

Saving Files In Google Drive

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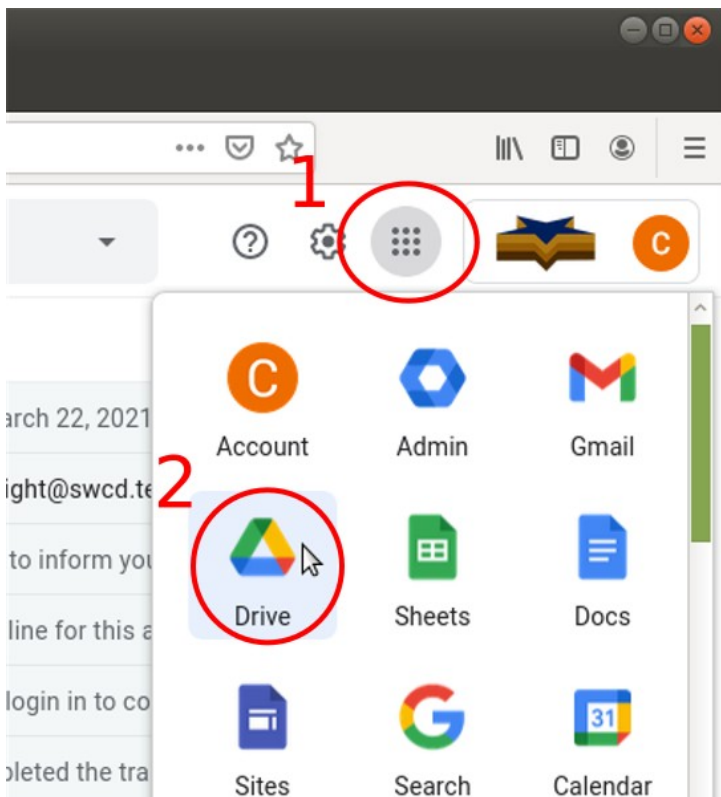
Use case

Google Drive is included in SWCD Google accounts and can be used by SWCD employees to save files and folders from PCs to gain increased access to those files from other devices and help backup important data.

The steps below illustrate accessing Google Drive from a web browser. A [Drive app](#) is also available though access through a web browser doesn't require installing new software.

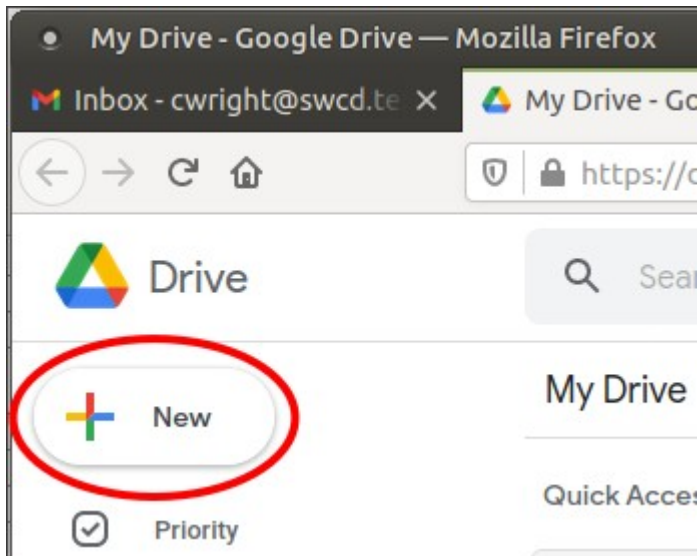
Open Drive in a web browser

1) While logged into a Google account, click the 9-dot box (waffle) in the upper right corner then select Drive.

