Online collaborating: Using Google Drive

By Karin van den Bosch – karinvandenbosch.dsin@gmail.com

In this document I will briefly tell you some more about online collaboration using Google Drive.

Why Google Drive and not Dropbox?

Simply because DSiN uses Google Drive and other Google products as their preferred way of working. Our other folders and documents are also in Google Drive.

Do I need a Google account to use Google Drive?

Yes.

Without a Google account you still can view shared documents. However, editing and commenting are only allowed after signing in with a Google account.

Creating a Google account is free. A Google account provides access to Google Drive and other Google products. You can even create a Google-account using a non-gmail email address.

> *Creating a Google account without a gmail email address*

Google accounts don't have to use Gmail addresses. You can associate any email address with a Google account. If you want to do so, you can use this link: https://accounts.google.com/signupwithoutgmail

Or simply use the invitation link that came with the invitation to the shared folders that I already sent you.

How do I use Google Drive?

Read this support article:
https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DDesktop&hl=en

Can I use Google Drive on my desktop?

Yes.

You need to install Google Drive for Mac/PC, a desktop sync client. This program synchronizes any or all your files to Google Drive on the web.

Download the program here:

https://www.google.com/drive/download/

When you install Google Drive for Mac/PC, a special folder called Google Drive is created on your local computer. This folder syncs bidirectionally with Google Drive on the web. When you move files to the Google Drive folder on your computer, those files are then also available in your online Drive.

If you don't install Google Drive for Mac/PC, you can still use Google Drive on the web.

Good to know: Shared items and space usage

Online at Google Drive: shared items only take up space usage on the account of the owner of the document, and not in the Google Drive of the persons the item is shared with.

That might be important if you use a free Google account, which comes with 15 GB free space. So, it is relevant to know what counts for your 15 GB and what does not.

Offline at Google Drive on your personal computer/laptop: there the documents do take up disk space.

More information: https://support.google.com/drive/answer/6374270#drive_space

Good to know: the difference between "My Drive" and "Shared with me"

An important difference is the difference between "My Drive" and "Shared with me".

My Drive:

-files and folders that you own

Shared with me:

-files and folders that are shared with you, but that you do not own. You may have permission to view them, comment on them, or edit them.

If you want to sync a file or folder in Shared with Me to your local computer, or if you want to upload items to it, you need to add it to My Drive. This process is very simple:

1. Log into Google Drive and click Shared with Me.

2. Select the files or folders you want to add by clicking the box next to the name.

3. Click the Add to My Drive button.

Important:

When working with shared files and folders, *use the Add to My Drive button* instead of dragging the file/folder to My Drive.

Using the Add button does just that: it *adds* the item to your drive without changing the location of the file or folder for other users. Dragging the item moves it for everyone and some users may lose access.

Caution when using shared folders

I have given you access to shared folders. Please make sure you do not move or delete any files out of the folder! Because this will move or delete these files for all participants.

(So use 'Add to My Drive' and not 'Move' or just drag the file/folder to My Drive).

'Add to My Drive' and syncing

After clicking the 'Add to My Drive button' the files will automatically sync to the Google Drive folder on your computer, so you can use your desktop apps to edit them, and the changes will sync with everyone else.

When somebody updates a shared file, and you have added that same file to My Drive by using the 'Add to My Drive button' , this file will automatically by updated in your 'My Drive' as well.