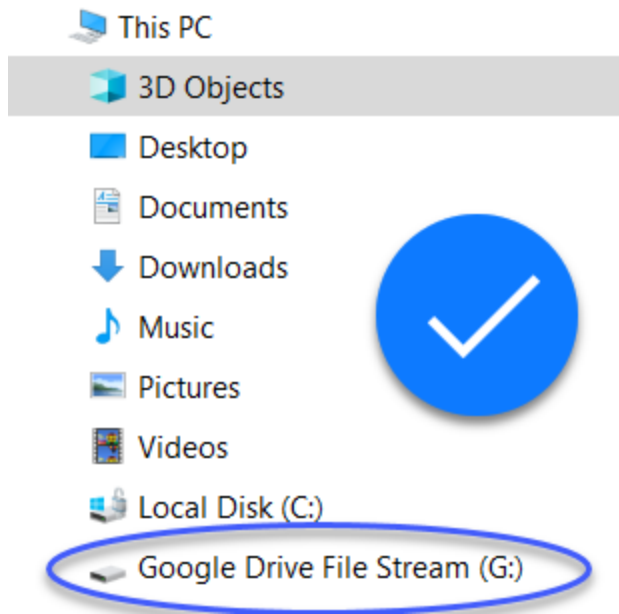


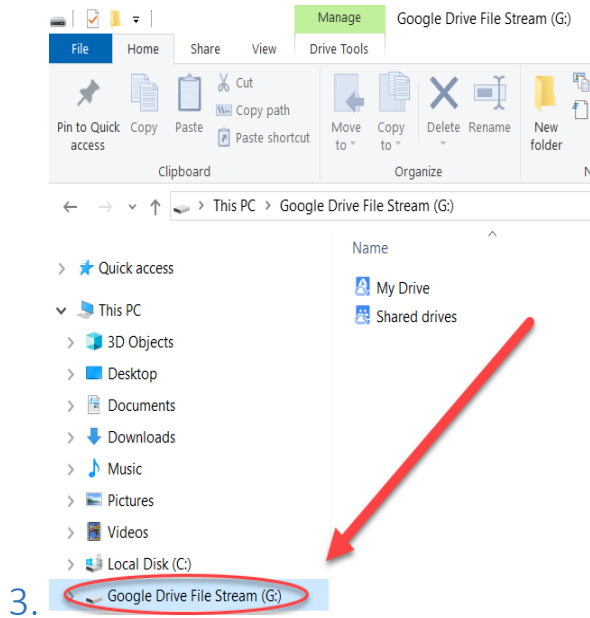
1. Google Drive File Stream (G:)

In the past, all of the files we had saved to Desktop, documents and downloads were actually being saved on the H drive. This was actually a network location that does not exist anymore. You will notice that your laptop does not have an H drive. From now on, any files you save to these locations will only be on your specific machine. This means they will be hard to share and they won't be backed up.

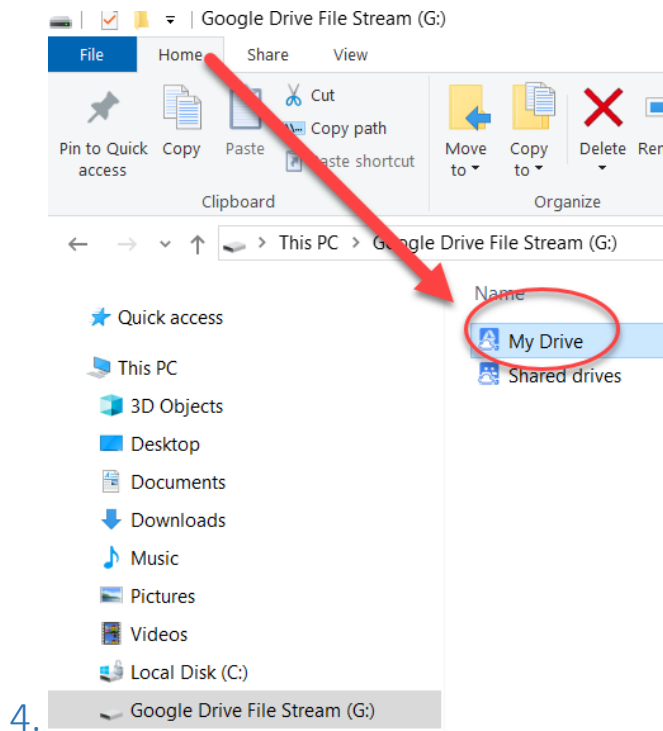


2.

