

Using Google Drive at Quality School Supplies

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A Letter from Your Operations Manager

Team,

Quality School Supplies made many changes this year to preserve our important data and make work faster, easier, and more efficient for you. We are continuing these improvements as we start using G Suite for Business. G Suite is a set of tools created by Google that will allow all QSS employees to create content, send emails, and save important documents all in one platform. A big part of the G Suite toolkit is Google Drive. With Drive, we can store, share, and access our files in one secure place.

This manual will help guide you through the important features of Google Drive. Your team leads will conduct in-person training in the coming weeks to answer questions and detail these features in more depth.

I appreciate your hard work and flexibility as we integrate these changes, and I look forward to all the future has in store.



Maggie McGwin

Operations Manager

Quality School Supplies

The Cloud and You

Quality School Supplies needs to keep up with modern forms of data storage and management. Since our founding in 1992, QSS has been storing important customer and company information on our own computers and hard drives.

While this method of data storage has been reliable over the years, it is time for our company to make changes to keep up with advancements in information management. With [Google Drive](#), QSS can store important information securely and efficiently on the cloud.

The cloud is what we call the digital space where we can upload, share, and access documents and data. We upload content from our computers and connect to the cloud through the internet. This means that we need access to our WiFi network at QSS when we use most of the features of G Suite, including Google Drive. When we use an application like Drive, we can spend less time thinking about backing up our local information, managing data loss if our systems fail, or paying for expensive hardware repairs. We can focus on the important things like managing customer relationships, being more present with our coworkers, and making QSS the leader in the retail school supply industry.

This manual will explore features of Google Drive that are most important at QSS.

Let's get started.

An Introduction to Google Drive

[Google Drive](#) is a leading platform for cloud-based data storage and is a part of Google's G Suite for Business. It is designed to work seamlessly with your new Gmail account and gives everyone at QSS a variety of options to easily share, collaborate, edit, and store our documents on one platform. You can save any type of file to your Google Drive. It accepts all Microsoft Office and Adobe formats, including any audio, video, image, or archive file (MP3, .MOV, .JPEG, .ZIP, etc.)

Some files can be converted into Google formatting versions. These Google versions allow you to work with multiple people on a document, updating changes in real-time and making collaboration easy. When you want to allow others to collaborate on a document through Drive, your files need to be in Doc, Sheet, or Slides format. If they are not, people will only be able to view the document. You can convert your Microsoft Office files to the Google equivalent to make it easier to share documents through your Gmail and Drive.

Here are some of the most common file formats and their Google alternatives:

File format	Google equivalent
Word doc (.doc, .docx)	Google Doc
Excel spreadsheet (.xcl, .xlsx)	Google Sheet
PowerPoint presentation (.ppt, .pptx)	Google Slides

You may store and create Google Docs, Sheets, and Slides in your Drive while also using it as a space to store your existing Microsoft Office files.

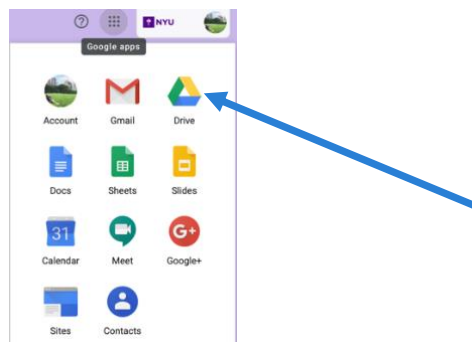
Through your QSS Google account, which is the same one you use to access your Gmail, you will receive 200gb of space in your Drive. If this is not enough to store your important documents, feel free to reach out to your team leads for assistance.

If you have any questions about Google Drive that this manual does not answer, reach out to your IT Department at IT@qss.com for support. You may also access our online training videos at qss.norealaddress.com for further guidance.

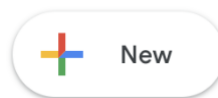
Uploading and Accessing Files

Upload files to your Google Drive (this section will be expandable/collapsible)

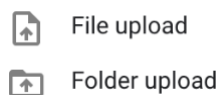
1. Go to drive.google.com and log in to your QSS account.
 - a. You may also access your Drive by clicking on the Google Apps icon on the upper right corner of any Google page (Gmail, Google.com, etc.) and selecting Drive.



