

Top Hacks for Your Google Drive!

Tips to improve efficiency and organization with the tools you use every day.





Ben Sondgeroth

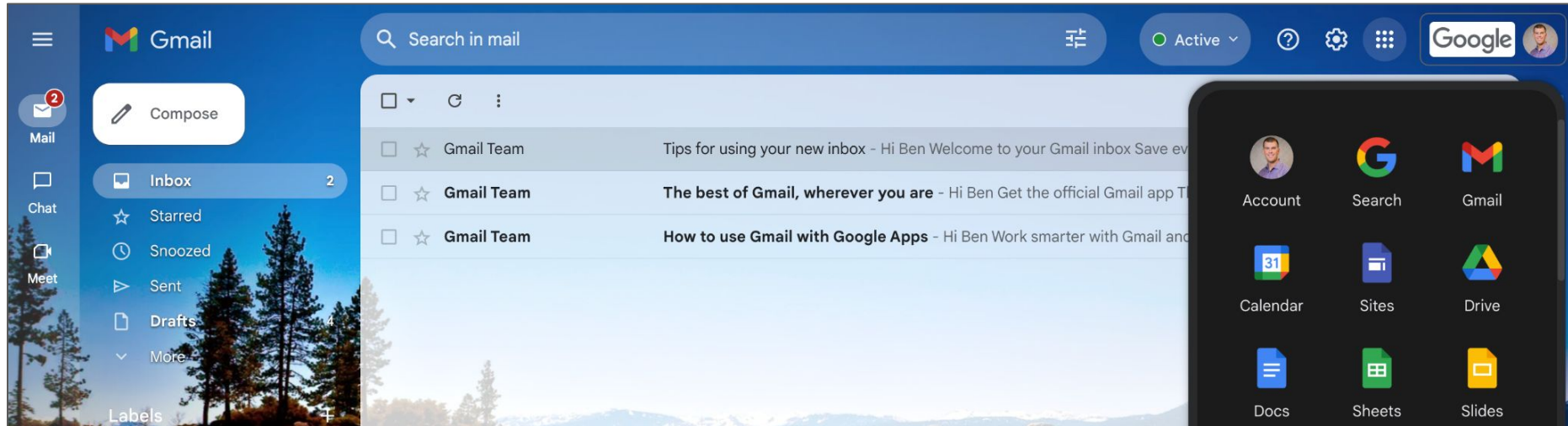
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@bsgolfphotogrphy

How do we access Google Drive?



The image shows a screenshot of the Gmail web interface. On the left, there is a navigation sidebar with icons for Mail (with a red notification badge showing '2'), Chat, and Meet. Below these are 'Compose', 'Inbox' (with a '2' badge), 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. At the bottom of the sidebar is a 'Labels' section. The main header area contains the Gmail logo, a search bar labeled 'Search in mail', and a status indicator 'Active'. The main content area displays a list of emails from 'Gmail Team' with titles such as 'Tips for using your new inbox', 'The best of Gmail, wherever you are', and 'How to use Gmail with Google Apps'. A dark-themed 'Google Apps' menu is overlaid on the right side of the screen, featuring icons for 'Account', 'Search', 'Gmail', 'Calendar', 'Sites', 'Drive', 'Docs', 'Sheets', and 'Slides'.

Need to take notes? Use .New!

Go to the Omnibox of your Chrome browser (where you type URLs)

Type “**doc.new**” and hit the Enter key:



This works with most Google apps:

slide.new

site.new

sheet.new

jam.new

form.new

drawing.new

bit.ly/LTCdeclutterdrive

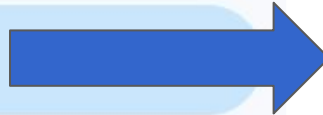
Google Drive's Folders



Priority



My Drive



My Drive is where you can organize your files however you'd like.



