

How to Save any screen, to review the screen image now or later

<i>Device Type</i>	<i>Keyboard keys OR button combo</i>	<i>Screen image file is stored in folder</i>
Windows	Win+PRTSCR	Pictures/Screenshots
Macintosh	Shift+Command+3	Desktop
Android	Power+Volume Up	Internal storage/ DCIM/Screenshots
iOS	Home+Volume Down or Power+Volume Down	Photos

USING MULTIPLE GOOGLE DRIVES

A presentation by
JOHN KROUT
For PATACS+OPCUG
October 19, 2024

AGENDA

- What is storage? What is **cloud** storage?
- Cloud storage providers and zero-cost cloud storage
- Using the Google Drive app for iPhone and iPad
- Using the Google Drive app for Android portables
- Using the Google Drive app for Windows
- Making a Google Drive file downloadable
- Bigger is better ...

Why care about this topic?

- You have access to your cloud storage anywhere and any time you are connected to the Internet.
- You can download any file you put on cloud storage.
- If your phone or tablet or computer is nearly full, then you can store big files or seldom-used files in cloud storage, and remove them from your device.
- When you need a cloud file, you can download the file to your device or use the Web to display the file.

What Is Storage?

Storage is Permanent

- Unlike computer memory, Storage holds onto files when **computer power is turned OFF**.
- Examples of computer storage:
Hard drives, Solid State Drives, USB drives
- Computer memory (RAM) is much faster than Storage, but uses power constantly
- Memory is used for reading or change data in a file; Storage is used for keeping the file for later

Storage Speed

- Internal Storage, including hard drives and Solid State Drives (SSDs) are fast.
- An SSD is faster than a hard drive.
- USB drives are not quite so fast as SSDs and hard drives.
- Network Attached Storage (NAS) speed might be faster or slower than USB drives – depends on NAS storage type (SSD is fastest) and local network speed
- Cloud drives are slower than any other type. Speed partly depends on the speed provided by your Internet Service Provider (ISP) and local network speed

What Is Cloud Storage?

Cloud Storage Uses Someone Else's Computer

- You establish an account with the provider of that computer to obtain cloud storage and other services via the Internet.
- Providers include Apple, Google, Microsoft, Adobe, Verizon, and many others.
- Many providers offer a modest amount of storage for zero cost, and offer extra storage for a monthly subscription fee.
- Many offer free storage, but not all. Using the Web access to cloud storage, the contents of cloud storage looks very much like what you see in local storage on your computer.

Zero-cost Cloud Storage Capacities

- Google: 15 Gigabytes capacity
- Microsoft: 5 gigabytes capacity
- Apple iCloud: 5 gigabytes capacity
- Some others provide cloud storage for free and enable you to ***earn*** even more
- Some others also offer **end-to-end encryption**, so no automated system can read your files or use your files to train artificial intelligence.

Google Accounts: other capabilities

- Gmail, Google Calendar, Google Meet (competes with Zoom), Google Earth, Google Translate
- Online Productivity apps for editing files online: word processor, spreadsheet, slide deck creation
- Create a download URL for any Google Drive file you wish to share with others. Similar to posting a file on a website for others to download. URL is valid as long as the file is on Google Drive.

Google Drive Access using a Web browser

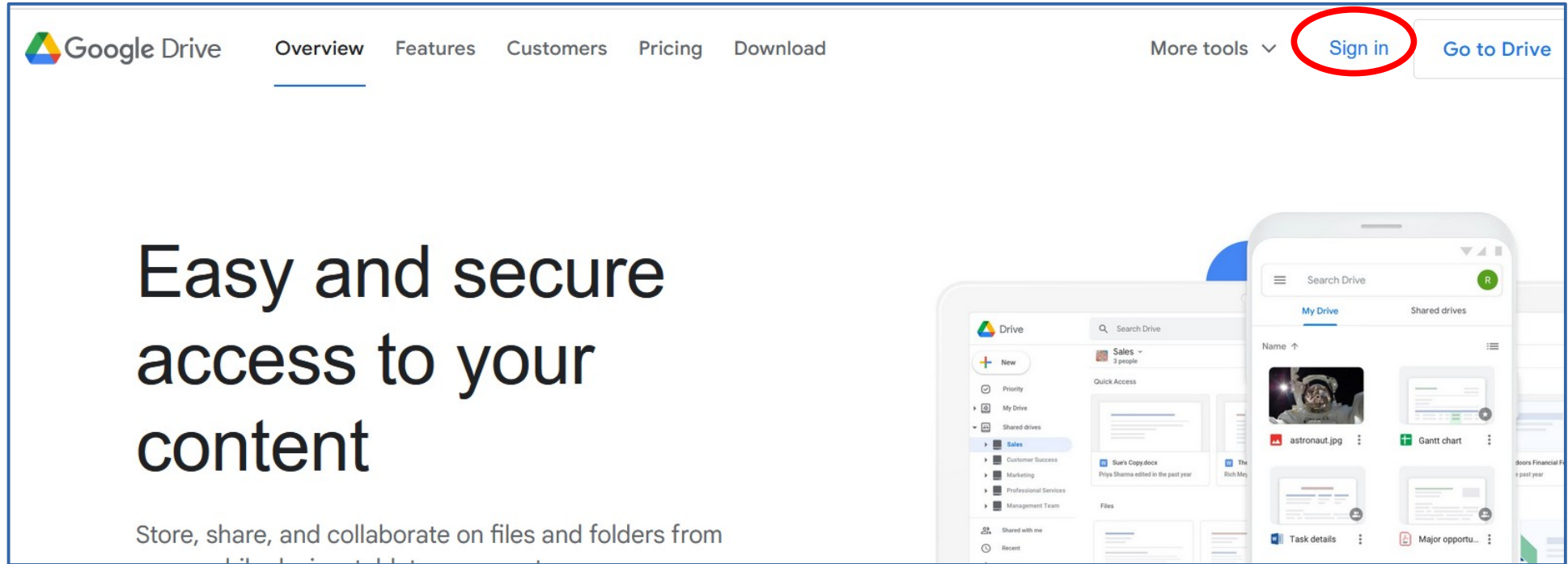
Why Google Drives?

- Over the last 15 years I have created zero-cost Gmail accounts for separate communications involving various organizations. One was for PATACS emails. Another one was for APCUG emails involving my presentations for that group.
- Most recently I created one for software on my laptop. That account allows applications I create to send email to me automatically.
- The default method for using Google Drive is to log into a Gmail account using a Web browser, and switch to the Drive web app.

Why Google Drives?

