Google Docs Documents
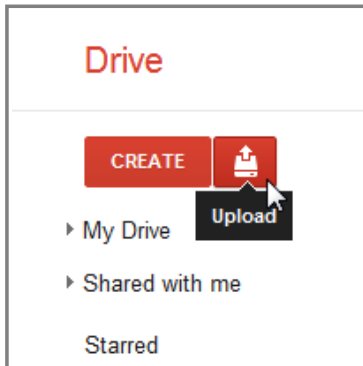Uploading and Syncing Files

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Introduction

Google Drive makes it easy to store and access your files online in **the cloud**, allowing you to access them from any computer with an internet connection. If you upload files from compatible programs like Microsoft Word or Excel, you can even use Google Docs to **edit** them.

In this lesson, you'll learn how to **upload files** to your Google Drive and **convert** certain files to the Google Docs format. You'll also learn how to use **Google Cloud Connect** to configure your Microsoft Office programs so that files are **automatically uploaded** to your Google Drive whenever you edit them.

Uploading and Syncing Files

Watch the video to learn how to upload and sync files in Google Drive.
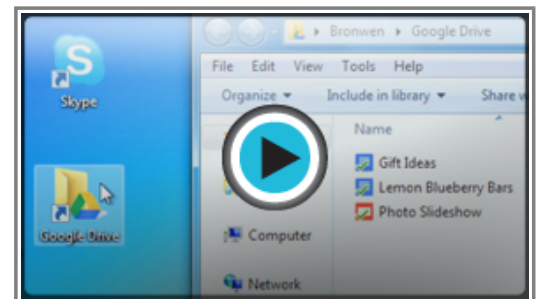
Watch the video (4:36). Need help?

Uploading Files to Google Drive

Google Drive gives you **five gigabytes** (5 GB) of free storage space to **upload** files from your computer and **store** them in the cloud. There are two main types of files you can store on your Google Drive:

- **Files you can edit**, like Microsoft Office files, PDFs, and other text-based files.
- **Files you cannot edit,** like music, videos, compressed archives (.zip files), and most other files.

Once you upload a file, no matter what type of file it is, you'll be able to **manage**, **organize**, **share**, and **access** it from anywhere. And because the files on Google Drive are **synced** across your devices, you'll always see the

most recent version of a file.

You can also **preview** many different file types, even if you don't have the software required for that file on your computer. For example, you can use Google Drive to preview a Photoshop file, even if Photoshop is not installed on your current computer.

Converting Files to Google Docs Format

If you are uploading files that you plan to **edit** online, you will need to **convert** them to Google Docs format. Converting allows you to edit a file and to **collaborate** with others easily. Only certain file types, like MS Office files and PDF documents can be converted to Google Docs format.

Unfortunately, this conversion **isn't always perfect**. Depending on the level of formatting used in the original document, the converted Google Doc could turn out looking quite different, as shown in the example below.
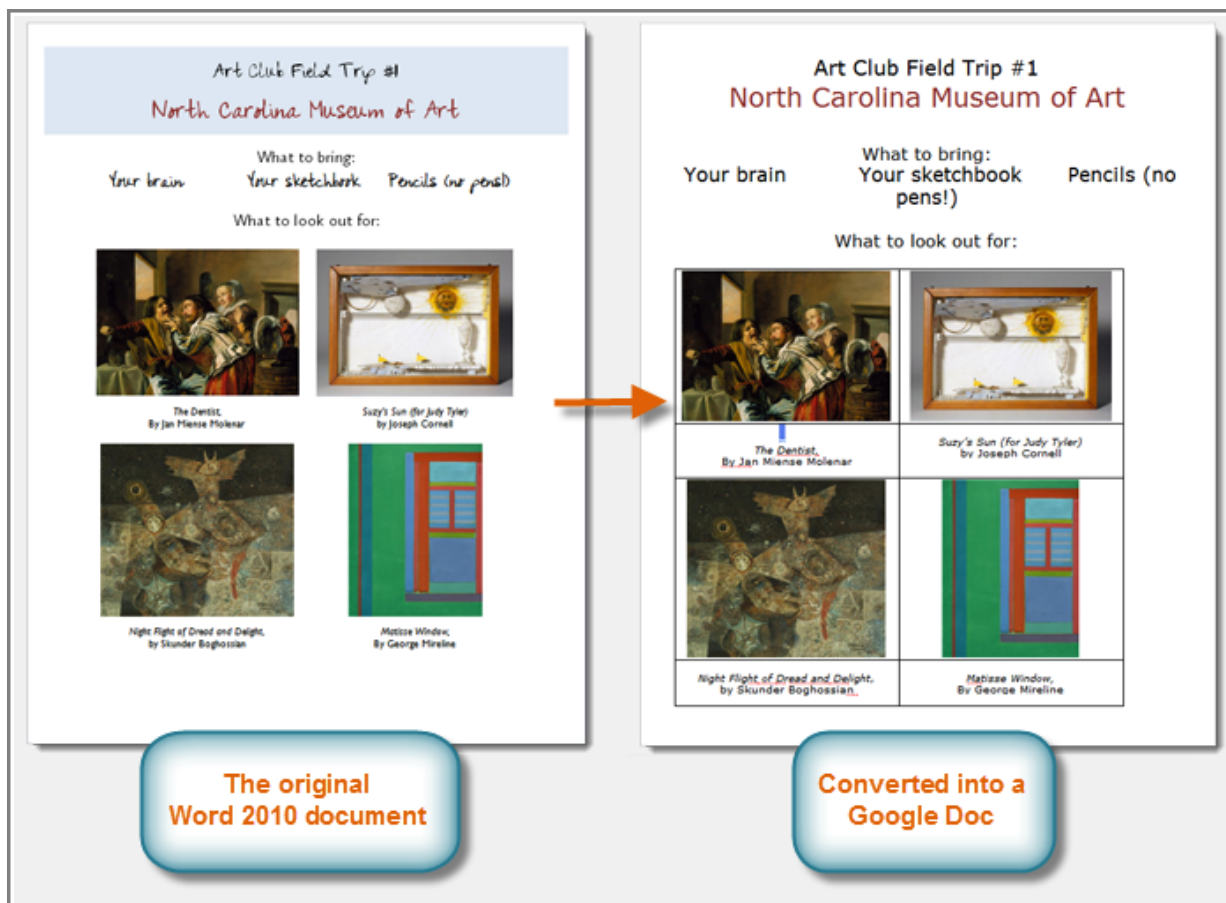
The original Word document vs. the Google doc

Conversion changes aren't always just cosmetic—you may even **lose information** from the original file. You should always review a file that's been converted before sharing it with others. Remember that you always have the option to store your files in their **original file format** if you'd prefer not to edit files online.

# Uploading Files and Folders to Google Drive

If you plan to use Google Drive primarily as **cloud-based storage** for keeping your files online, it's easy to move **files** and **folders** from your computer to your Google Drive. Google Drive acts like another folder on your computer. Whenever you move a file to the Google Drive **folder**, that file is moved online and is no longer stored locally on your computer, allowing you to access the same version of that file from any computer connected to the internet.

⚠ Any file moved to your Google Drive will **no longer be stored** on your computer's hard drive. If you would like to keep a version of the file on both your computer and your Google Drive, you can **create a copy** to store online. Keep in mind, however, that creating multiple versions of a file will not allow you to take advantage of Google Drive's powerful **syncing** features.

