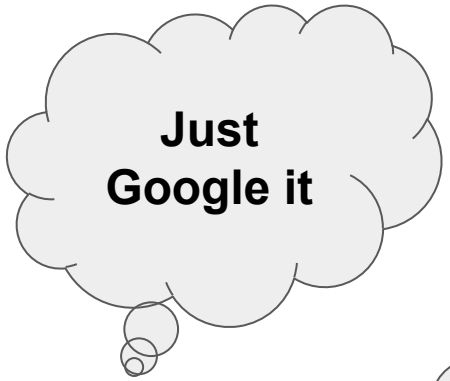
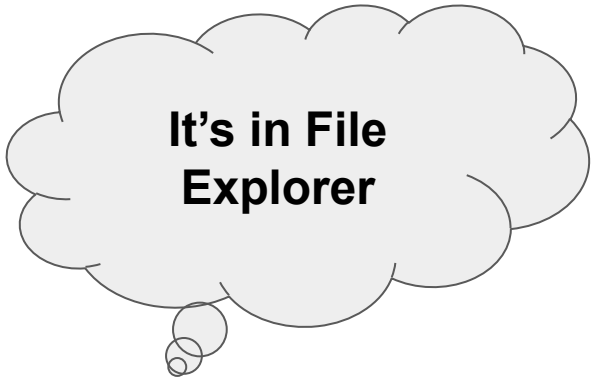
101

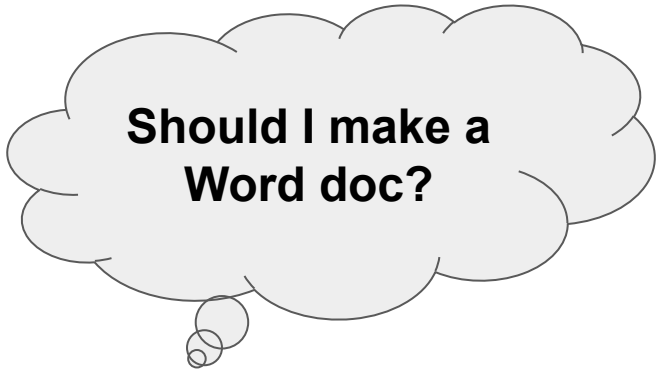
Agenda

1. What is Google and what does it offer?
2. What exactly is Google Drive?
3. Google vs. Gmail
4. Signing in to Google
5. Using Google Drive
6. Editing Files (including file in Microsoft format)
7. Recovering accidental deletions



Much more than a search engine on the web!





These are the same as the previous page, except not specific to Google

Google is really a software manufacturer

Microsoft

Office

Windows

One key difference:Google ONLY exists in the cloud!

chromeOS

chromebook

iMac

iOS

What does Google offer (besides a web search?)

Usage	Google Name	Microsoft Name	Other Similar Services
Email	Gmail	Outlook	iMail, Thunderbird
Calendar / Schedule	Calendar	Outlook	iCal
Data/file storage (cloud)	Drive	OneDrive Teams Sharepoint	DropBox iCloud
Word processor	Docs	Word	Pages
Spreadsheet	Sheets	Excel	Numbers
Presentation	Slides	PowerPoint	Keynote
Meetings	Meet	Teams	Zoom WebEx

A Gmail email address

IS NOT THE SAME AS

a Google Account

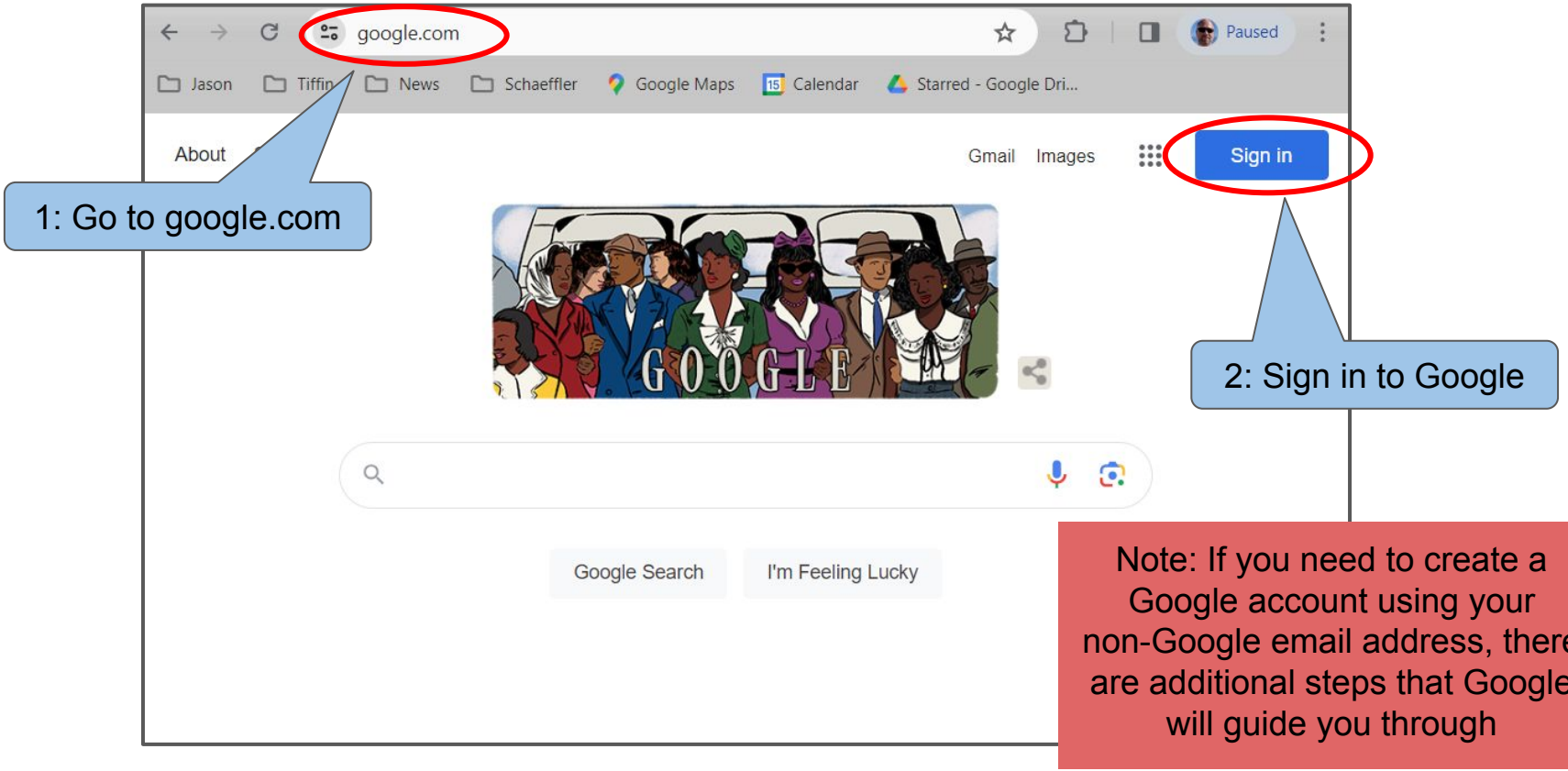
A Kleenex is a facial tissue, but a facial tissue is not necessarily a Kleenex.

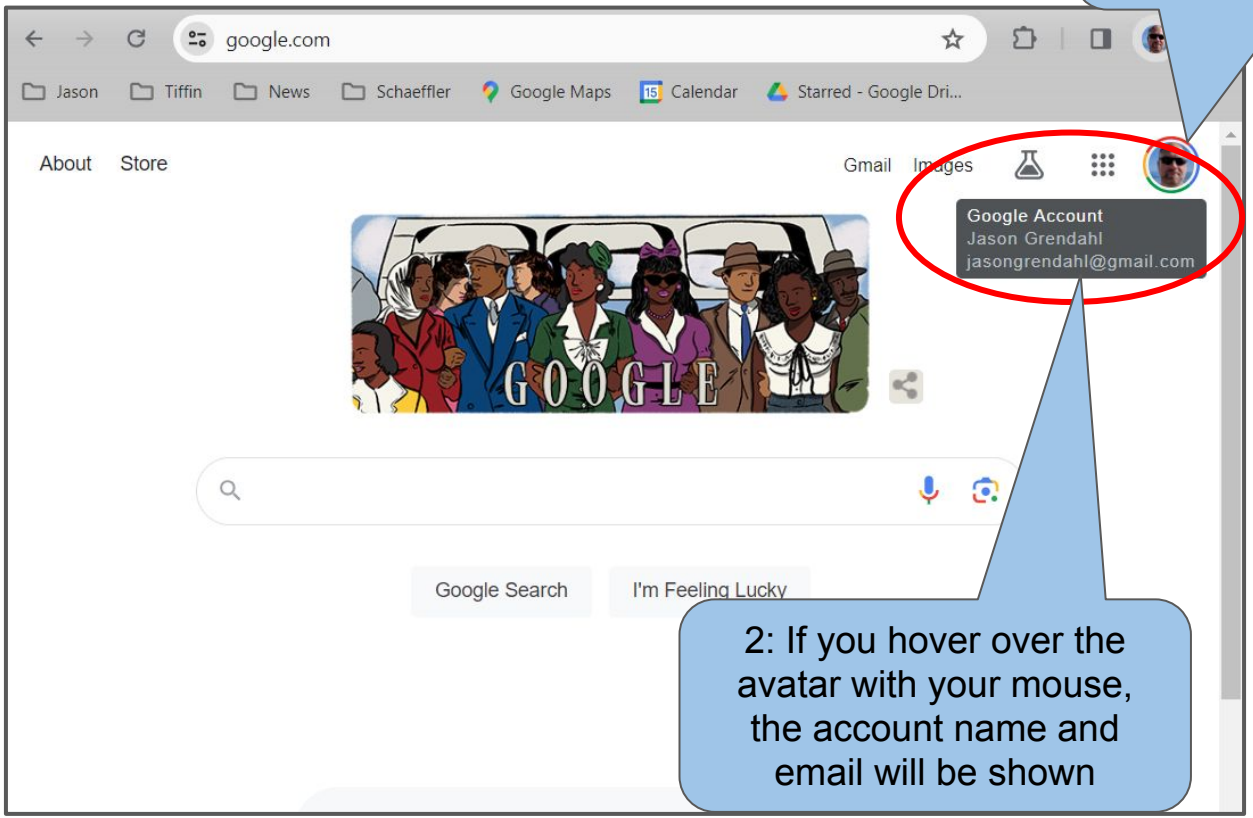
If you have a Gmail address, then you have a Google account. But you can have a Google account without a Gmail address.

