

20 (**w**ell, **m**aybe **11**) Tips for Google Drive

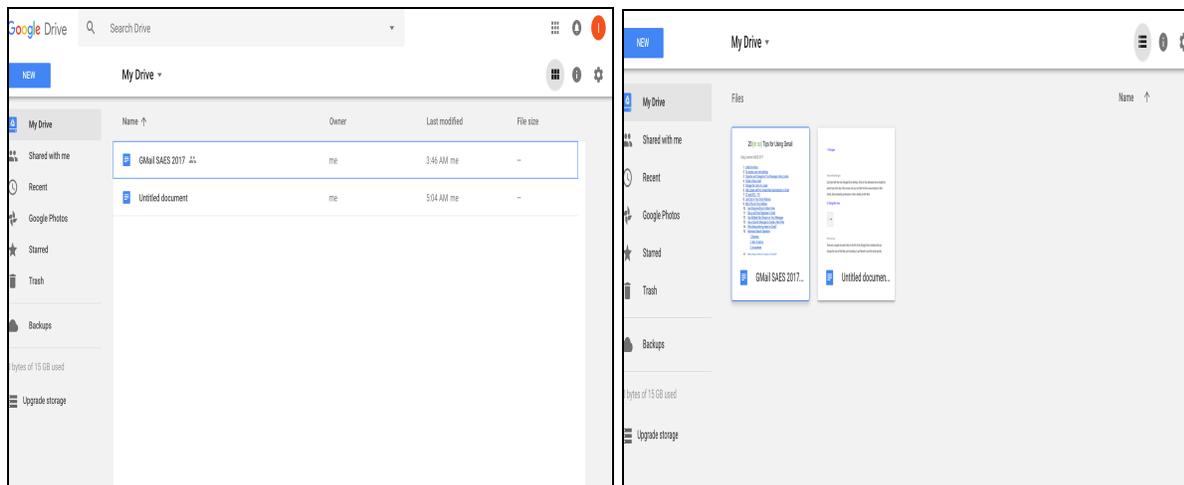
Greg Lemoine 2017 SAES

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1. File types

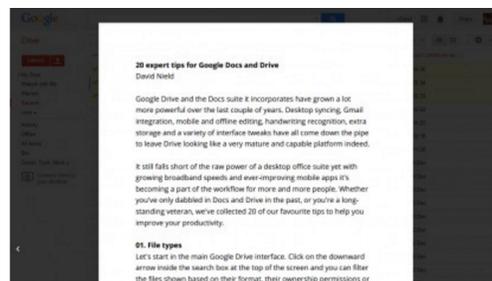
Let's start with the main Google Drive interface. Click on the downward arrow inside the search box at the top of the screen and you can filter the files shown based on their format, their ownership permissions or their visibility on the Web.

2. Change the view



There are a couple of useful links on the left of the Google Drive interface that can change the view of the files you're looking at: use Recent to see the most recently opened files at the top of the pile, and Activity to see files that have recently been changed by you or someone else with access permissions.

3. Multiple previews



Make the most of previews

Do you want to be able to preview multiple files at once, without opening them up? Of course you do. Place ticks next to all the files you want to see in the main Google Drive interface, then choose preview from the menu .Use the cursor keys or the arrows at the sides to navigate through your files.

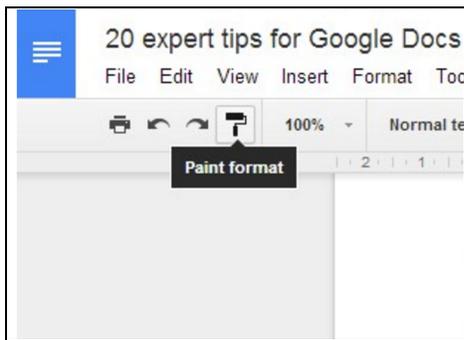
4. Drive on the desktop

Google Drive's desktop application lets you use the platform as an online backup service for your local files. You can choose specific folders to sync on each machine. Native Google Docs files are shown as web links on your hard drive.

5. Built-in OCR

Google Drive can use Optical Character Recognition (OCR) to parse text in PDF files and images and convert it into a standard Google Docs document. This means, now you can highlight text from a PDF file, copy the words, and paste them somewhere else. This was previously not possible from a PDF.

6. Paint formats



Play with text formatting

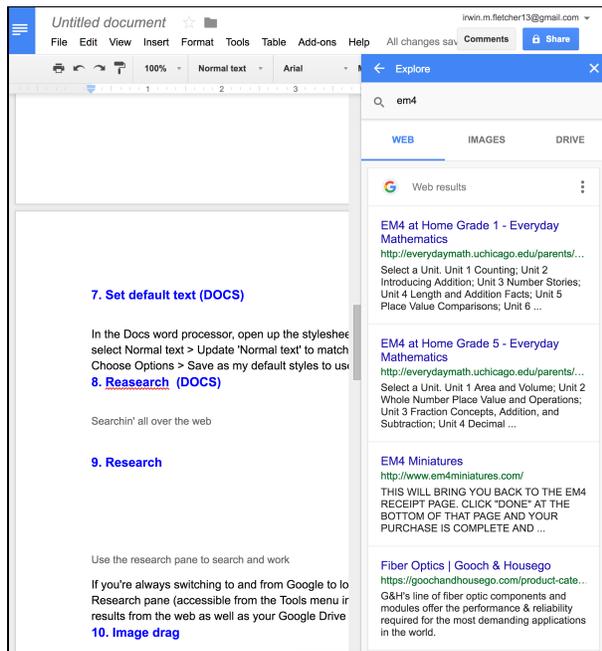
The Paint format button is to the left of the toolbar in all of the main Docs applications, and you can use it to copy the format of one block of text to another. If you're creating a heading style, for example, you can

quickly apply it to the other headings in your document.

