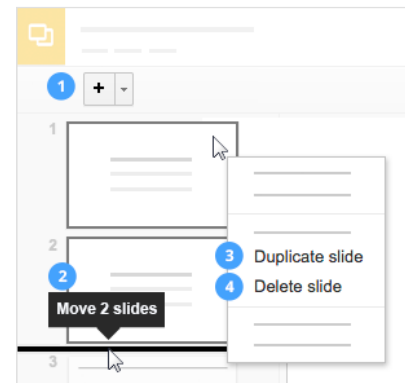
3 **Work with different copies and versions of your presentation.**

Make a copy Create a duplicate of your presentation. This is a great way to create templates!

Import slides Add slides from another presentation to your current slide deck.

See revision history See all the changes you and others have made to the presentation, or revert to earlier versions.

Download as Download your presentation in other formats such as Microsoft® PowerPoint® or PDF.

Publish to the web Publish a copy of your presentation as a webpage, or embed your presentation in a website.

Email as attachment Email a copy of your presentation.
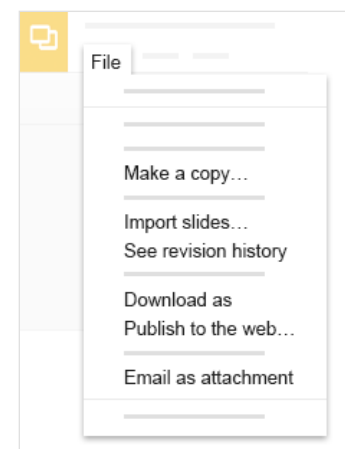
4 Click 🔒 Share to share your presentation, then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Add comments
Can edit	X	X	X
Can comment			X
Can view			

Notes

LEEDS
BECKETT
UNIVERSITY

City Campus
Rose Bowl

Broadcasting Place
Calverley Building
Cloth Hall Court
Electric Press
Leslie Silver Building (Wheel chair accessible route)
Northern Terrace
Old Broadcasting House
Portland Building
Queen Square
Queen Square House
Rose Bowl
Woodhouse Building