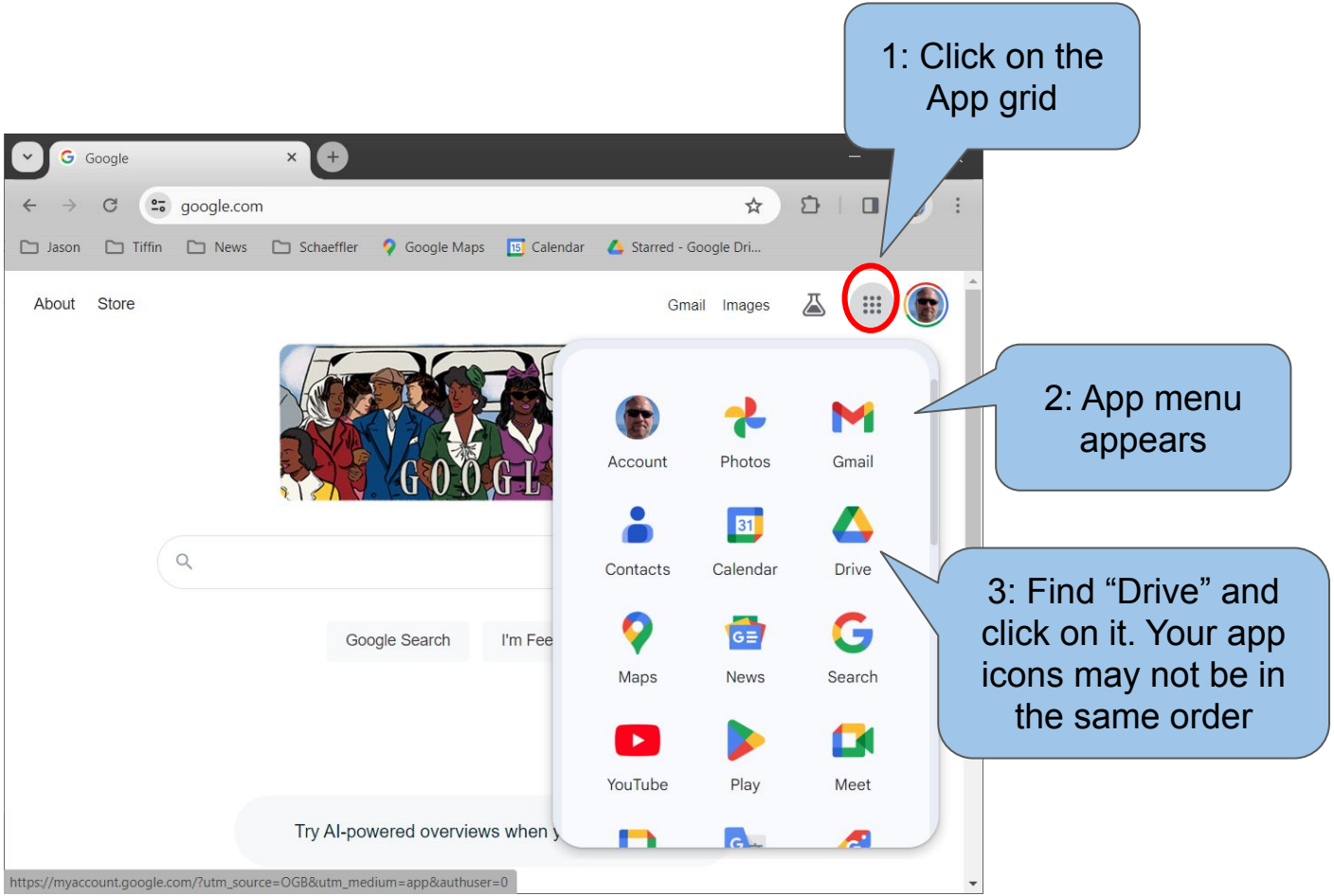
Google Drive - Where GBAAC does most of our work

Popular misconceptions

1. I don’t have a Gmail address. I can’t use Google Drive. (Wrong)
2. I use Word/Excel. I don’t want to switch to Google. (Google Workspace and Drive works with all file formats)
3. I can’t access files in Google Drive without logging in to Google (Can access, but may be limited to view-only)
4. I don’t use Chrome as a web browser so I can’t use Drive/Google (Wrong)
5. Others?


google.com
Paused
Jason
Tiffin
News
Schaeffler
Google Maps
Calendar
Starred - Google Dri...
About
Gmail
Images
Sign in
GOOGLE
Google Search
I'm Feeling Lucky
1: Go to google.com
2: Sign in to Google
Note: If you need to create a Google account using your non-Google email address, there are additional steps that Google will guide you through


1: Once successfully signed in, the upper right corner will show your avatar or your initials
google.com
Jason
Tiffin
News
Schaeffler
Google Maps
Calendar
Starred - Google Dri...
About
Store
Gmail
Images
Google Account
Jason Grendahl
jasongrendahl@gmail.com
GOOGLE
Google Search
I'm Feeling Lucky
2: If you hover over the avatar with your mouse, the account name and email will be shown


1: Click on the App grid
2: App menu appears
3: Find “Drive” and click on it. Your app icons may not be in the same order
Google
google.com
Jason
Tiffin
News
Schaeffler
Google Maps
Calendar
Starred - Google Dri...
About
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Gmail
Images
Account
Photos
Gmail
Contacts
Calendar
Drive
Maps
News
Search
YouTube
Play
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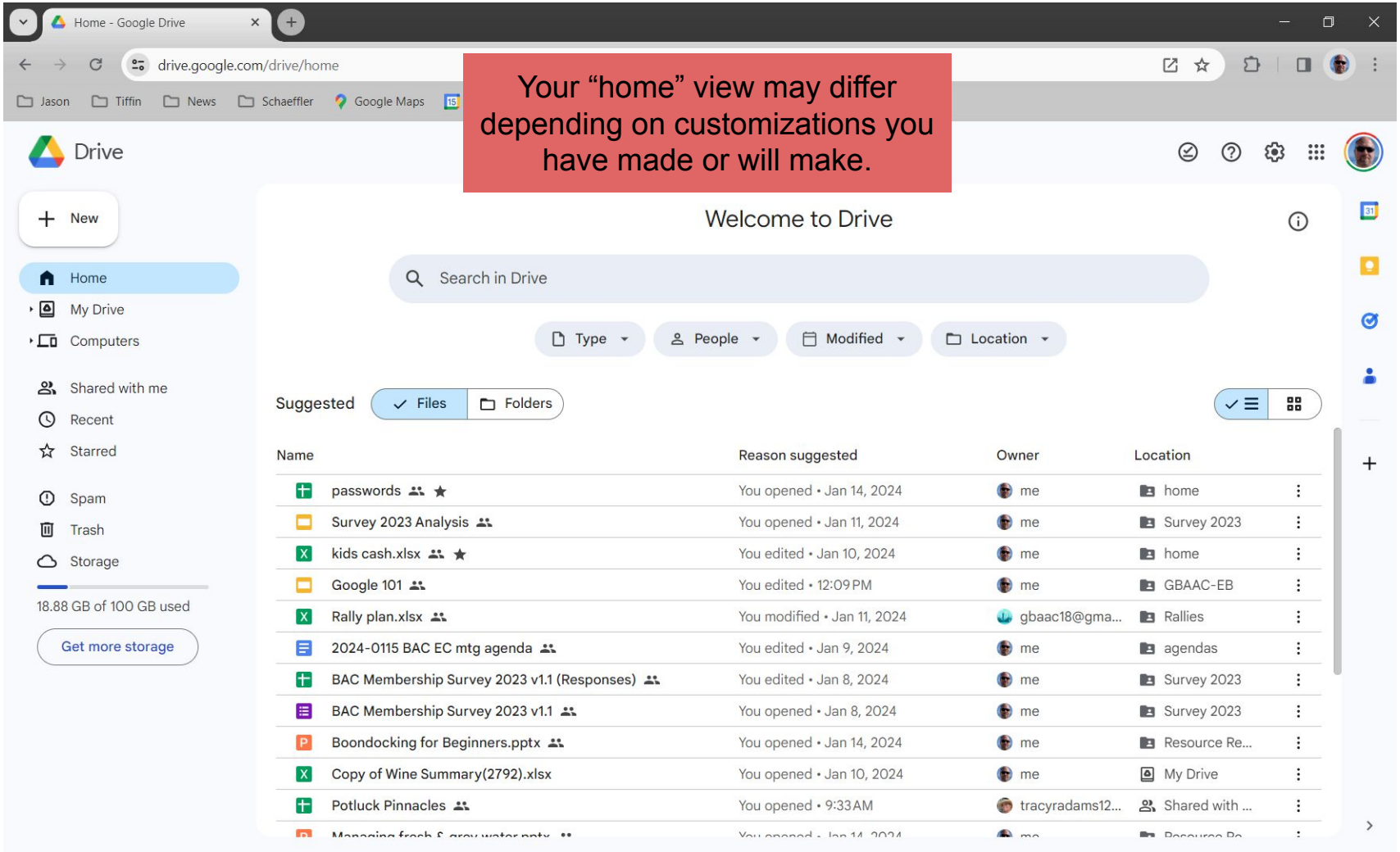
Google Search
Try AI-powered overviews when
https://myaccount.google.com/?utm_source=OGB&utm_medium=app&authuser=0