Shared drives



Shared with me



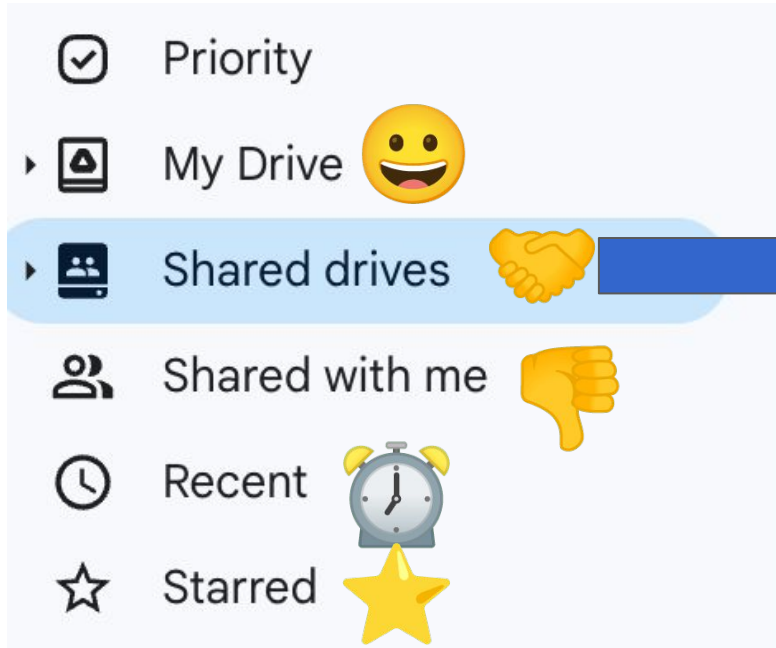
Recent



Starred



Google Drive's Folders

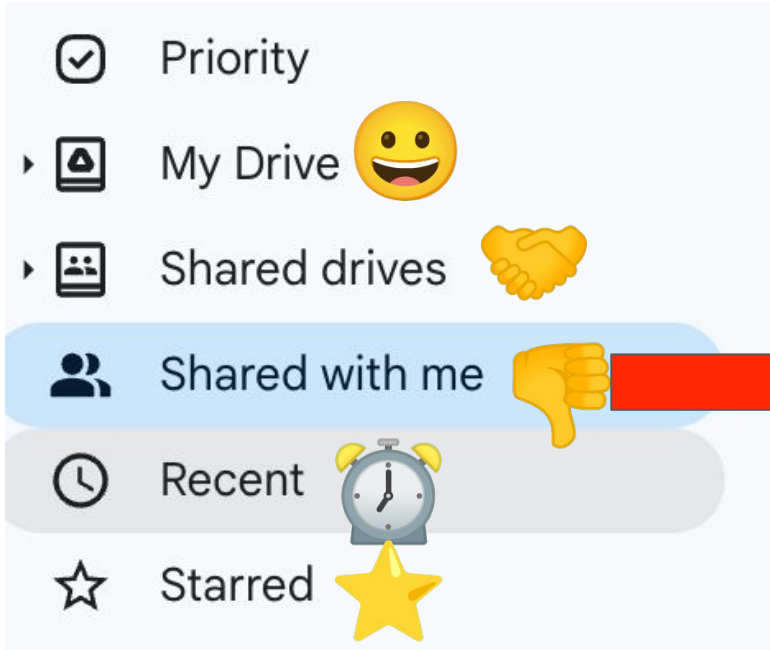


Your tech team can set up Shared Drives to use as a collaborative space.

Files moved here are owned by the Drive, not any individual.

There are several levels of permission that everyone added to a Drive can be assigned.

Google Drive's Folders



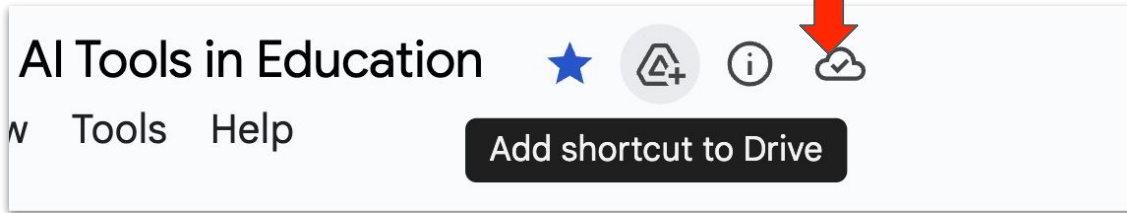
A sad, dark, deep, cavern of despair.





EVERYTHING shared to you or your organization shows up here chronological..

There is hope. The “Add to Drive” button, explained on the next slide, allows you to organize your drive

Use “Add to Drive”

When you're already in a file:



AI Tools in Education    

Tools Help **Add shortcut to Drive**

A red arrow points to the 'Add shortcut to Drive' icon in the toolbar.