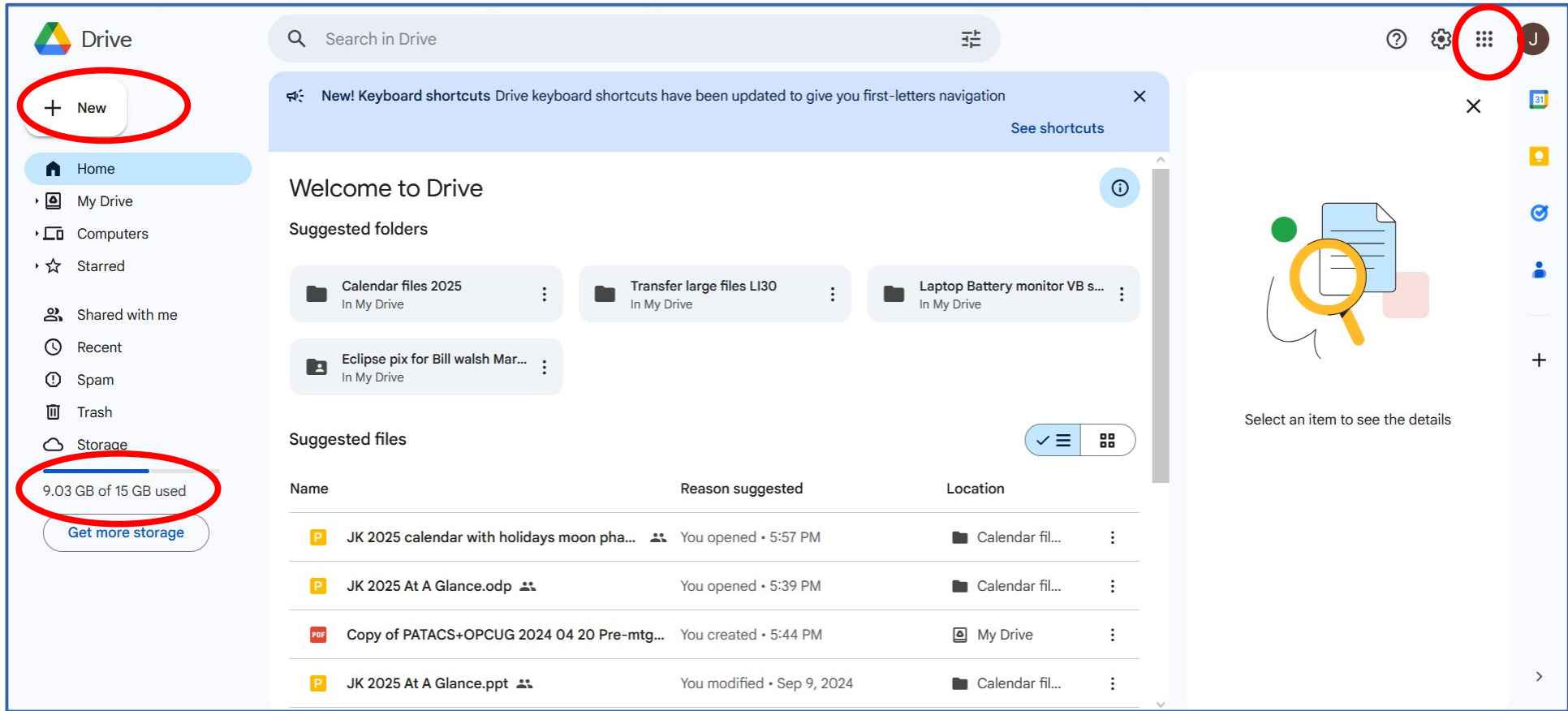
- If you own an Android smartphone or tablet, part of the process for setting up that smartphone creates a Google account. Through that account, you have access to a personal Google Drive in the cloud.
- Initially, I did not realize that I also got free Google Drive storage space with each new account.

Try this URL: drive.google.com



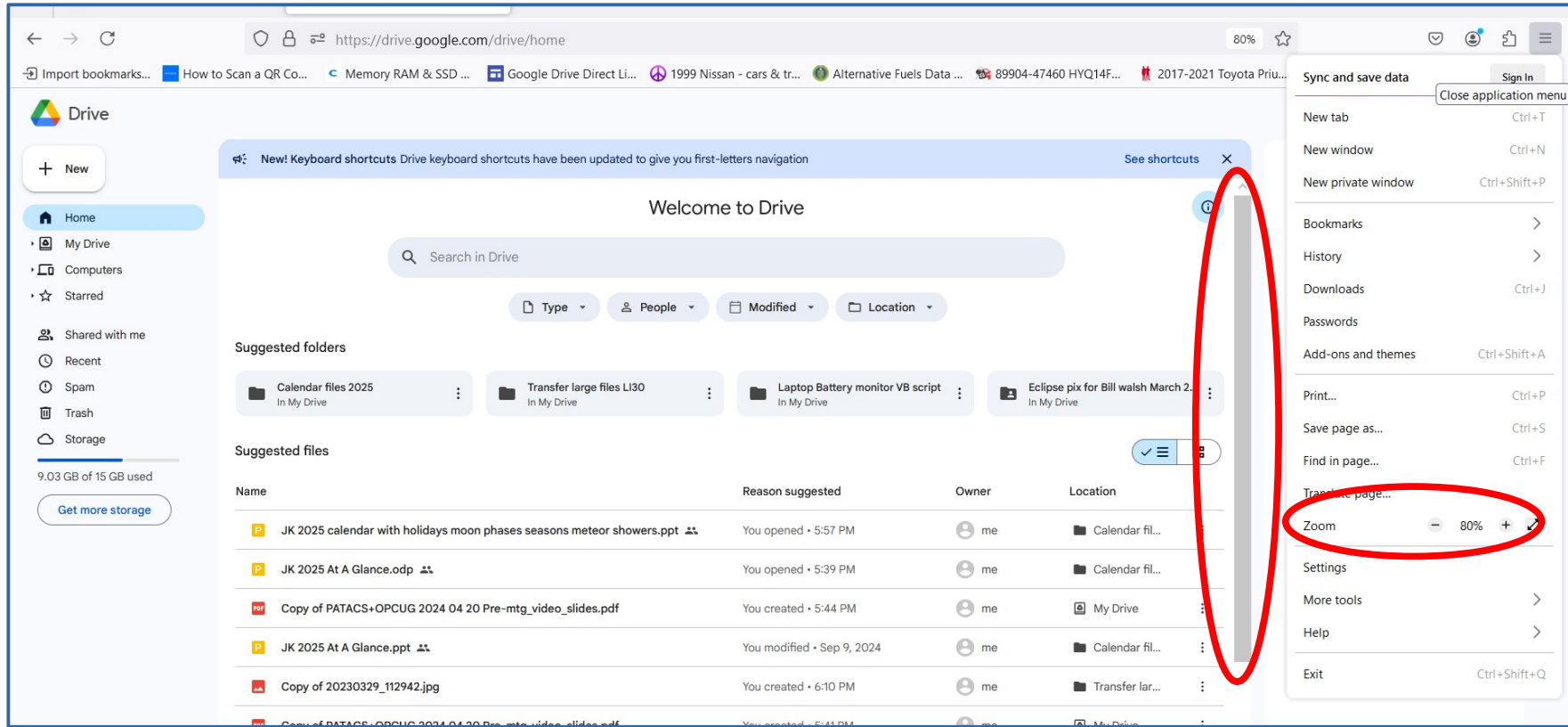
After you click the **Sign In** link, the page will prompt you to enter your Google account ID and password.

