

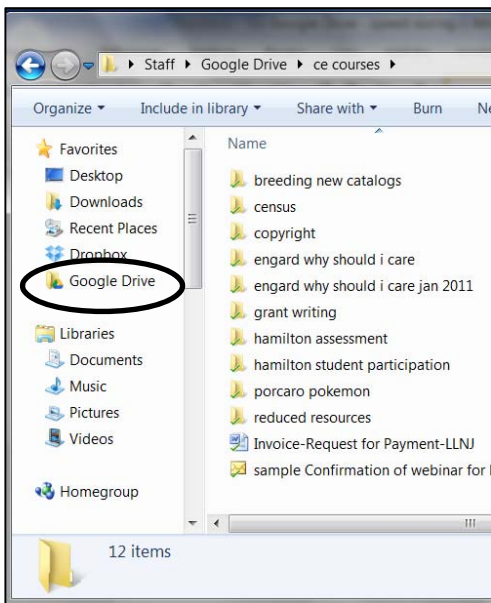
# Google Drive <https://drive.google.com>

Presented by LibraryLinkNJ, the New Jersey State Library and the New Jersey Library Association |  
Technology Speed Dating | Gloucester County Library, April 24, 2013

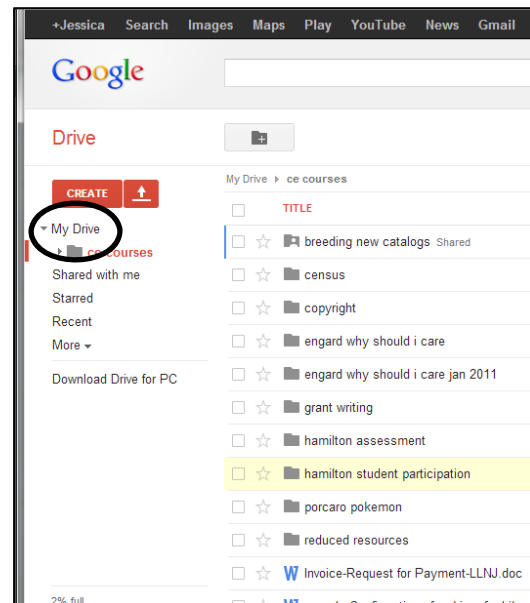


Google Drive lets you sync files on your computer with a personal storage space on the web. You can also create word processing, spreadsheet, presentation and other documents right in your browser, and share them with others for convenient collaboration. You can access and create My Drives on any device.

## Document Storage



On your computer



On the web

- Install Google Drive on your computer. You'll be able to sync some or all of your files with your space on the web, so that you can access files anywhere you have an internet connection.
- Your Google Drive folder functions like any other folder on your computer (except that it automatically syncs with your web space).
- No more emailing files to yourself or worrying about where the latest version is!
- Share files with anyone so that they can view and/or edit.
- Get 5 GB for free; after that additional space costs as little as \$2.49/month.

## Document Creation

- Create word processing docs, presentation slides, spreadsheets, web forms or drawings right in your web browser. You can work with many other file types, too, such as images and videos.
- Create documents without Microsoft Office or other software (features are more basic, but still very functional).
- Share documents with anyone using their email address (if they are not already Drive or Gmail users, they will have to set up a quick Google Account).
- Create documents collaboratively in real-time – you can actually see others typing in your docs!