Home - Google Drive
drive.google.com/drive/home
Jason
Tiffin
News
Schaeffler
Google Maps
Your “home” view may differ depending on customizations you have made or will make.
Drive
New
Home
My Drive
Computers
Shared with me
Recent
Starred
Spam
Trash
Storage
18.88 GB of 100 GB used
Get more storage
Welcome to Drive
Search in Drive
Type
People
Modified
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Suggested
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Folders
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You opened • Jan 14, 2024
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Survey 2023 Analysis
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Survey 2023
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Rally plan.xlsx
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You edited • Jan 9, 2024
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agendas
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Boondocking for Beginners.pptx
You opened • Jan 14, 2024
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Copy of Wine Summary(2792).xlsx
You opened • Jan 10, 2024
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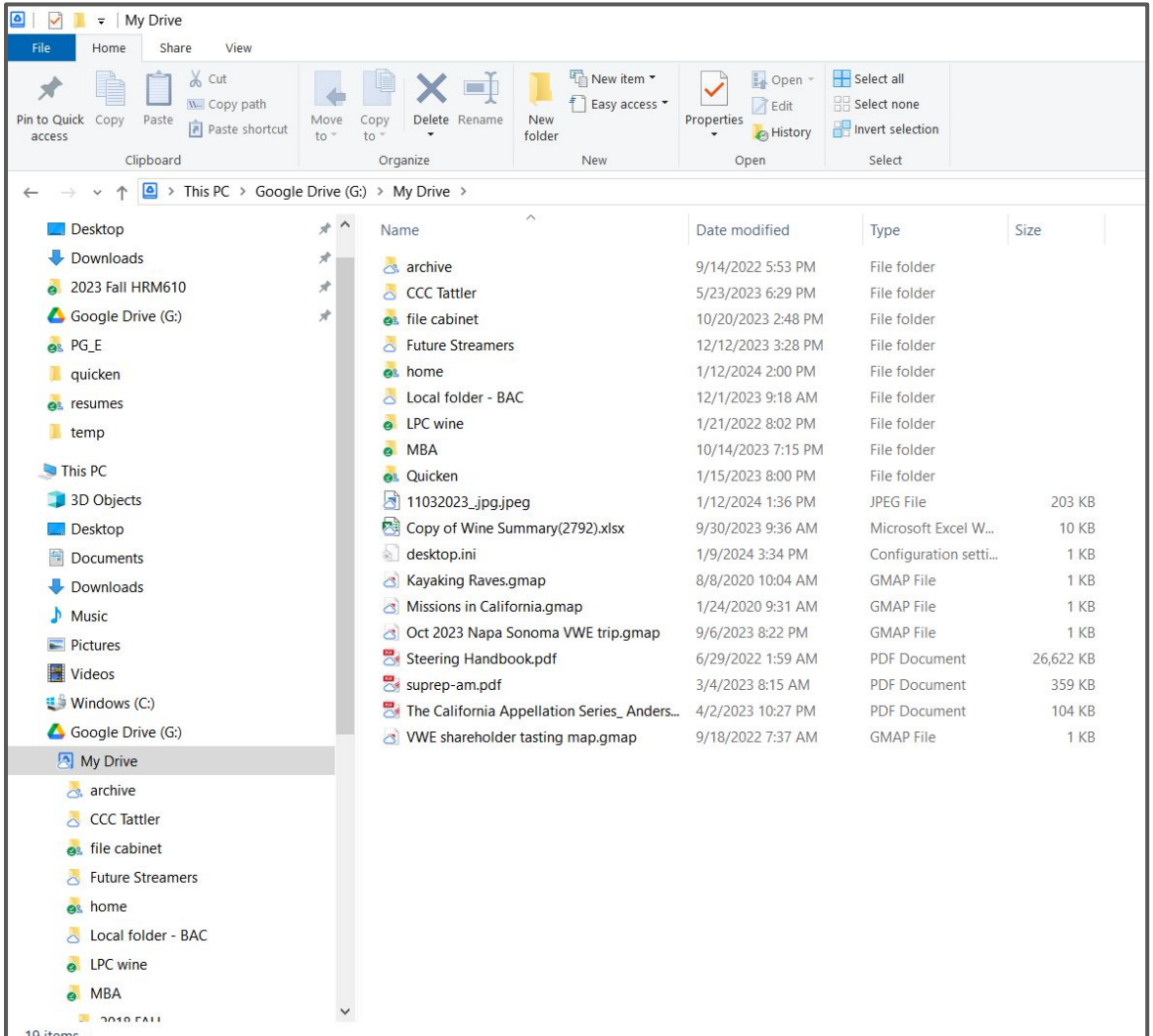
My Drive
Potluck Pinnacles
You opened • 9:33 AM
tracyradams12...
Shared with ...

Microsoft File Explorer

Not so different, eh?



"Holy #&^@ Jason, what did you do?

This doesn't look like 2 pages ago!?!?"

My Drive - Google Drive

drive.google.com/drive/my

Jason | Tiffin | News | Schaeffler

Drive

New

Home

My Drive

Computers

Shared with me

Recent

Starred

Spam

Trash

Storage

18.88 GB of 100 GB used

Get more storage

My Drive

Type | People | Modified

Folders

Name

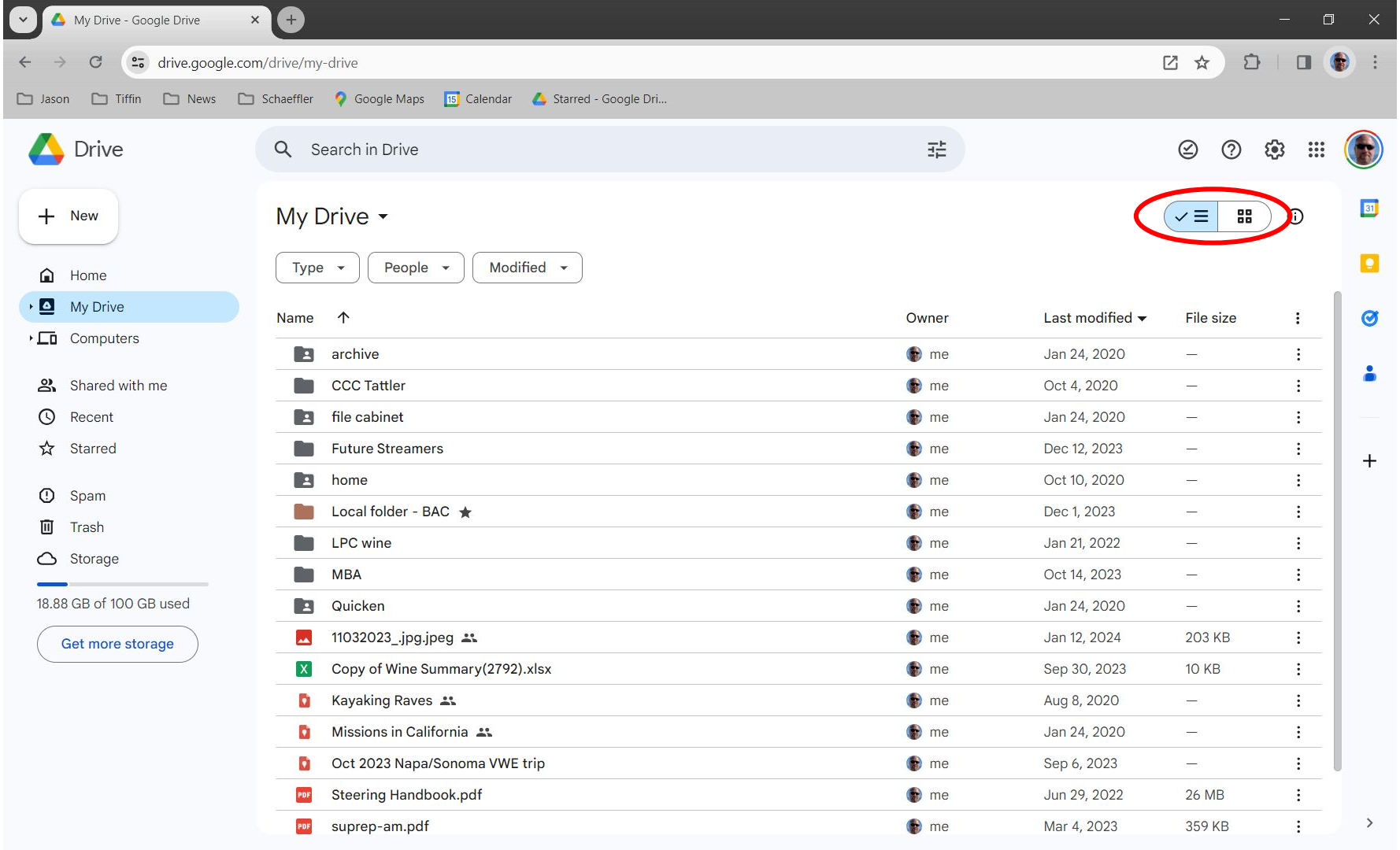
archive | CCC Tattler | file cabinet | Future Streamers