To Upload Files:

1. Locate the **file** on your computer that you wish to upload to your Google Drive.
2. Click, hold and drag the **file** to the Google Drive folder.
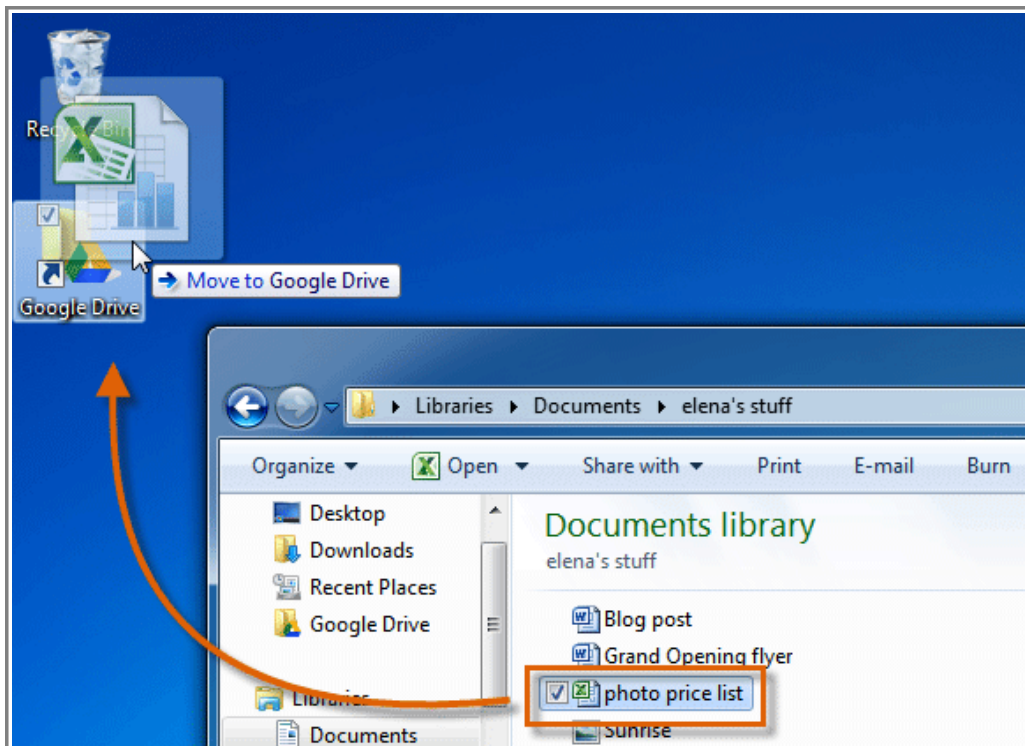
Moving a file to your Google Drive

3. The file will appear **automatically** on your Google Drive and the file is no longer stored on your computer. Now you can access the file from anywhere by **signing in** to your Google Drive.
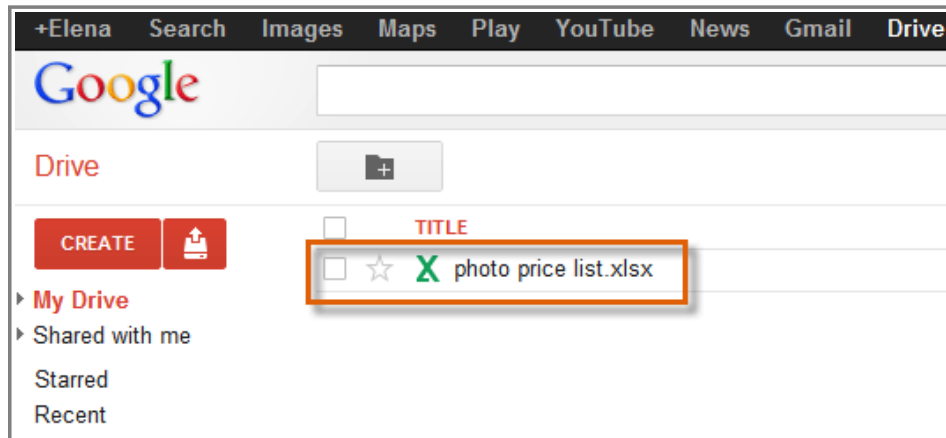
Viewing a file on your Google Drive

If you prefer not to use a shortcut, you can drag the file directly to the **Google Drive folder** in Windows.
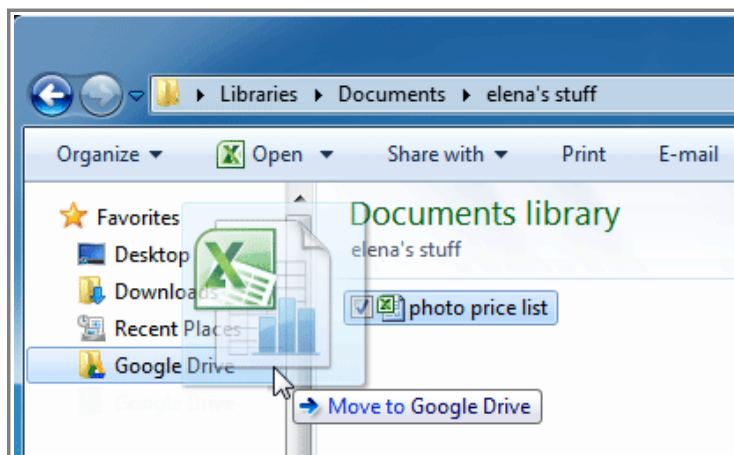

Moving the file to the Google Drive folder

To Upload Folders:

Uploading individual files can start to become very time consuming. Fortunately, you can also move **entire folders** to Google Drive. Whenever you upload a folder, the folder and every file stored within it will be uploaded to your Google Drive.

1. Locate the folder you wish to upload to your Google Drive.
2. Click and drag the **folder** to the Google Drive **shortcut** on the desktop.
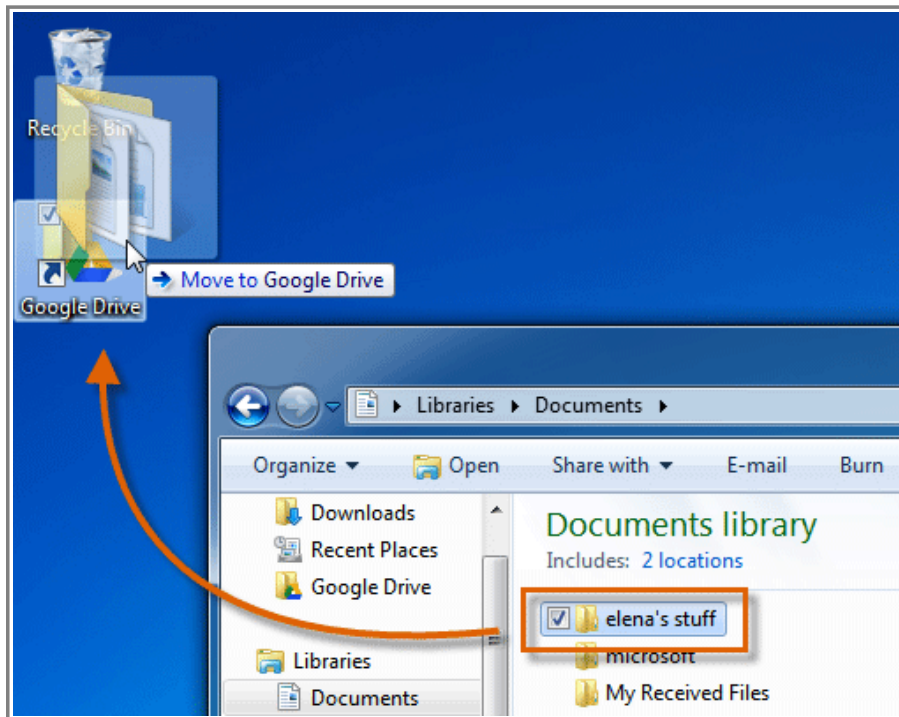
Moving a folder to Google Drive

