

## Important Note:

Only sync your files on a LHS computer you use daily because it causes your files to live on the synced computer as well as in your Google Drive.

## Objectives:

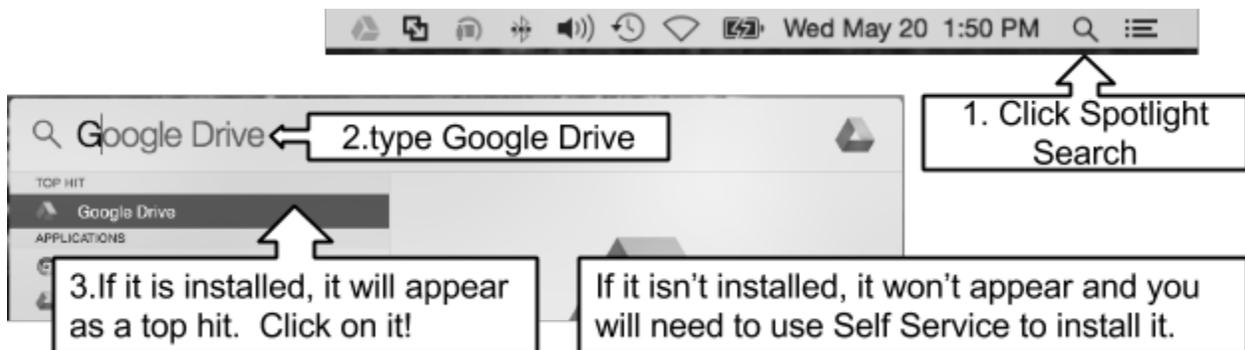
1. How to sync Google Drive to a Mac (Pages 1-5).
2. How to organize files in Google Drive (Pages 5-8).
3. How to retrieve files from Google Drive (Page 8).
4. How to save files so that they sync to Google Drive (Page 9).
5. How to use advanced Google Drive sync settings (Page 9-12).

## 1. Syncing Google Drive to a Mac:

First check to see if Google Drive is installed on your computer. Look for the Google Drive icon in the upper right of your desktop.



If you do not see the Google Drive icon in this place, then use spotlight search to find it. Follow the steps in the picture to guide you.



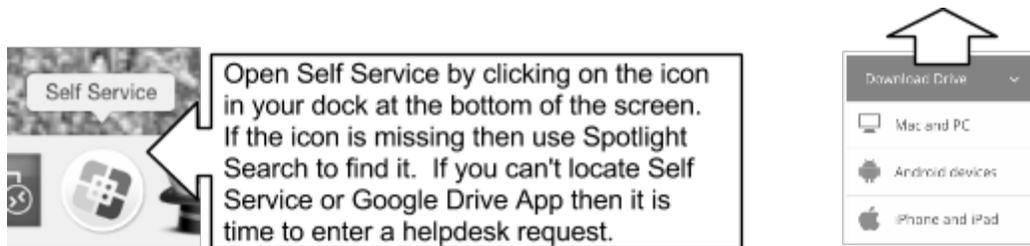
## NOTE:

If your Google Drive is already installed, skip to page 3: "Google Drive Already Installed Directions:"

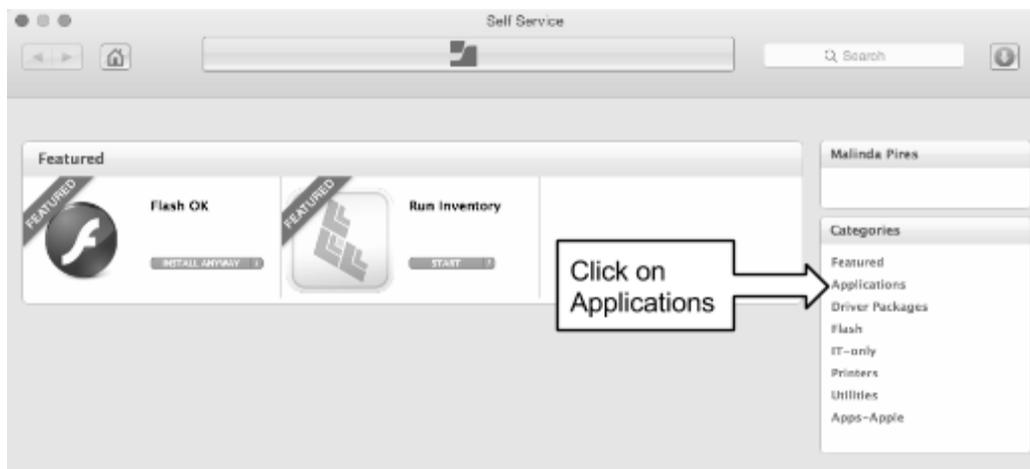


## Installing Google Drive:

Only follow these directions if you do not have Google Drive installed. If you have a personal Mac at home or a mobile device you can install Google Drive from the web <https://www.google.com/drive/download/>



Once the Self Service window is open click on the Applications Category.