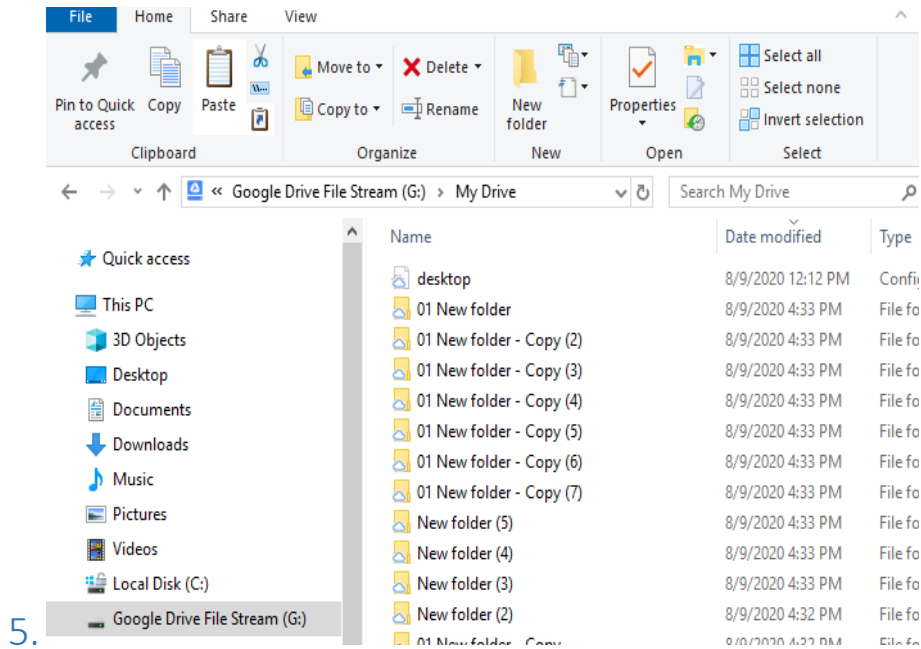
For these reasons we need to start saving everything to google drive (which shows up on your windows laptop as "Google Drive File Stream" or 'G' drive).



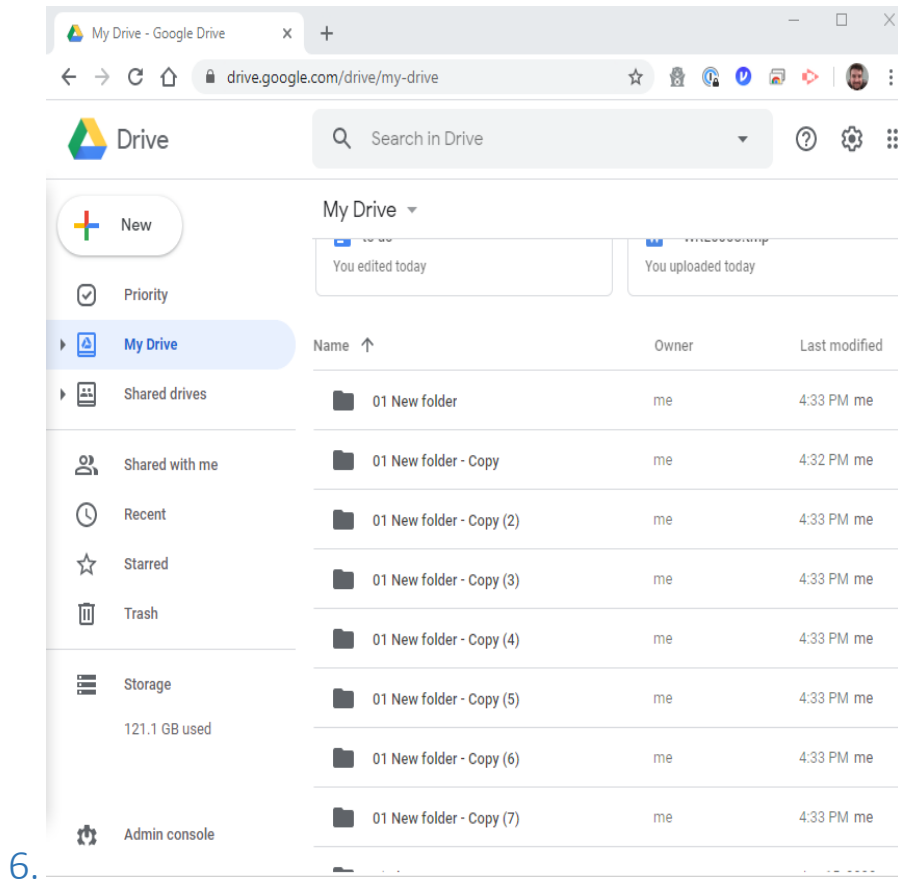
When you have a window open in “file explorer” you may want to move files and folders around. Remember to always move your files and folders to the G drive. As long you set up file stream, you will find it located in the left panel of a file explorer window. Now you can click on “google drive file stream” G drive.



