

GOOGLE DRIVE

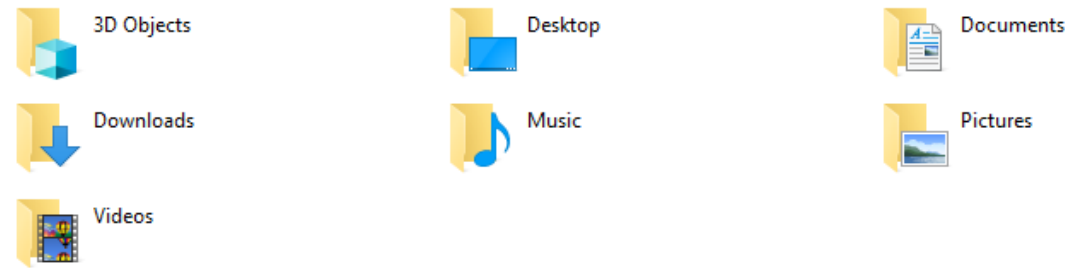
AND OTHER CLOUD STORAGE PROVIDERS

Prepared by Gary Tomlin for
Chalfont's U3A Computer Group

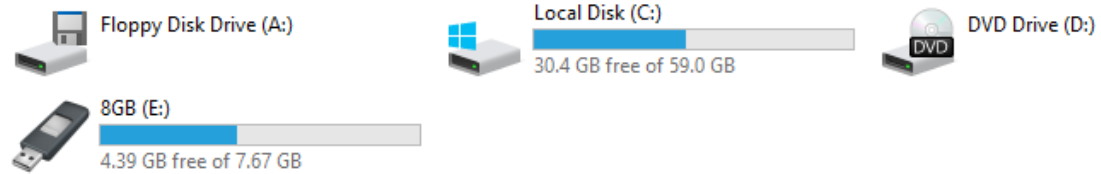


Windows File System

▼ Folders (7)



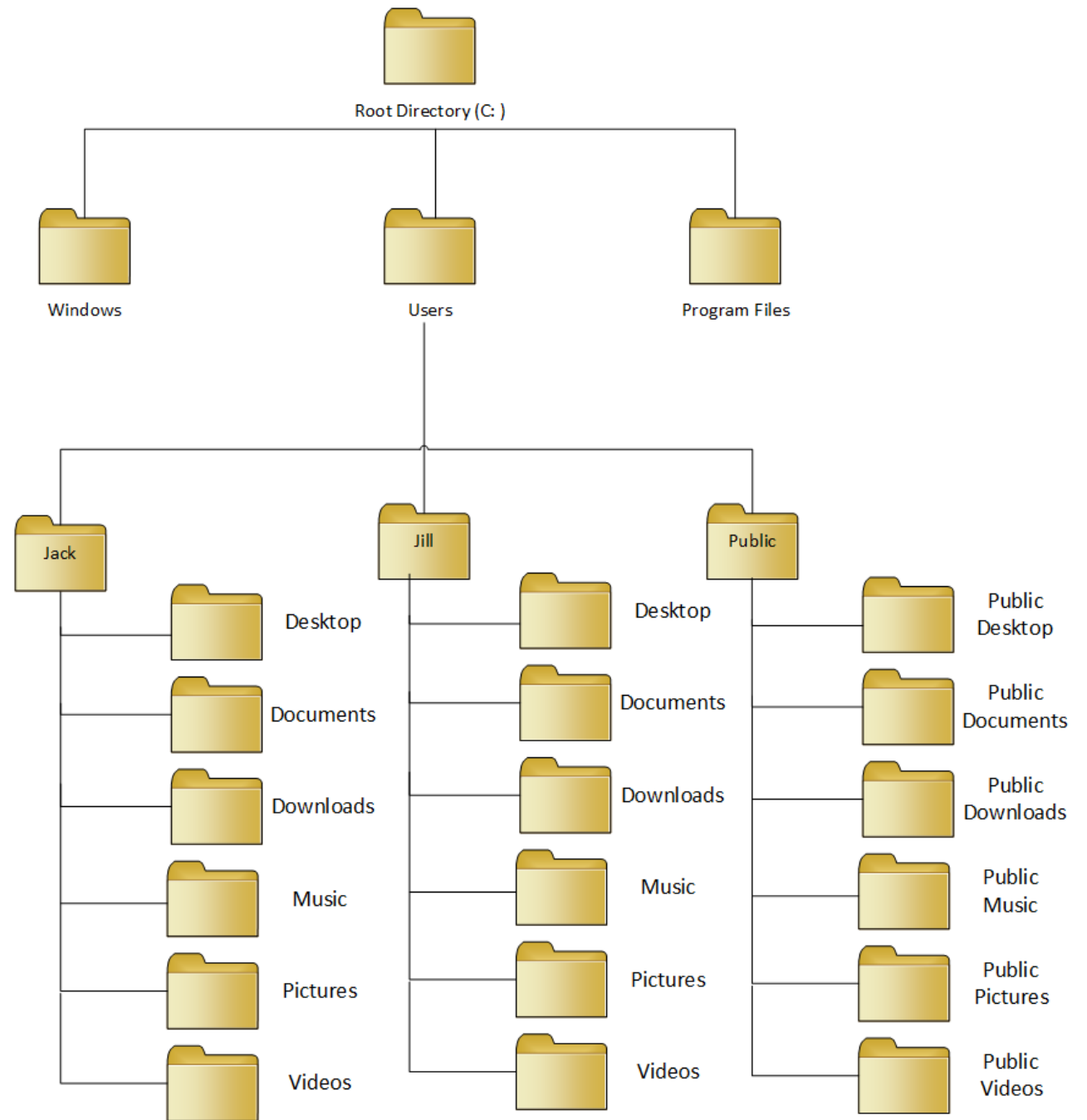
▼ Devices and drives (4)