From within Google Drive:



 PD Agenda - AI Tools in E  Add shortcut to Drive

right click 

A red arrow points from the mouse icon to the 'Add shortcut to Drive' option in the context menu.

Add to Drive - From Email

One attachment • Scanned by Gmail ⓘ



AI Workshop 7-28-23

Shared in Drive

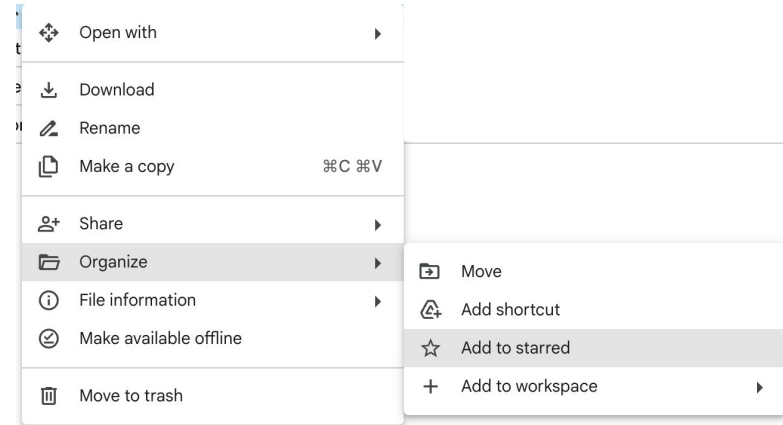
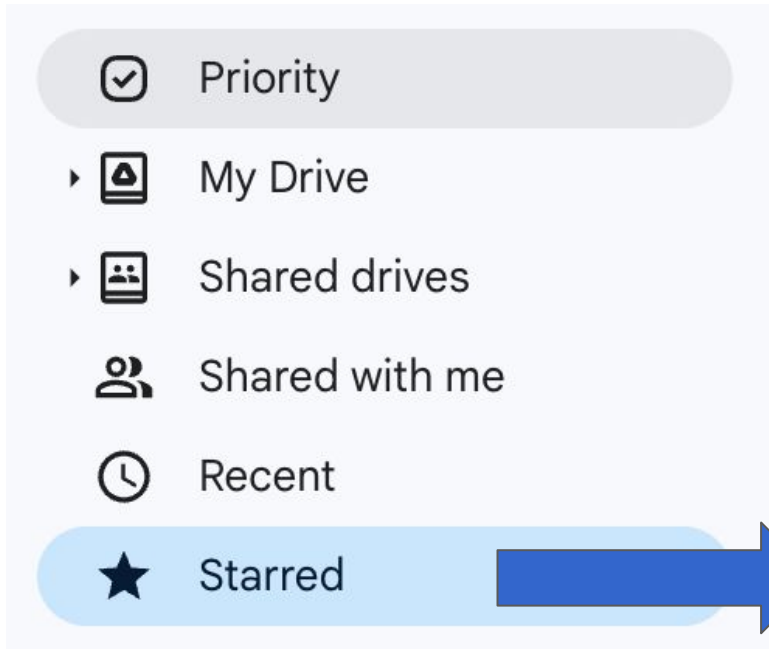


Add to your Drive!

If you **have Edit rights** to a file, you can add it to your Drive.

If you **don't** have Edit rights to a file, you can **add a shortcut** to your Drive.

Google Drive's Folders



You can “Star” important files and find them in this folder.

Google Drive's Folders

- ✓ Priority
- ▶ My Drive
- ▶ Shared drives
- ▶ Computers
- Shared with me
- Recent
- Starred






- ▶ Woodland Elementary Staff
- ▶ Woodland ESC Staff
- ▶ Woodland Intermediate Admin
- ▶ Woodland Intermediate LRC
- ▶ Woodland Intermediate Staff
- ▶ Woodland Middle Staff
- ▶ Woodland O&F
- ▶ Woodland Primary Staff

Collaborative file storage owned by the district rather than any individual.