The Google Drive web display



+ New, upper left: add a file from your computer to your Google Drive
Nine dots, upper right: switch to other Google apps for your account

To see more files



- Use the vertical scroll bar
- Use the Zoom (magnification) control

Use familiar Windows keystrokes

- Select a file, and tap the **Delete key** to erase it
- Select a file, and tap **CTRL+C** to copy it. You can paste it to your local storage.
- Select a file, and see a preview on the right.
- **Double-click a file**, and it opens in the browser using the appropriate Google app in the browser.
- I used the double-click to successfully open a PDF file, a Powerpoint file, and a video file in the browser.

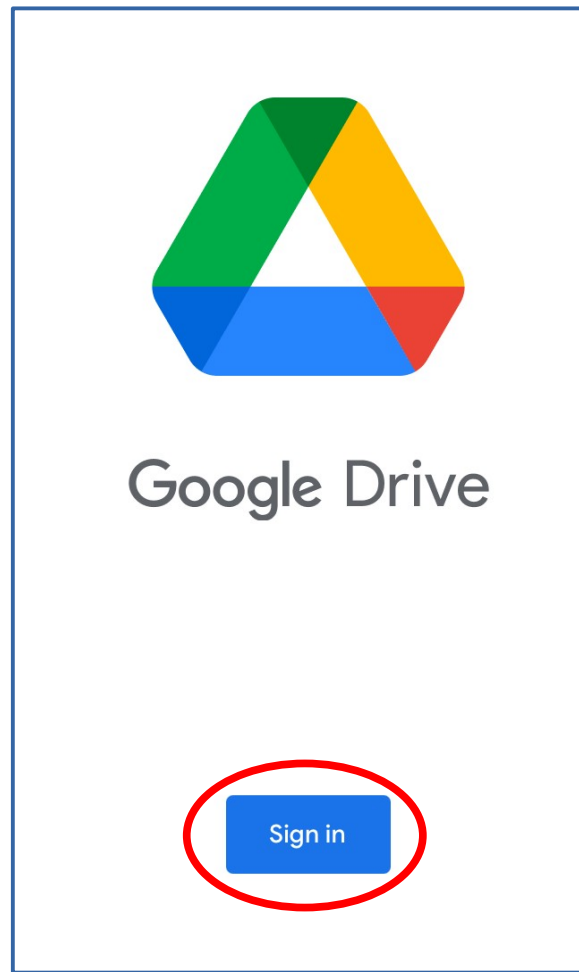
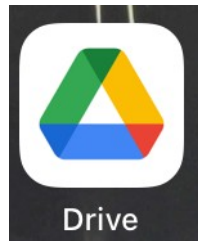
Accessing multiple Google Drives

- Google provides **apps** for convenient access to multiple Google Drives for Android smartphones and tablets, iPhones and iPads, and for Windows and Macintosh.
- When you install the Google Drive app on a portable, an important first step is to add your Google Accounts info to it.
- The app enables you to see one Google Drive at a time.
- You can use the app to switch rapidly between Drive accounts for copying files, pasting files, and downloading and uploading files.

The Google Drive app for iPhones and iPads

Getting started

- Google Drive is a zero-cost app on the App Store.
- After installation, this icon is added to your device:
- When you run the app for the first time, the app prompts you to sign in.
- Tap the **blue button**

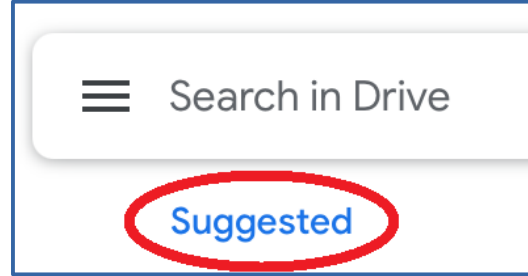


Next step

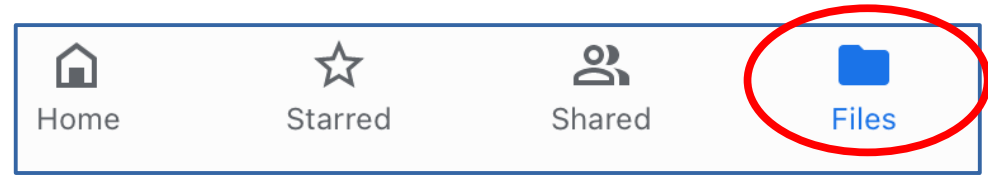
- If you have never used Google Drive on your device, you will be prompted to enter a Google account ID (email address) and password.
- My iPhone 11, on which I had used the app in the past, instead suggested two of my Google accounts it already knew about.
- After logging into one Google account, the Google Drive app shows a list of files already on that Google Drive, if any.

An important button

- The app initially shows a list of **Suggested files** on Google Drive.



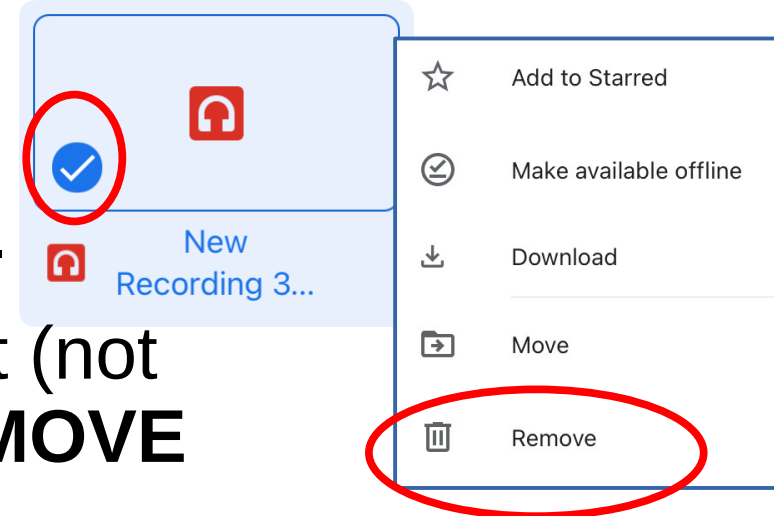
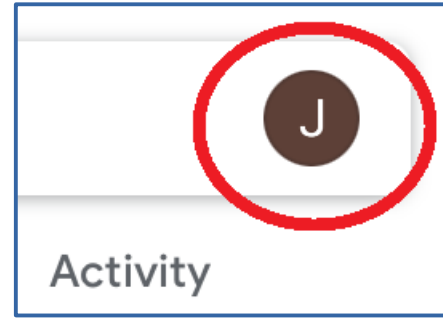
- This is not a complete files list.
- To see All files, tap the **Files button** on the bottom.



- The word **Suggested** changes to **My Drive**.
- All files and folders are listed.