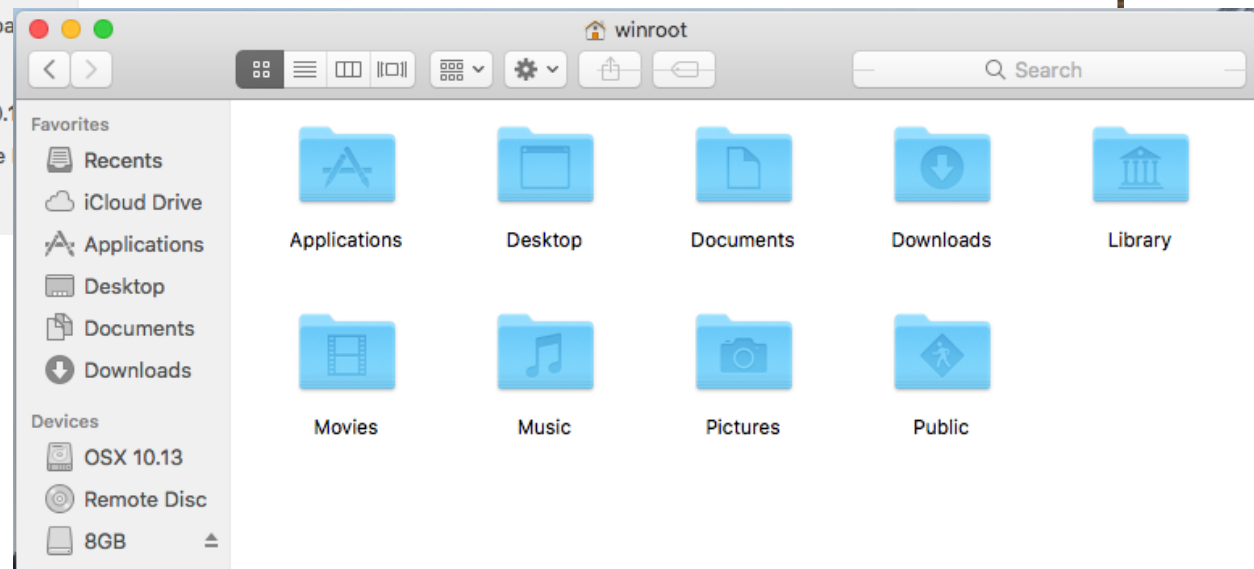
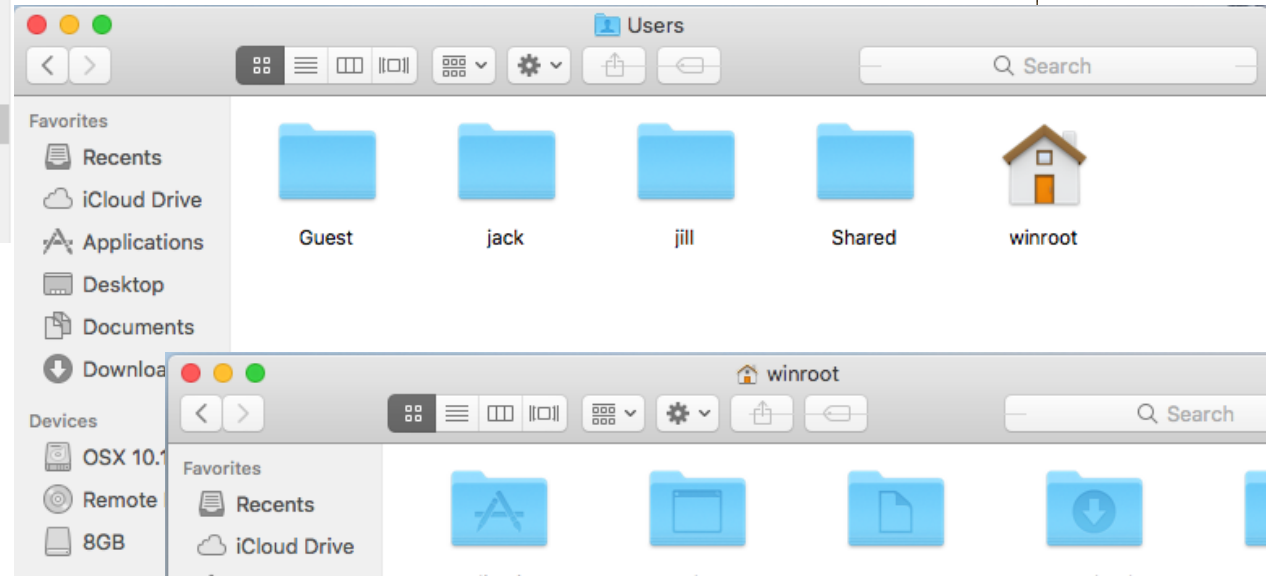
