

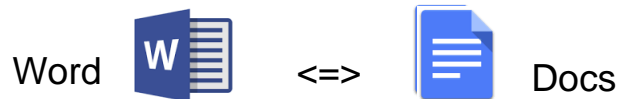
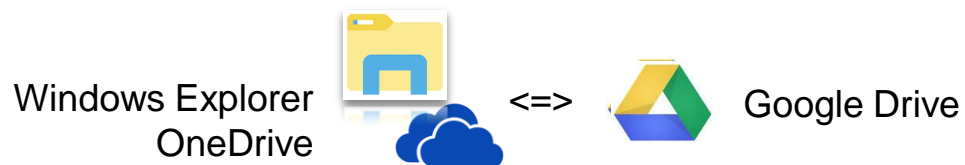
More Google Apps

Refresher - June 2017 Show and Tell

http://www.bitsbytes.ca/ppt_pdf/ST_Sharing_Files_Jun_17.pptx

- What is Cloud computing
- Access documents from any location or device
- No software to purchase
- Enables sharing documents with others
- Restore previous versions and deleted files

Microsoft App \Leftrightarrow Google App



Google Drive

Files are stored in the cloud on Google's servers



Any type of File can be uploaded to Google Drive (e.g. Microsoft Word, Excel, and PowerPoint documents, Adobe Reader files, .jpg pictures)



These files cannot be directly edited in Drive without being converted.



You could edit them with Microsoft apps on your PC or laptop, and upload them again to Google Drive

Google Drive

These items take up space:

Google Drive

Most files in your "My Drive," (PDFs, images, videos, etc)



Gmail

Messages and attachments (including items in Spam and Trash).



Google Photos

Photos and videos stored using the "Original" size.

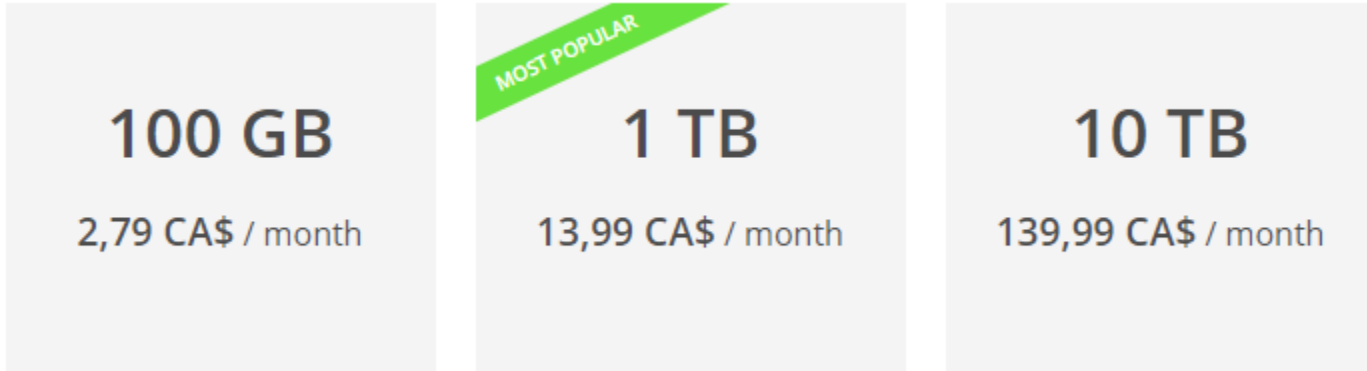


source: <https://support.google.com/drive/answer/6374270?hl=en>

Google Drive

Storage

Google provides accounts with 15 Gb storage, but charges for additional space



Google Drive



Google Photos - Storage Size

On your computer, open photos.google.com/settings

← Settings

Upload size for photos and videos uploaded on the web only

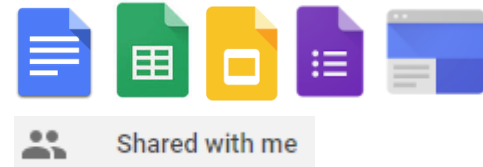
- High quality (free unlimited storage)
Great visual quality at reduced file size
- Original (10.2 GB storage left)
Full resolution that counts against your quota

Google Drive

These items don't take up space:

Google Drive

Google Docs, Sheets, Slides, Forms, Sites, and files in "Shared with me."



Google Photos: Photos and videos stored using the "High Quality" size.

