

Organizing with Google Drive

(uploading/downloading & document management)

Overview

Google Drive can be useful as a place to store all your documents. Of course, you can use Google apps (such as Google Docs and Google Sheets) to create these documents in Google Drive. However, you may already have documents you've created elsewhere --for example, Word documents, Excel documents, photos, drawings, etc.-- and you want to store them in Google Drive. Alternatively, you may want to take documents you created in Google Drive but download them and use them elsewhere. For example, you may have a teacher who requires that you submit documents in Word format. In that case, you might just create the document using Google Docs and then download it as a Word document.

For this assignment, you will practice uploading and downloading files with Google Drive. You will also practice some document management tasks, creating folders within other folders, and renaming folders.

IMPORTANT: Before beginning this assignment, watch instructional videos **9. Downloading from Google Drive**, and **10. Uploading to Google Drive** in [Google Drive Resources](#) **NOTE: in video #10, beginning at 2-minute mark, the video is incorrect.** The video says you cannot edit a Word document in Google drive --but this is no longer true in current versions of Google Drive. However, in the assignment, you do not have to edit the Word document in Google drive (only upload the Word document). Also, note you should have created the **More Impressiveness** document in a previous assignment.

Assignment:

1. Use Microsoft Word and create two documents on your computer's hard drive named **My Favorite Restaurant by yourname** and **Where I Want to be in Five Years by yourname**. Write a least one paragraph for each document. NOTE: if you do not have Word, or do not yet know how to use Word, you can download and use my version of these two files here: [My Favorite Restaurant by Jim Cammack](#) and [Where I Want to Be in Five Years by Jim Cammack](#)
2. Upload the two files to Google Drive into your Google Drive Course folder (BCIS 1305 yourname). Keep the documents in Word format in Google Drive and do not convert the files to Google Drive documents.
3. Create a folder within your Google drive course folder (BCIS 1305 yourname) and name the folder MyPics. Upload at least two photos of your choosing into your MyPics folder. [note: most photos can be directly uploaded to Google drive and you can view them in Google Drive, because Google recognizes many common picture formats, such as png, jpg, gif, etc.]
4. Rename your MyPics folder to Interesting Photos.
5. Download the document **More Impressiveness** to your computer as a pdf document.

Submitting the Assignment

In Blackboard, for the assignment, **Organizing with Google Drive**, submit the following items.

1. A clickable link to your Google Drive Course folder (BCIS 1305 yourname). You should have shared this folder with me in a previous assignment. The text for your link in Blackboard should be **My Google Drive Folder**. Your link should open in a new window. Note: check to be sure the folder is shared with me properly (using

my Google address of cammackje@gmail.com) and be sure it is **not** shared with an unrestricted link (sometimes called a “shareable link”).

2. The **More Impressiveness** PDF file you downloaded in step 5 (above)