home | Local folder - BAC | LPC wine | MBA

Quicken

Files

11032023_.jpg.jpeg | Copy of Wine Summa... | Kayaking Raves | Missions in California


My Drive - Google Drive
drive.google.com/drive/my-drive
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Tiffin
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Google Maps
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18.88 GB of 100 GB used
Get more storage
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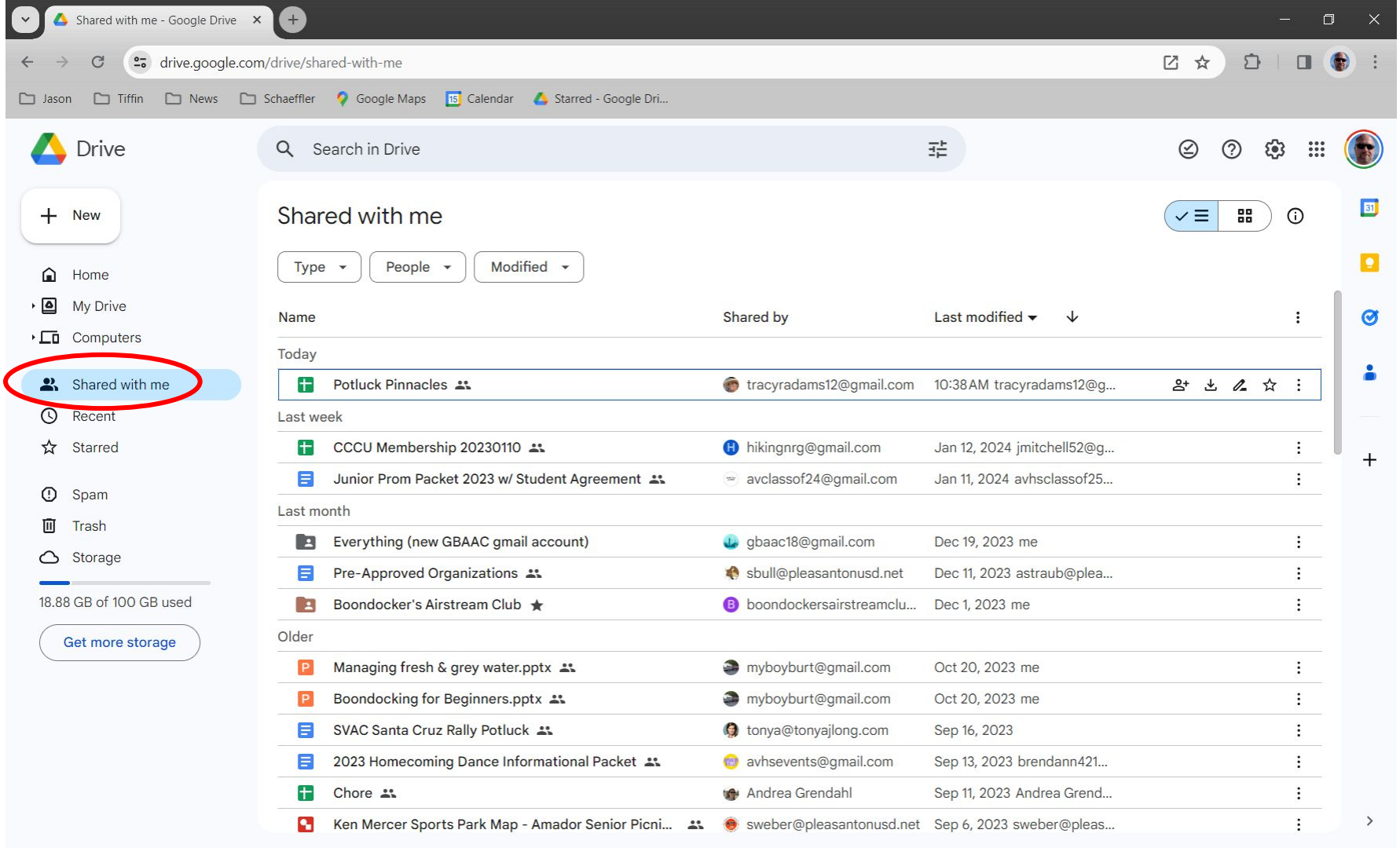
Last modified
File size
archive me Jan 24, 2020 —
CCC Tattler me Oct 4, 2020 —
file cabinet me Jan 24, 2020 —
Future Streamers me Dec 12, 2023 —
home me Oct 10, 2020 —
Local folder - BAC me Dec 1, 2023 —
LPC wine me Jan 21, 2022 —
MBA me Oct 14, 2023 —
Quicken me Jan 24, 2020 —
11032023_.jpg.jpeg me Jan 12, 2024 203 KB
Copy of Wine Summary(2792).xlsx me Sep 30, 2023 10 KB
Kayaking Raves me Aug 8, 2020 —
Missions in California me Jan 24, 2020 —
Oct 2023 Napa/Sonoma VWE trip me Sep 6, 2023 —
Steering Handbook.pdf me Jun 29, 2022 26 MB
suprep-am.pdf me Mar 4, 2023 359 KB