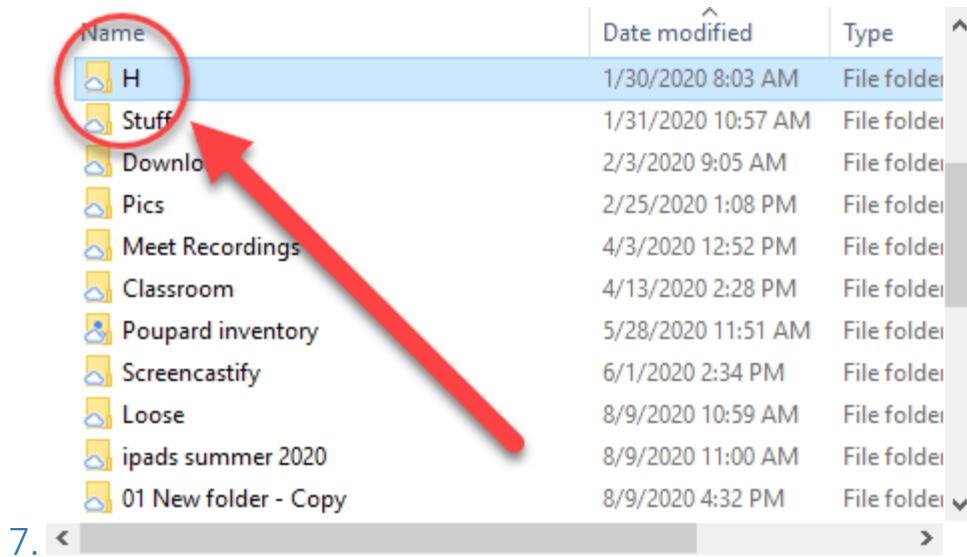
Double click on “My Drive”



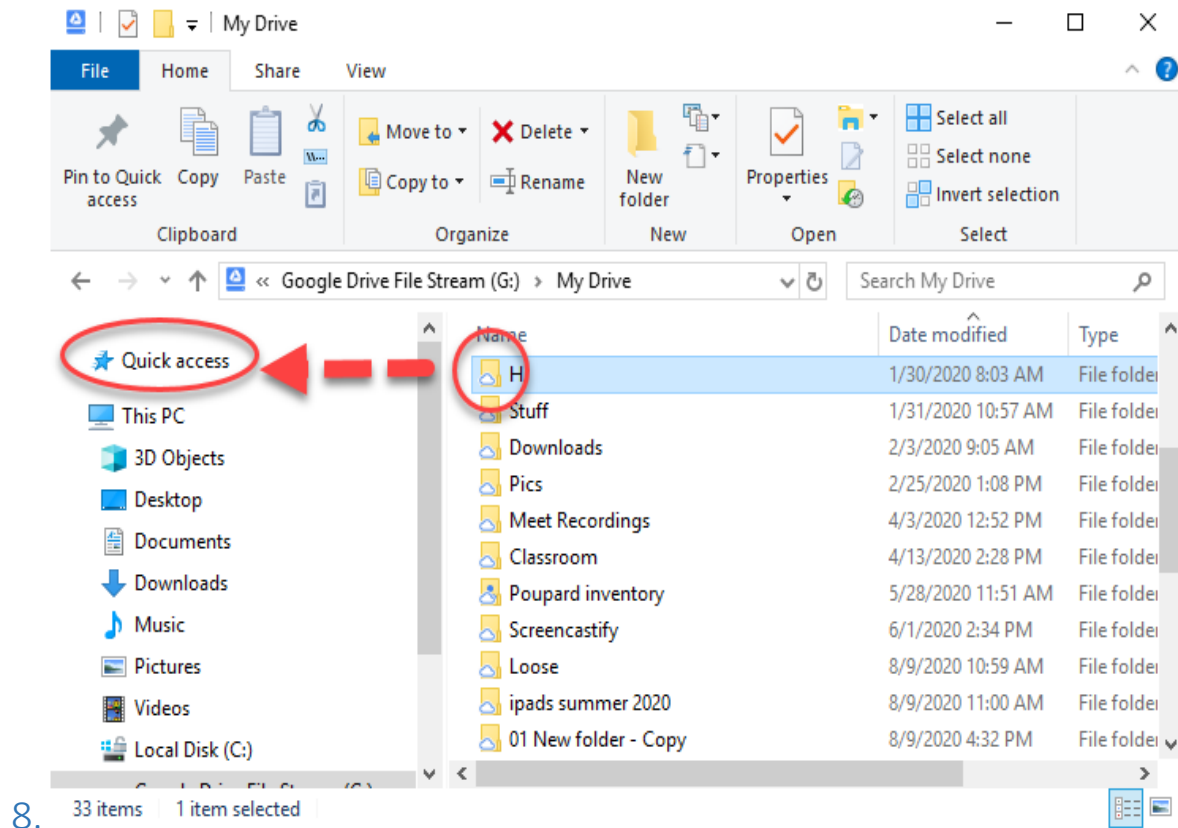
Notice that all the folders in File Stream are the same as Google Drive on Chrome.