Organize Your “Workspace”




Workspaces [Create](#)

Declutter Sessions ⋮

-  **Declutter Your Google Drive** ⋮
You edited today
-  **Declutter Your Gmail** ⋮
You edited today
-  **Declutter Your Task List** ⋮
You edited today






[View workspace](#)

Google Workshops ⋮

-  **Hey Google! What's New? Upd...** ⋮
-  **Decluttering Your Digital Life** ⋮
-  **Creating a Google Classroom ...** ⋮

[View workspace](#)

HyperDocs Examples ⋮

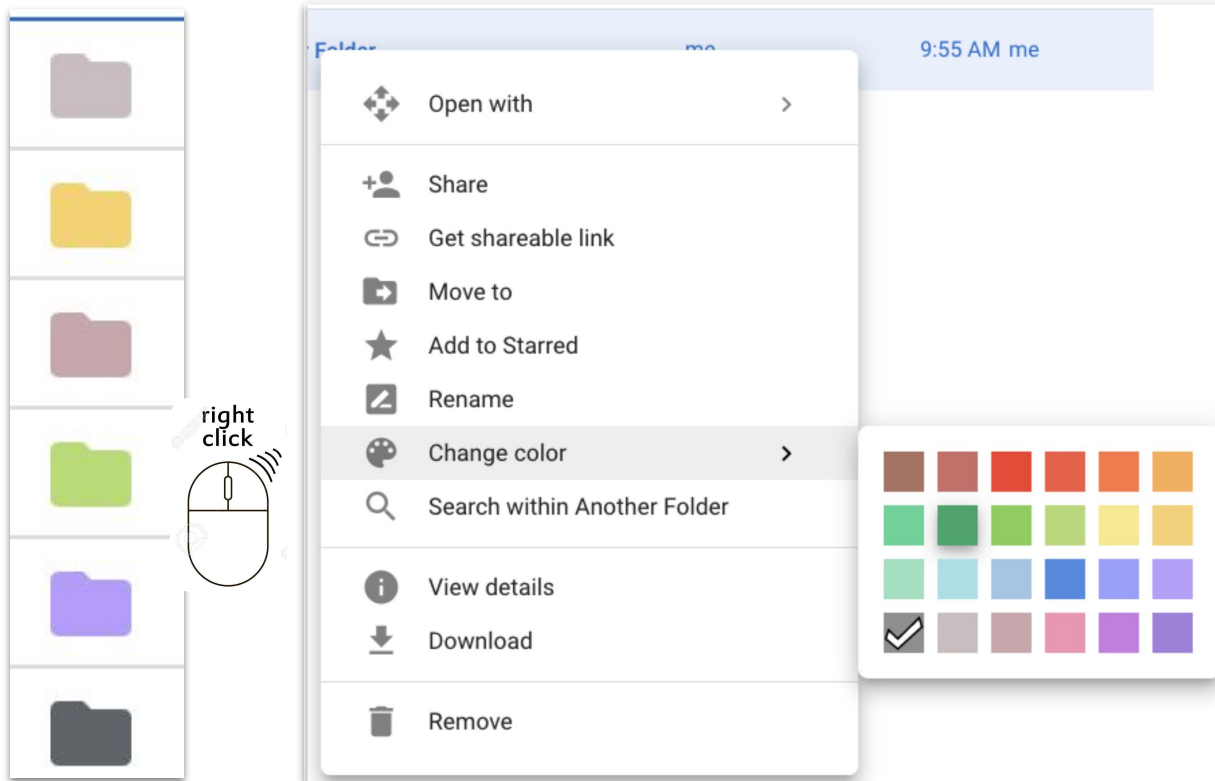
-  **Colonial Resistance hyperdoc** ⋮
-  **Build a Snowman - Eric Curts** ⋮
-  **2021 Wax Museum** ⋮
-  **You've Got the Tools. Now you ...** ⋮
-  **Christmas Tree Decorating** ⋮

[View 2 more](#)

The background is a solid dark blue. In the top-left corner, there is a partial circle of small, light blue dots. In the bottom-right corner, there are two overlapping circles of small, light blue dots, one larger than the other, creating a layered effect.