3. The folder and its files will appear **automatically** on your Google Drive.
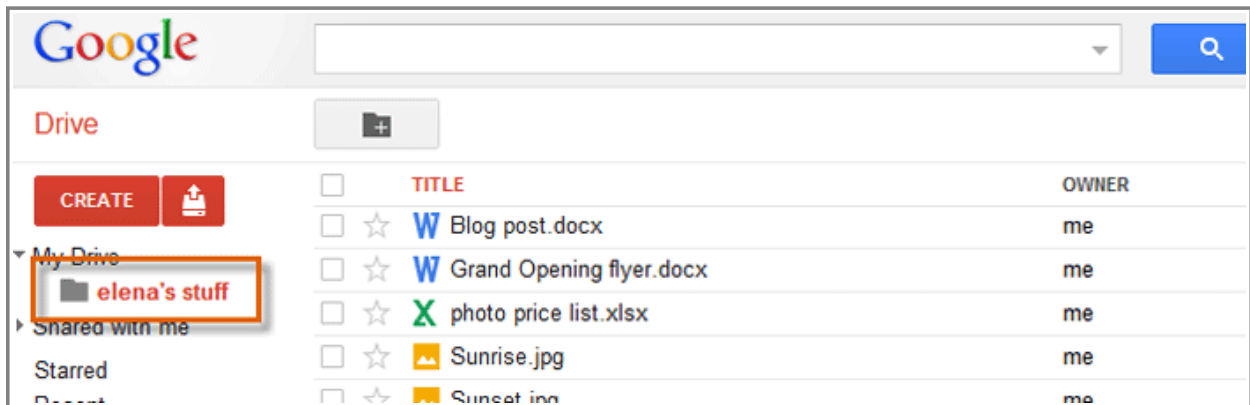
Viewing a folder on your Google Drive

In this example, we uploaded files to Google Drive using **Windows 7**. The process may differ slightly if you are using an **different version** of **Windows** or **Mac OS X**.

To Open a File:

Whenever you want to view a file in your Google Drive, you can **open** it directly from your Google Drive folder. Simply double-click a file to open it. If the file is in **Google Docs format**, the file will open in a **new browser window**.
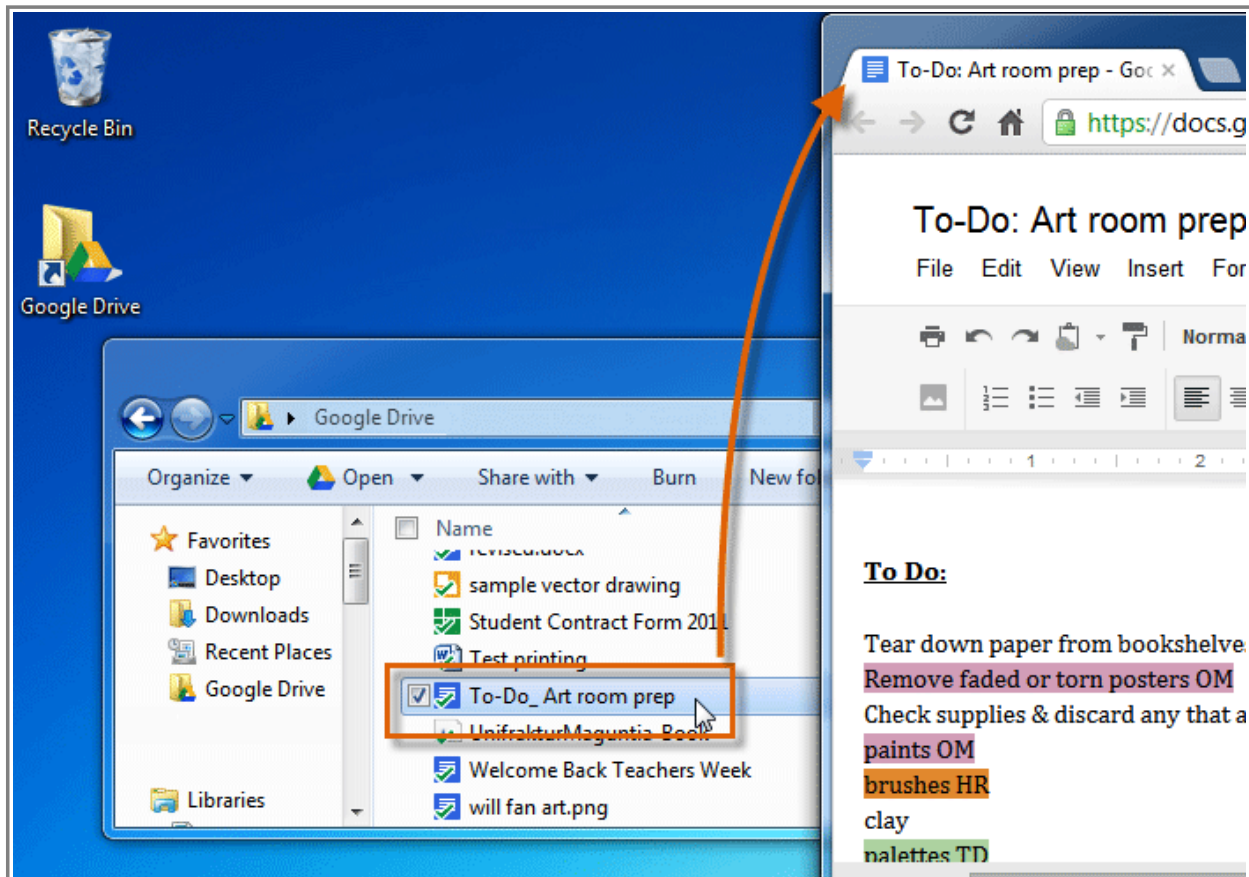
Opening a Google Docs file from the Google Drive folder

If you have **Microsoft Office** installed on your computer, any MS Office files (like **.doc**, **.xls**, or **.ppt** files) you open from the Google Drive folder will open automatically in MS Office. Any changes you make to the file will be automatically **synced** when you save your document, allowing you to access the same version of the file from another computer.

Uploading Files and Folders on the Web

You can upload files to your Google Drive from anywhere using the **web uploader**. The process is a little more complicated than uploading files using the Google Drive **folder** on your primary computer, but it's an easy way to upload files from **any device**.

The web uploader also allows you to choose your **conversion settings**, which makes it easy to **convert** certain file types to Google Docs format for later editing.

To Upload a File on the Web:

1. While viewing your Google Drive, locate and select the **Upload button** 📤 .
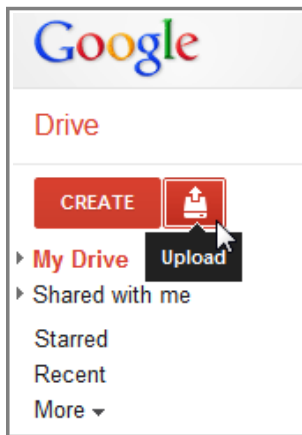
Clicking Upload

