Google Drive Cheat Sheet

makeuseof

(If you use a Mac, use Command key instead of Ctrl, and the option key for Alt)

Selection

j	navigate to and highlight next item
k	navigate to and highlight previous item
x	toggle selection of highlighted item
Shift + a	select all
Shift + n	select none

Create New

Shift + t	create a new text document
Shift + s	create a new spreadsheet
Shift + p	create a new presentation
Shift + d	create a new drawing
Shift + c	create a new collection

Menus

c	display create new menu
u	display upload menu
a	display actions menu
r	display sort menu
v	display view menu

Actions

s	star/unstar
.	share
z	organize

Applictaions

/	go to search box
d	toggle details pane
?	display keyboard shortcuts

Useful Browser Extensions

Gmail Attachments To Drive (Chrome)
http://bit.ly/J6isN9

Save Gmail attachments directly to Google Drive from the attachment list itself with a newly added Save To Drive link.

Useful tips and tricks

1. Use the "Send To" from right-click Menu (Win):

*Copy this line: **%APPDATA%/Microsoft/Windows/SendTo**, paste it into the Windows Explorer's <u>address bar</u>, hit **Enter**, right-click the Google Drive folder in your favorites, hold down the right mouse button, and drag and drop it to your **Send To** folder. When a menu appears, select **"Copy Here."***

2. Make Google Drive your default documents folder:

*Move your **My Documents** folder to Google Drive and you'll always stay up to date with your docs.*

For Mac:
*Open **Terminal** (search for it in Spotlight) and type **cd Users/yourusername/Google\Drive**. Hit Enter, then type **ln -s ~/Documents /Documents**. Hit Enter.*

For PC:
*Right click on "**My Documents**" folder and select the **Location** tab. Next, click **Move...** and browse to the location of your Google Drive directory.*

3. Manage Deleted Files:

*All deleted files are stored in **Trash**. To manage these files, click on **More** in the main menu and click **Trash**.*

4. Restore previous versions (on-site only):

*Right-click on a file, click "**Manage Revisions**".*

5. Make use of Google Apps:

*Enhance your Google Drive experience with various apps at **http://bit.ly/O8ewQB***

Must-have Google Apps

WeVideo For Google Drive
***http://bit.ly/JaHwTu** - Powerful collaborative video editor for Google Drive;*

DocuSign
***http://bit.ly/JG8eH1** - Send and receive documents for signature right from your Google Drive*

Mobile Apps

Google Drive (Android)
***http://bit.ly/GGW3qW** – Official app by Google for Android devices, which lets you access, edit and share all your data stored on Google Drive;*

Google Drive (iOS)
***http://bit.ly/NGBCuq** - Official app by Google for iOS devices, which lets you manage your data stored on Google Drive.*

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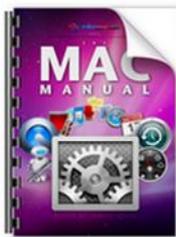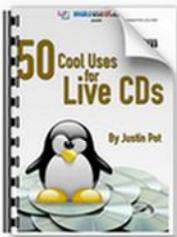
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