# Cloud Computing with Google Drive:
## uploading and downloading files

**Cloud Computing:**

Cloud computing refers to the remote storage of files. This means that instead of being saved on your hard drive, files are saved using a web-based service.

The advantage of saving files to the cloud is that the files are accessible wherever you have an Internet connection. Cloud computing is often used to back up important files.

Google's version of cloud computing is called Google Drive. Google Drive has a relatively simple design and is free to use. The website for Google Drive is drive.google.com. Create an account or log in using your existing Google account. A Gmail account is a Google Account, so the username and password for this account will work for Google Drive as well.

**Uploading:**

To upload a file, click on the red "New" button in the top left. Click on "File upload." Browse to find the desired file. Click on "Open."

After the file is uploaded a thumbnail of the file will appear in the middle section of the page. Refreshing the screen or waiting for it to refresh on its own will result in a more detailed thumbnail appearing.

Microsoft Word documents (.doc or .dox), pictures (.jpg), and PDFs (.pdf) are some common file types which are uploaded to Google Drive.

**Downloading:**

Files which have been uploaded to Google Drive can be previewed and/or downloaded.

To preview a file, click on the thumbnail which represents the file. Then click on the eye icon in the top right. This will open a preview of the file.

To download a file, preview the file. From the preview screen, click on the icon which looks like a downward pointing arrow with a line under it. Look at the screen. Depending on the browser being used (i.e., Internet Explorer, Google Chrome, Firefox, etc.), a dialog box may appear or you may need to click on the arrow to the right of Save and then Save As option located in a bar across the bottom of the screen. Choose where the file will be saved, rename the file if desired, and click on "Save." The file is then saved on your computer and can be opened in the same ways as other files of that type.

**Organizing:**

Files in Google Drive can be organized using folders. This is similar to organizing files on your computer.

To create a folder, click on the red "New" button in the top left. Click on "Folder." Type a name for the folder in the dialog box that appears. Finally, click on "Save."

To move a file into a folder, click on the thumbnail which represents the file. Click on the three dots at the top right. Click on "Move to…" Click on the desired folder's name in the dialog box that appears. Finally, click on "Move."

**Describing a File:**

Add descriptions to files to help keep things organized. To add a description, click on the thumbnail which represents the file you would like to describe. Click on the circled "i" icon in the top right. Click on "Details" near the top of the screen. Click on the words "Add a description" near the bottom of the screen. Type a description of the file. Press Enter on the keyboard when you have finished typing the description.

**Editing a Document:**

To edit a Microsoft Word document, first download the file. Next, open the file with Microsoft Word. Edit and save the document using Microsoft Word.

Return to Google Drive and delete the original, unedited document. If you need to keep the original, skip this step.

Upload the new document to Google Drive. If you kept the original document in Google Drive, add a description to one or both documents to make it easier to distinguish between them.

**Signing Out:**

Sign out of Google Drive when you are finished. To do this, first click on your username in the top right. Then click on "Sign out."

**Tips:**

- Use Google Drive to store important files.
  - Saving files on Google Drive makes them accessible to you whenever you have an Internet connection.
  - Many people use Google Drive to back up important files.
- Organize files using folders. Folders in Google Drive serve the same function as folders on your computer.
- Don't be afraid to ask for help.

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