Locate Google Drive and click install. A progress bar will appear at the top of the Self Service window.



**Google Drive Already Installed Directions:**

Once Google Drive is installed, open it and sign in twice. See page 1 if you need help locating the newly installed program.



Sign in 2 times:



Read through the 4 welcome windows to learn about Google Drive.



Welcome windows:



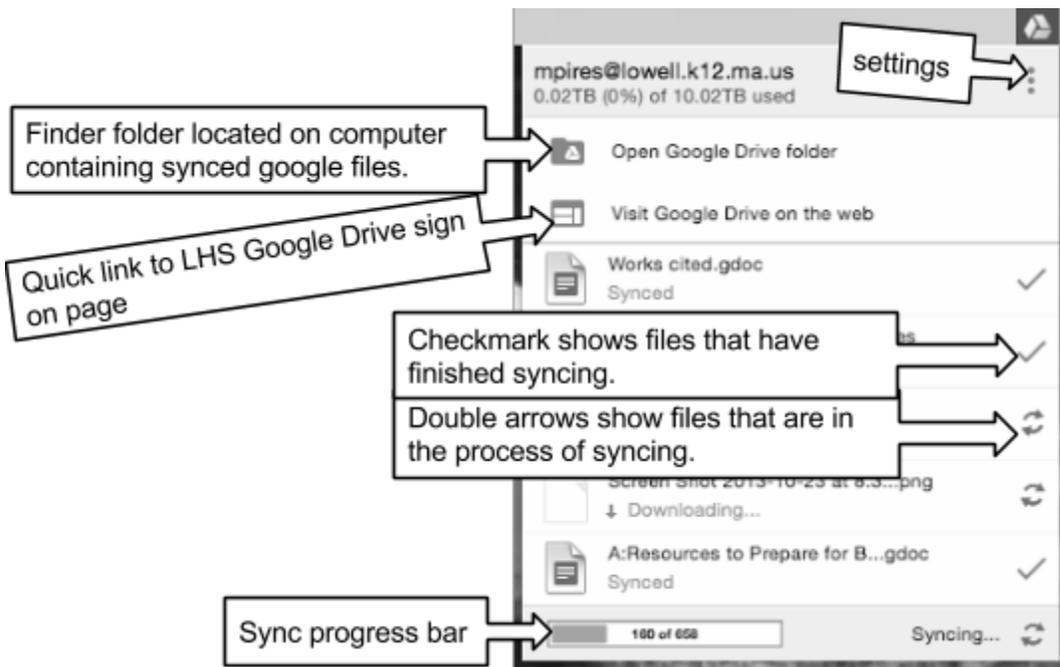
Once you feel ready, click “Done” and your Google Drive will open in Finder. Your Mac is now syncing to your Google Drive. This means your files in the Google Drive folder live in 2 places; on your Mac and in the Google cloud. Files that have a green checkmark (✓) have finished syncing and files that have blue arrows ⇨ are in the process of syncing. The amount of time this takes will depend on the number and size of files that need to sync.



You can easily access Google Drive using the icon located in upper right of your desktop. Hover your mouse over the icon to see sync status.

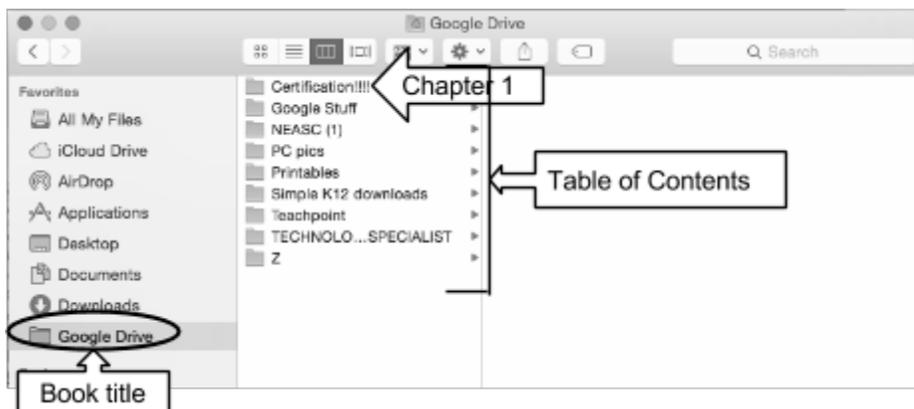


Click on the icon to open a menu for the Google Drive Program.

