

# Google Drive

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Google Drive is a cloud based data storage that synchronizes with computers/devices. Although Google Drive can store images, videos, audio files - Google Drive is the re-invention of the digital office suite.

## Move Fully to Google Docs

Why? Because Word & Excel is Dead.\* We live in a collaborative world and google drive was built to be collaborative. Microsoft office has taken great strides to make their software collaborative, but why spend hundreds of dollars on MS Office when Google Docs is essentially free? Begin using Google Docs and Spreadsheets instead of word and excel. Let everything you create live in your drive, not your computer's desktop or document folder. This makes everything easily shareable and safe from a computer failure.

*\* Okay, Word and Excel isn't technically dead. It's great software. There are things that word and excel do that Google Docs doesn't. However, 90% of what 90% of ministry leaders need to do can easily be done by google docs.*

Don't just start using google docs from this point forward. You can convert all your existing documents and spreadsheets to the google format. Here's how:

1. Open google drive
2. Press the "New" button at the top left of the screen
3. This is where you can create folders, new documents or spreadsheets. However you can also upload files or even folders filled with files. By default, google will just upload your documents, but it's better if you convert them to the google versions as they upload.
4. In google drive, click on the settings gear at the top right of the screen and select settings
5. Check the box that says, "Convert uploaded files to Google Docs editor format"
6. Click the "done" button in the top right of the window
7. Now upload documents, spreadsheets individually or in folders by pressing the "new" button at the top left of the screen (uploading folders is the fastest way to get your files into google drive - and your file architecture will be maintained after everything is uploaded)

8. If you have specific Word documents or Excel spreadsheets that shouldn't be converted (they have special layout or formulas that won't convert correctly), uncheck the box in settings when you upload those files.

### **Give Google's OCR a Chance**

Wait, what is OCR? Optical Character Recognition. It means Google's ability to read and recreate text that isn't in a text format. This is pretty school and scary all at the same time. Here's how you might use OCR. Let's say you have a pdf of a document you or someone else created a while back. You no longer have the original, but you want to make edits. Normally, you'd have to start from scratch, retyping everything. Google OCR can convert the PDF to text in a google doc. It probably won't get everything and there may be some formatting issues, but it's probably quicker than starting over from scratch. Here's how you do it.

1. Open Google Drive
2. Control + click on a pdf or jpeg file
3. Select "open with" and choose "google docs"
4. A new document will open containing the converted text. Most pdf files will just open a document with the text. An image will open a new document with the original image at the top of the document and the converted text below
5. Success depends on the quality of the original file (or simplicity of the design). You can even have success with converting a picture of a document you took with your phone.

### **Share Files Less - Share Folders More**

Once you've begun using google drive, you'll probably create hundreds/thousands of documents. You obviously won't want to just have all those files hanging out in your drive. Utilize folders to organize your files and folders. You'll frequently share files with co-workers, but think about sharing folders when that makes sense. When working on a project, resist the urge to share a necessary files. After time, it gets confusing. Keeping track of what was shared and what wasn't is challenging for both parties. Consider sharing folders. If I'm working with several people on a project, I'll just create a folder for the project and share it with everyone involved. Now, every file placed in this folder will automatically be shared. Everything lives in one place. Think through the people you work with and where folders make sense?

1. Open google drive
2. Right click (control click) on a folder and select "share"
3. Enter names/email address of the people you want to share with

**Application:** I created a folder called MISSION Kids Drive. I shared it with all of my staff. Once it was shared, everyone moved it from their shared folder to their Drive. In this folder are subfolders like volunteers, events, budget and curriculum. Everything related to these things are stored in this folder. I have folders like this for every team I work on.

## **Powerful Collaboration**

When you share documents/spreadsheets in Drive, others can collaborate in real time or anytime. When multiple are in a document at the same time, you can chat (top right side of screen). When document collaborators are not online at the same time, you can insert comments for others to see.

1. Highlight a word, sentence or section and a plus sign will appear to the right of the document where you've made your selection.
2. Click on the plus sign and then leave your comment, question or suggestion.
3. The document owner will receive emails for comments being made.
4. Others can make changes, leave additional comments or leave it alone.