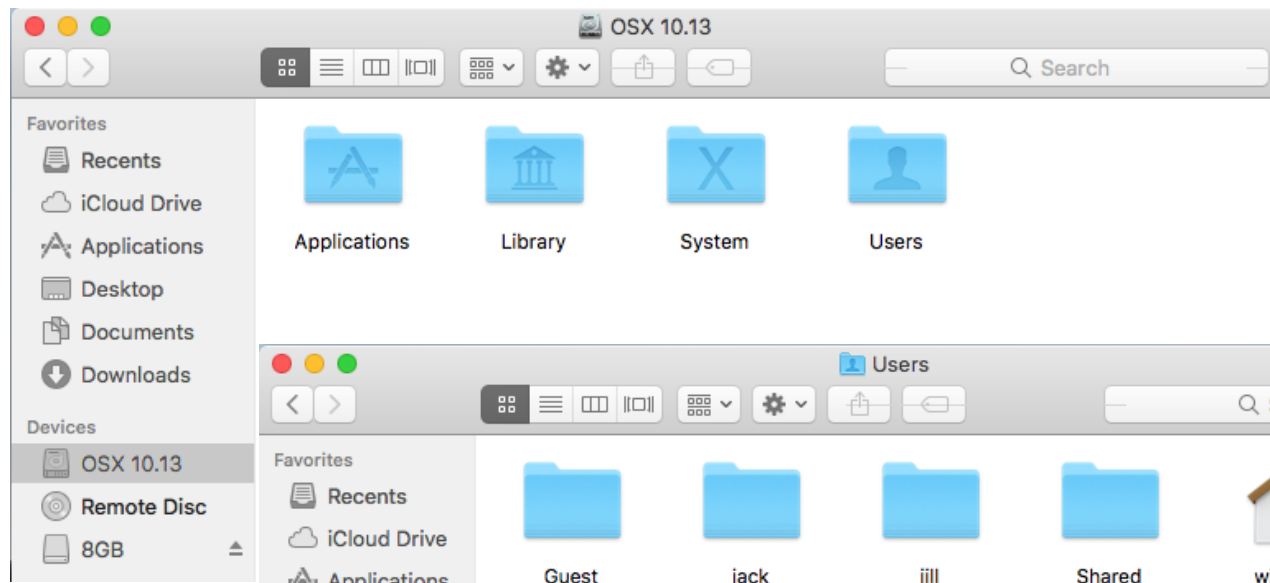
This PC > Local Disk (C:) >

