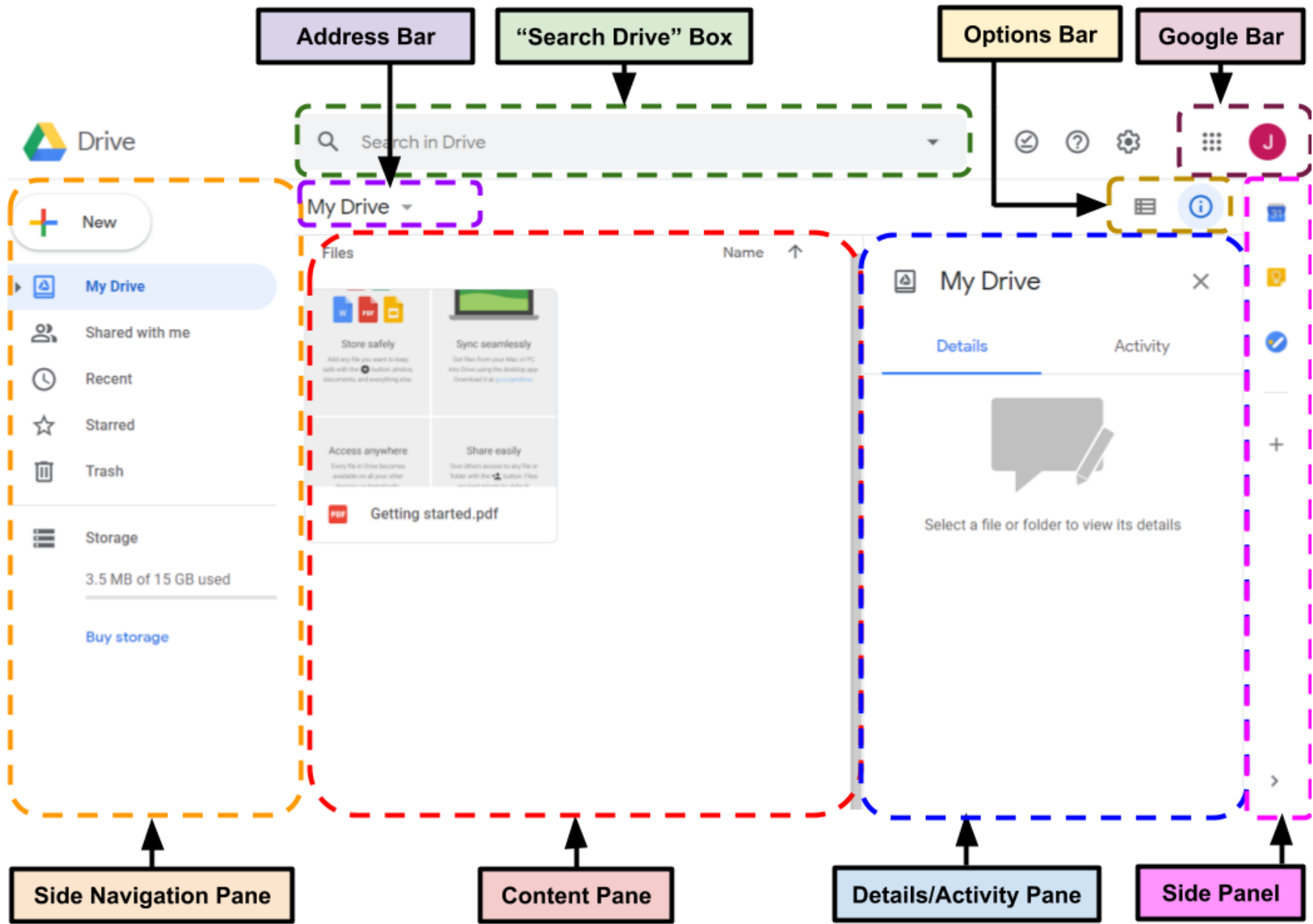















The Cloud Handout 1: Google Drive Home Screen



| | | |
|---|--|---|
| Side Navigation Pane |  New | 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 for 30 days before being permanently deleted. |
| 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 subfolders (similar to the address bar in File Explorer in Windows). | |
| "Search Drive" Box | Allows you to perform a search over all your files. The contents of each file will be searched. | |
|  Ready for offline | If you are using the Chrome browser, you may see this button. It signifies that you can mark certain files as "available offline", which allows you to access them if your computer doesn't have an internet connection. This feature is only supported by the Chrome web browser. | |
|  Settings | Edit your Drive account's settings. You can uninstall apps from this screen (called "disconnecting"). | |
|  Help | Search the online help documentation for instructions on how to accomplish specific tasks. | |
| 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. |
| Google Bar |  Google apps | Displays the other services you have access to as a Google Account holder. |
| |  Google Account | Gives you access to your Google Account settings and also allows you to log out. |
| Side Panel | Provides quick access to other Google Apps, such as Google Calendar and Google Keep. | |