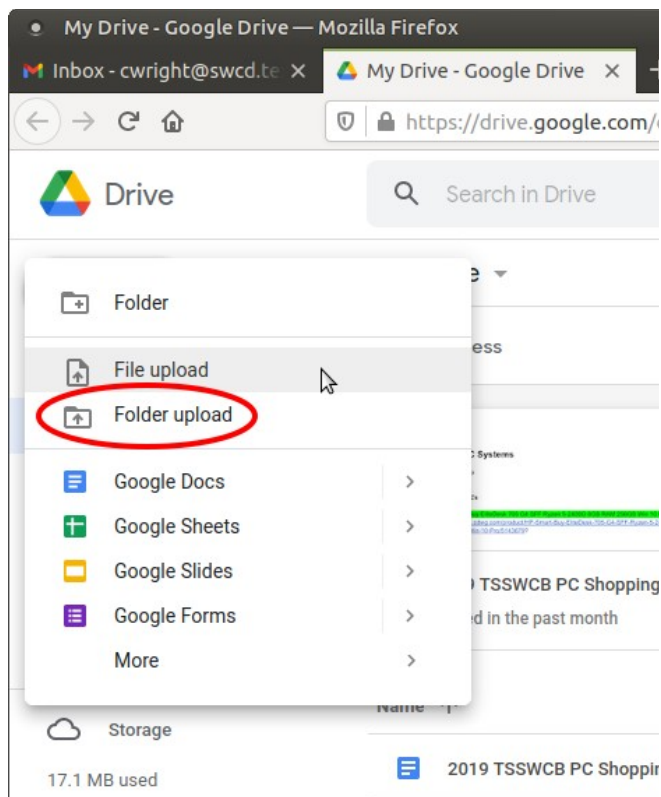


Upload a folder from a PC

1) In the upper left corner of Drive, click New.

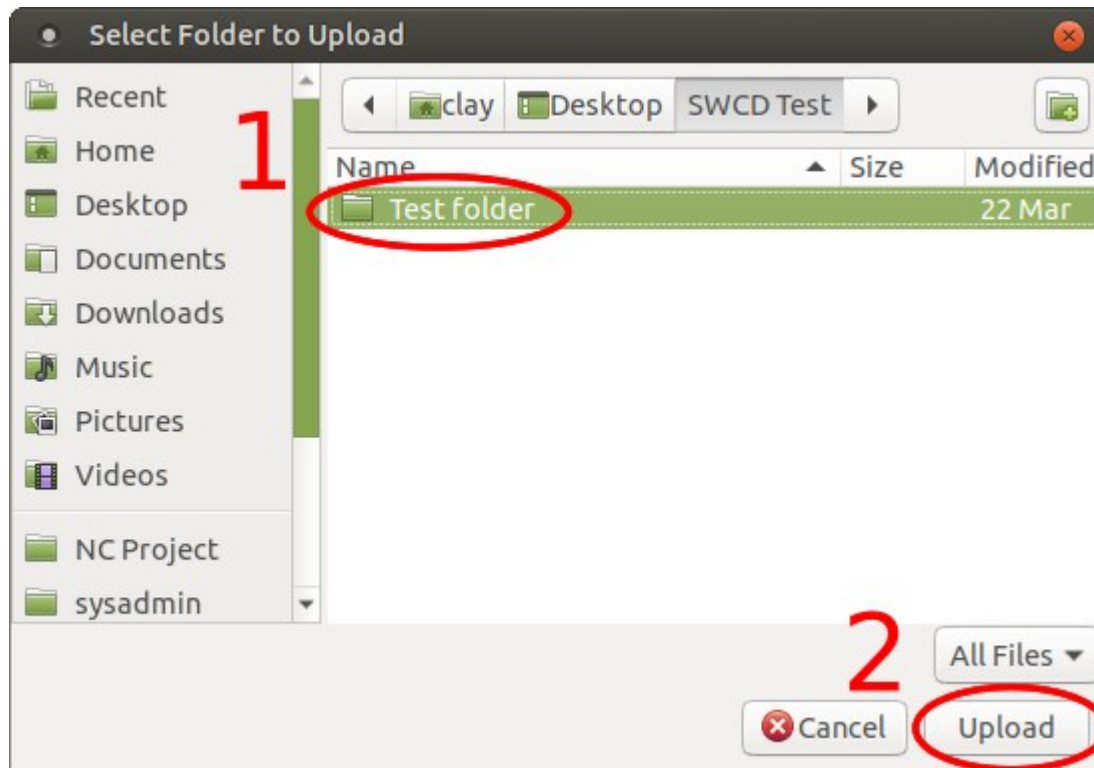


2) In the submenu, select to upload either a file or folder. In this example we select a folder.