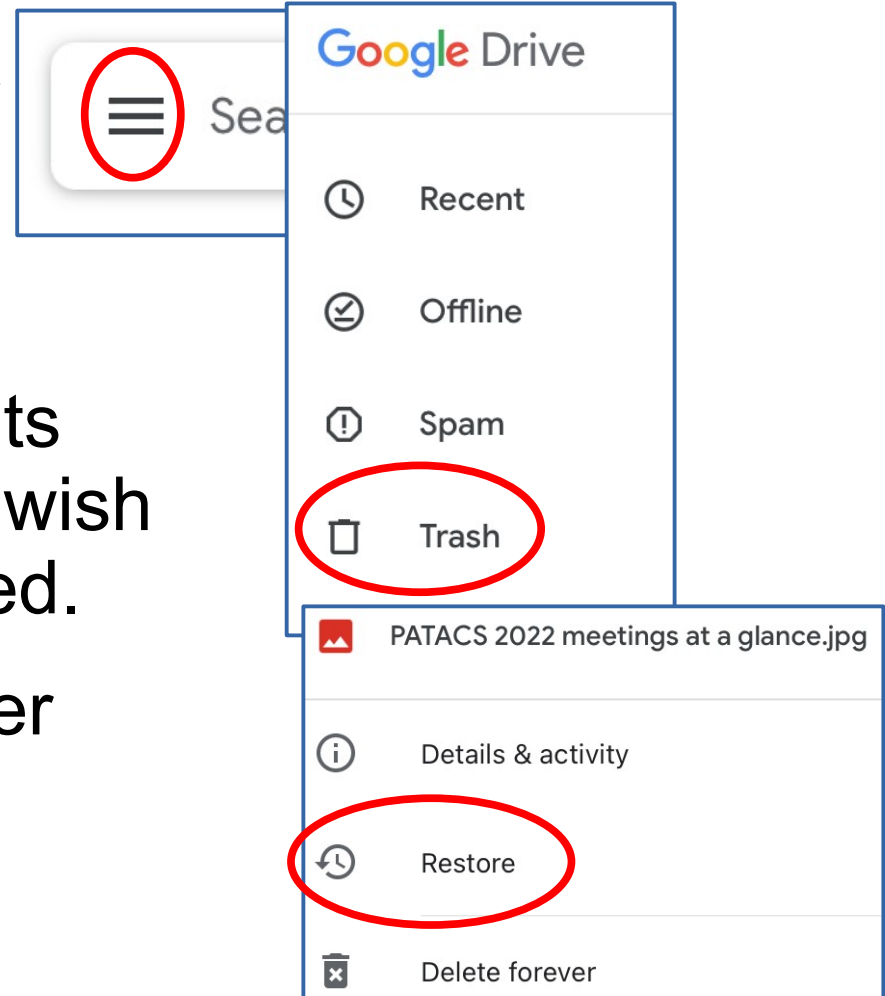
Using the Drive app

- **Add another Google account:** tap the circled letter in the upper right corner.
- After adding 2+ accounts, that same tap produces an accounts list you can switch between, and a button for adding yet another account.
- To **delete one or more files from Google Drive:** select each (long-tap) so a **check mark** appears.
- Tap the Ellipsis (...) in the upper right (not shown). A menu appears: select **REMOVE**



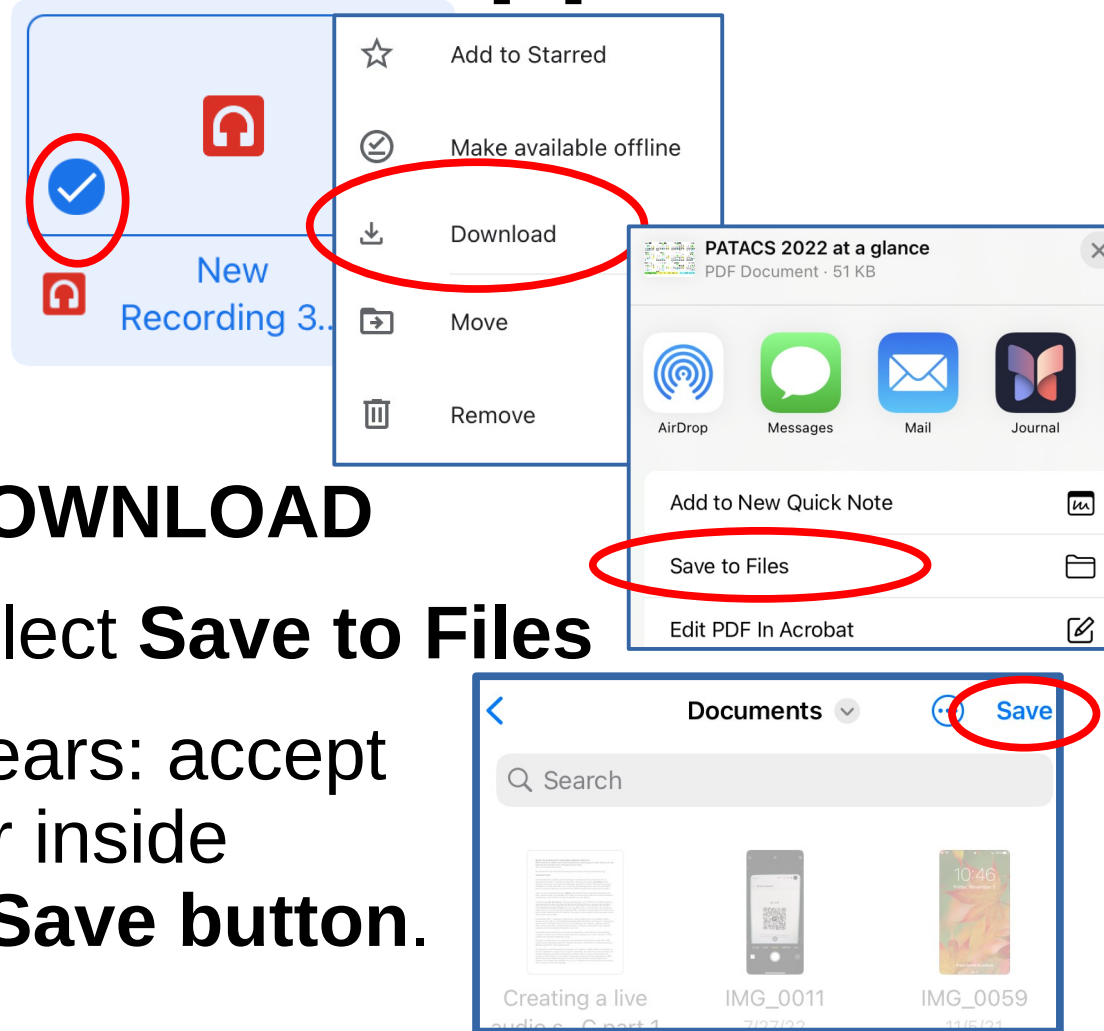
Using the Drive app

- **To undelete a file:** Tap the hamburger button in the upper left corner. A menu appears.
- In the menu, select **Trash**.
- The **Drive Trash** folder contents appears. Long-tap the file you wish to undelete. The file is displayed.
- Tap the Ellipsis (...) in the upper corner (not shown).
- A menu appears. In the menu, select **Restore**.