This PC > Local Disk (C:) > Users >		This PC > Local Disk (C:) > Users > jack >		
Name		Name	Date modified	Type
PerfLogs		gary	10/06/2019 13:43	File folder
Program Files		jack	10/06/2019 13:43	File folder
Program Files (x86)		jill	10/06/2019 13:43	File folder
Users		Public	10/06/2019 13:43	File folder
Windows				
		3D Objects	10/06/2019 13:43	File folder
		Contacts	10/06/2019 13:43	File folder
		Desktop	10/06/2019 13:43	File folder
		Documents	10/06/2019 13:43	File folder
		Downloads	10/06/2019 13:43	File folder
		Favourites	10/06/2019 13:43	File folder
		Links	10/06/2019 13:43	File folder
		Music	10/06/2019 13:43	File folder
		Pictures	10/06/2019 13:43	File folder
		Saved Games	10/06/2019 13:43	File folder
		Searches	10/06/2019 13:43	File folder
		Videos	10/06/2019 13:43	File folder

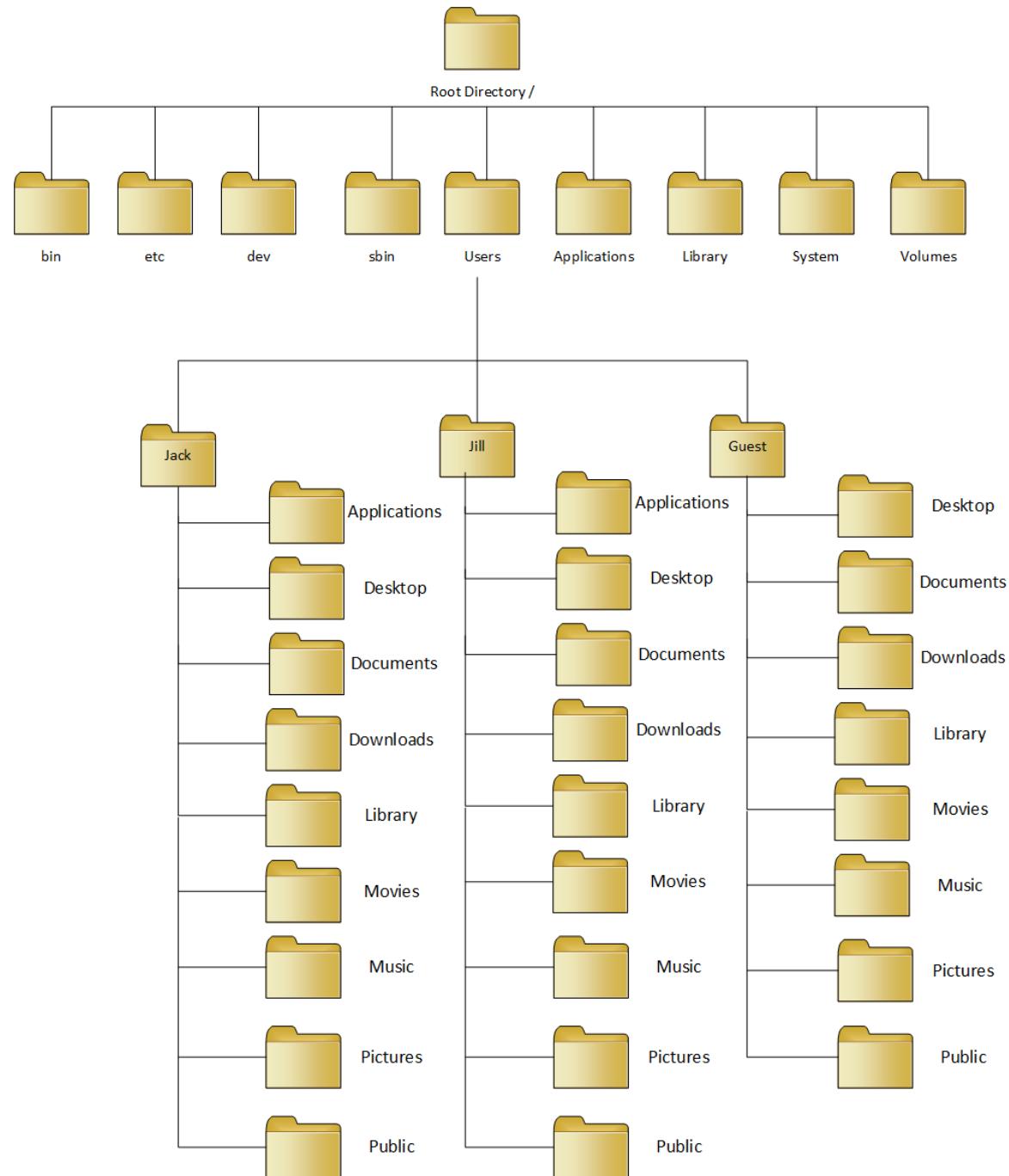
Windows File System



macOS File System



macOS File System



File and Folder paths

Windows

Home Folder	c:\users\<login name>
e.g.	c:\users\jack