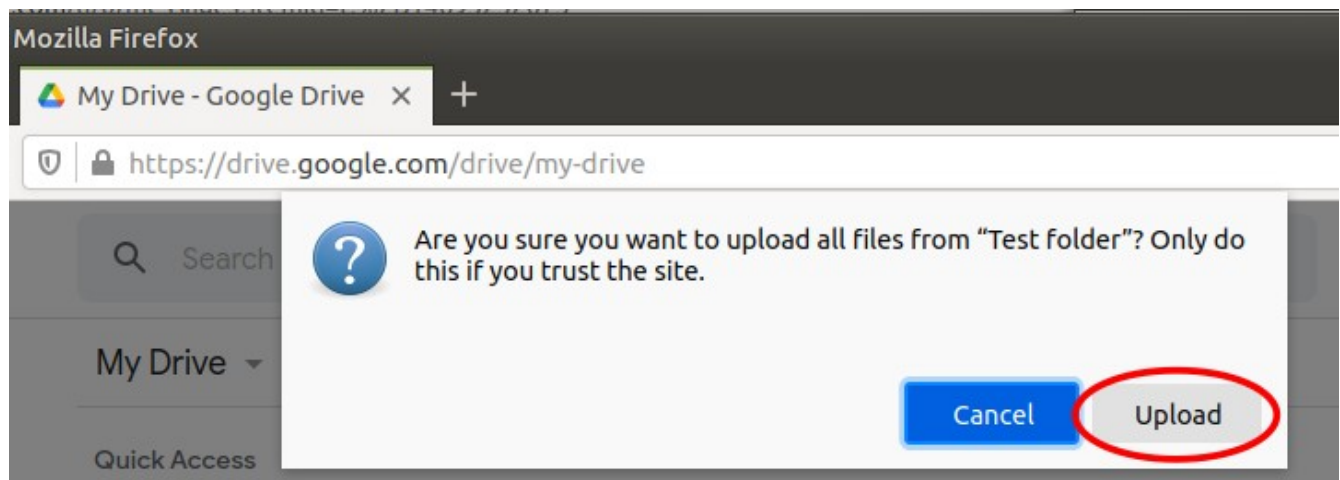


3) A window will open on the PC allowing you to navigate to and select the folder you want to upload. Click the folder to upload. After it is highlighted select Upload.

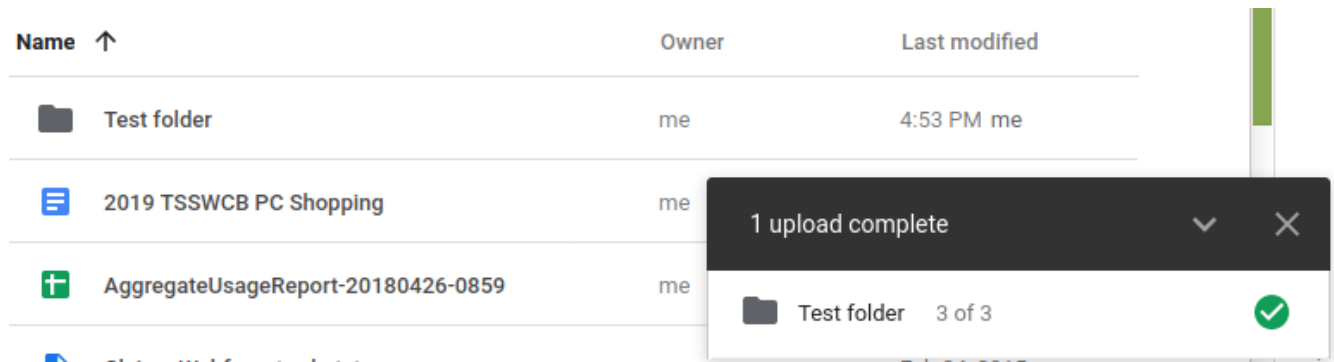
(Note, your PC may look different from the screenshot below.)