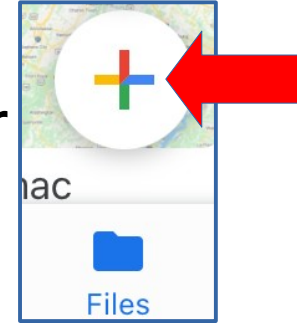
Using the Drive app

- To **download a file**: select file(s) (long-tap) so a **check mark** appears.
- Tap the Ellipsis (...) in the upper right (not shown). A menu appears: select **DOWNLOAD**
- Another menu pops up: select **Save to Files**
- A destination selector appears: accept **Documents** or tap a folder inside Documents. Then tap the **Save button**.

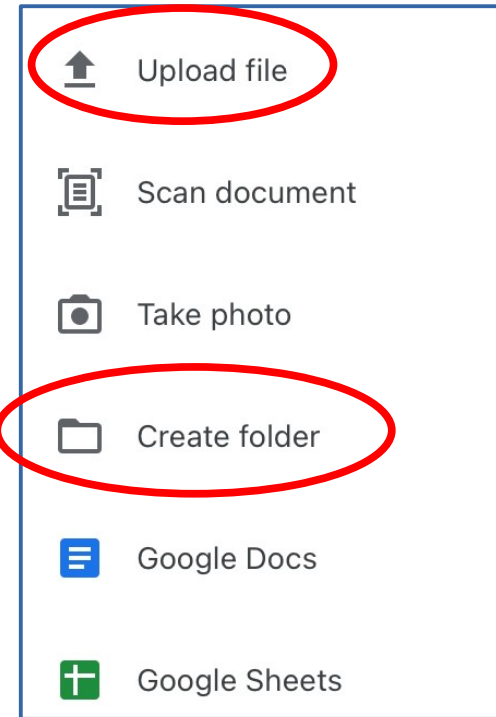


Using the Drive app

- To **upload a file to Google Drive**: Tap the large **+** symbol in the lower right corner of the app screen. A menu appears.



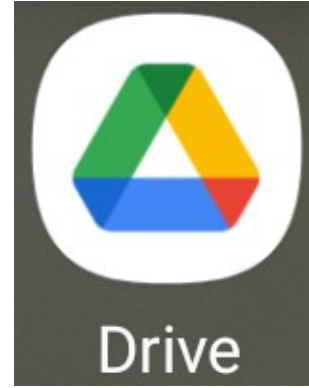
- In the menu, select **Upload File**.
- The app provides a few ways to find a file or files in device storage to upload.
- This same menu enables you to **create a new folder** in Google Drive.



The Google Drive app for Android smartphones and tablets

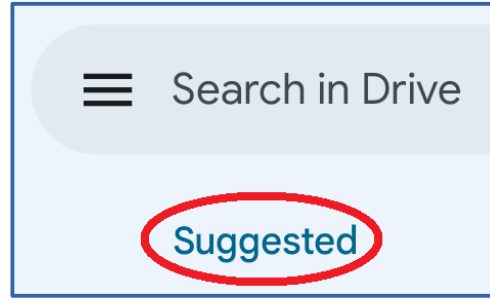
Getting started

- Google Drive app is a zero-cost app on the Play Store.
- After installation, this app icon appears on your device.
- Open the app.
- If your Android device already knows of a Google account, which is likely, then the app displays that account's Google Drive files immediately.
- Otherwise, you will be prompted to log into a Google account.

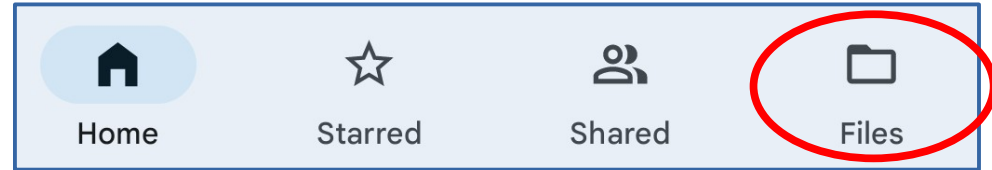


An important button

- The app initially shows a list of **Suggested files** on Google Drive.



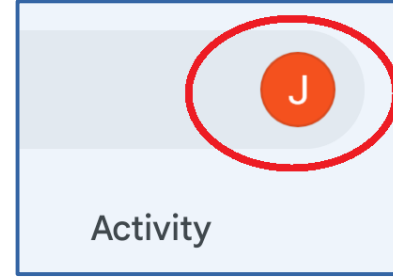
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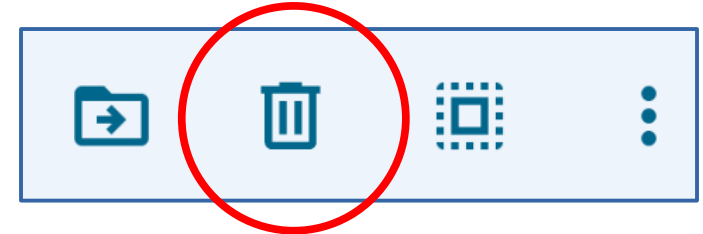
- The word **Suggested** changes to **My Drive**.
- If you have created folders in Google Drive, then those folder names will be included in the list. You can tap a folder name to open it and see its contents.

Using the Drive app

- **Add another Google account:** tap the circled letter in the upper right corner.

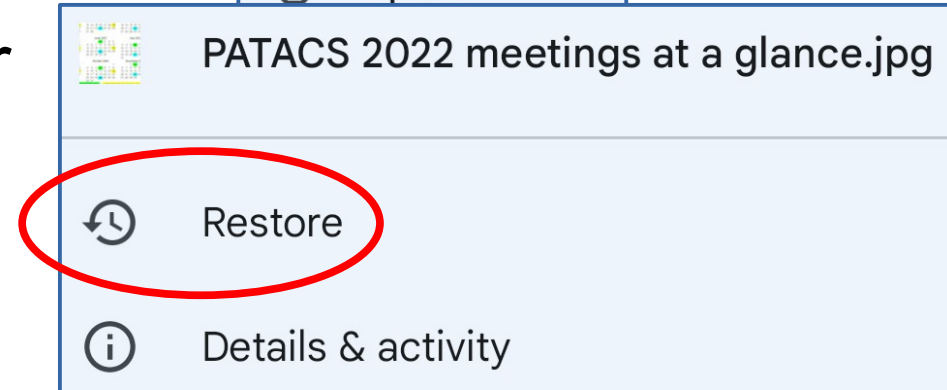
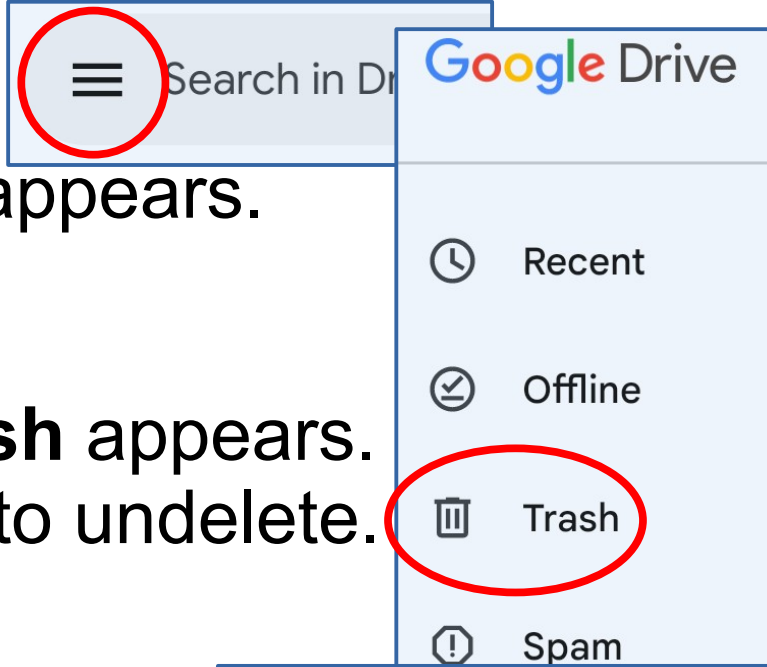


- After adding 2+ accounts, that same tap produces a list of known accounts to choose from, and a button to add another Google account.
- **To delete one or more files from Google Drive:** long-tap on each file to select it. A **Trashcan icon** appears at the top. Tap that icon.
- A confirmation request appears: tap **Move to Trash**.