Documents Folder	c:\users\jack\documents
Pictures Folder	c:\users\jack\pictures
Music Folder	c:\users\jack\music
USB Drive	e:\

MacOS

Home Folder	/users/<login name>
e.g.	/users/jack
Documents Folder	/users/jack/documents
Pictures Folder	/users/jack/pictures
Music Folder	/users/jack/music
USB Drive	/Volumes/8GB

Name	Equal To	Size(In Bytes)	Number of Books
Bit	1 bit	1/8	
Nibble	4 bits	1/2 (rare)	
Byte	8 bits	1	
Kilobyte	1024 bytes	1024	0.002
Megabyte	1,024 kilobytes	1,048,576	2
Gigabyte	1,024 megabytes	1,073,741,824	2,000
Terrabyte	1,024 gigabytes	1,099,511,627,776	2,000,000
Petabyte	1,024 terrabytes	1,125,899,906,842,624	200,000,000
Exabyte	1,024 petabytes	1,152,921,504,606,846,976	200,000,000,000
Zettabyte	1,024 exabytes	1,180,591,620,717,411,303,424	
Yottabyte	1,024 zettabytes	1,208,925,819,614,629,174,706,176	

A 250 page book has on average 500,000 (500KB) characters including spaces

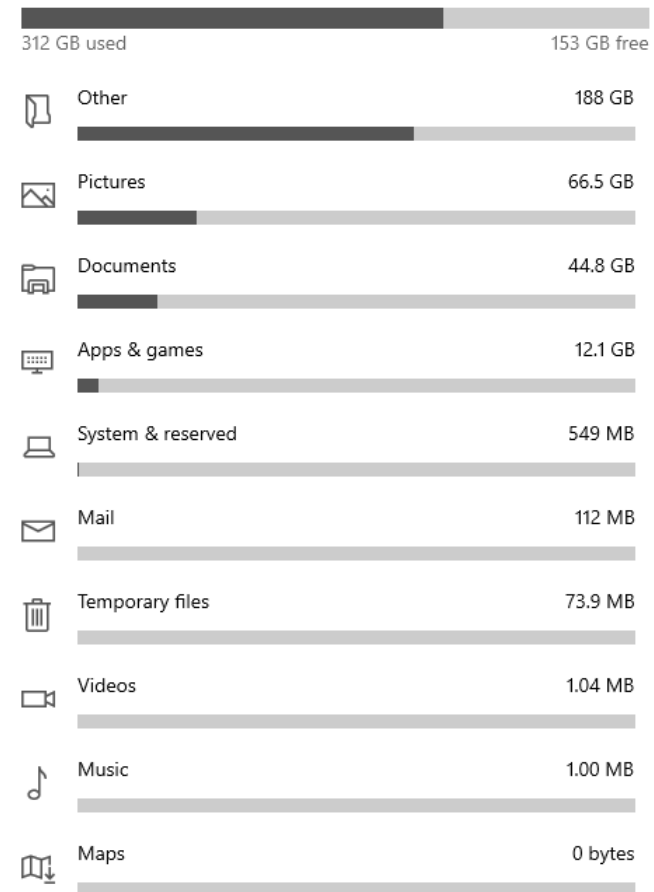
How much
data do I
have?