4) If prompted, allow the upload.



5) A dialog box in the lower right corner of the web browser will show upload progress and display a green and white check symbol when the upload is complete. Three files were inside the Test folder.

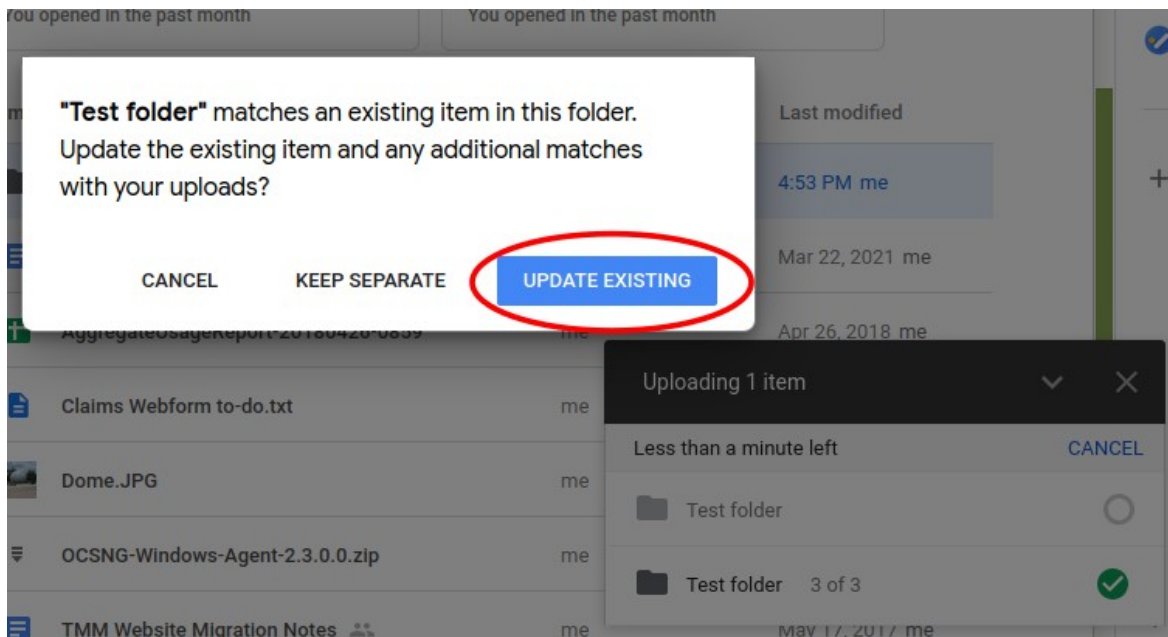


Re-uploading a folder with changed files

1) To re-upload a folder with changed files, repeat the previous steps and choose how the updated files should be handled.

In most cases, updating existing files is a good choice.

Please note that in cases where a file name has changed, the old file will be kept with the old name and the file with the new name will be added alongside it.



Accessing files in Drive

An SWCD employee can use multiple PCs to access the files saved in Drive using the steps in this how-to. Files in Drive can be downloaded, edited and re-uploaded to create a centralized file storage.

A note about file backups

Essential files should not be stored in only one place, not even in Drive. It is highly recommended that important files be regularly backed up to at least a second location.

Also keep in mind confidentiality and privacy concerns when considering where files should be stored.

Additional resources

[Drive app – Google](#)

[How to use Google Drive – Google](#)

[Getting started with Drive – Google](#)