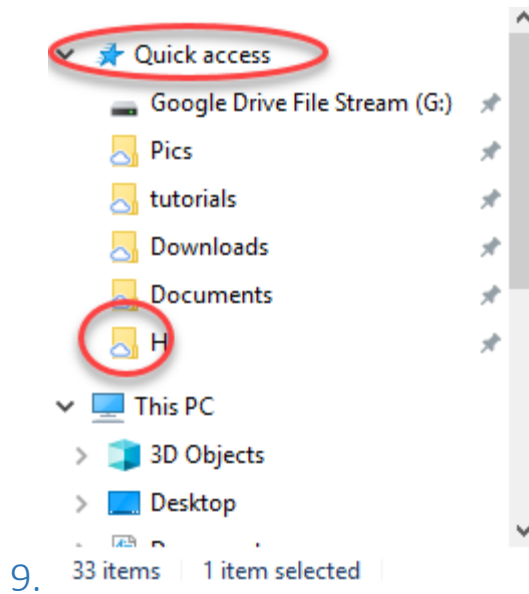
When creating new files and folders, think about where you will want to put them so you can find them again easily.



7. You might want to create some shortcuts to your most important folders and make them favorites. Most people backed up their H drive documents to a folder called "H". Navigate to the backup folder for H drive.

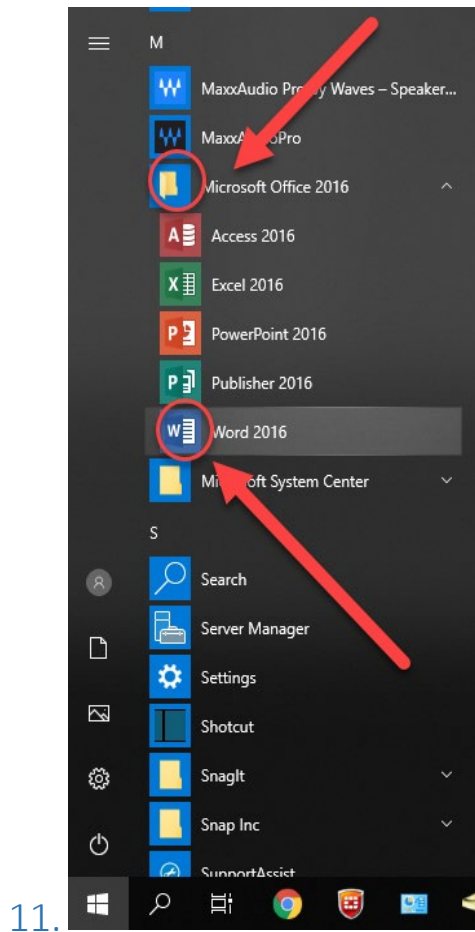


8. Now Left Click and hold it down. Drag the folder to the Favorites Menu on the left. Release the left click button.

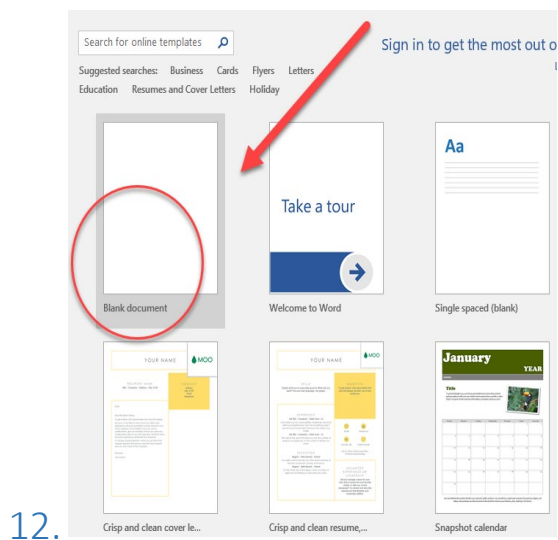


