



BetterCloud
Powering Cloud IT

The Ultimate Guide to **Google Drive**

A Training Guide for Google Drive Users from [BetterCloud](#)

Table of Contents

1. [Introduction](#)
2. [Drive Features](#)
 - a. [The Basics](#)
 - b. [Unique Features](#)
3. [Drive Tricks](#)
4. [For Admins](#)
5. [Other Training Materials](#)



Introduction

In a world that's rapidly shifting to the cloud, Google Drive is one of the most popular cloud storage providers out there. In addition to offering generous storage space, it also provides access to Google's productivity suite. The ability to share and work together in [Docs](#), [Sheets](#), and [Slides](#) makes Drive a powerful collaboration tool for teams.

In this guide, we'll outline key features, tips and tricks, and helpful security tutorials. By the end, you'll have everything you need to know to become a Google Drive master.

Drive Features

The Basics

These are some of the basic Drive processes everyone should know how to do when getting started.

- [Set Up](#) - Get an introduction to setting up and using Google Drive.
- [Organize](#) - These four tips will ensure you have an organized Drive that is quick and easy to navigate.
 - **Bonus:** [Add a Drive File to Multiple Folders](#)
- [Share](#) - Share a Google Drive item so others can view or collaborate on the file.
 - **Bonus:** [Prevent Shared Files from Being Downloaded](#)
- [Delete](#) - Delete files from Google Drive.
 - **Bonus:** [Restore Deleted Drive Files](#)

Drive Features

Unique Features

Some of the more unique features include:

- [Advanced Search](#) - These advanced search operators are especially useful when you're navigating an extensive Drive library.
- [View Revision History](#) - View and manage all the changes made to a file in Google Drive.
- [Edit Microsoft Files in Drive](#) - You can edit Microsoft files in Google Drive just as easily as native files.
- [Attach Drive Files to an Email](#) - Quickly add files from Google Drive as email attachments.

Drive Tricks

Knowing these tricks is what separates a Drive novice from a true master.

- [Add a Drive Image to Your Email Signature](#) - Inserting images into your email signature can be done directly from Google Drive.
 - **Bonus:** [How to Create a Company Email Signature](#)
- [Use Drive as an Image Host](#) - Host an image stored on Google Drive so the image can be linked to directly and used on websites.
- [Add Subtitles to Videos in Drive](#) - Subtitle videos you have stored in Google Drive with this handy trick.
- [Manage Revisions of Non-Native Files](#) - Keep track of all the changes made to non-native files and make sure collaborators are seeing only the latest version.
- [Backup Google+ Photos to Drive](#) - Google Drive can automatically pull in all photos you post to Google+.

For Admins

Lots of domain data is stored in Google Drive. These tutorials will help Google Apps Admins keep their domain's Drive secure.

- [Drive Security for Google Apps Admins](#) - This session from our gCON event series gives an in-depth look at the tools and processes Admins should be using to secure their Drive.
- [Ensure Drive Compliance in Google Drive](#) - BetterCloud allows you to scan your domain's Drive to find credit card numbers, social security numbers, and other secure information, and then adjust the sharing settings of those documents.

Other Training Materials

We've pulled together some additional Drive training materials from around the web:

- [Google Drive Essential Training](#) - Lynda.com's extensive training video teaches the essentials of creating, formatting, and sharing documents in Google Drive. Learn how to work with your files, and get tips on organizing and searching Drive.
- [Google Drive](#) - This article covers many of the features Google Drive offers.



BetterCloud provides critical insights, automated management, and intelligent data security for cloud office platforms. By leveraging open APIs, BetterCloud securely connects with your data at its source, providing maximum control without requiring any cumbersome setup. BetterCloud is trusted by IT teams in over 50,000 organizations worldwide.

Subscribe to [our newsletter](#) for daily tips, tricks, and updates!

**Note: This document will be updated over time. Please check back to see the updates.*