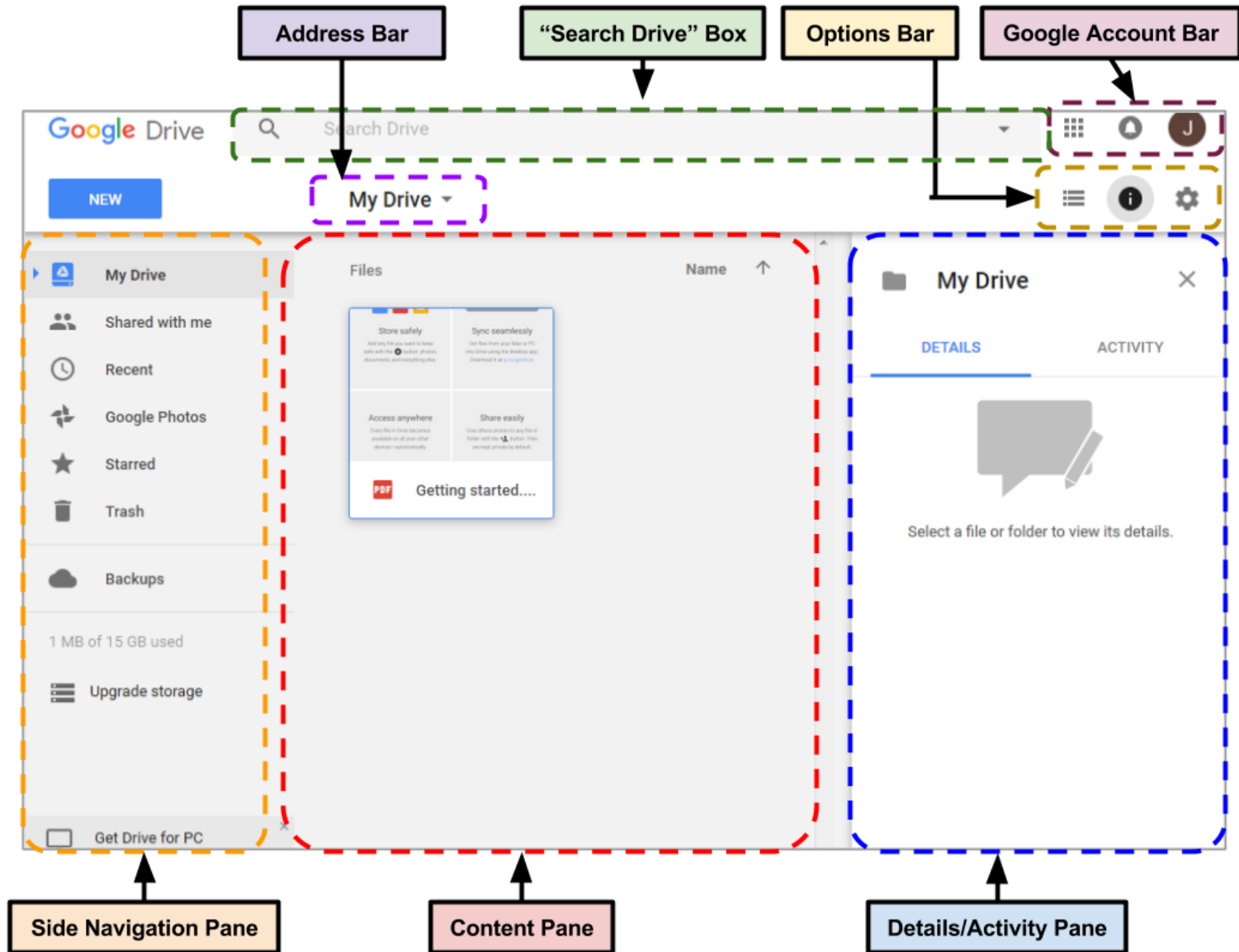


The Cloud

Handout 1: Google Drive Home Screen



Side Navigation Pane	 NEW button	Creates new files, uploads files from your computer, and creates new folders.
	 My Drive	Shows the files that are in your Drive account. Your Drive opens up in this location by default.
	 Shared with me	Shows files that other people have shared with you.
	 Recent	Shows your recently-opened files.
	 Starred	Shows the files you've marked as important.
	 Trash	Shows your deleted files. Deleted files stay in the Trash until you empty the Trash.
	 Backups	If you use your Google account on your phone or tablet, it will automatically back your data up here.
	Storage space	Shows the amount of storage space you are currently using across all of the services in your Google Account (bottom of pane).
Content Pane	Shows the files and folders in the currently selected folder (shown in the Address Bar).	
Details/Activity Pane	"Details" tab	Shows details about the file, such as the owner and last-modified date.
	"Activity" tab	Shows a log of all the edits that were made to the file.
Address Bar	Shows the folder you are currently in and all of its sub-folders (similar to the address bar in a Computer Window in Windows).	
"Search Drive" Box	Allows you to perform a search over all your files. The contents of each file will be searched.	
Options Bar	 View Options	Changes the way files are displayed in the Content Pane (switches between "list" view and "grid" view).
	 Show Details	Shows/hides the Details/Activity Pane.
	 Settings	Edit your Drive account's settings. You can uninstall apps from this screen (called "disconnecting").
Google Account Bar	 Apps	Displays the other services you have access to as a Google Account holder.
	 Google	Gives you access to your Google Account settings and also allows you to log out.



	Account	
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