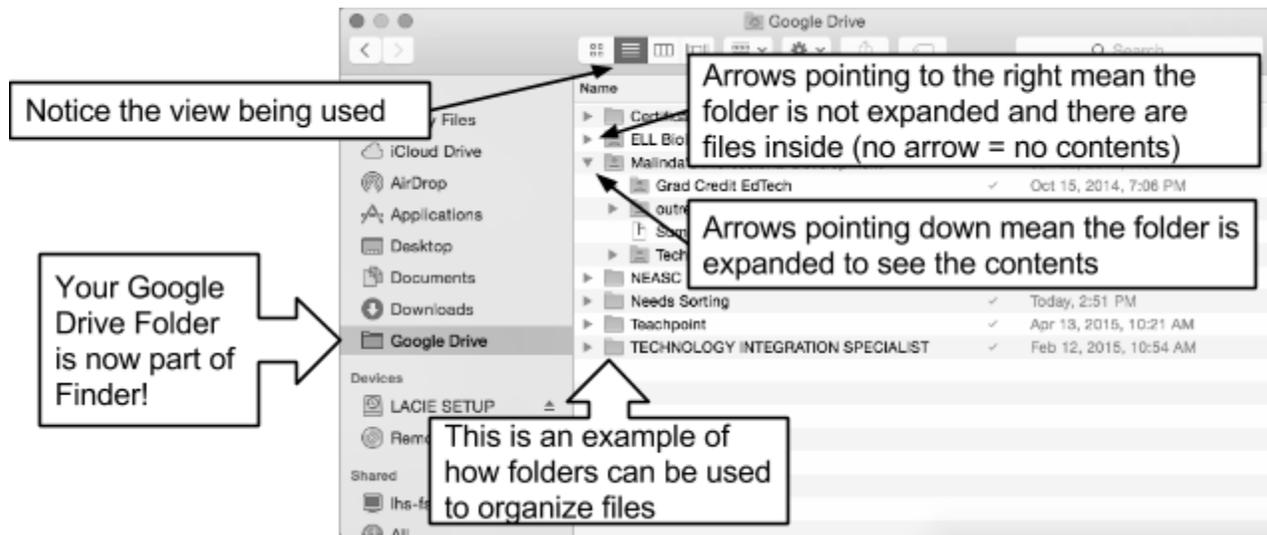


## 2. Organizing files in Google Drive:

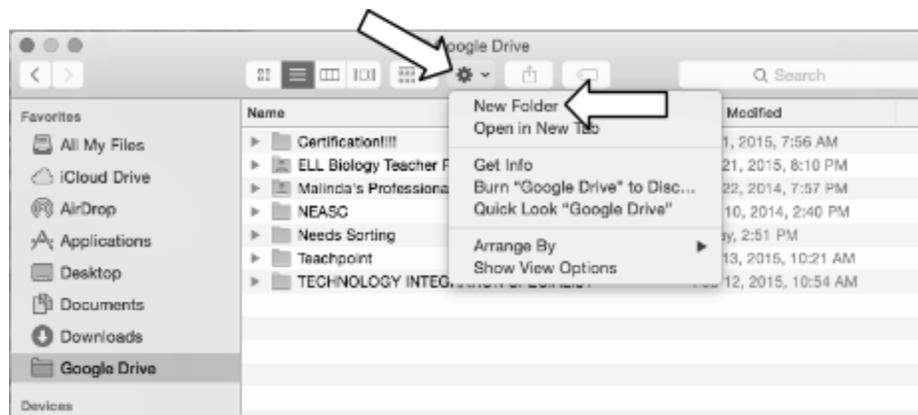
Creating folders in Finder allows you to easily organize your Google Drive. Let's compare your Google Drive to a book. The first set of folders is the book's table of contents. Each folder represents one chapter of your Google Drive.