Shared with me - Google Drive
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Tiffin
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Get more storage
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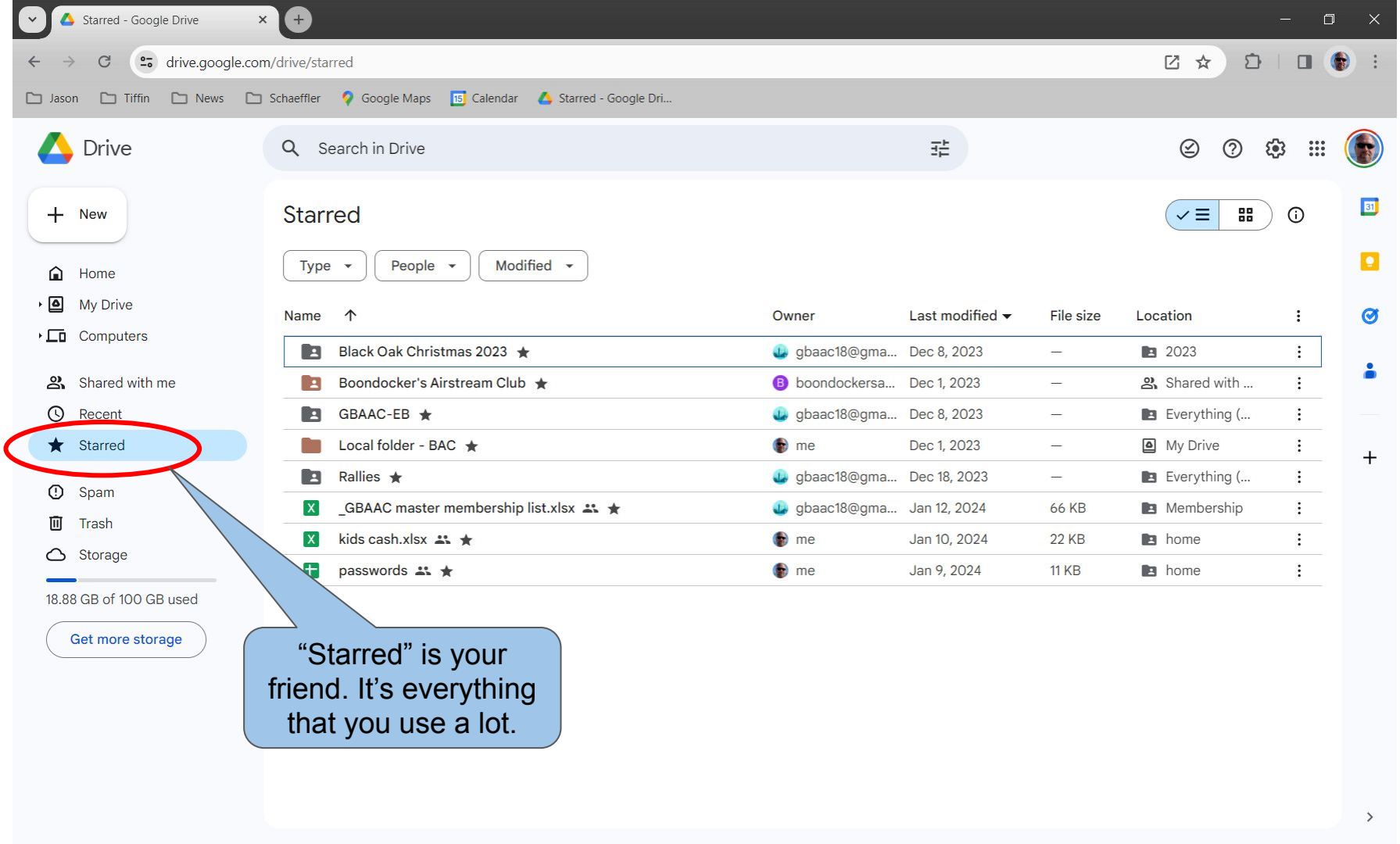
Today
Potluck Pinnacles
tracyradams12@gmail.com
10:38 AM tracyradams12@g...
Last week
CCCU Membership 20230110
hikingnrg@gmail.com
Jan 12, 2024 jmitchell52@g...
Junior Prom Packet 2023 w/ Student Agreement
avclassof24@gmail.com
Jan 11, 2024 avhsclassof25...
Last month
Everything (new GBAAC gmail account)
gbaac18@gmail.com
Dec 19, 2023 me
Pre-Approved Organizations
sbull@pleasantonusd.net
Dec 11, 2023 astraub@plea...
Boondocker's Airstream Club
boondockersairstreamclu...
Dec 1, 2023 me
Older
Managing fresh & grey water.pptx
myboyburt@gmail.com
Oct 20, 2023 me
Boondocking for Beginners.pptx
myboyburt@gmail.com
Oct 20, 2023 me
SVAC Santa Cruz Rally Potluck
tonya@tonyajlong.com
Sep 16, 2023
2023 Homecoming Dance Informational Packet
avhsevents@gmail.com
Sep 13, 2023 brendann421...
Chore
Andrea Grendahl
Sep 11, 2023 Andrea Grend...
Ken Mercer Sports Park Map - Amador Senior Picni...
sweber@pleasantonusd.net
Sep 6, 2023 sweber@pleas...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Get more storage
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Dec 8, 2023
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2023
Boondocker's Airstream Club
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Dec 8, 2023
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Dec 18, 2023
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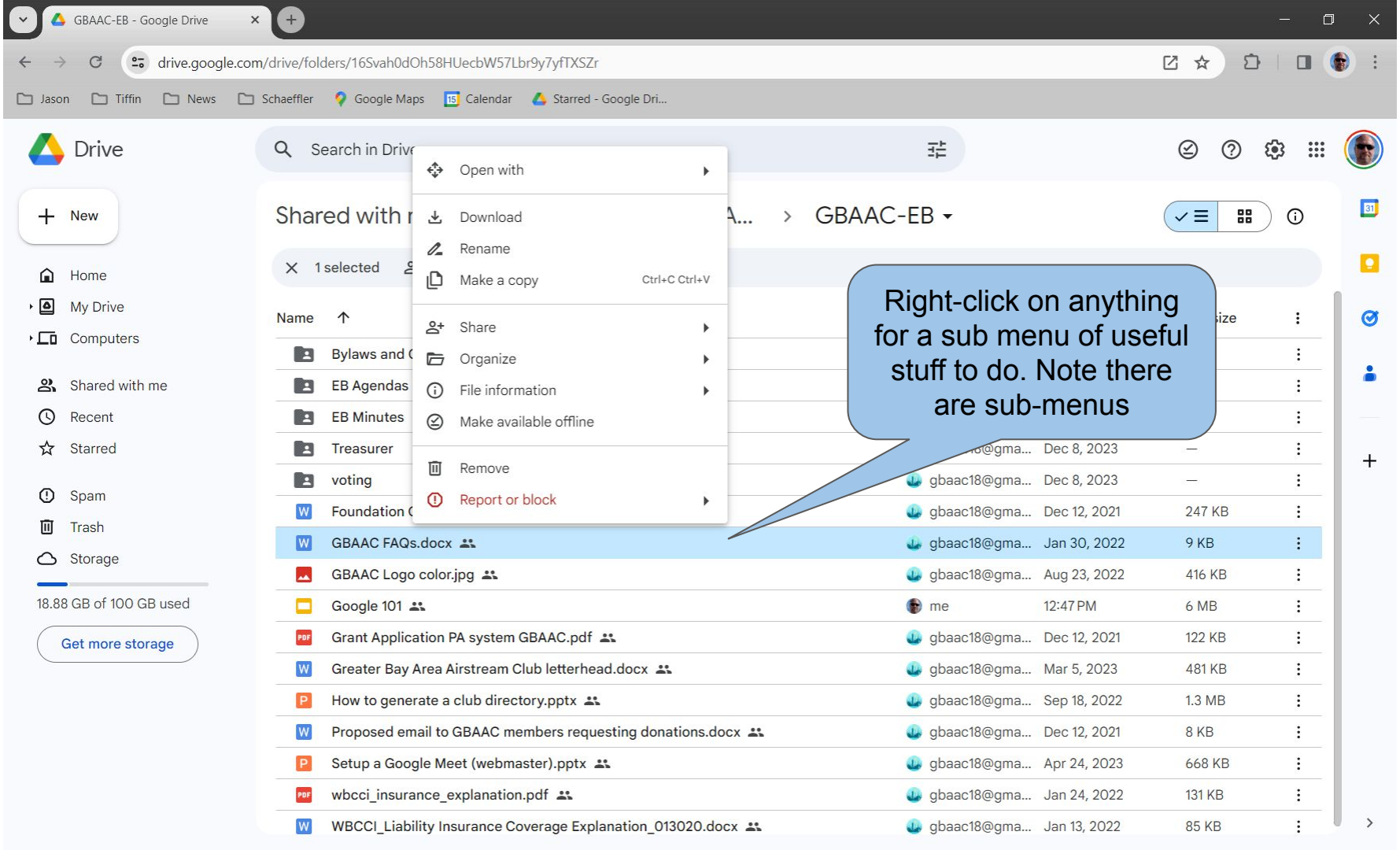
Everything (...
_GBAAC master membership list.xlsx
gbaac18@gma...
Jan 12, 2024
66 KB
Membership
kids cash.xlsx
me
Jan 10, 2024
22 KB
home
passwords
me
Jan 9, 2024
11 KB
home
“Starred” is your friend. It’s everything that you use a lot.