2. Select **Files...** from the drop-down menu.
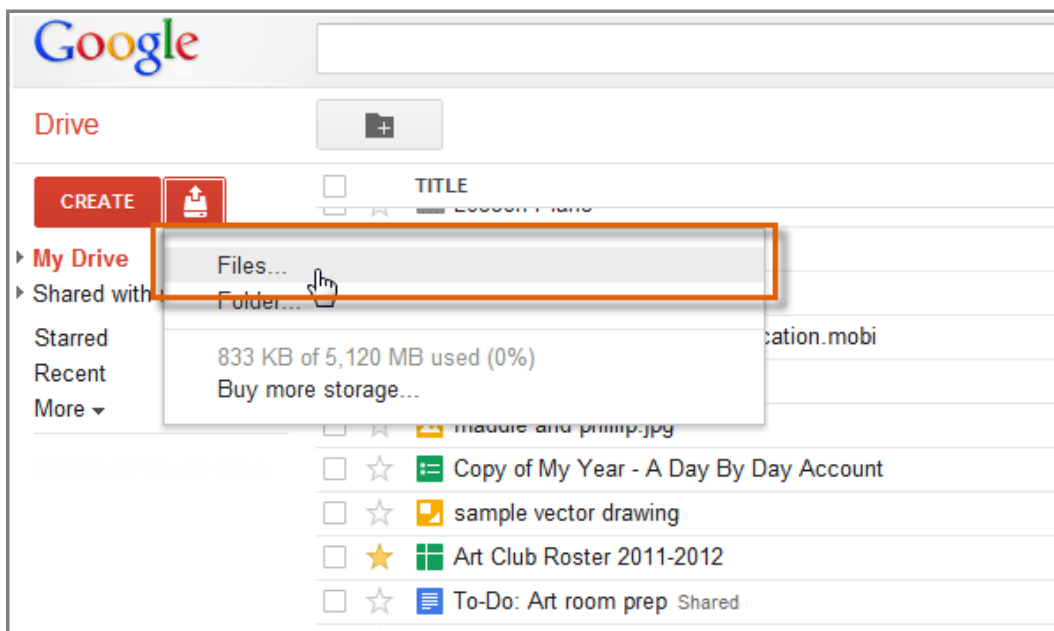
Uploading a file to Google Drive

3. Locate and select the **file** or **files** you wish to upload and then click **Open**.
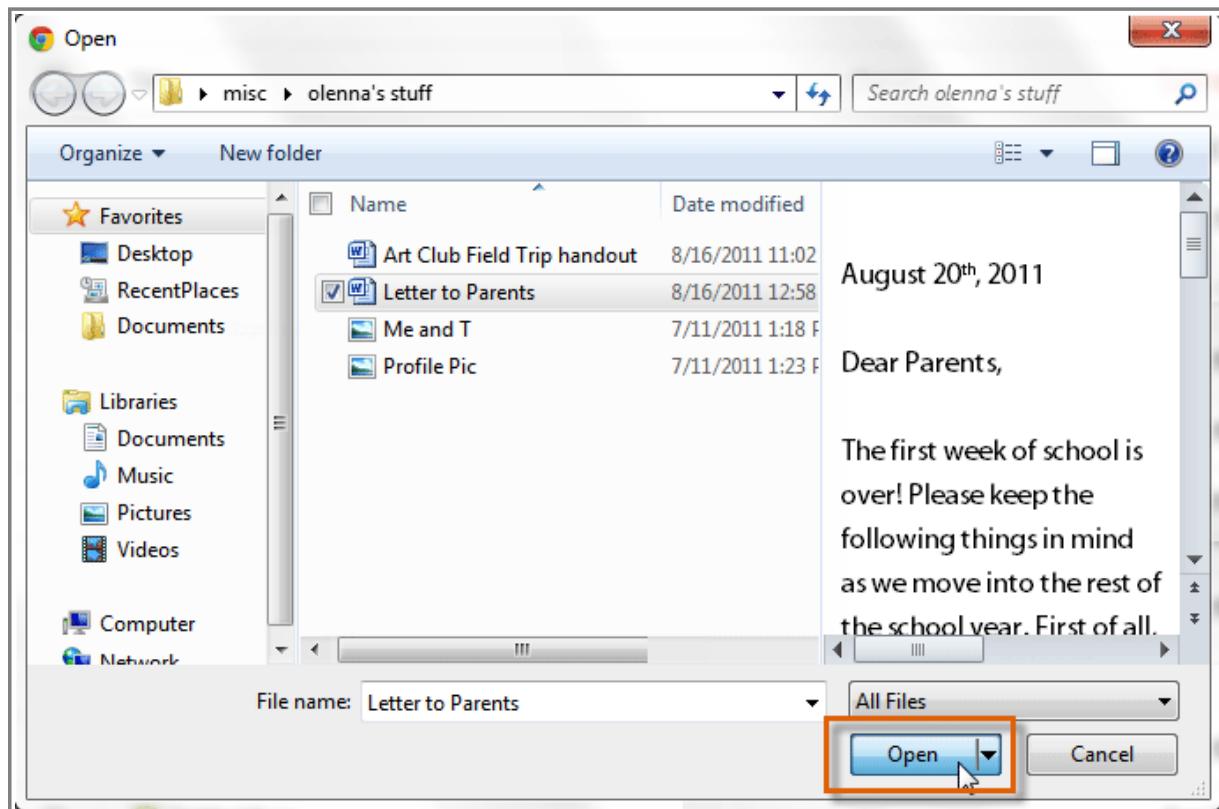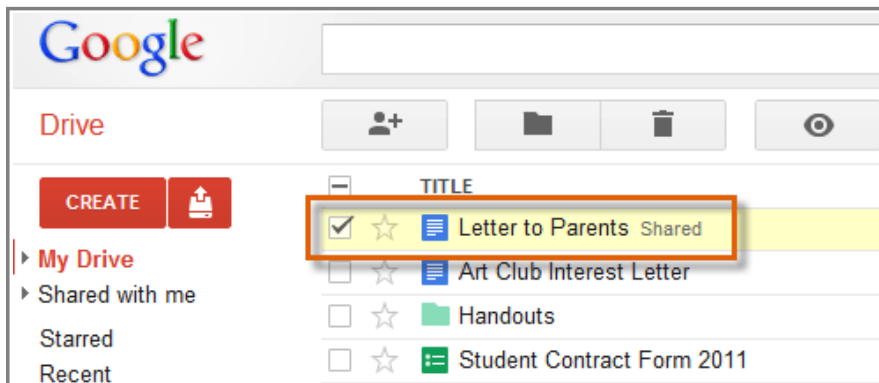
Selecting a file to upload

4. The **Upload settings** dialog box will appear, which allows you to choose your **conversion settings**:
    1. Check the first box if you wish to **convert** some types of files into Google Docs format. After the files are converted, you will be able to edit them. Remember, some of the formatting from your original file may be left out of the converted version

    2. Check the second box if you want **PDF** and **image files** to be converted into text **documents**. Again, note that the converted docs may contain errors.

    3. Check the third box if you would like to **review** these settings each time you upload a new file. We recommend that you do check this box, so that you can always choose the best settings for the file you're uploading.
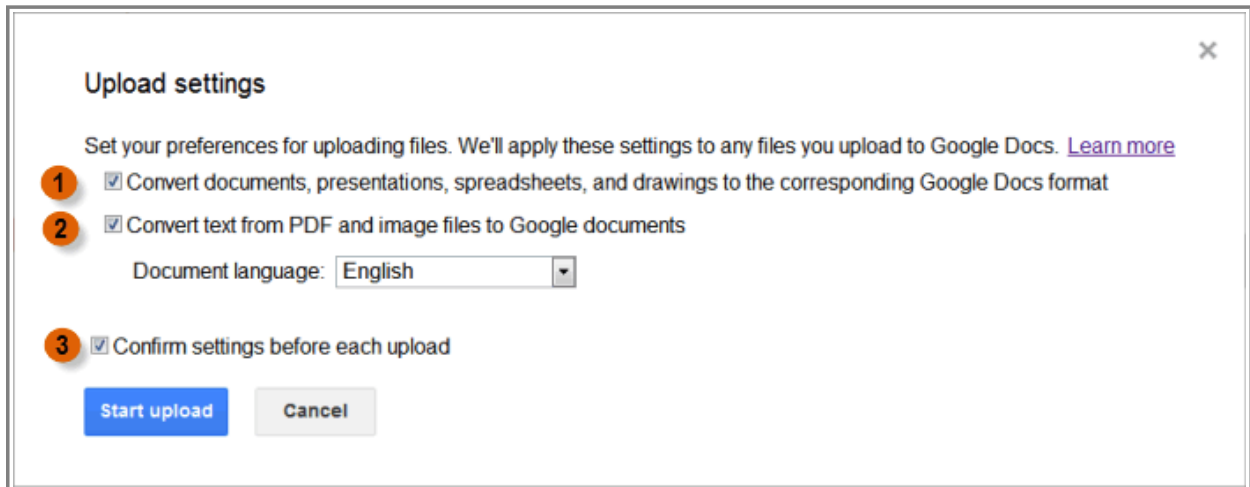
Upload settings

5. When you're satisfied with the Upload settings, click **Start upload**. The file will appear on your Google Drive. Note that the file has also been **converted** from a MS Word (.doc) format to a Google Docs format.