The H drive backup folder is now a shortcut under the Quick Access menu. Play around with this for a little bit until you've set it up the way you like. You can copy and paste everything normally, just remember to put everything in the G drive.

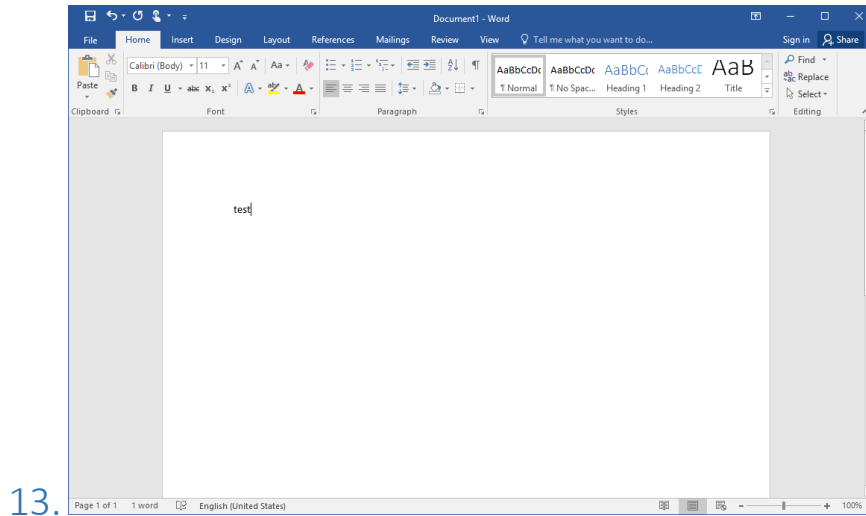
10. Saving files through an application requires paying attention to the save location. For example we will show how to save a new file in Microsoft Word.



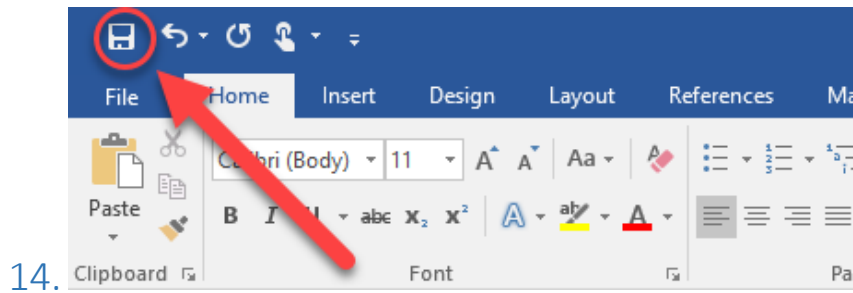
Open Microsoft Word through the taskbar. Open the “Microsoft Office” folder, then click on “Word 2016”.