In the Windows Start Screen type “Storage Settings”

Click on your c: drive and you can check how much space is being used by each data type

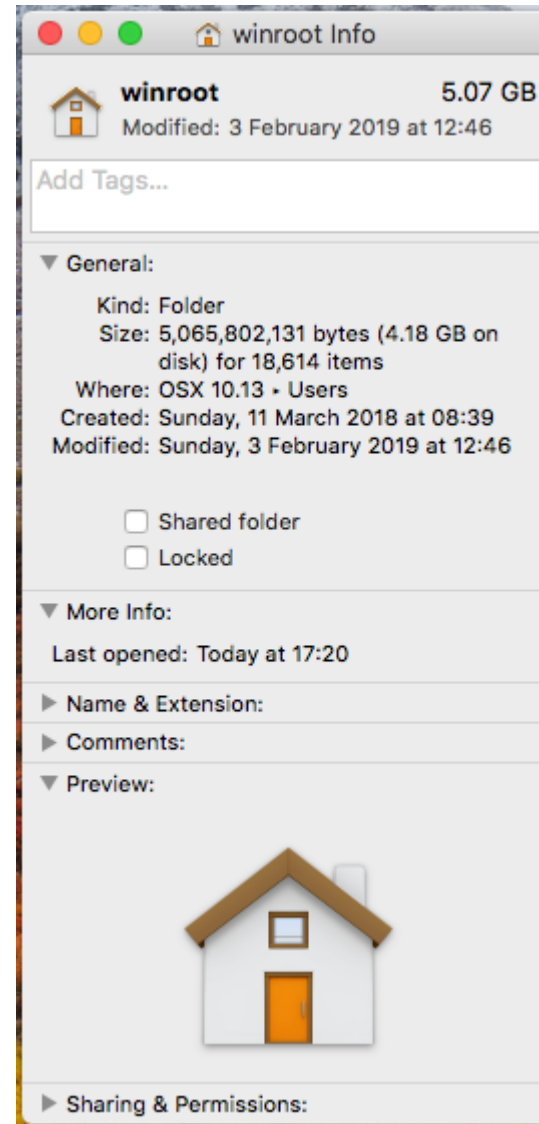
🏠 Data Disk (D:) - 465 GB

Storage usage



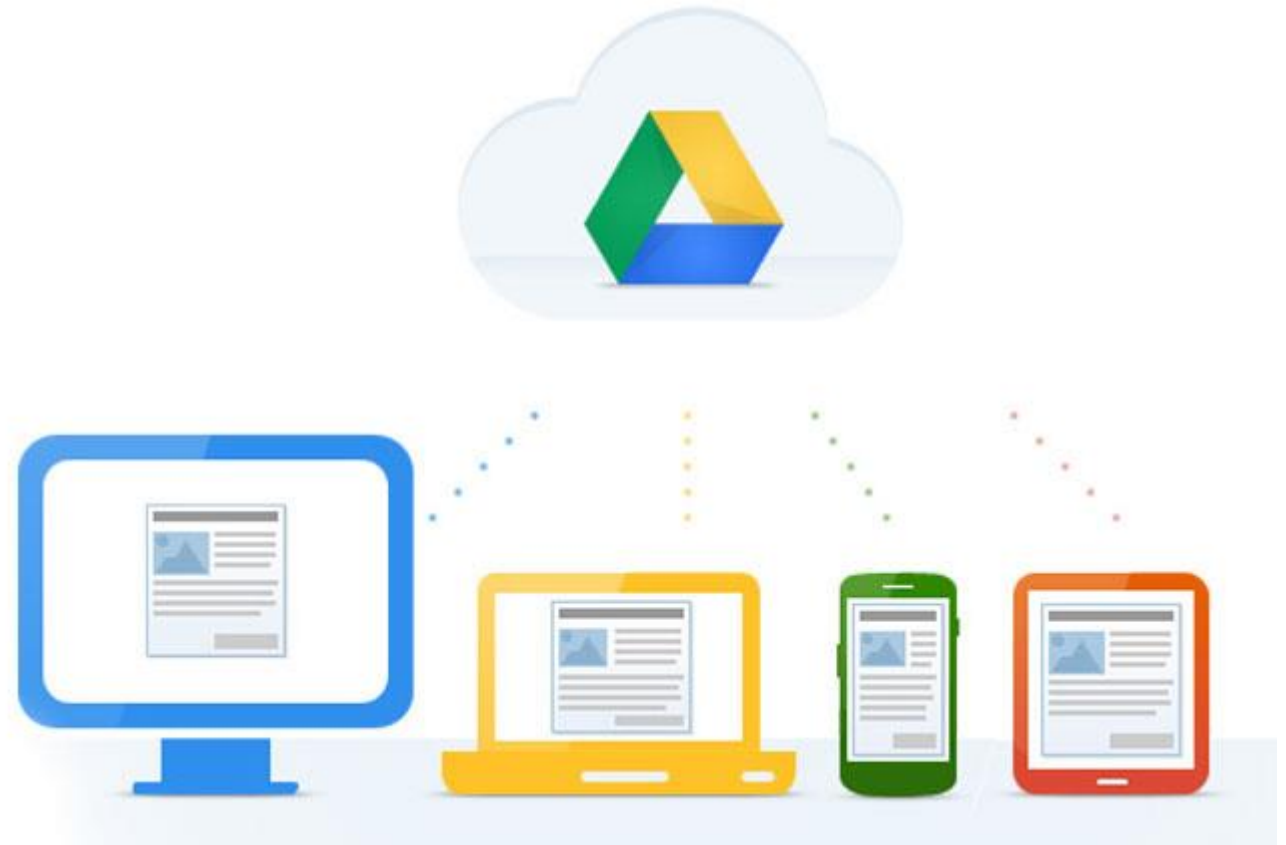
How Much Data do I have?

In the macOS finder window right click on the **user's** folder and select "Get Info" this will display the total storage used under that users folder



What is cloud Storage?

Cloud storage is a **cloud** computing model in which data is **stored** on remote servers accessed from the internet, or "**cloud.**" It is maintained, operated and managed by a **cloud storage** service provider.





What are the benefits?

- Backup - Files are automatically backed up
- Restore - If you ever lose your device, just get a new one and login and you are good to go
- Restore to an earlier version - Google Suite files allows you to restore to an earlier version. This is a life saver especially in context of collaboration
- Collaborate - Work with others on the same file at the same time! Changes are live! No more wondering which is the latest version
- Access anywhere - Work from whatever device you want i.e. Android, Chromebook, PC etc
- Share - Three options to choose from i.e. View, Comment (equivalent to tracked changes) and Edit. You can specify individuals or share via a link

Cloud Provider	Free Storage	50GB	100GB	200GB	1,000GB (1TB)	2,000GB (2TB)	Free Photo Storage