Viewing the file on your Google Drive

Depending on your browser and operating system, you may be able to upload files by simply **clicking and dragging** a file from your computer into your Google Drive.
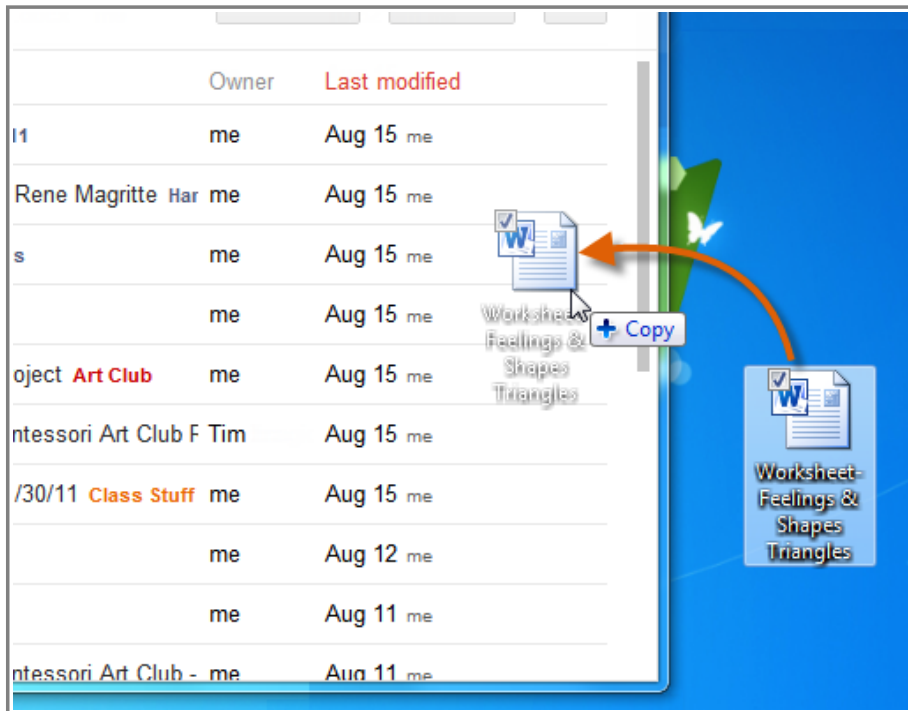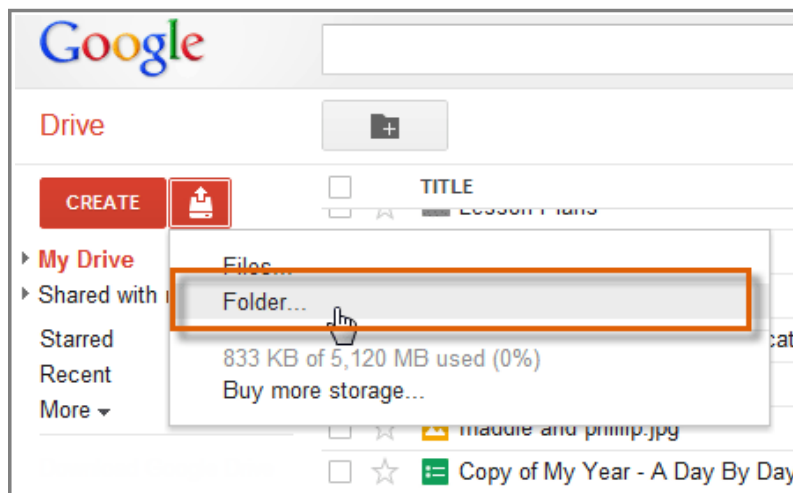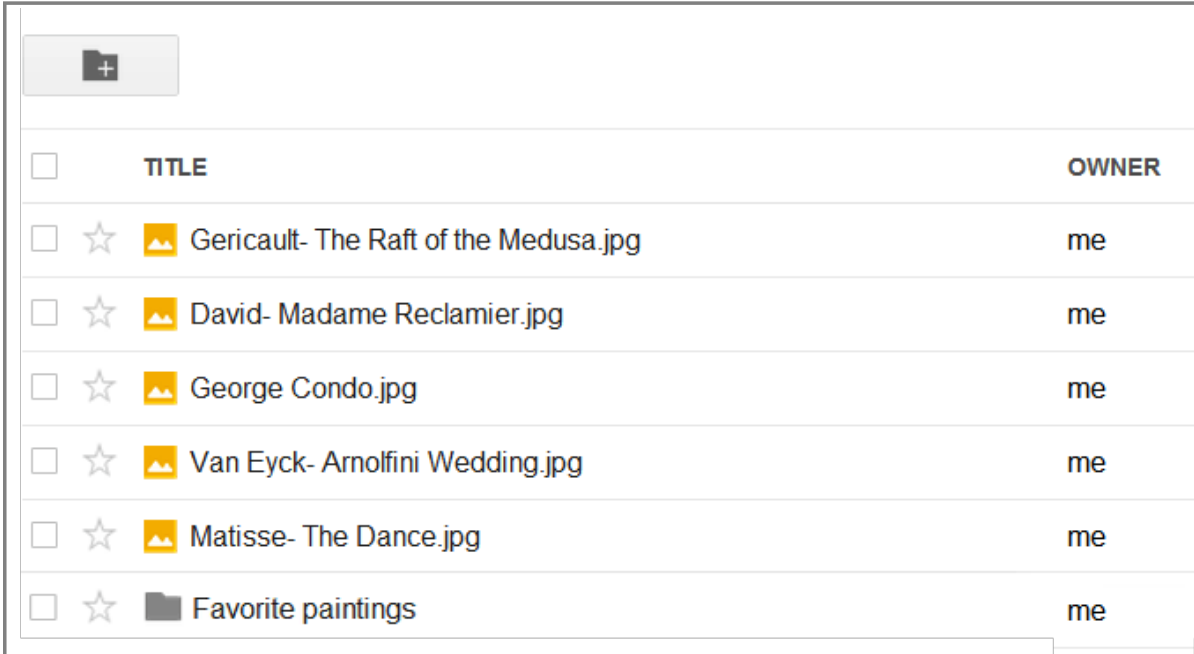
Uploading a file by clicking and dragging

Uploading Folders with Google Chrome

If you use Google Chrome as your internet browser, you can also upload entire folders to your Google Drive from the web.