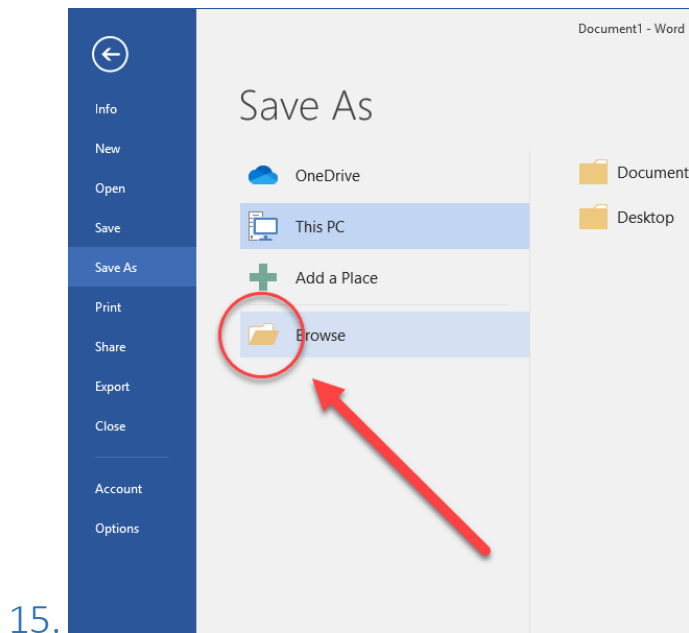
Click on “Blank document”.



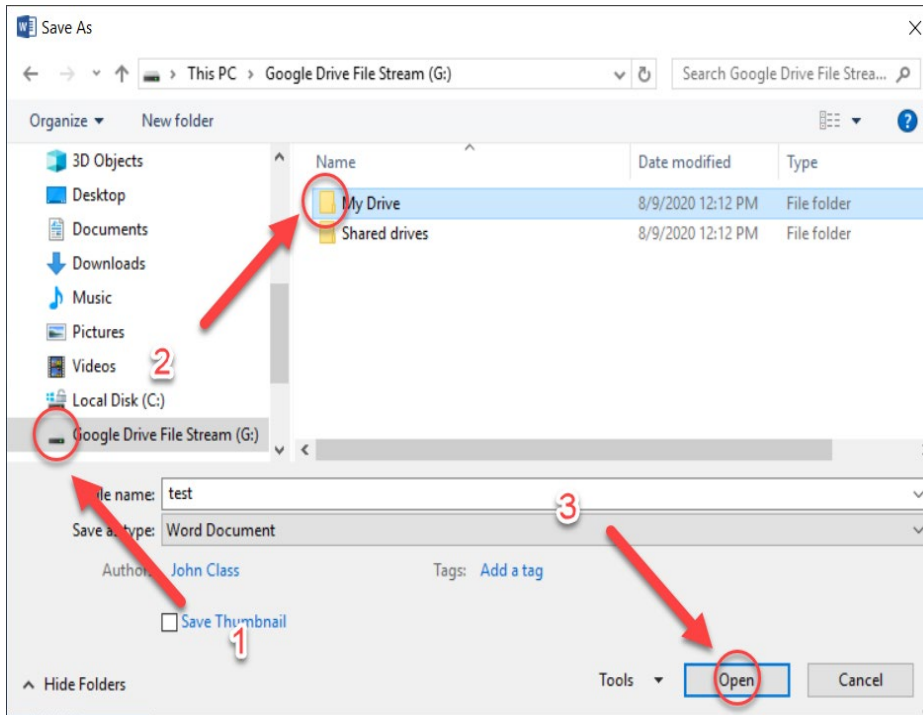
Type "test" in the body of the document.



Click the "save" button on the upper left hand side of the screen.