GBAAC-EB - Google Drive
drive.google.com/drive/folders/16Svah0dOh58HUecbW57Lbr9y7yfTXSZr
Jason
Tiffin
News
Schaeffler
Google Maps
Calendar
Starred - Google Dri...
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Search in Drive
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Home
My Drive
Computers
Shared with me
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Starred
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Get more storage
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GBAAC-EB
1 selected
Open with
Download
Rename
Make a copy
Ctrl+C Ctrl+V
Share
Organize
File information
Make available offline
Remove
Report or block
Right-click on anything for a sub menu of useful stuff to do. Note there are sub-menus
Name
Bylaws and
EB Agendas
EB Minutes
Treasurer
voting
Foundation
GBAAC FAQs.docx
GBAAC Logo color.jpg
Google 101
Grant Application PA system GBAAC.pdf
Greater Bay Area Airstream Club letterhead.docx
How to generate a club directory.pptx
Proposed email to GBAAC members requesting donations.docx
Setup a Google Meet (webmaster).pptx
wbcci_insurance_explanation.pdf
WBCCI_Liability Insurance Coverage Explanation_013020.docx
gbaac18@gma...
Dec 8, 2023
Jan 30, 2022
9 KB
Aug 23, 2022
416 KB
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6 MB
Dec 12, 2021
122 KB
Mar 5, 2023
481 KB
Sep 18, 2022
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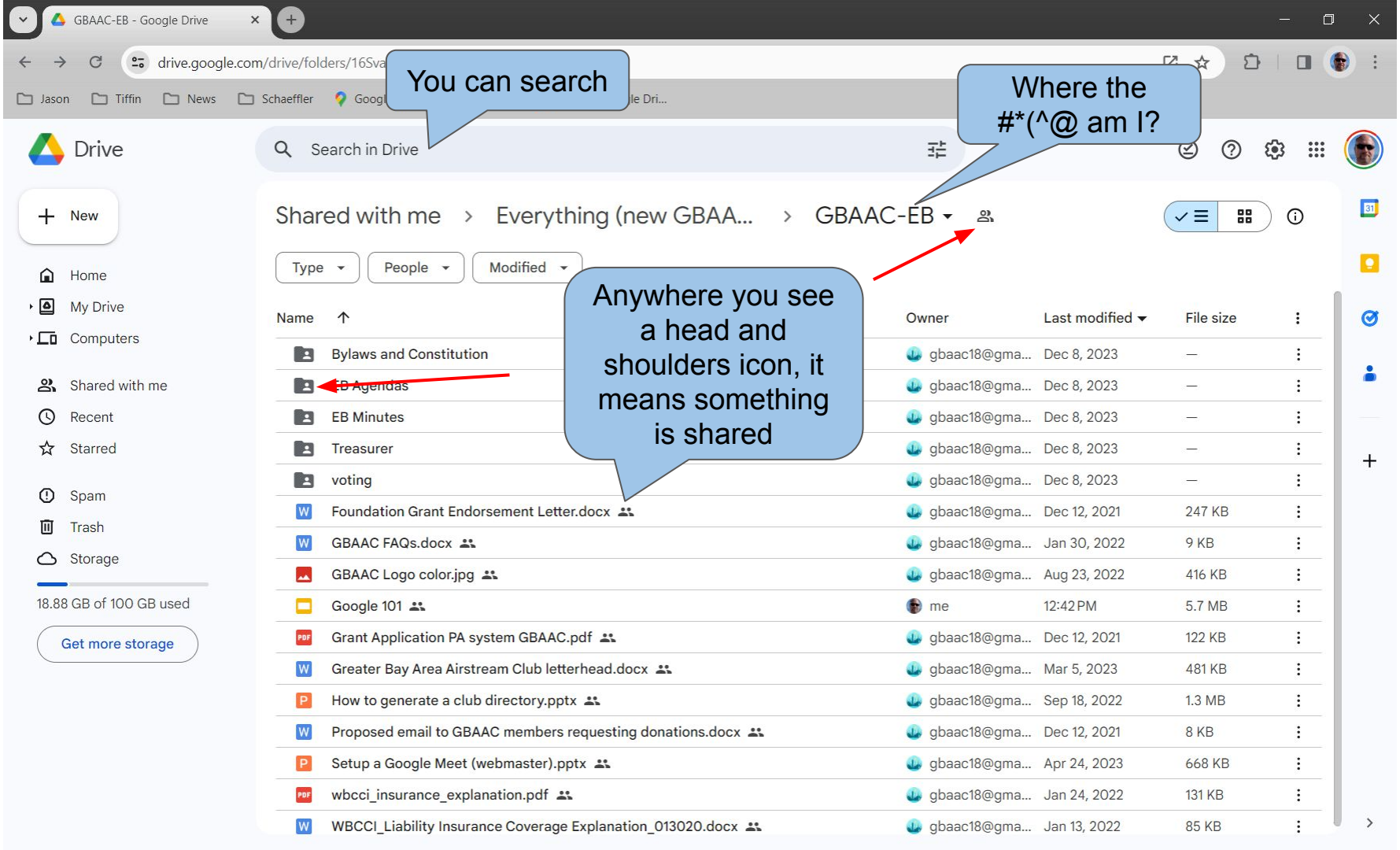
8 KB
Apr 24, 2023
668 KB
Jan 24, 2022
131 KB
Jan 13, 2022
85 KB


GBAAC-EB - Google Drive
drive.google.com/drive/folders/16Sva
Jason
Tiffin
News
Schaeffler
You can search
Where the #*(^@ am I?
Drive
Search in Drive
New
Home
My Drive
Computers
Shared with me
Recent
Starred
Spam
Trash
Storage
18.88 GB of 100 GB used
Get more storage
Shared with me
Everything (new GBAA...
GBAAC-EB
Type
People
Modified
Anywhere you see a head and shoulders icon, it means something is shared
Name
Owner
Last modified
File size
Bylaws and Constitution gbaac18@gma... Dec 8, 2023 —
EB Agendas gbaac18@gma... Dec 8, 2023 —
EB Minutes gbaac18@gma... Dec 8, 2023 —
Treasurer gbaac18@gma... Dec 8, 2023 —
voting gbaac18@gma... Dec 8, 2023 —
Foundation Grant Endorsement Letter.docx gbaac18@gma... Dec 12, 2021 247 KB
GBAAC FAQs.docx gbaac18@gma... Jan 30, 2022 9 KB
GBAAC Logo color.jpg gbaac18@gma... Aug 23, 2022 416 KB
Google 101 me 12:42 PM 5.7 MB
Grant Application PA system GBAAC.pdf gbaac18@gma... Dec 12, 2021 122 KB
Greater Bay Area Airstream Club letterhead.docx gbaac18@gma... Mar 5, 2023 481 KB
How to generate a club directory.pptx gbaac18@gma... Sep 18, 2022 1.3 MB
Proposed email to GBAAC members requesting donations.docx gbaac18@gma... Dec 12, 2021 8 KB
Setup a Google Meet (webmaster).pptx gbaac18@gma... Apr 24, 2023 668 KB
wbcci_insurance_explanation.pdf gbaac18@gma... Jan 24, 2022 131 KB
WBCCI_Liability Insurance Coverage Explanation_013020.docx gbaac18@gma... Jan 13, 2022 85 KB

GBAAC-EB - Google Drive

drive.google.com/drive/folders/16Svah0dOh58HUecbW57Lbr9y7yfTXSZr

Jason | Tiffin | News | Schaeffler | Google Maps | Calendar | Starred - Google Dri...

Drive

Search in Drive

New

Home
My Drive
Computers
Shared with me
Recent
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Storage

18.88 GB of 100 GB used

Get more storage

Shared with me

1 selected

Name

Bylaws and Consti
EB Agendas
EB Minutes
Treasurer
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Google 101
Grant Application
Greater Bay Area
How to generate a
Proposed email to
Setup a Google M
wbcci_insurance_explanation.pdf
WBCCI_Liability Insurance Coverage Explanation_013020.docx

Share "GBAAC FAQs.docx"

Add people and groups

People with access

eleanormcf28@gmail.com — Editor
iamjulieb@me.com — Editor
jenniferpeatman@gmail.com — Editor
jillimpink@yahoo.com — Editor
mike@grapecounter.com — Editor

General access

Restricted

Only people with access can open with the link

Copy link

Done

GBAAC-EB - Google Drive

drive.google.com/drive/folders/16Svah0dOh58HUecbW57Lbr9y7yfTXSZr

Jason | Tiffin | News | Schaeffler | Google Maps | Calendar | Starred - Google Dri...

Drive

Search in Drive

New

Home
My Drive
Computers

Shared with me
Recent
Starred

Spam
Trash
Storage

18.88 GB of 100 GB used

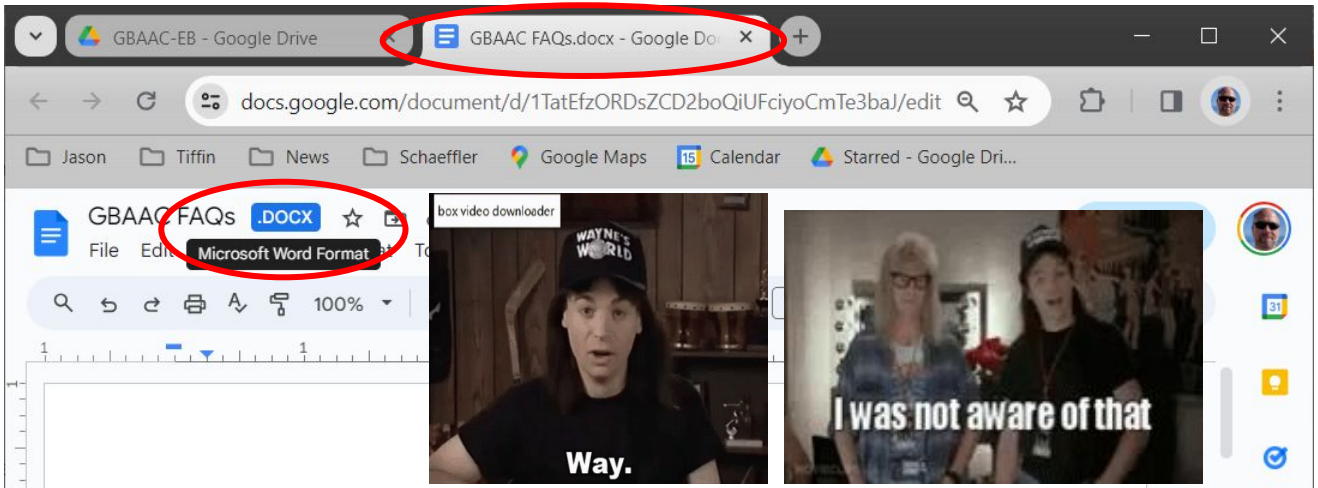
Get more storage

Shared with me > Everything (new GBAA... > GBAAC-EB

Type | People | Modified

Name	Owner	Last modified	File size
Bylaws and Constitution	gbaac18@gma...	Dec 8, 2023	—
EB Agendas	gbaac18@gma...	Dec 8, 2023	—
EB Minutes		Dec 8, 2023	—
Treasurer		Dec 8, 2023	—
voting		Dec 8, 2023	—
Foundation Grant Endorsement Letter.docx		Dec 12, 2021	247 KB
GBAAC FAQs.docx		Jan 30, 2022	9 KB
GBAAC Logo color.jpg	gbaac18@gma...	Aug 23, 2022	416 KB
Google 101			
Grant Application PA system GBAAC.pdf			
Greater Bay Area Airstream Club letterhead.docx			
How to generate a club directory.pptx			
Proposed email to GBAAC members requesting donations.docx			
Setup a Google Meet (webmaster).pptx			
wbcci_insurance_explanation.pdf			
WBCCI_Liability Insurance Coverage Explanation_013020.docx	gbaac18@gma...	Jan 13, 2022	85 KB

Wait, what are these Microsoft file extensions doing in here?!?

