Google Organization Tips

Signing in:
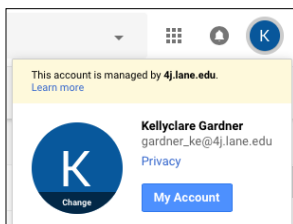
To access 4J Google tools, please go to:

http://gdocs.4j.lane.edu (or search for 4J Google)
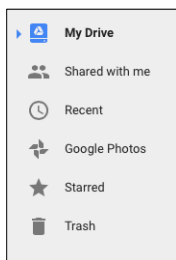
Selecting the Correct Account

Be sure you are connected to your 4J Google account by clicking in the top right corner of any Google page and checking that your 4J account is selected.

View Options

There are a number of ways to sort your Google files:

1. Recent: Shows recently created or edited files
2. Shared with Me: Shows files that have been shared with you.
3. Starred: Shows files you have marked as starred
4. Grid View: Shows folders on top and files below
5. List View: Shows all files and folders as a list
6. Information Tab: Click the "i" in the top right corner of the main page to see recent activity from you or in folders that are shared with you. This will show you if others have recently added items to folders you see.

Creating Folders:

Sort docs, sheets, PDFs, photos and videos with folders:
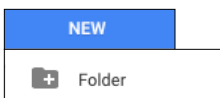
1. Tap "New" in top left corner. Select "Folder"
2. Give your new folder a name

Tip Add an asterisk to the start of any folder to bring it to the top of the list.
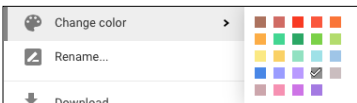
Adding Content to Folders

1. Drag and drop files into your folder

2. Add new files from within your folder: Double click the name of your folder, then click "New" to add new items into the folder.

Organizing with Colors

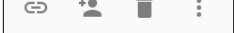Change the colors of folders to make them easier to find

1. Hold down the control key on your keyboard and click the name of a folder (or click 3 dots in toolbar).
2. Select "Change Color" from the menu that appears and select a new color for your folder.

Adding Stars

Stars are a quick way to find important items you use frequently (your own files or ones shared with you)

1. Press the control key on your keyboard and click the file you would like to star. (or click 3 dots icon)
2. Select "Add Star" from the menu that appears.
3. After adding a star, you will be able click the "Starred" tab on the left side of Google drive to see all starred items.

Sharing Content

1. Click any file or folder
2. Click the "Share" icon to add people to file or folder
3. Select their access level (View, Edit, or Comment) You can also set time limits on access (new feature)
4. You can also send a "sharable link" to anyone you want to have access (chain icon above).

Sharing Settings: Edit vs. Read Only

1. Edit: Use only if you want others to be able to make changes to your document.
2. Read Only: (Best for most uses) Allows all with access to see the most current version without making changes.

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Seeing Who is the Owner

Check to see who is the owner of a folder or file to prevent making changes to shared content.

1. Owner: If you delete or change, the item is deleted or changed for everyone who has access.
2. Viewer who can edit: If the item is shared, your changes with show for all who have access.
3. Viewer: You can see current version of item but cannot make changes. (Save a "Copy" if you want to make changes or always have access to the file.) (Control click on file and select "Make a copy")

Make a Copy

Make a copy is a great way to save important items to they cant be accidentally deleted by others.

1. Control click on any file or folder and select "Make a copy" from the menu that appears.
2. Rename your new item with your information to tell it apart from the original.
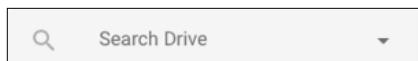
Customizing Google App icons

You can customize how app icons appear in the top right corner of your page to get to tools you need faster.

1. To change the order App icons appear, drag the icons to where you would like them to be.
2. Once you let go they will stay where you put them.
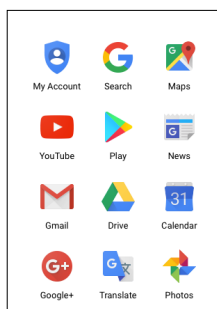
Advanced Search

Can't find an important file? Use this feature to track it down quickly.

1. Click the small triangle at the end of the search bar.
2. In the window that appears you can search for:
   - **File Type:** Docs, Sheets, .zip, image, audio...
   - **Has the words:** This will look for specific words inside your documents.
   - **Owner:** Choose who the file is from

Add to My Drive

Only files that you own appear in "MyDrive".

If you would like to have files or documents that are shared with you to appear in "My Drive" you can add them in. This does not create a new copy, it only allows the item to be seen in your "My Drive" section.

1. Select any file or folder from "Shared with me" that you would like to see in your "My Drive" section.
2. Click the "Add to Drive" icon in the top toolbar.

Preview Mode

If you want to quickly glance at a file from Drive without opening it in a new window, the preview feature is a great way to save time.

1. Click any file, then click the "eye" in the toolbar.

2. You will see a snapshot of the document, but will not be able to make changes in this view.

Restoring Deleted Files

After deleting a file, you will see a message offering the option to undo if it was an accident. You can also restore files that you have removed in the trash folder.

1. Click "Trash" in left sidebar.
2. Locate any files that you would like to restore.
3. Click the name of the file and choose restore or delete forever.