## **A Time Machine**

Collaborative documents are bound to run into issues. It's possible that someone made corrections to the document that you didn't want. It's possible that you changed things that you wish you could undo. You can with version history.

1. Click file and select "see version history"
2. You will now see your current document with a column on the right side of the page with various dates from previous versions (previous versions will often list names as well - people who made changes/edits).
3. Select a previous version. The content will change to reflect the earlier version. To restore this version, click the button at the top of the screen "Restore this Version"
4. To undo and go back to the current document, click the back arrow at the top left of the screen.

## **Downloading Your Documents**

When creating documents/spreadsheets in google docs, you have options on how your files are downloaded. When logged into google drive and viewing all your files/folders, you can download files/folders without opening them. Simply control + click on any file/folder and you'll get additional options. Select download to get your files.

- Google docs will always download as word documents
- Google spreadsheets will always download as excel spreadsheets
- Folders will always download as zipped folders with word and excel documents

Want your documents/spreadsheets in PDF format?

1. Open the document
2. Click file and select "download as"
3. Pick what kind of file you would like to download (including PDF)

## **Public Links to Your Files**

Emailing a file as an attachment isn't always the best way share. Sometimes the file you want to share is too big for an email. Sometimes you want to make a file available without having to send emails. Maybe you want to send a text instead (texts have a 98% open rate) but you can't attach files to texts (but you can paste a link). Google Drive is a great place to host a file that you want to share. Here's how you do it.

1. Open google drive
2. Locate the file you want to share and right +click (control + click) and select "share"
3. A new window opens up and at the top right of the window is a button that says "Get Sharable Link"
4. Next, the window will display a shareable link and you can click the "copy link" button to copy it to your clipboard
5. Caution: By default, the settings restrict sharing to only those within your organization (that mean the link only works for people who have the same email domain as you)
6. Just above the link, you'll see a button that says "Anyone at (your domain/organization) with the link can view"
7. Selecting this button shows you options for giving people within your domain/organization more options. Click "more" at the bottom of the list
8. Your window changes to give you Link Sharing options. Choose the second option "On - Anyone with the link."
9. Click the "save" button at the bottom of the window.
10. Now you're back at the original window where you can copy the link, which should work for anyone you share it with

**Tips:** Before you share, do these two things.

- Create a shortened URL to share. The shared link URL is super long. Open your favorite URL shortener to create a much more manageable URL.
- Test the link in an incognito window. Remember, you are signed in to the Google Drive account where the file is hosted. It will always work for you. Paste the URL in an incognito window to see if it works there before sending it out.

### **Publish Documents Online**

Ever notice how temporary certain documents are. Maybe you have a outline for an upcoming event that you're working on. You need to send the initial idea to all your volunteers just so that they have an idea of what's happening, but the plan is quickly evolving. It's possible that by the time some of your volunteers view the document, the plan has already changed drastically. The only way to keep everyone updated is to send updated files every few days. The same is true of your weekly volunteer schedule. Whenever you send your current schedule to your volunteers, people respond reminding you that they aren't going to be there. In just a day or two the schedule has changed and you're the only one with that information - unless you consider publishing documents like these.

Publishing a document or spreadsheet in Google Drive is a little different from sharing. The document/spreadsheet is literally hosted on a webpage where people can see the most current version. Published documents can even be embedded on existing web pages, so it's easier for people to find/see. Here's how you publish a document/spreadsheet in Google Drive.

1. Open the file you want to publish
2. Select "file" and press "Publish to the web..."
3. A new window will open with additional instructions
4. Press the blue "publish" button to begin publishing
5. The window will refresh with a link to view the published page
6. By default, you will be given a link to view the published page, but click on "embed" to get the code to embed the page on an existing web page
7. At the bottom of the window, click "Published content & settings"
8. Ensure the first box is unchecked (requiring people to be signed in to view the published page) and ensure the second box is checked (allowing the published page to refresh with updated content)

**Application:** Warning. Don't publish a google doc that contains sensitive information. If publishing a google spreadsheet, one page might contain sensitive data, so be careful about what you share.