**Google Drive & Google Docs                Brief Introduction for ACT Teams**2/20/14

Google Drive is Google’s cloud-based file storage service that enables users to upload, store, share, print and download documents, photos, music, videos and other file types.  It also allows users to set up folders to organize their files.  With Google Drive, users can access their files with nearly any type of device — PCs, tablets, smartphones, etc. — that supports a web browser and an active Internet connection.

Within Google Drive you can use Google Docs, a "software as a service" office suite, to create word processing documents, spreadsheets and presentations.  You can easily edit them, and they also can be edited collaboratively by multiple users at the same time, with each user’s edits identified and all changes tracked.

The combination of Google Docs and Google Drive provides a powerful document creation, management, collaboration, storage and search tool for use by ACT project teams.

**Who do I contact if I have problems with Google Drive on my project?**

You and your team members should contact ACT (info@stanfordact.org) if you have any problems, questions, suggestions, etc. about Google Drive and Google Docs.

**What can I do within my ACT project folder on Google Drive?**

* ACT has set up a top-level folder for your project and has set up four sub-folders for you to use.  Any team member can add additional sub-folders as needed during the project.
* Any team member can upload files to any folder or create documents with Google Docs in any folder.
* Folders and files can have specific sharing permissions; for example, you may denote a particular folder or file for sharing with client personnel. Your project folder, sub-folders and all files that you create or upload are automatically shared with all members of your project team.
* When you add or change folders or files, it is easy to notify your team members by right-clicking on the name then click Share...  Email Collaborators. You should always do this for significant additions and changes.

**How do I log on to my team’s Google Drive folder for my project?**

You and all of your team members have received a message from ACT, giving you instructions for accessing the Google Drive folder that was set up for your project.  ACT put some documents that you should read in the sub-folders within your project folder.

**How do I see the revision history of a document, spreadsheet or presentation created with Google Docs?**

With the document open, click “File” then click “See revision history” to display the revision history on the right side of the window.  To see a summarized revision history, click “Show less detailed revisions” at the lower right corner of the window.  To view each prior revision, click on its date and time.

**How do I learn more about using Google Drive and Google Docs?**

ACT has written a Project Team Guide for Using Google Drive and Google Docs and put a copy in your Project Administration folder on Google Drive.  Please send ACT (info@stanfordact.org) feedback about the Guide, about this Brief Introduction, and about anything else that you think will make Google Drive and Google Docs better for future ACT project teams.

**How is Google Drive different from PB Wiki?**

If you have used PB Wiki as a file storage and collaboration tool on your past ACT projects, you will notice several important differences in Google Drive.

**One critical difference is that Google Drive does not automatically send a message to everyone on your team when you add or change a document or folder or make any other changes on Google Drive.** This eliminates all the clutter of messages that PB Wiki sends to everyone on your team when you make some insignificant change, but it requires you (and all your team members) to remember to send a message from within Google Drive when you want to inform your team about an important addition or change. You do this by right-clicking on the name of the folder or file that you have added or changed, then click on "Share…." and "Email collaborators." Compose your message in the space provided, modify the message subject line if you want to, de-select (remove the check marks from) any recipients that you do not want to send the message to, and click "Send."

**Another difference is that Google Drive includes Google Docs, which makes it very easy to create documents, spreadsheets and presentations within Google Drive, rather than uploading Word, Excel or PowerPoint files to Google Drive.** Of course you can just upload files if you want to, but we encourage you to take advantage of the capabilities of Google Docs by clicking on the red "Create" button on the left side of the Google Drive windows. ACT project team members have been creating documents, spreadsheets and presentations, and they have found that Google Docs has the basic capabilities of Word, Excel and PowerPoint.

**If you create documents, spreadsheets or presentations with Google Docs and store them in one of your project's Google Drive folders, you can take advantage of Google's powerful and easy to use collaborative editing capability.** Multiple people can simultaneously edit a document, spreadsheet or presentation in real-time, with each person's edits shown in a different color. ACT project teams have found this capability to be very useful during their team conference calls and team meetings, and we strongly recommend that you try it with your teams. You can also convert uploaded Word, Excel and PowerPoint files to the Google Docs format and edit them collaboratively.