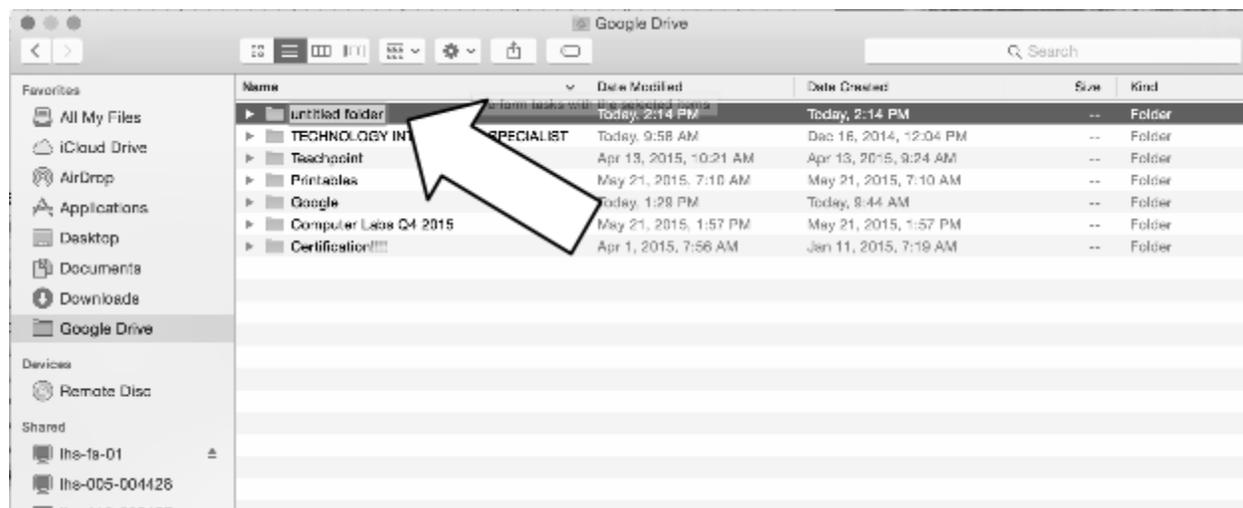
Here are some notes to help you understand what you are seeing.



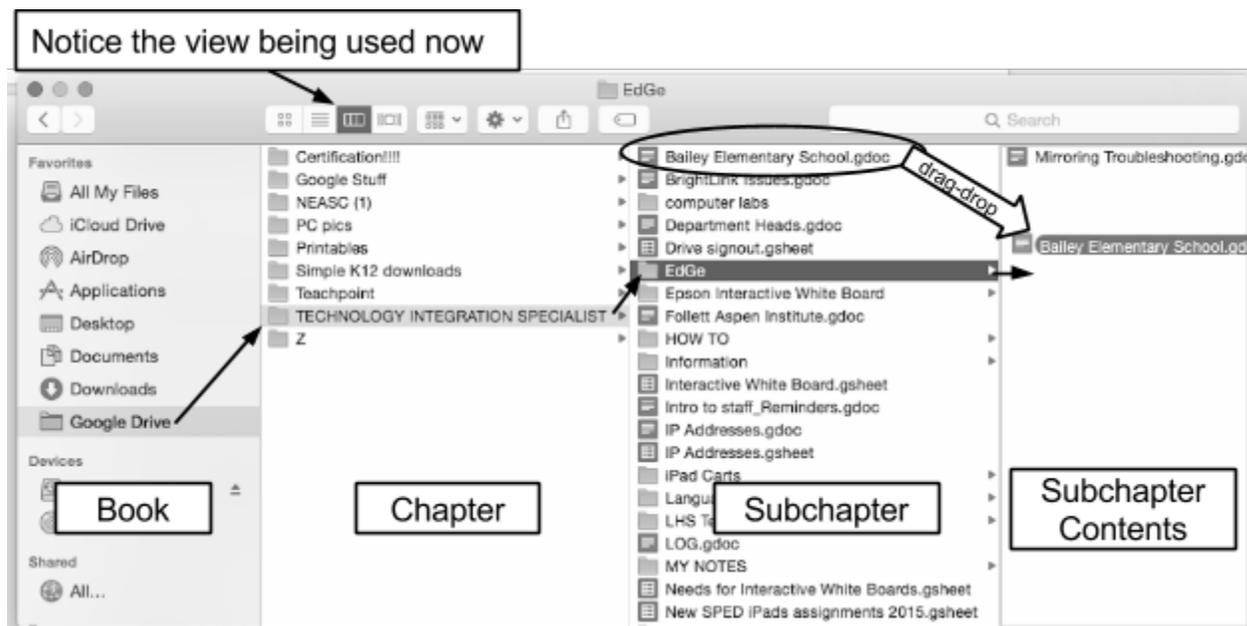
To create a new folder in Finder click on the gear and choose new folder.



An untitled folder will appear, give it a name. You can easily move files and folders by dragging and dropping them where you want.



Change the Finder view to easily drag and drop files where you want them.



Different ways to select files:

- To move 1 file at a time click on it once, drag, and drop
- To move many files that are in order - click on the first file, hold down the shift key, click on the last file in the set and all the files in between these 2 will highlight. Release the shift key and use the mouse to drag and drop the group of selected files to the desired location.
- To move multiple files that are out of sequence - click on the first file, hold down the command key, select the desired files one at a time to highlight them. Release the command key and use the mouse to drag and drop the files to the desired location.
- To select all the files in the active window - press the “control” and “A” keys at the same time. Use the mouse to drag and drop the files to the desired location.