To Upload a Folder on the Web:

1. Click the **Upload button** 📤 and select **Folder...** from the drop-down menu.

Uploading a folder

2. Locate and select the folder you wish to upload and then click **OK**.
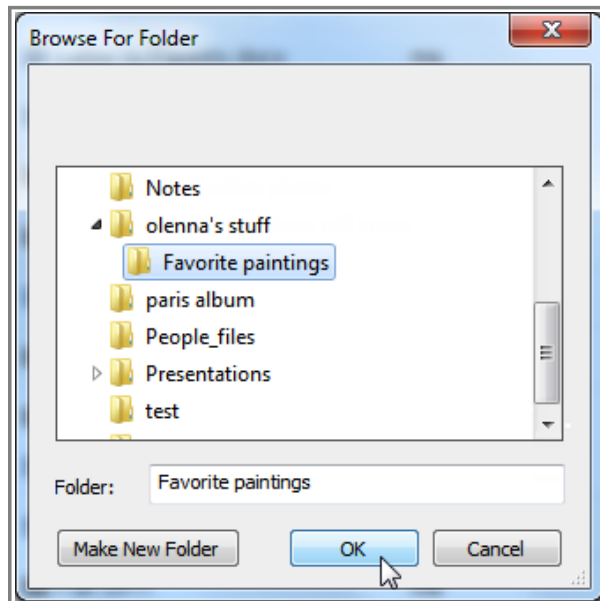
Selecting a folder to upload

3. If desired, review and modify your **Upload settings** and then click **Start upload**.
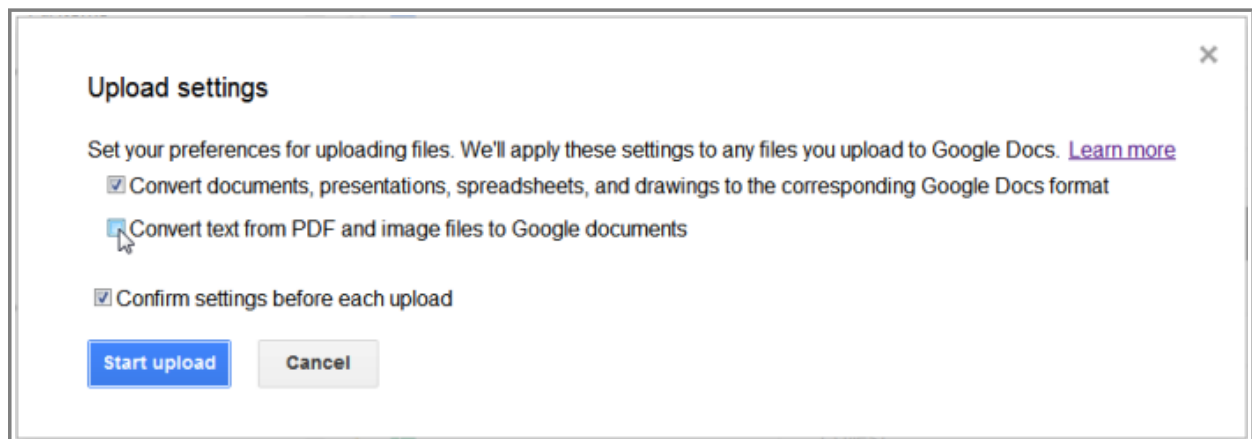
Upload settings

4. Your folder and all the files within it will appear on your Google Drive.

	TITLE	OWNER
☆ 🖼	Gericault- The Raft of the Medusa.jpg	me
☆ 🖼	David- Madame Reclamier.jpg	me
☆ 🖼	George Condo.jpg	me
☆ 🖼	Van Eyck- Arnolfini Wedding.jpg	me
☆ 🖼	Matisse- The Dance.jpg	me
☆ 📁	Favorite paintings	me

The uploaded folder and its files

Using Google Cloud Connect

If you have the Microsoft Office suite installed on your computer, you can set up **Google Cloud Connect for Microsoft Office**. When using Cloud Connect, any new files you create in Word, Excel, and PowerPoint are **automatically uploaded** to your Google Drive and saved to your hard drive. In addition to uploading your files, Cloud Connect **syncs** your files, which means that when you edit a document in Microsoft Office, those changes will be reflected in both the Drive and Office versions.
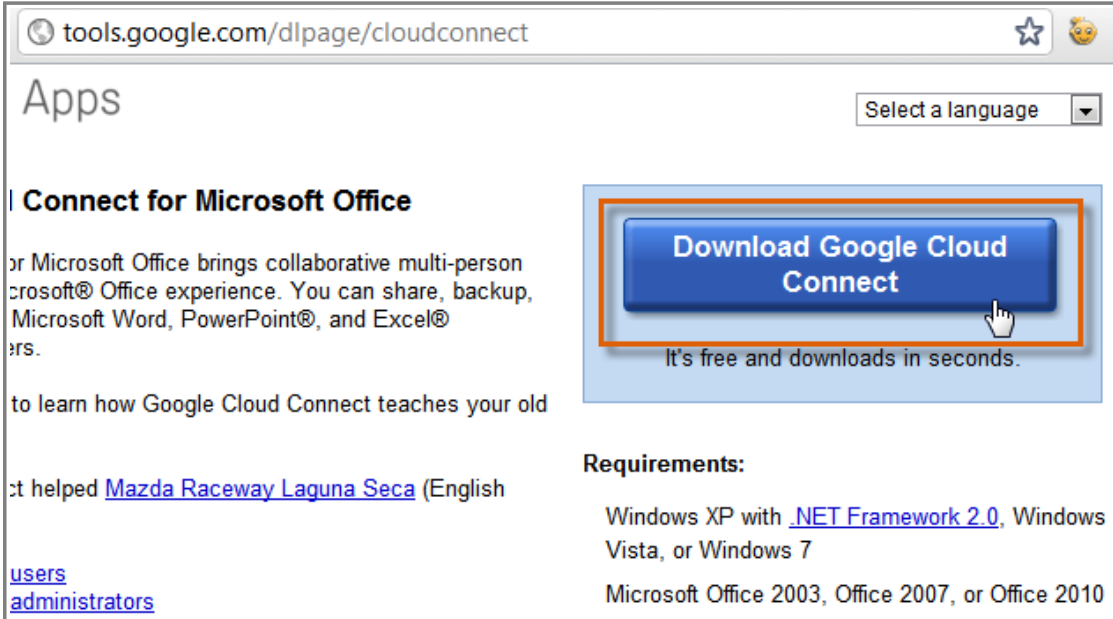
To use Google Cloud Connect, you must install an add-on that will appear as an extra toolbar in your Microsoft Office programs. To download this add-on, you must have either **Windows XP**,**Windows Vista**, or **Windows 7**, and either the **2003**, **2007**, or **2010** version of Microsoft Office.

