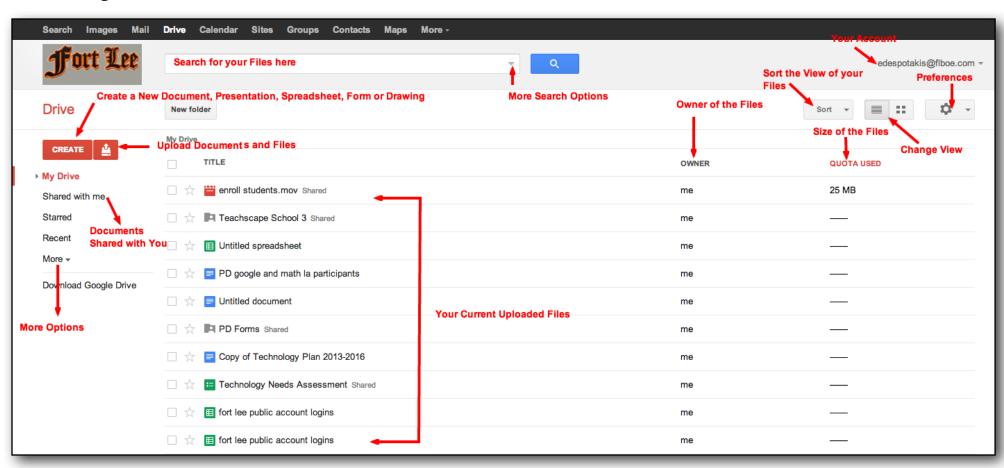# Google Drive Overview

Google Interface

What you can do when you Select a File

edespotakis@flboe.com ▾

Drive

CREATE 📤

- My Drive
- Shared with me
- Starred
- Recent
- More ▾

Download Google Drive

Create Folder → New folder

Share Files → 👤+

Move File Into Folder → 📁

Delete → 🗑

Preview → 👁

More ▾ →

Sort ▾   ☰ ⊞   ⚙ ▾

Open
Open With
Share
Add Star
Don't Show in Activity list
Organize
Rename
Mark as unviewed
View authorized apps
Make a copy
Download
Submit to template gallery
Remove

Select File

My Drive

	TITLE	OWNER	QUOTA USED
☑ ☆	📄 Done	me	——
☐ ☆	📁 Accounts	me	——
☐ ☆	📁 Lucidchart	me	——
☐ ☆	📁 Tech Staff Developers Meeting Notes	me	——
☐ ☆	📁 Technology Plan	me	——
☐ ☆	📁 Google Apps for Education and Math/LA Resources Workshop Files	me	——
☐ ☆	📁 Needs Assessment Survey	me	——
☐ ☆	📁 PowerSchool Videos	me	——
☐ ☆	📁 Google Templates	me	——
☐ ☆	🚩 Teachscape School 3 Shared	me	——
☐ ☆	🚩 PD Forms Shared	me	——