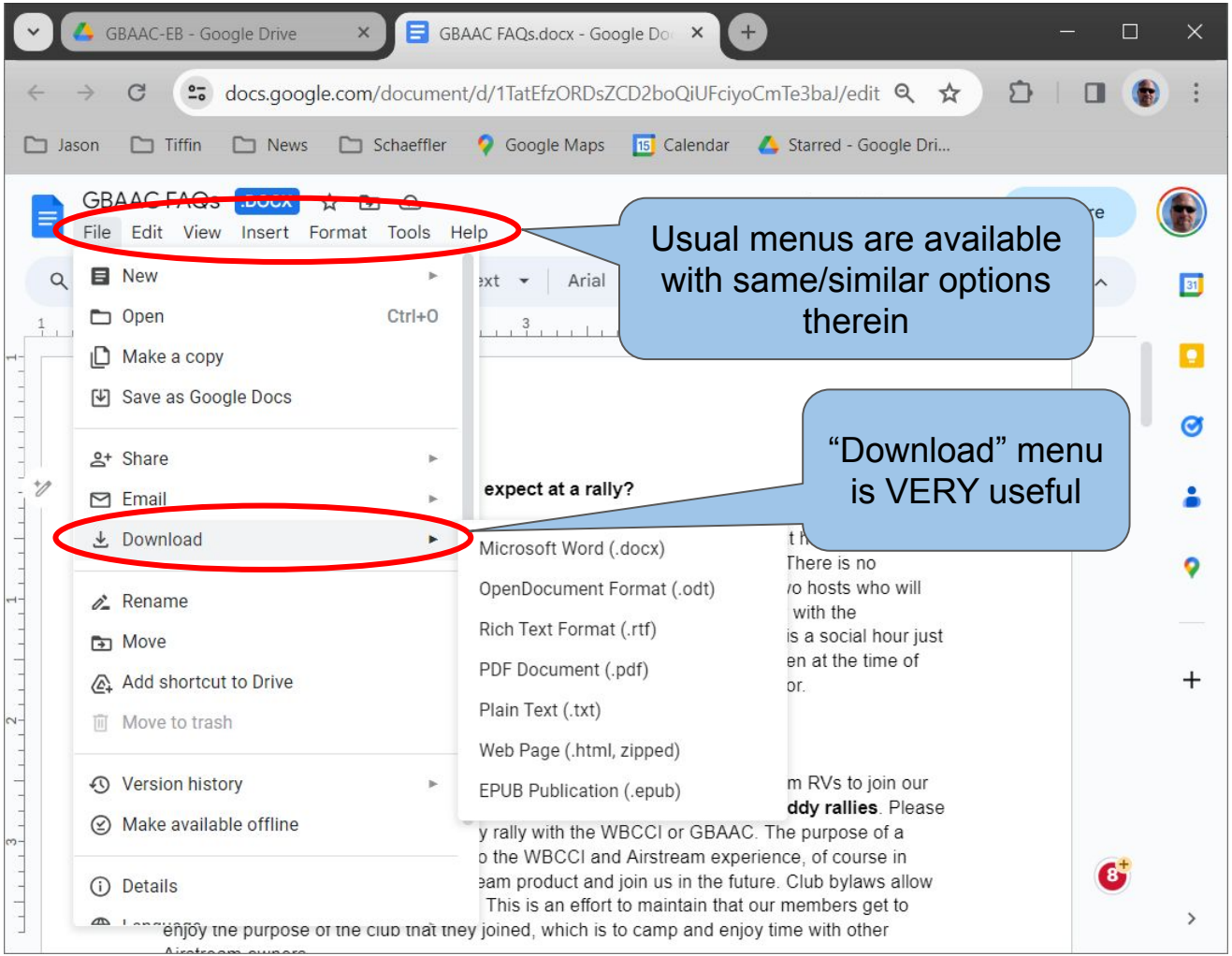


1. What is a rally and what should I expect at a rally?

A rally is a short way of saying the club is camping together as a group. What happens at a rally is very much dependent on the location, campground layout, and the hosts. There is no cookie-cutter plan for a rally. Formally planned rallies typically have one or two hosts who will plan activities and meals for the group. As well, the hosts are usually familiar with the campground and/or the area and will advise on things to do. Typically, there is a social hour just prior to a group gathering for dinner at the campground. A plan is usually given at the time of registration so you know what you're getting and perhaps paying a rally fee for.