2. Click **New** at the top left corner of your screen.



3. Select **File upload** or **Folder upload**.




4. Choose the file or folder on your computer that you want to upload to your Drive.
5. Double-click the file or folder or click **Open**.
 - a. You will see a window in the lower right corner of your screen that shows the loading progress of your file(s).
6. When the upload is complete, your file(s) will be saved in your Drive.

View and Open files in your Google Drive (this section will be expandable/collapsible)

1. Once you enter your Drive, double-click the file you wish to open.
 - a. All Google Doc, Sheet, and Slides files will open with that application in a new tab
 - b. All other file formats (PDF, Word, Excel, PowerPoint, etc.) will open in a read-only document viewer in Google Drive.

 Preview

 Open with



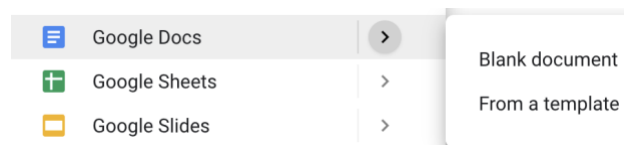
Creating Files

Create Google files in your Google Drive

1. Once you enter your Drive, click **New** at the top left corner of your screen.



2. Choose to create a Doc, Sheet, or Slide from a template or blank document.



3. Begin work in the new tab that will open.
 - a. When saving your documents, please follow QSS conventions and name them
"LastName_DocumentName_v1"

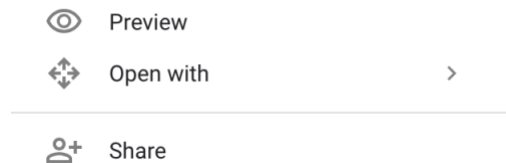
Convert your Microsoft Office files to Google files (this section will be expandable/collapsible)

1. Once you enter your Drive, click the Office file to convert.
2. Right-click the file.
3. Hover over **Open With** and select **Google Docs, Sheets, or Slides**.
4. A new tab will open in your web browser where you can begin work.

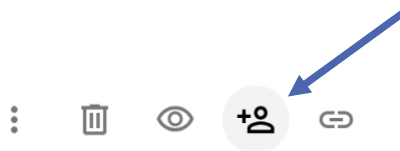
Sharing Files

Share files and folders with others to view, edit, and collaborate (this section will be expandable/collapsible)

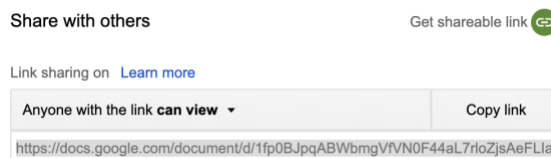
1. Once you enter your Drive, click the file you want to allow others to access.
 - a. If your file is a Google document, you can decide how others use it.
 - i. **View:** People cannot make changes.
 - ii. **Comment:** People can make comments.
 - iii. **Edit:** People can make changes and share.
 - b. If your file is not a Google document, others may only view it.
2. Right-click and select **Share**.



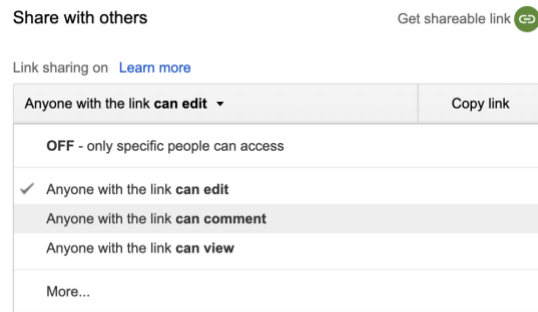
- a. You can also click the **Share** symbol in the top right corner of your **My Drive** screen.



3. Type the names or emails of who you want to share it with and click **Send**.
4. You may also share Google Docs, Sheet, or Slide documents by sending a **Shareable Link**.




- a. Receiving a **Shareable Link** allows others to view, edit, and/or comment on the shared document.
- b. You can decide what the access level of the document by choosing an option in the **Share** window.



Using Google Drive with Gmail

Attach a Google Drive file or link to your email (this section will be expandable/collapsible)

1. Once you log in to your Gmail account, click **Compose** in the top right corner of your screen
2. At the bottom of the **New Message** window, click the **Google Drive** symbol .
3. Click on the file you want to attach to your email.
4. Decide to send the file as a **Drive link** or an **Attachment**.
 - a. You may send a Drive link to access any file stored in your Drive.
 - b. You may use an Attachment only for files that were not created in Google Docs, Sheets, or Slides. Your total attachment(s) cannot exceed 25 MB in size.



5. Click **Insert**.