Organizing Your Drive

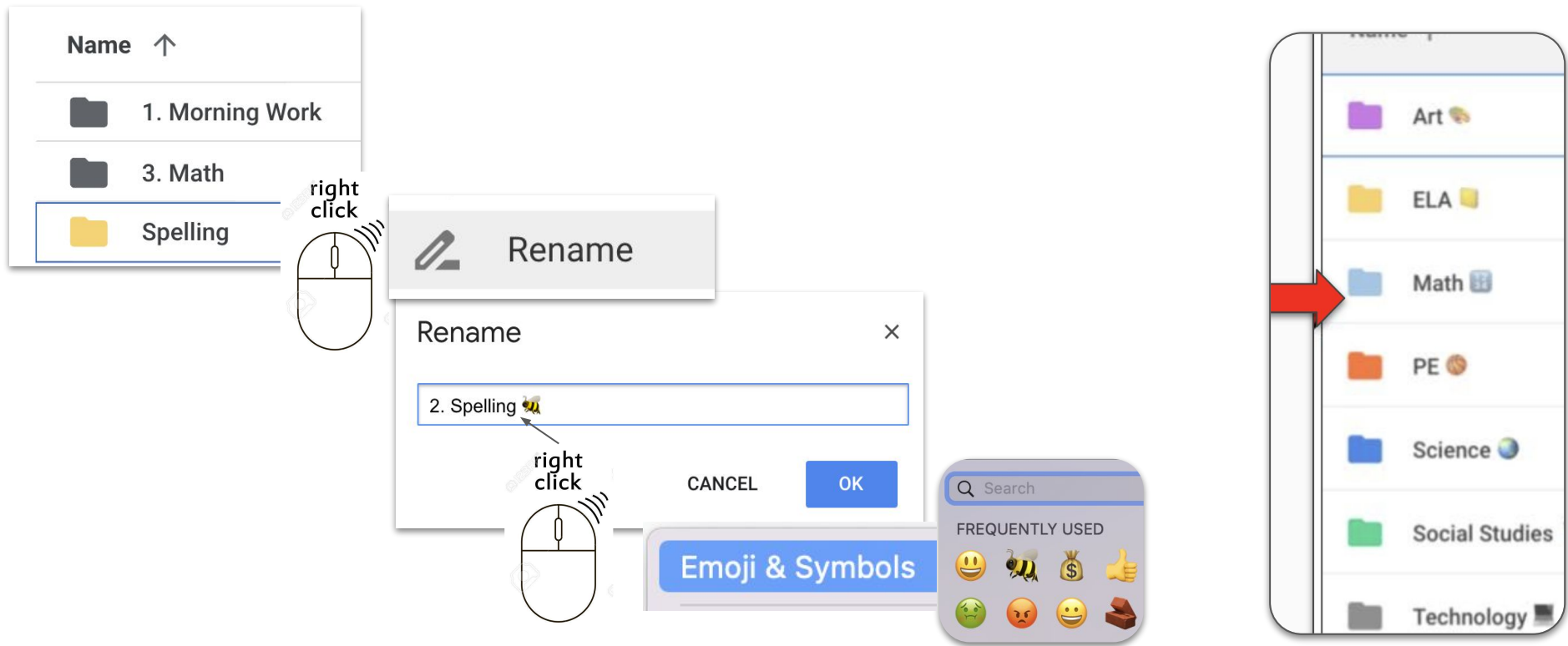
Add Color and Emojis...



For shared folders, the color you choose **ONLY** affects **YOUR** view of the folder, nobody else's!



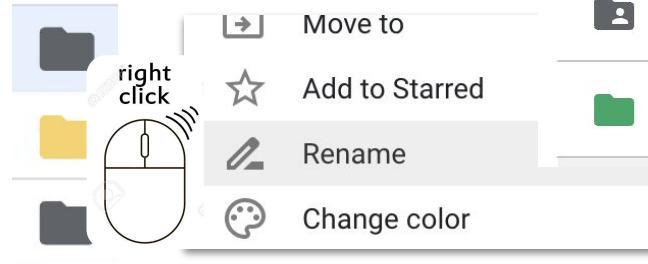
Visuals!









Hack the Alphabet

Rename files and folders that you need access to most quickly.