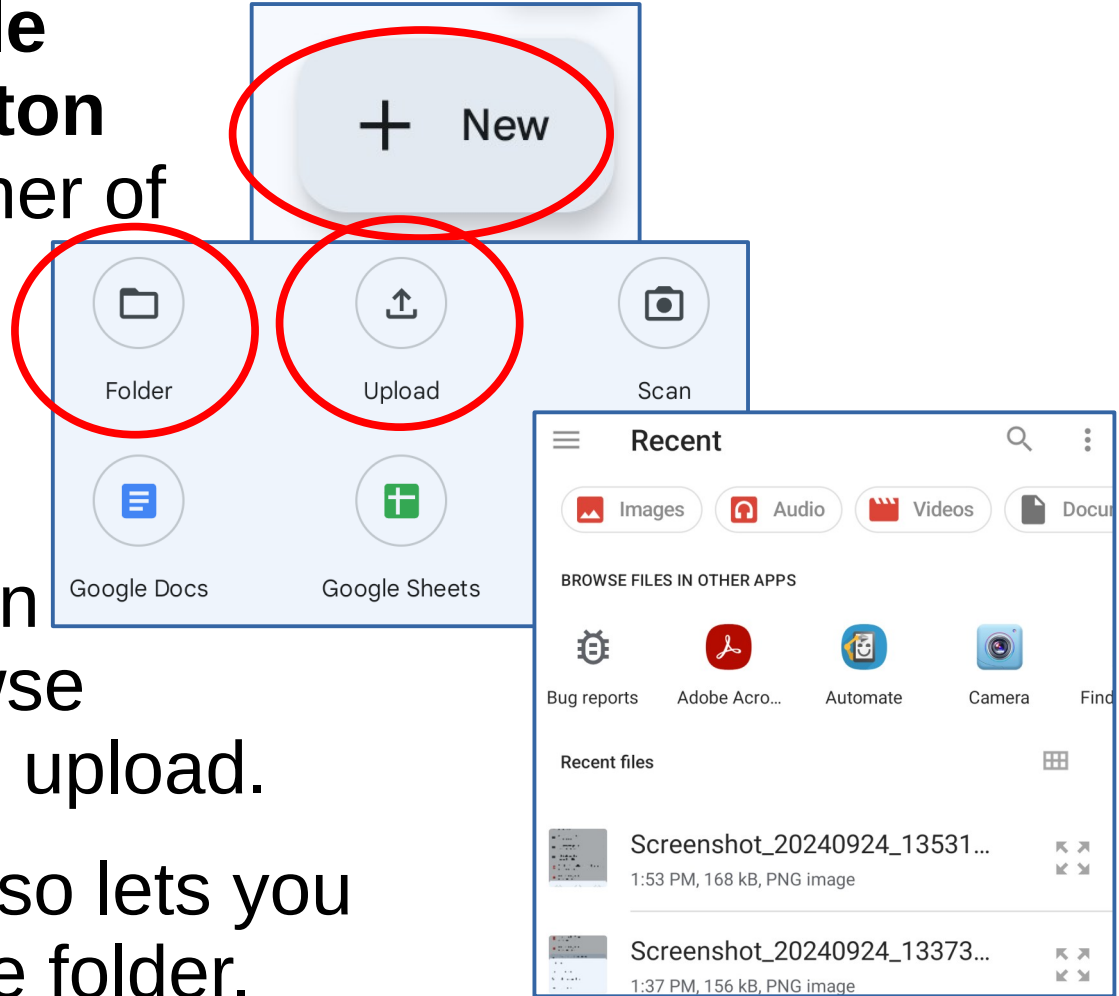
Using the Drive app

- **To undelete a file:** tap the Hamburger button in the upper left corner. A menu appears.
- In the menu, select **Trash**.
- The contents of **Drive Trash** appears. Long-tap the file you wish to undelete. The file is displayed.
- Tap the Ellipsis (...) in the upper right corner (not shown). A menu appears.
- In the menu, select **Restore**.



Using the Drive app

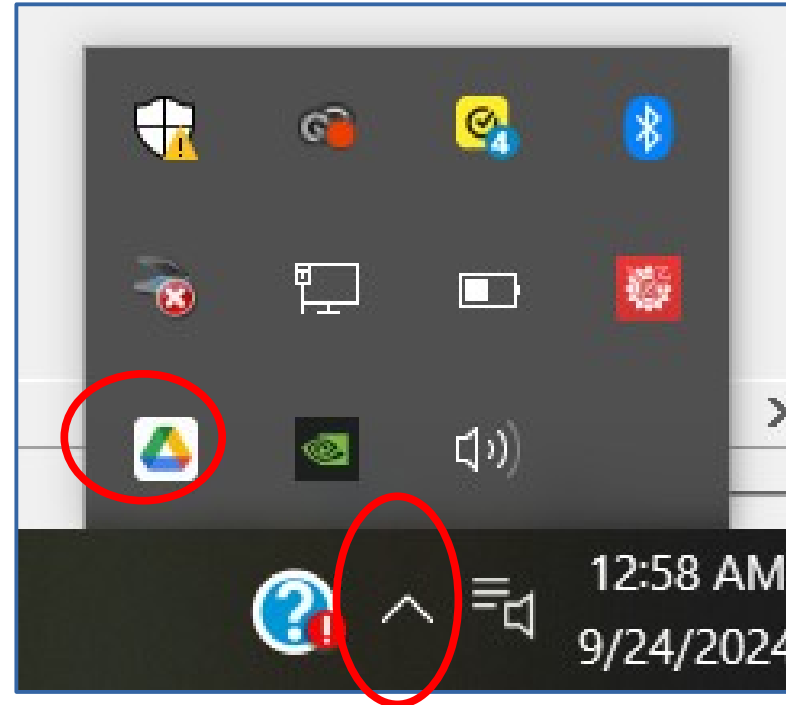
- To **upload a file to Google Drive**: Tap the **+ New button** or **+** in the lower right corner of the app screen.
- A menu appears. In the menu, select **Upload**.
- In the next screen, you can select a file type and browse local folders to find files to upload.
- The same **+ New** menu also lets you create a new Google Drive folder.