Amazon Drive	5GB (+unlimited photos with prime)		£17/year		£80/year	£160/year	✓
Box	10GB		£96/year				
BT Cloud	10GB – 1000GB	£36/year					
Dropbox	2GB					£95/year	
Google Drive	15GB		£16/year	£25/year		£80/year	✓
Apple iCloud	5GB	£10/year		£30/year		£84/year	
Microsoft OneDrive	5GB	£24/year			£60/year		



Getting Started

- Create a google account if you don't have one
- Check how much data you want to store on your Google Drive
- Purchase additional storage if it is more than 15GB free limit, this limit also include your email data
- You can check the amount of storage you are currently using at the bottom left of you Gmail page
- Go to <https://www.google.com/drive/> or search for **Google Drive**
- In the top right of the page click **Download** under the Personal section click download to install the Backup and Sync Client
- Follow the configuration wizard and login to your google account
- Choose the folders from your computer to continuously back up to your Google Drive
- Choose the folders your Google Drive you wish to sync to your computer



Additional Features

- On your desktop you will get links to the Google apps including Docs, Sheets, Slides and Google Drive
- You will have an icon on the task bar which shows the status of the backup and sync client
- If you wish to restore an older version of a file login to your google drive account via a web browser and navigate to the file and select **Manage Versions**