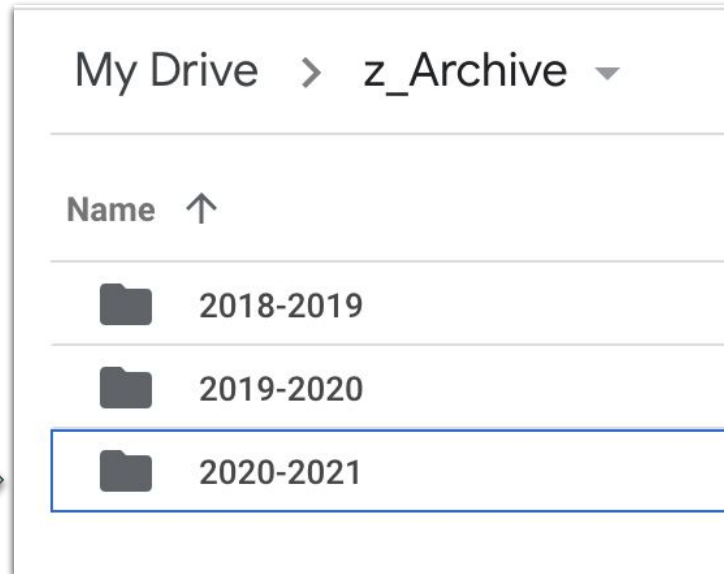
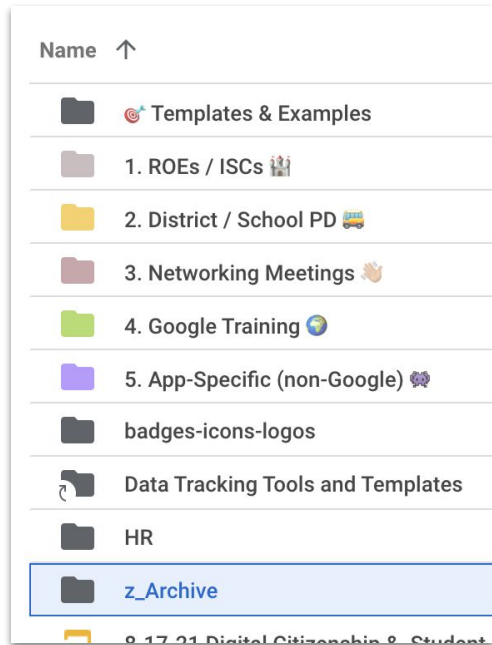
Use emojis, symbols, or numbers at the beginning of the name to bump them to the top of the list “alphabetically.”



Name	↑
 BHS L1 May	
 Assignment Examples	
 _Adobe Spark PD Kit	
 🍷 Blog Posts	
 1 - Workshop	
 Apple Distinguished Educator	



Make a “z_Archive” while you’re at it!

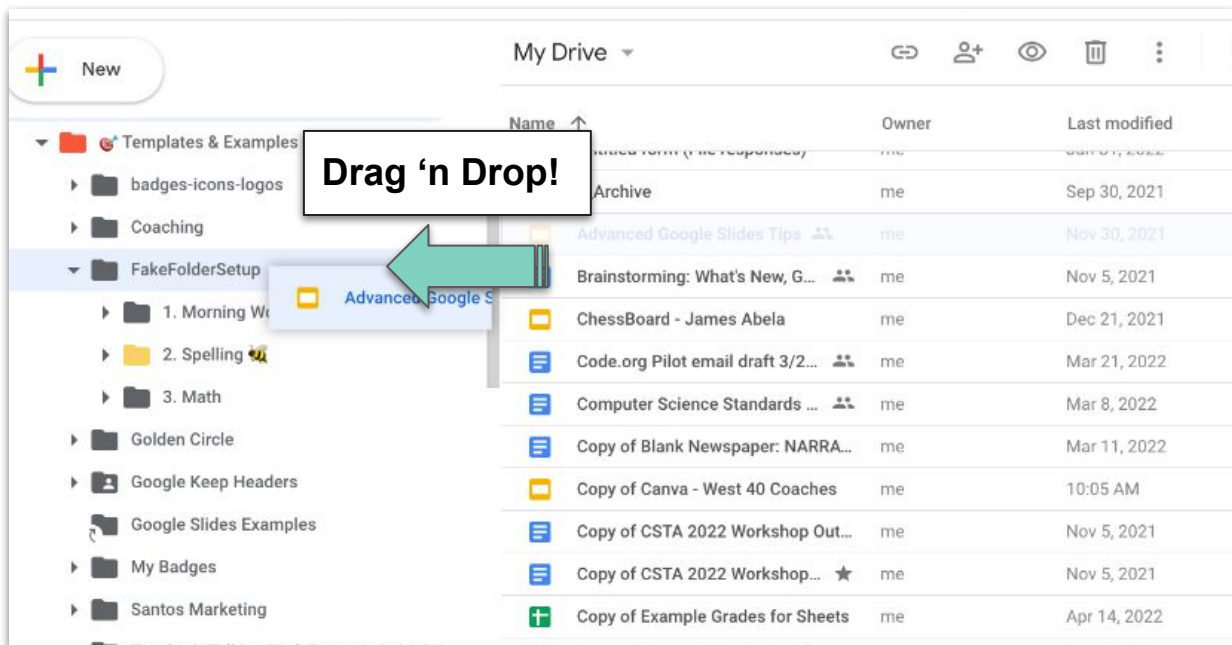


Pop Quiz - why didn't I name it just "Archive"?