Time Saving Tips:

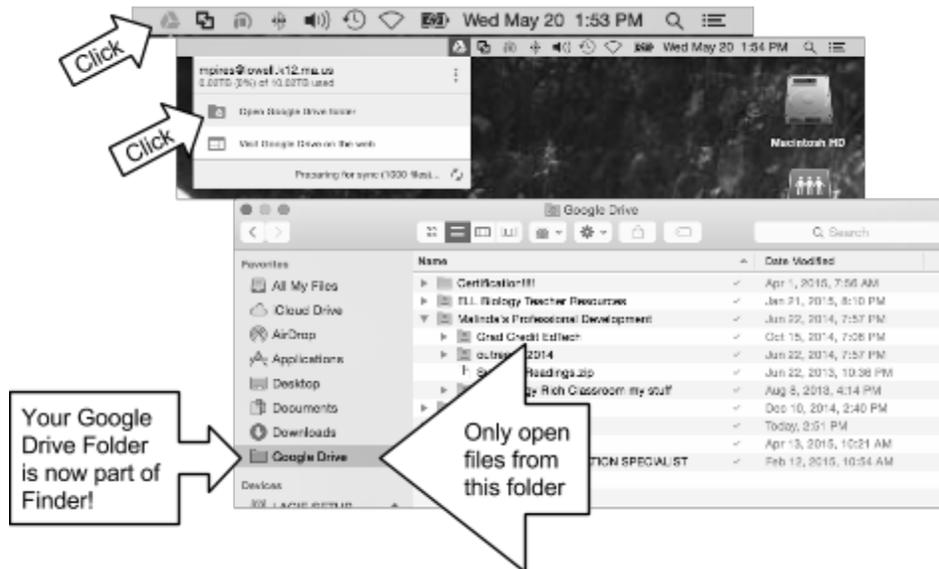
Don't worry about cleaning up the massive amount of data in your Google Drive. Create folders as you discover the categories you use most. For



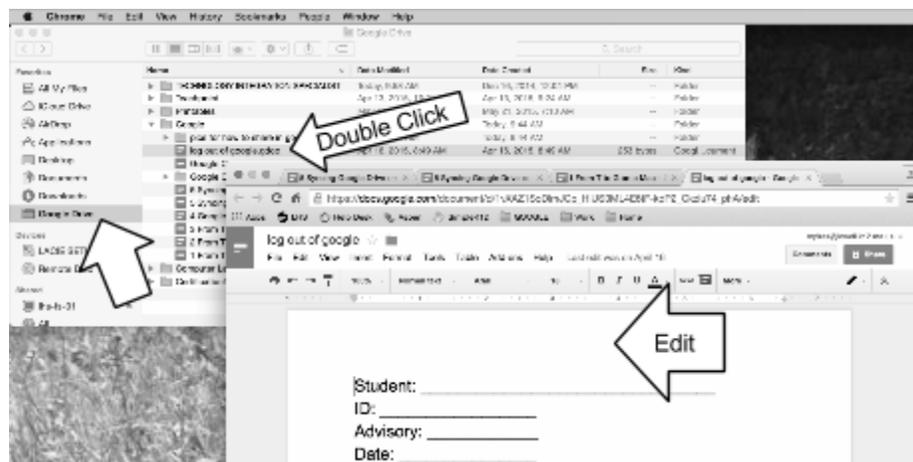
example, you might want to store class related files for each class in separate folders. These would become chapters in your Google “ebook”. Don’t spend hours trying to decide what belongs in the new folder. Instead, place materials into the folders as you use or create them. You can place folders inside other folders to further organize your class materials by unit, chapter, or topic (etc).

### 3. Retrieving files from Google Drive:

To ensure that you are always working on a file that will sync properly, only open files from the Google Drive folder! Synced files will automatically open in the program that created them and all changes you make will automatically sync to your google drive.