Please note that Cloud Connect doesn't always work exactly the way it's supposed to. You should double-check your Drive and Office files to make sure that the uploading and syncing is working properly.
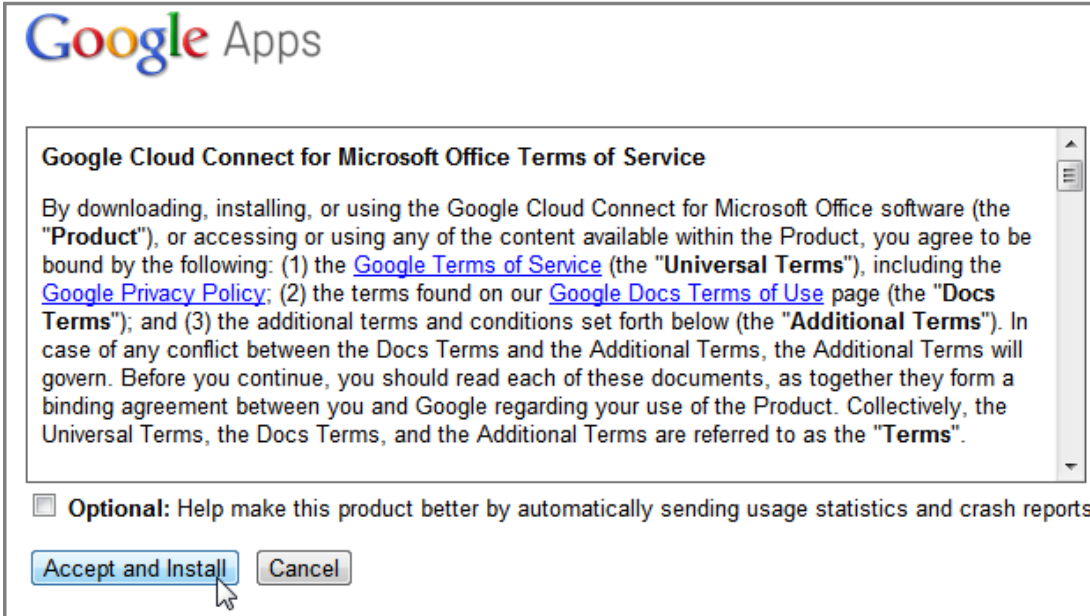
To Set Up Google Cloud Connect:

1. **Close** any open Microsoft Office programs.
2. Go to the Google Cloud Connect for Microsoft Office page and click **Download Google Cloud Connect**.

Downloading Google Cloud Connect for Microsoft Office

3. The **Terms of Service page** will appear. Click **Accept and Install** to continue.


The Cloud Connect terms of service

4. The **Google Cloud Connect Installer** will open automatically. Depending on your current internet browser, the download and installation process may be a little more complicated. Step-by-step instructions will appear in the browser window if you are not sure how to proceed.

5. Select **Close** when the installer in finished.

Saving the Google Cloud Connect add-on

6. **Open** a Microsoft Office program like Word, Excel, or PowerPoint.

7. In the top part of the screen, you should see the **Google Cloud Connect Toolbar**. Click **Login**.
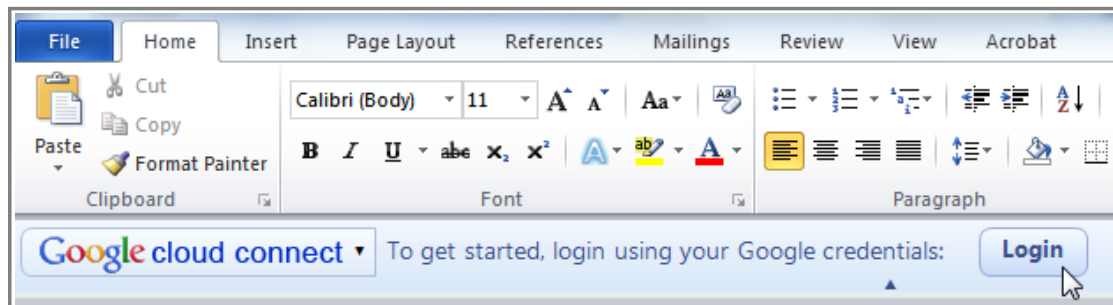
The Cloud Connect toolbar in Word

8. Two dialog boxes will appear: the **Global Settings dialog box**, and the **Approve Access to your Google Account dialog box**. If you are **not** logged in to your Google Account, enter your login information in the **Approve Access to your Google Account** dialog box and click **Sign in**.
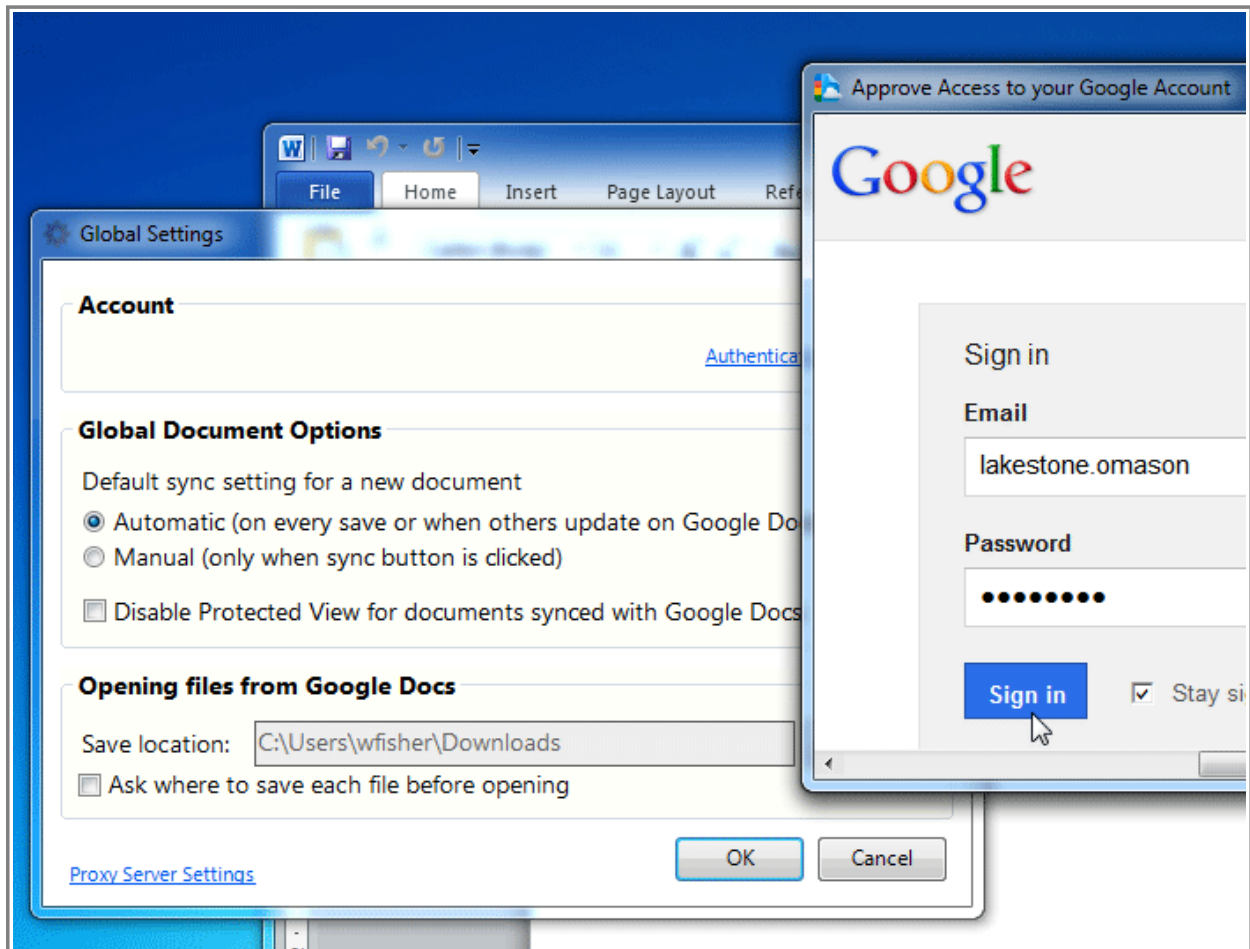
Logging into Google accounts