Use Drag and Drop to Organize

While you click files, hold the “**Shift**” key to select multiple files in a row.

Hold “**Control**” (or Command) while you click to select multiple *non-consecutive* files.



Use the Advanced Search

Search in Drive

Type: Any

Owner: Anyone

Has the words: Enter words found in the file

Item name: Enter a term that matches part of the file name

Location: Anywhere

In trash Starred Encrypted

Date modified: Any time

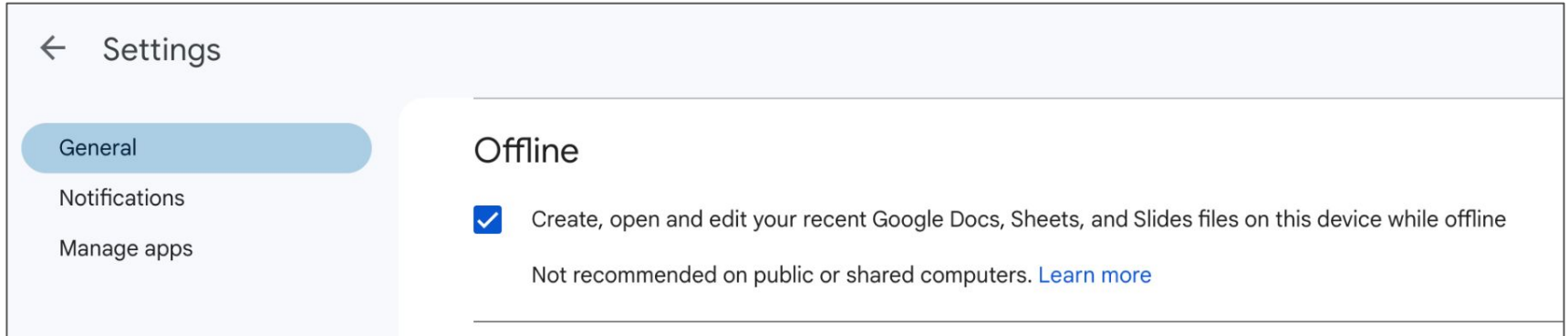
Approvals: Awaiting my approval Requested by me

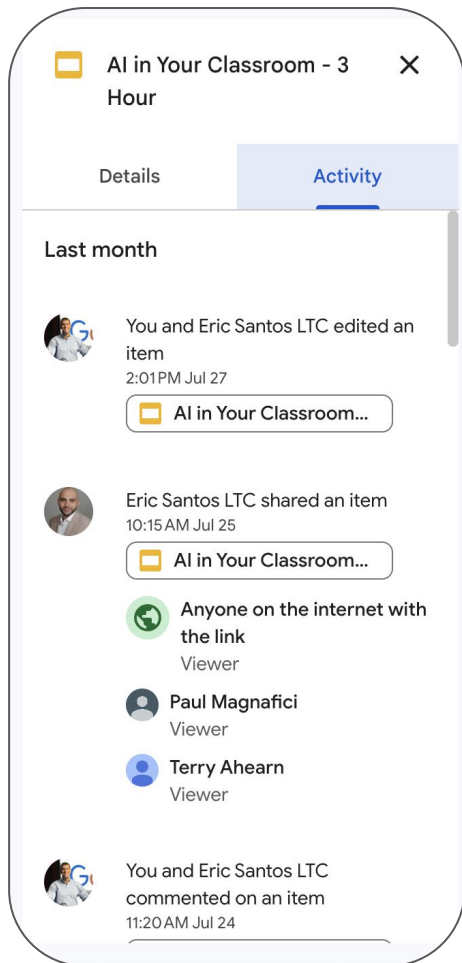
Shared to: Enter a name or email address...

[Learn more](#) [Reset](#) [Search](#)



Be Ready for Life Offline





What are the Details?



Become a Keyboard Warrior

In Google Drive, you can type the following keyboard commands:

Arrow Keys	Navigate files & folders
Enter	Open
n	Rename
p	Preview (in same tab)
. (period)	Share
z	Move
/	Search
?	See more shortcuts!





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