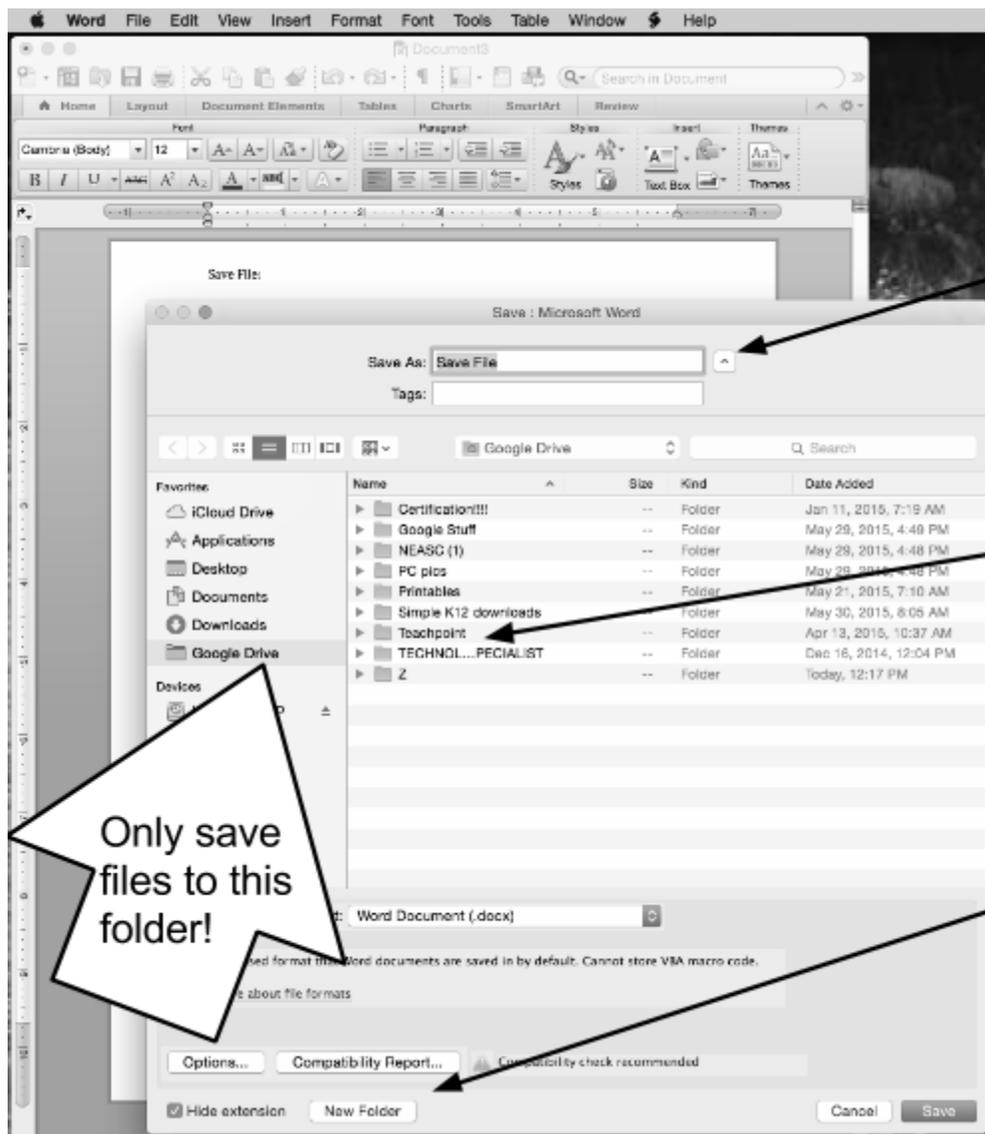


Expand folders to locate the file that you want and double click to open it.



#### 4. Saving files so that they sync to Google Drive:

A file opened through the Google Drive folder on the computer will automatically sync to Google Drive when you click save. To ensure a new file saves in a way that it will sync to your Google Drive be sure to select the Google Drive folder when saving.



You might have to click the arrow if the finder window doesn't look like this image.

Open the google drive folder to the place you want to save the file.

Only save files to this folder!