9. Once you're logged into your account, click **Grant Access** in the **Approve Access to Your Google Account** dialog box.
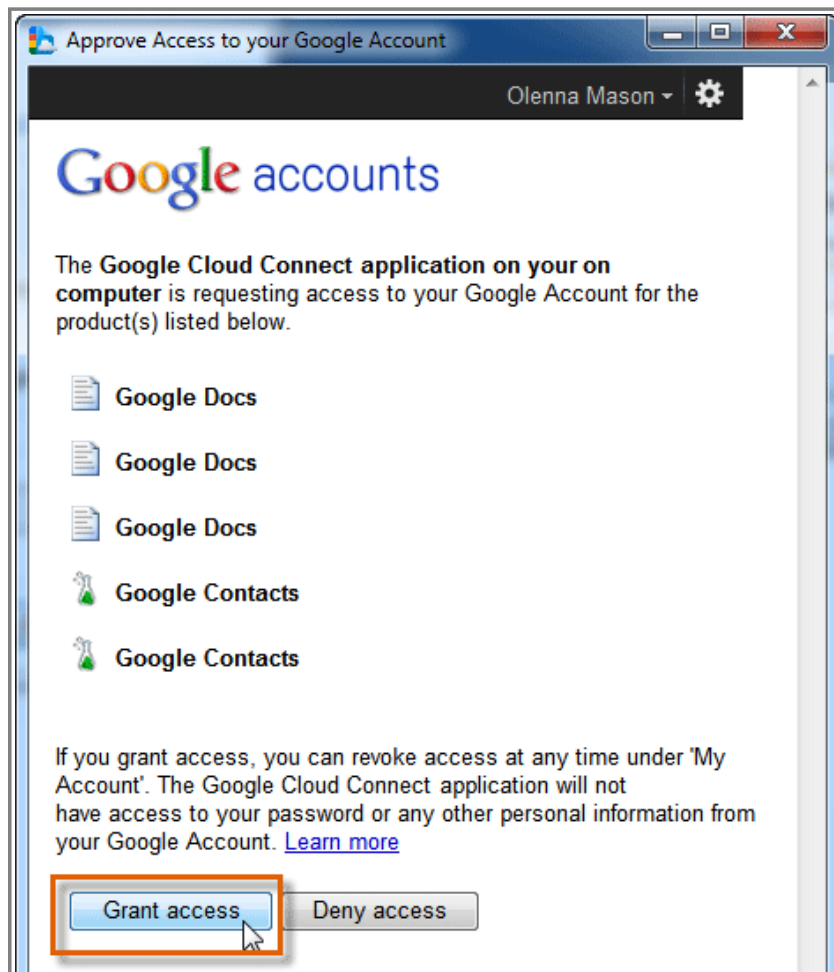
*Approve Access to your Google Account*

10. If desired, **review** and **modify** the Google Cloud Connect settings in the **Global Settings** dialog box.
    1. Choose **automatic** or **manual** syncing. Setting this option to **Manual** means that you will have to individually sync each new document that you want to appear on your Google Drive.
    2. If you choose to sync your files **automatically**, all of your Office files will open in **Protected View**. To prevent this, check **Disable Protected View**.
    3. If you would like Microsoft Office to automatically save downloaded Google Drive files in a set location, uncheck **Ask where to save each file before opening**. Then, click **Change...** to select a different location.
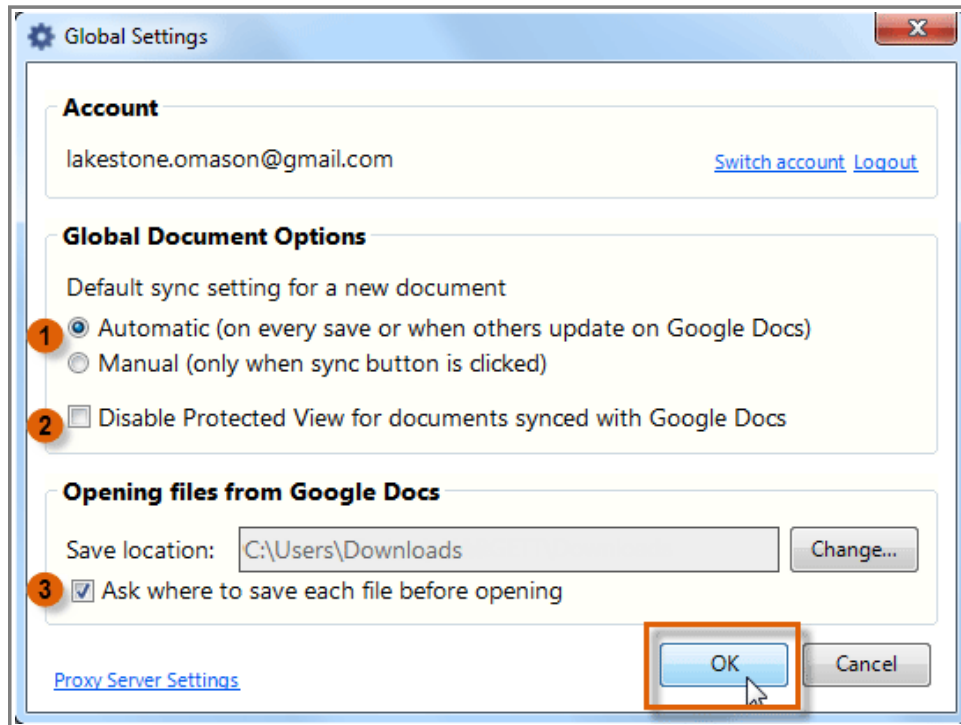
Cloud Connect Global Settings

11. When you're satisfied with your settings, click **OK**. Google Cloud Connect is now set up, and will sync to Google Drive any new Word documents, Excel spreadsheets, and PowerPoint presentations you create.
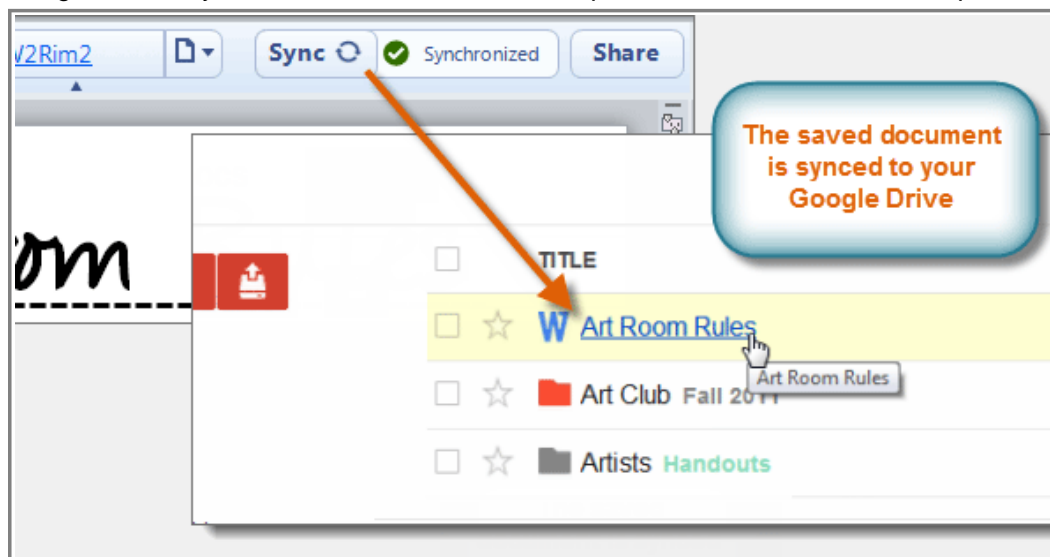
A Word document, synced using Cloud Connect

Google Cloud Connect may occasionally log you out of your account, which makes automatic uploading and syncing impossible. As you make changes to your docs in the Office programs, check to make sure that you remain logged into your Google account.

Challenge!

1. Try **uploading a file** from your computer to your Google Drive. Check to see that it has been **added** to your Google Drive.
2. Use the **web uploader** to **upload and convert** a file to Google Docs format.
3. **Open the file** to see if Google Drive kept the **original formatting** of your file.