Google Drive for Windows

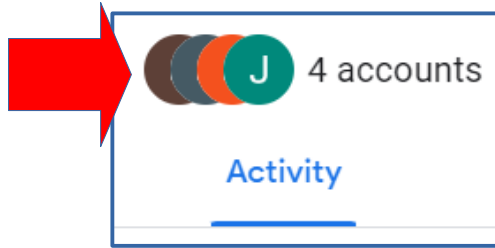
Getting Started

- The download URL will appear at the end of the presentation.
- After installation, the Google Drive icon **lurks in hiding**.
Reveal the hiding icons by using the **up-arrow in the Task Bar**.
- If you wish, you can drag the icon to the Task Bar so it is not hiding.
- Click the Google Drive icon to open the Google Drive window.

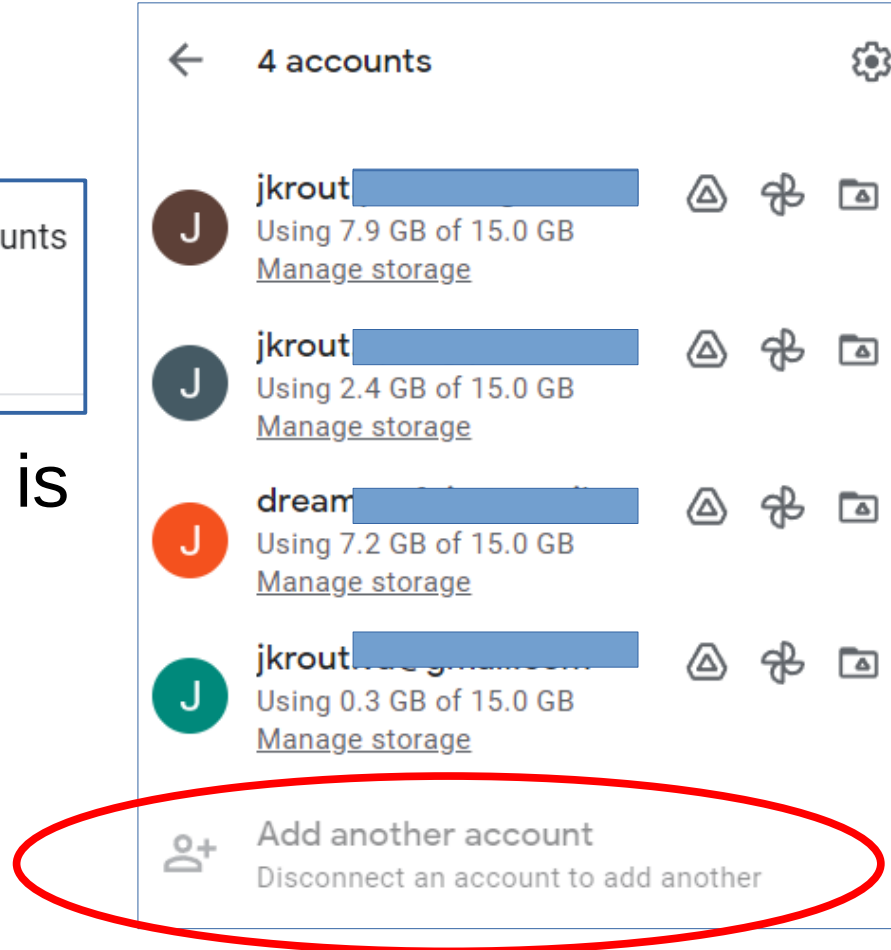


The Google Drive window

- To see accounts and add an account, click here



- Add Another Account is greyed out because I have already added four accounts.