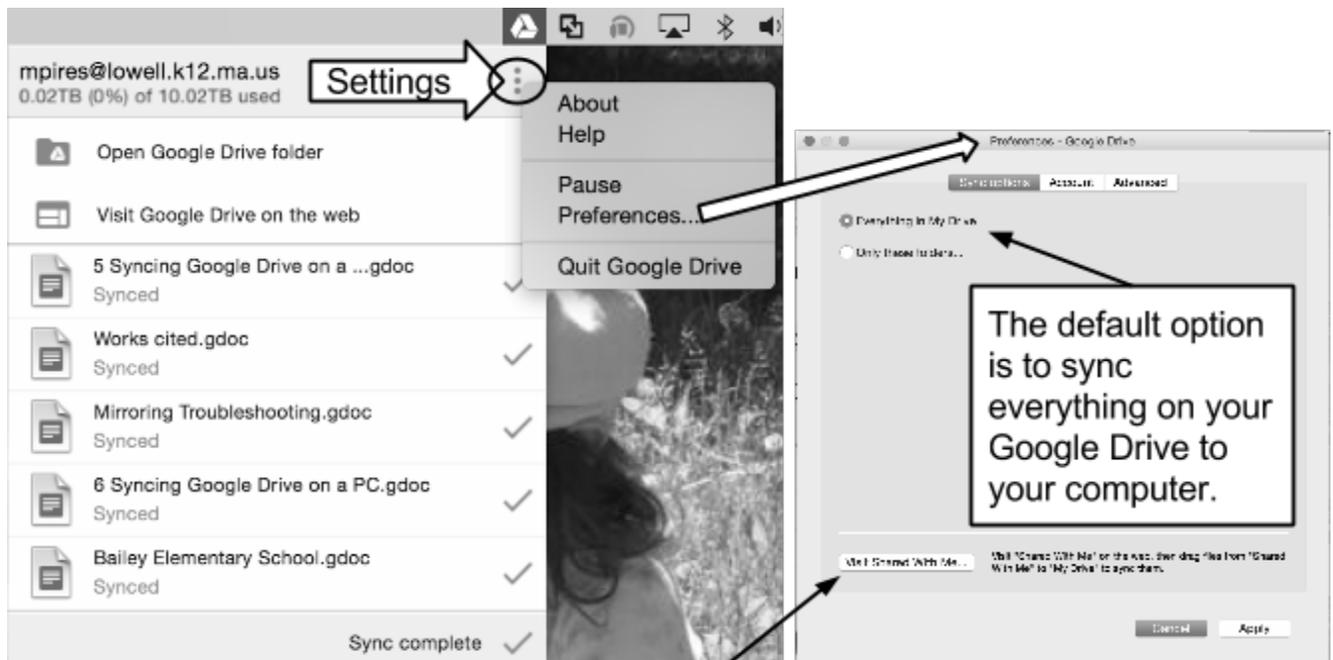
Or create, name, and open a new folder.

#### 5. Advanced Sync settings:

Chances are you have lots of files in your Google Drive that you do not use anymore (chapters you no longer need to read). You don't want these unused items to take up space on your computer. Using settings,

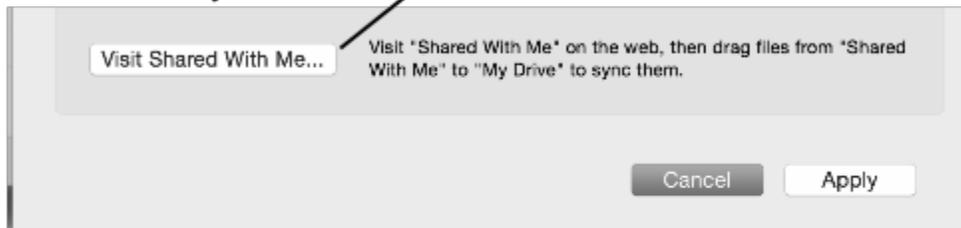


there is a way to tell your Google Drive application to only sync certain folders (chapters) from your Google Drive to your computer. If you need a folder that you didn't sync you can always go back and change the settings. Here's how:



Side note:

Notice that this is the same place to go to view the items that have been shared with you.