7. Set default text (DOCS)

In the Docs word processor, open up the stylesheets drop-down menu from the toolbar, then select Normal text > Update 'Normal text' to match. This sets the current text style as normal. Choose Options > Save as my default styles to use this new stylesheet on every new document.

8. Research (DOCS)



Use the research pane to search and work

If you're always switching to and from Google to look up information, you can make use of the

Research pane (accessible bottom right corner ). Type a search term to see results from the web as well as your Google Drive and Gmail accounts.

9. Image drag

menu in Docs and Slides). Type a search term to:
Web as well as your Google Drive and Gmail acco

10. Image drag
You can drag and drop images right into your doc
from your local hard drive or a website.

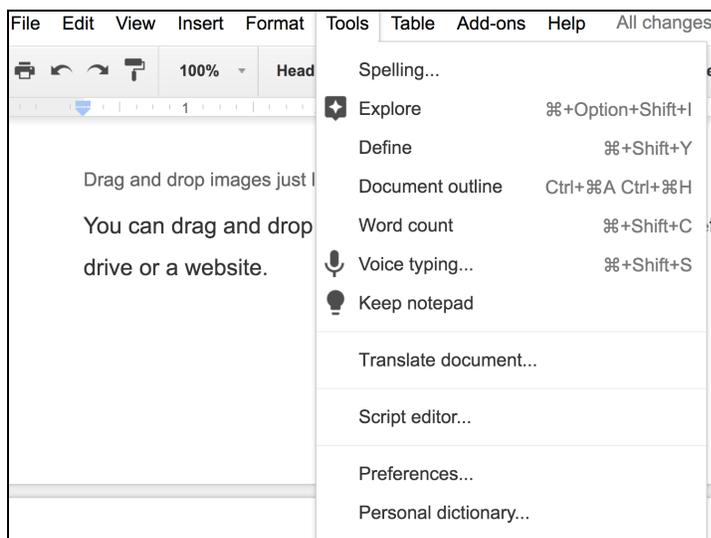


13. Theme master slides
The themes in Slides help you get your presentat
quickly, and in October Google added the option
slide (and thus the current theme). Open the Slid

Drag and drop images just like on your desktop

You can drag and drop images right into your documents, whether from your local hard drive or a website.

10. Translate documents



Get your documents translated

Leverage the power of Google Translate and get your documents swiftly translated from the option on the Tools menu. 46 different languages were available the last time I checked.

11. Sending and Receiving Larger Files with Gmail

The easiest way to work around Gmail's message size limit (25 mb) is built right into Gmail. You can send files using Google Drive:

Click *Insert files using Drive* while composing a message.

Go to the *Upload* tab.

Drag the desired file or files to the *Drag files here* area and drop them.

Highlight all the files you want to share.

Click *Insert*.

Of course (and a bit less conveniently), you can also rely on web space more generally:

Put the file you want to send on a web server.

You can password-protect the file to prevent public access.

Mail a link to the file from Gmail:

Copy the file's link from your browser's address or the sharing link from the web service.

Click the *Insert link* button while composing a message in Gmail.

Make sure *Web address* is selected under *Link to:*.

Paste the address under *To what URL should this link go?*.

Optionally, change the text that will appear for the link under *Text to display:*.

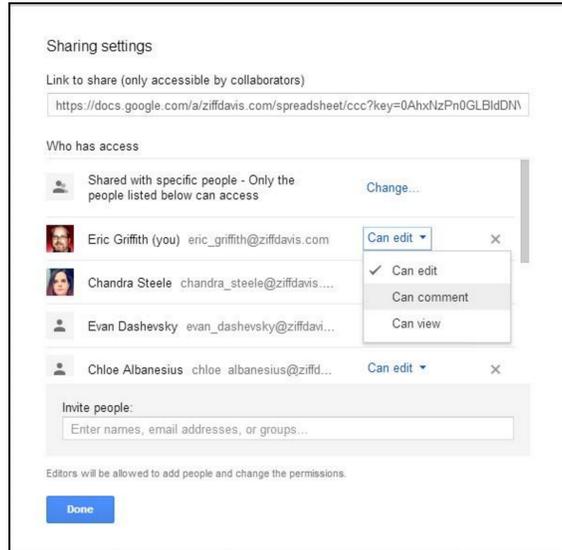
It is often better and more transparent not to change the text.

You can use a URL shortening service, of course; popular ones include TinyURL.com, Bitly and Google's Goo.gl.

Click *OK*.

The additional benefit you get for this slight inconvenience is that you avoid irritating or annoying people with huge attachments. Sure, downloading the file from the web server will take just as long, but the recipient can decide when to do and when to stop it with the pleasing feeling of being in control.

12. A word about share settings (DOCS)



When you do all this document sharing, you might think everyone is equal. Not so. There's four levels of document access. Owners can do anything to the file—even delete it—and invite more collaborators. Editors can of course edit, but only invite more collaborators if the Owner allows it. Viewers get to see what's going on. Commenters can see it, plus leave comments on it. Viewers and Commenters can also make copies of documents, so don't think of them as "secure."