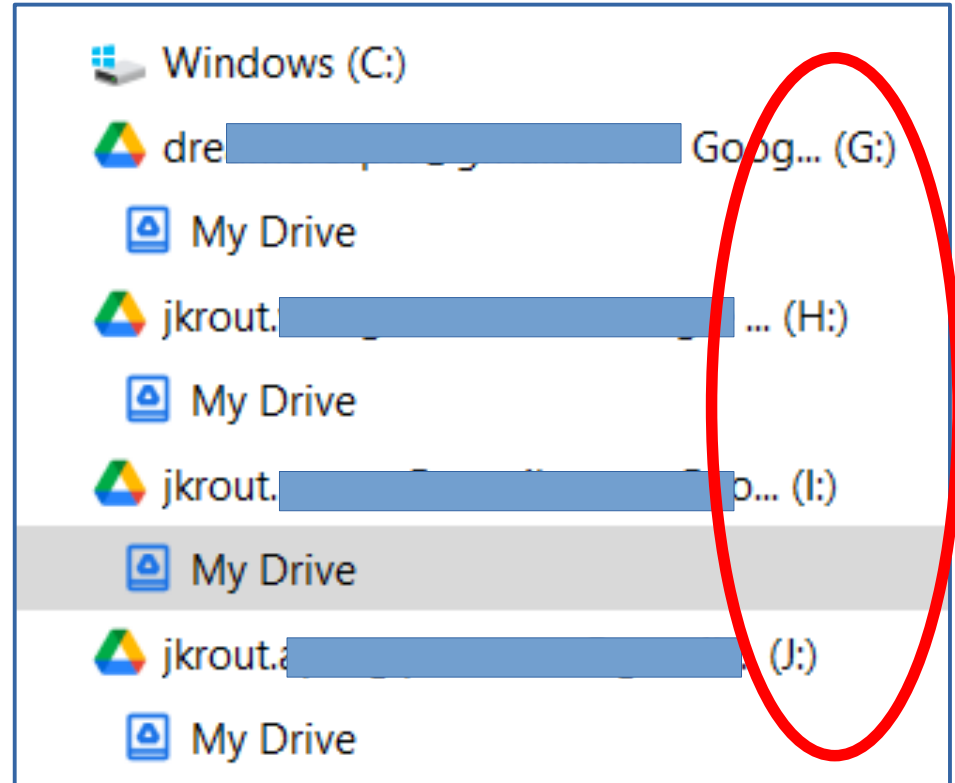


Windows File Explorer

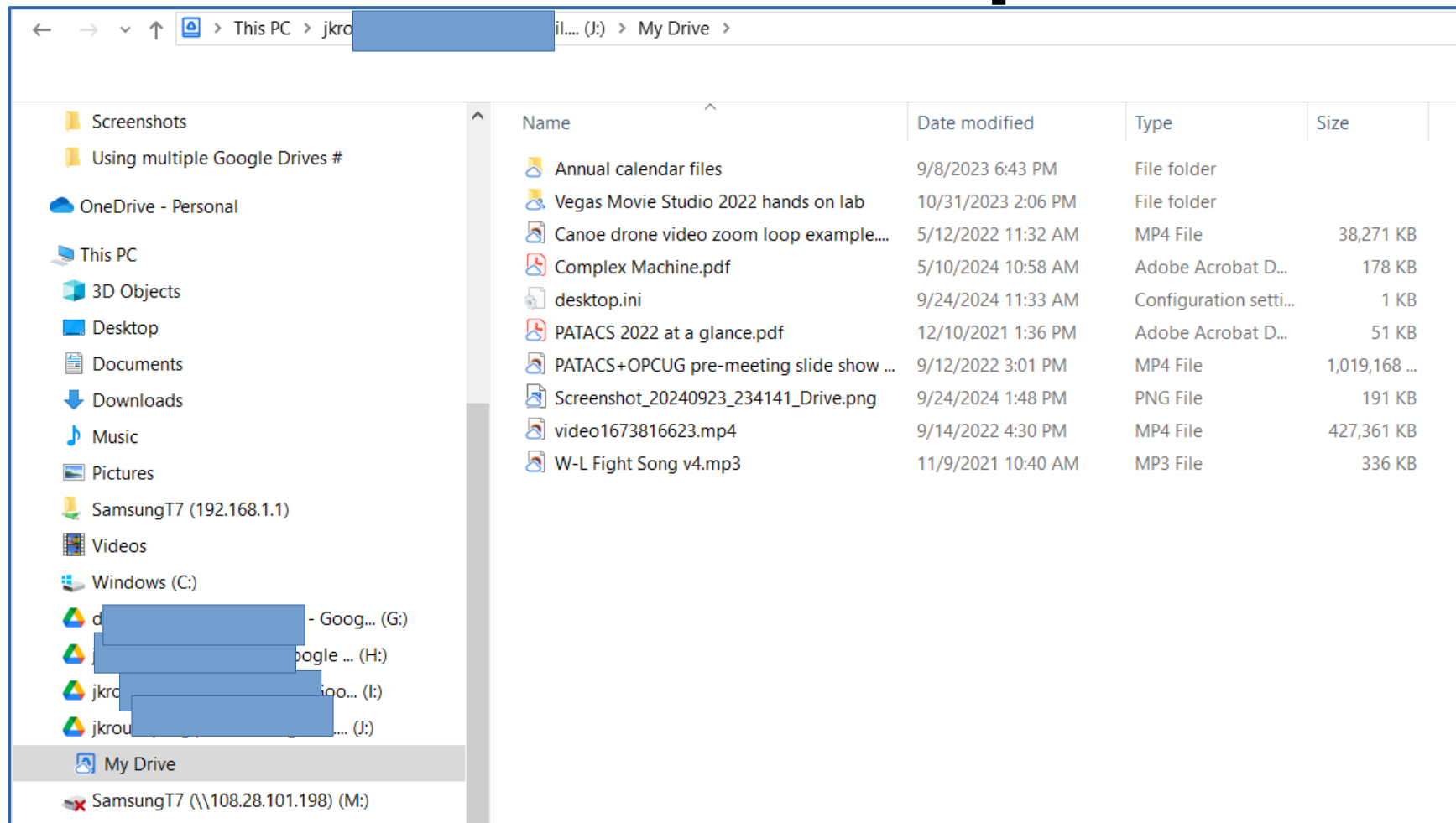
The left pane shows Drive C and, in my case, **four drive letters for Google Drives**.

The sole folder within each Google Drive is named **My Drive**.

Click that My Drive folder to see the actual files and folders in that Google Drive.



Windows File Explorer



Windows File Explorer

- All the normal steps known by Windows users for viewing and copy & paste for local storage files and folders work the same in Google Drives seen in File Explorer.
- File and folder deletion, folder creation, and renaming files all work just like doing those using File Explorer for local storage folders and files.
- Use copy & paste for uploading and downloading files and folders.
- This approach prevents use of Google online apps for creating and editing cloud files.

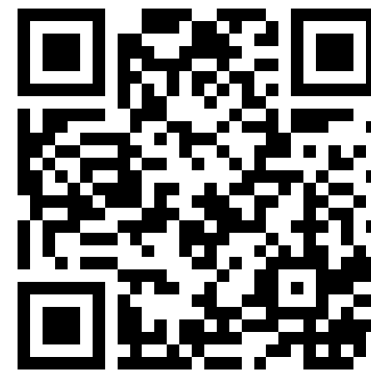
**Making a Google Drive folder or file
available for downloads**

High level steps in a nutshell

- Access your Google Drive using a Web browser
- Select the file you want to be downloadable by others
- Set the file access to one of two options:
Anyone with the link can download it
OR
only Google accounts you identify can download it
- Obtain the Drive file URL for viewing the file, and
convert it to a download URL

Details are shown in a prior presentation

- In Education, I believe repetition is valuable.
- This presentation is quite long.
- I had to cut some content.
- You can find the details for sharing a Google Drive file in my prior presentation.
- **Transferring Large Files, May 2023**
- <https://www.patacs.org/recmtgspat.html>



Windows: tap **Win+Prt Scr**
Saves screen image to **Pictures/Screenshots**

Macintosh: tap **CMD+Shift+3**
Saves screen image to **Desktop**

Do you want more cloud storage?

Higher-capacity cloud storage

- Major provider companies offer additional cloud storage capacity.
- The **Google** top tier is 2 terabytes of cloud storage for \$9.99 per month, \$120 per year.
- To see all the tiers, click the Get More Storage button in Google Drive on the Web.
- **OneDrive** top tier is \$99.99 per year for 1 TB of cloud storage for family, or \$69.99 per month for one person.
- <https://www.microsoft.com/en-us/microsoft-365/onedrive/compare-onedrive-plans>

Higher-capacity cloud storage

- **TeraBox** offers 1 Terabyte of cloud storage for **zero cost**, and 2 Terabytes for a subscription of \$3.49 per month (on sale as of October 17, normally \$6.99). TeraBox cloud storage is accessible via a Windows application. **No apps for portable devices yet.**
- That \$3.49 subscription is much less than the Microsoft 365 subscription for 1 terabyte or the Google subscription for 2 terabytes.
- TeraBox lets you share files you have put in your TeraBox cloud storage. <https://www.terabox.com/>



Windows: tap **Win+Prt Scr**
Saves screen image to **Pictures/Screenshots**

Macintosh: tap **CMD+Shift+3**
Saves screen image to **Desktop**

Software mentioned In this presentation

- Zero-cost Google Drive for portables



Windows: tap **Win+Prt Scr**
Saves screen image to **Pictures/Screenshots**

Macintosh: tap **CMD+Shift+3**
Saves screen image to **Desktop**

Software mentioned In this presentation

- **Zero-cost Google Drive application
for Windows & Macintosh**

[https://support.google.com/a/users/answer/
13022292?hl=en](https://support.google.com/a/users/answer/13022292?hl=en)

- Scroll down the Web page and
find the buttons
Download for Windows and
Download for Macintosh



Windows: tap **Win+Prt Scr**
Saves screen image to **Pictures/Screenshots**

Macintosh: tap **CMD+Shift+3**
Saves screen image to **Desktop**

Software mentioned In this presentation

- **Zero-cost Samsung My Files app for Android portables**
- Provides access to files on the portable device, one NAS, one OneDrive account, and one Google Drive account



Windows: tap **Win+Prt Scr**
Saves screen image to **Pictures/Screenshots**

Macintosh: tap **CMD+Shift+3**
Saves screen image to **Desktop**

THE END