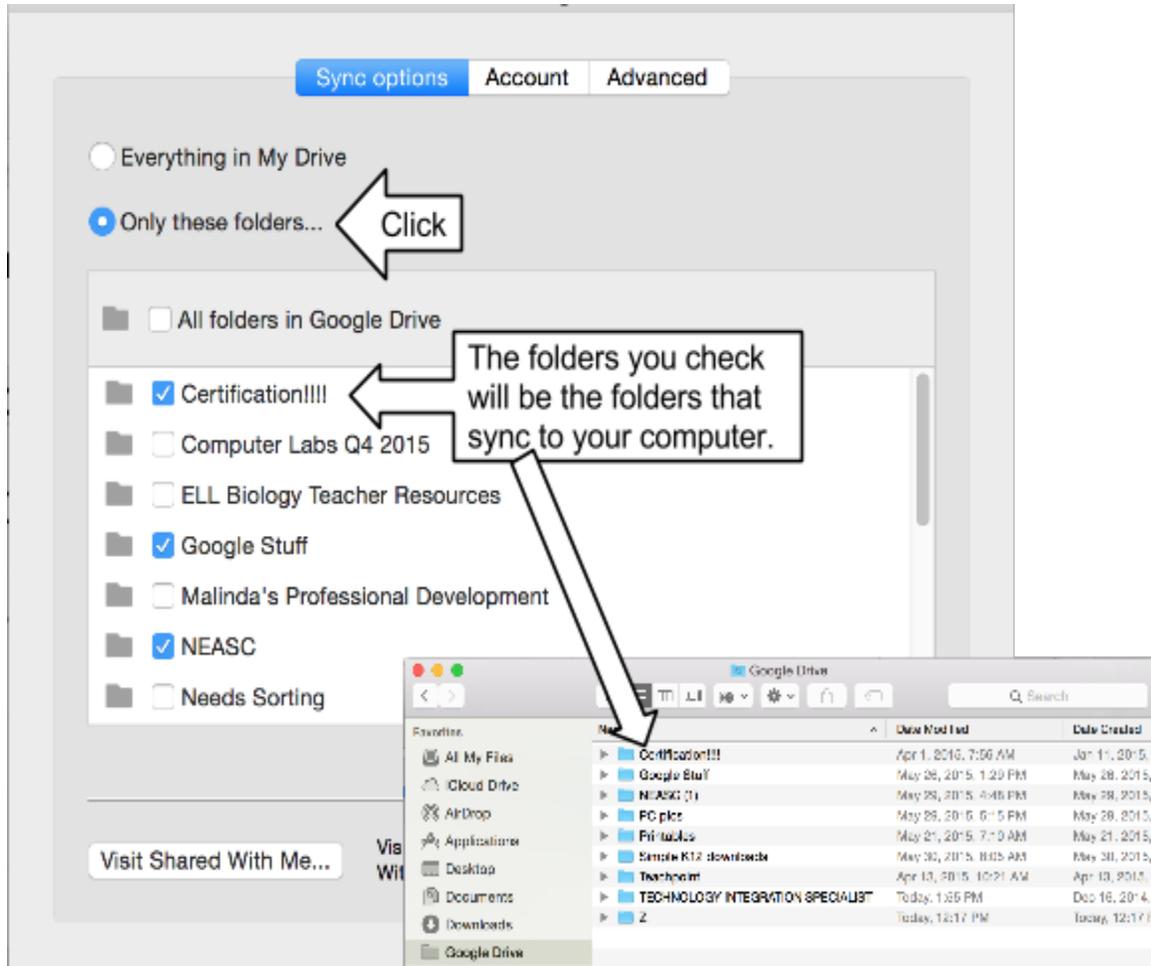
### Student shared items:

Do you have students turning in assignments by sharing them to your Google Drive? Consider using Google Classroom because it will organize all the files for you and give you an easy way to distribute, collect, review, grade, comment, and return assignments. No more juggling files between folders and trying to figure out which ones you graded or where you placed that spreadsheet of grades.

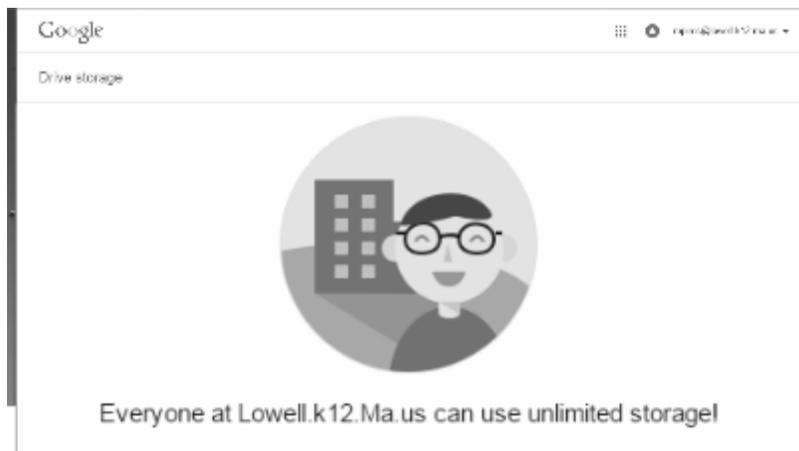
End side note.



To control the items you sync click on “Only these folders...” You will see the “table of Contents” for your Google Drive. The items you check off will sync to your computer and the others will remain up in the cloud.



**You should control what you sync because your Google Drive storage is unlimited but your Mac is not!**



### **WARNING:**

**FOR THE REST OF THE SCHOOL YEAR, PLEASE DO NOT SAVE FILES TO YOUR T: DRIVE (MY DOCUMENTS). ALSO, DO NOT USE YOUR DESKTOP OR FLASH DRIVE BECAUSE THESE LOCATIONS CAN BE VERY UNSAFE FOR YOUR FILES!** Think about what would happen if you lost your flash drive, or your computer decided not to work anymore. Desktop and flash drive items would be lost forever, but items stored in the Google Drive Folder, are up in the cloud, on some computer, at some Data Location Center, somewhere in the US, guarded by security, tighter than Fort Knox, and are still safe and retrievable. A second issue, desktop and flash drive items do not sync automatically, and require extra work to keep the files updated everywhere you need access to them. Check out this 5 minute youtube video that explores one of these centers:

**<https://youtu.be/PBx7rgqeGG8>**

Note: You might need the Barracuda trick to view this video in school.