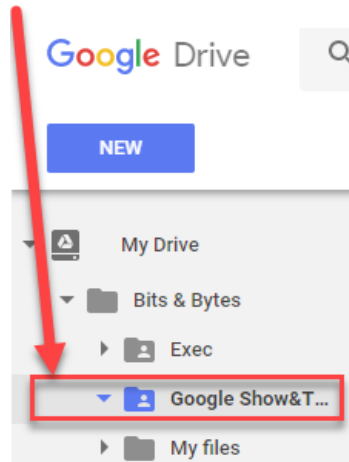


source: <https://support.google.com/drive/answer/6374270?hl=en>

Using Native Google format

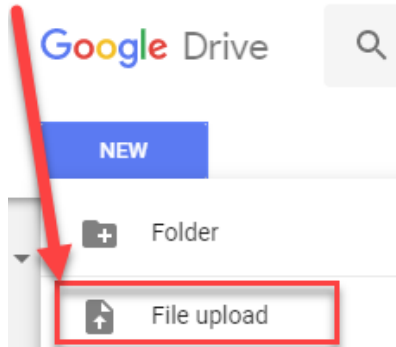
Google allows you to convert Microsoft files to a native Google format

First, locate and select a Google Drive folder to upload to.

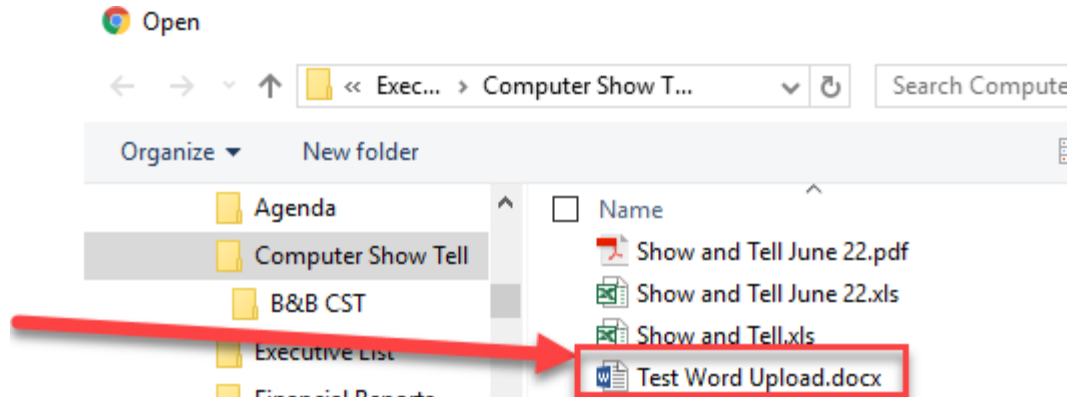


Using Native Google format

Then, upload a Microsoft Document from your computer by selecting New, followed by File upload.

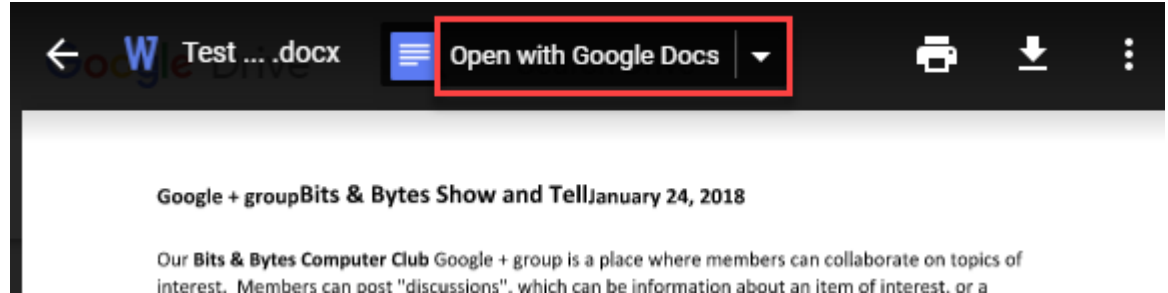


Then Select the file to upload







Using Native Google format

When you *open* the Microsoft file in Google Drive, it gives you the option to *Open with Google Docs*, and convert it to a Google Doc.



Notice that you now have two documents in Drive with the same name, but *different* icons.

Name ↓	Owner
 Test Word Upload.docx 	me
 Test Word Upload.docx 	me

Using Native Google format

Also note that the formatting isn't the same - here's the original Word document . . .

Google + group

Bits & Bytes Show and Tell

January 24, 2018

Our **Bits & Bytes Computer Club** Google + group is a place where members can collaborate on topics of interest. Members can post "discussions", which can be information about an item of interest, or a

. . . And here's the converted Google document

Google + group**Bits & Bytes Show and Tell**January 24, 2018

Our **Bits & Bytes Computer Club** Google + group is a place where members can collaborate on topics of interest. Members can post "discussions", which can be information about an item of interest, or a

Google Drive

You can also convert your Google files to Microsoft format files. This occurs automatically when you download your document.

First, locate your Google Drive file, then Download it to your PC.