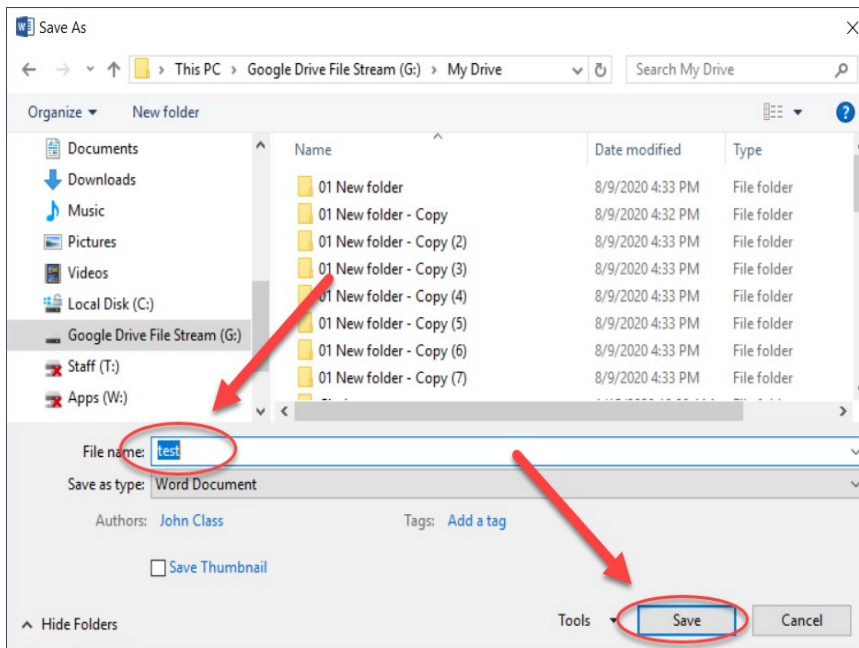


A window will pop up with options on where to save. Click on "Browse".



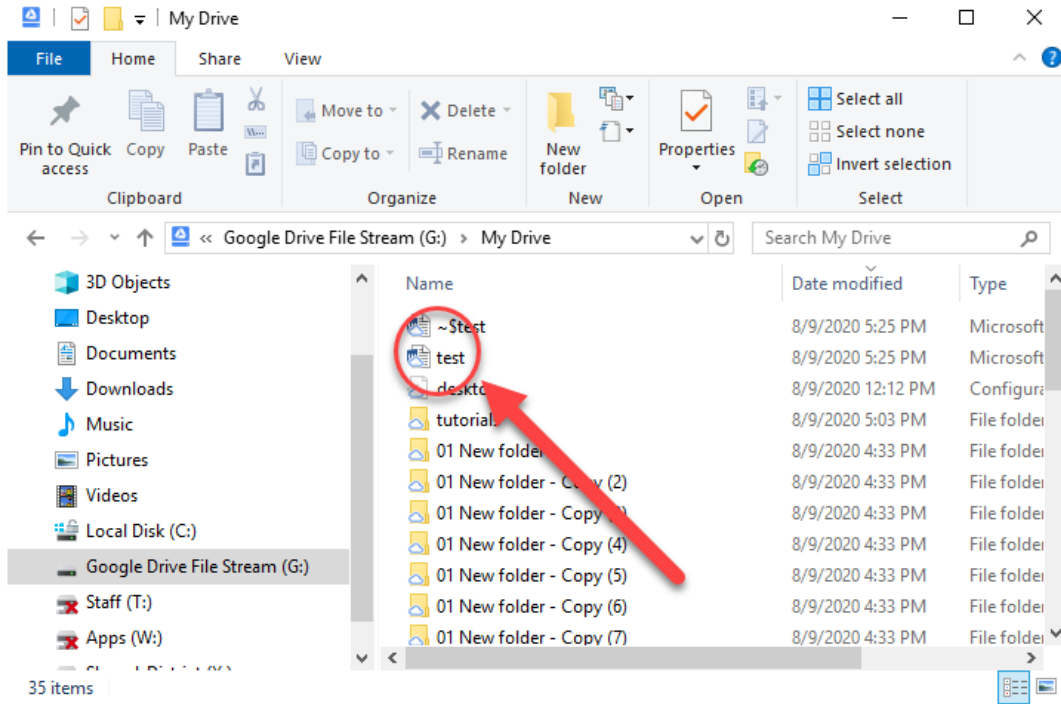
16.

1. Click “google drive file stream”
2. then click “my drive”
3. Finally, click the button on the bottom right named “open”



17.

Another window will open showing the contents of your G drive. Now you can name the file and save it in your G drive. If you double click on another folder before you save it the file will be saved in that location instead. Ex. this could be saved directly into “01 New Folder” if I wanted to.

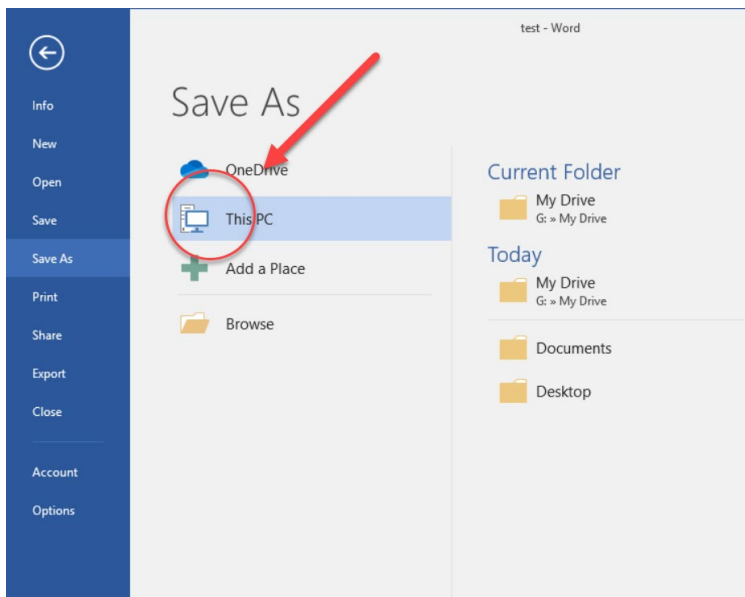


18.

Check that the file is saved where you want it. We just saved this file to the main folder. You can copy or cut and paste to another folder if you want to.

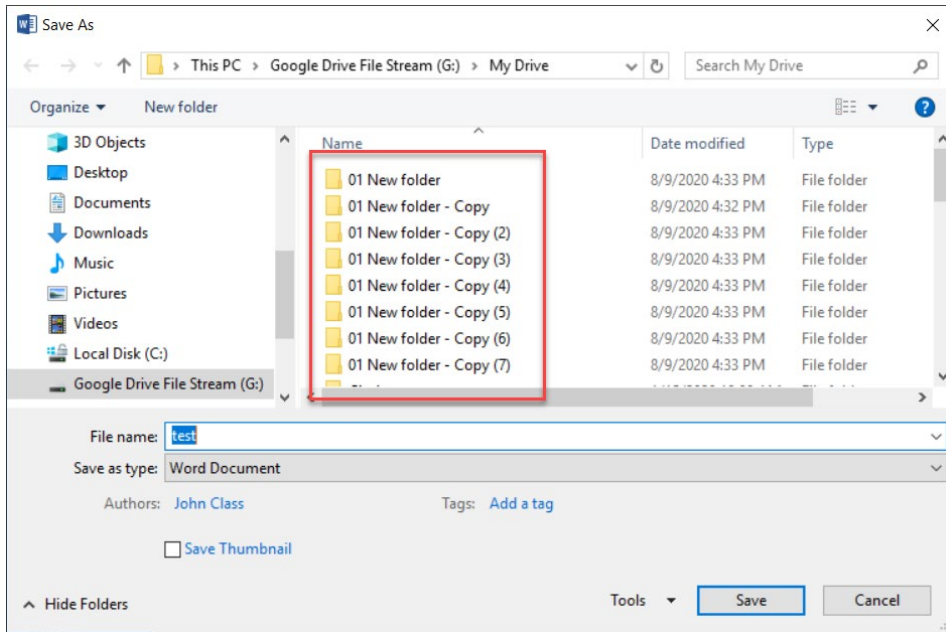
19.

Once you've set this up you can find it as a shortcut next time. Create a new Microsoft Word document and save (repeat steps 12-14).



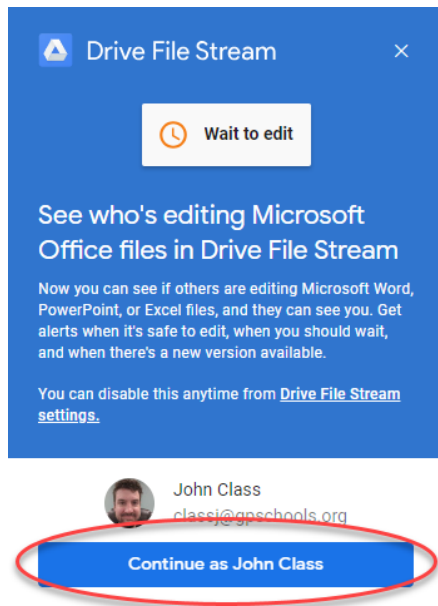
20.

Click on "This PC" Notice that you will be saving everything to your G drive by default.



21.

Click on My Drive. This takes you straight to your “My drive” location on G drive. You can select which folder you want to save to from here.



22.

Sometimes you will get a notice that a file is being edited by someone else. If you are sure that no one else is editing this document you can click “continue as ‘yourname’”. Otherwise, contact the other person first. When two people edit a document at the same time, strange things can occur....