2. What is a "buddy rally"?

A rally designated as "buddy" is where club members can invite non-Airstream RVs to join our rally. **Guests who do not own an Airstream product can ONLY attend buddy rallies**. Please do not invite your friends to join just any rally with the WBCCI or GBAAC. The purpose of a buddy rally is to expose these people to the WBCCI and Airstream experience, of course in hopes that they will purchase an Airstream product and join us in the future. Club bylaws allow for two buddy rallies per calendar year. This is an effort to maintain that our members get to enjoy the purpose of the club that they joined, which is to camp and enjoy time with other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Share
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Download
Rename
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Version history
Make available offline
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OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)
EPUB Publication (.epub)
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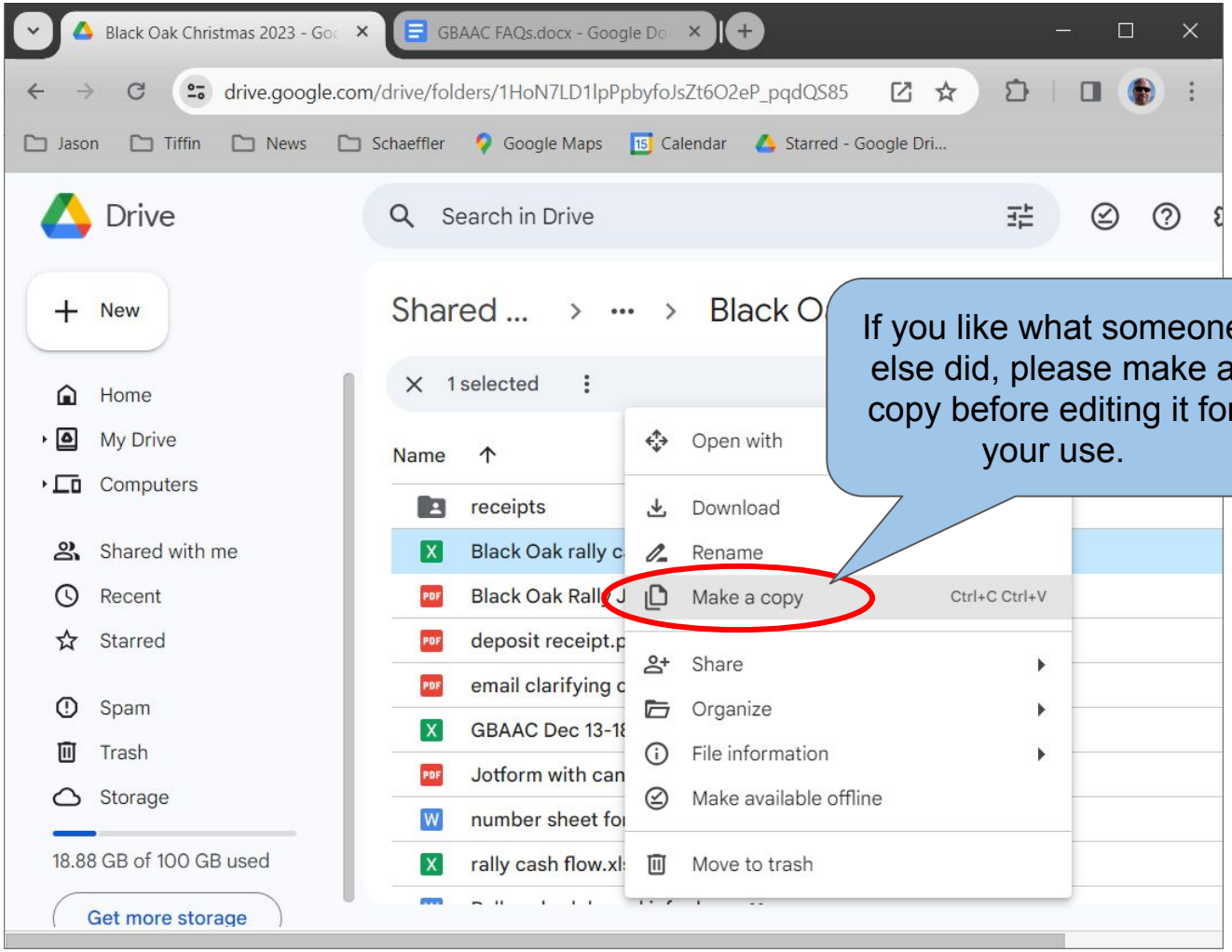
This is an effort to maintain that our members get to
enjoy the purpose of the club that they joined, which is to camp and enjoy time with other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Tiffin
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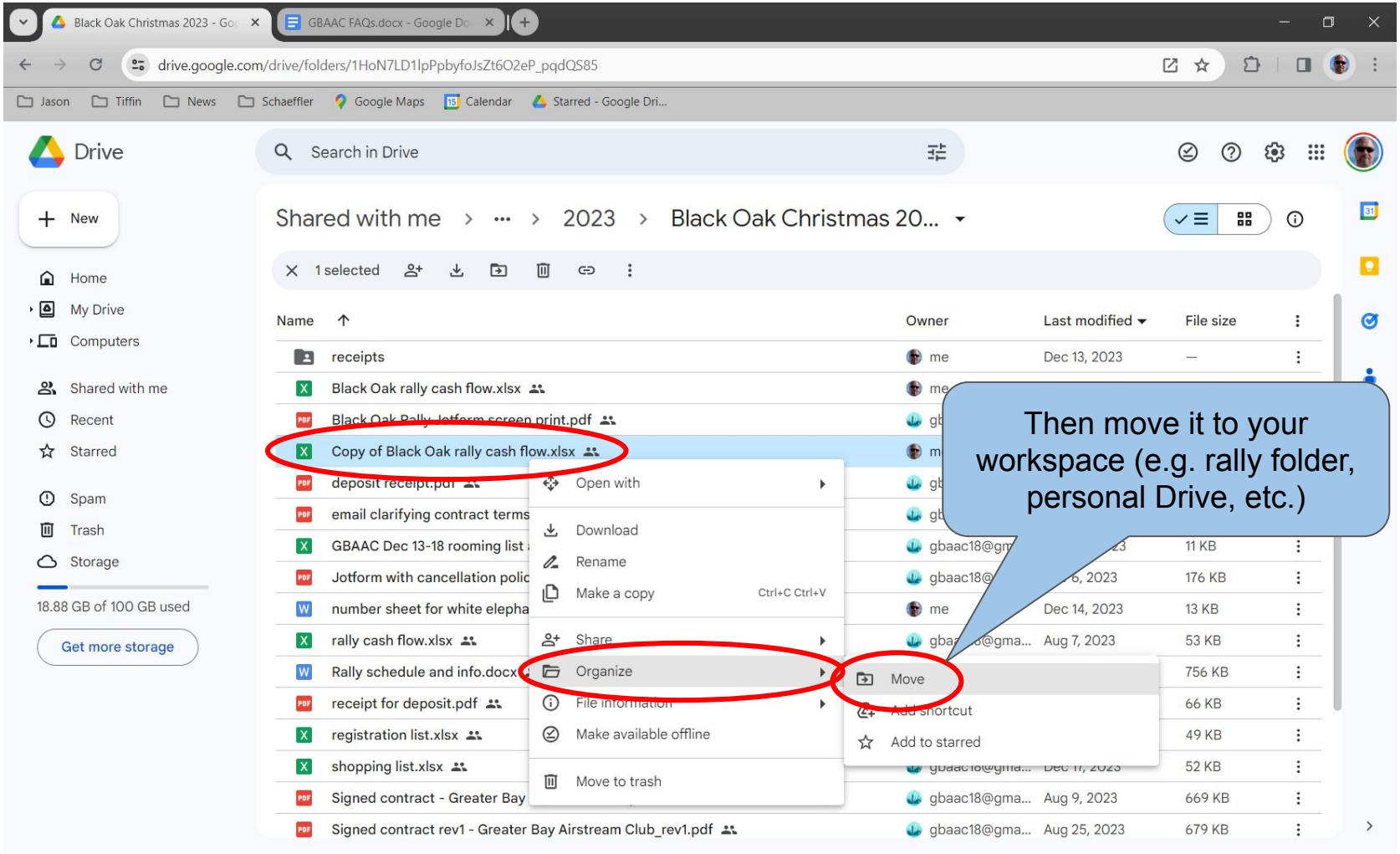
Google Maps
Calendar
Starred - Google Dri...
Drive
Search in Drive
New
Home
My Drive
Computers
Shared with me
Recent
Starred
Spam
Trash
Storage
18.88 GB of 100 GB used
Get more storage
Shared ...
Black O
1 selected
Name
receipts
Black Oak rally c
Black Oak Rall
deposit receipt.p
email clarifying c
GBAAC Dec 13-18
Jotform with can
number sheet for
rally cash flow.xl
Open with
Download
Rename
Make a copy
Ctrl+C Ctrl+V
Share
Organize
File information
Make available offline
Move to trash
If you like what someone else did, please make a copy before editing it for your use.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It’s all gone, all gone!

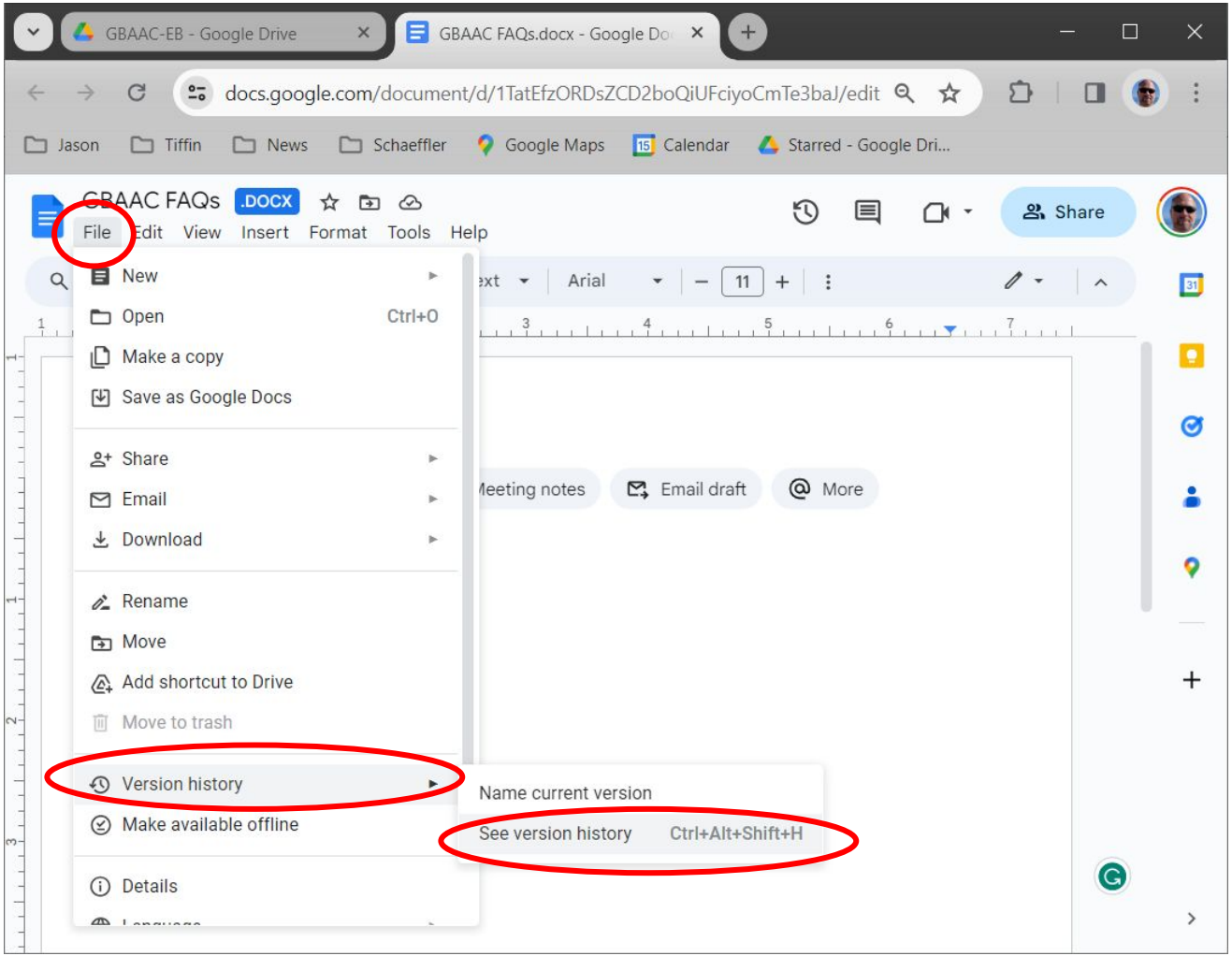
Oh, the humanity!

You can ALWAYS undo it! Don’t re-create it!

1: Undo function (under the Edit menu)

2: Version History (under the File menu)

3: “Trash” in Drive (if you deleted something)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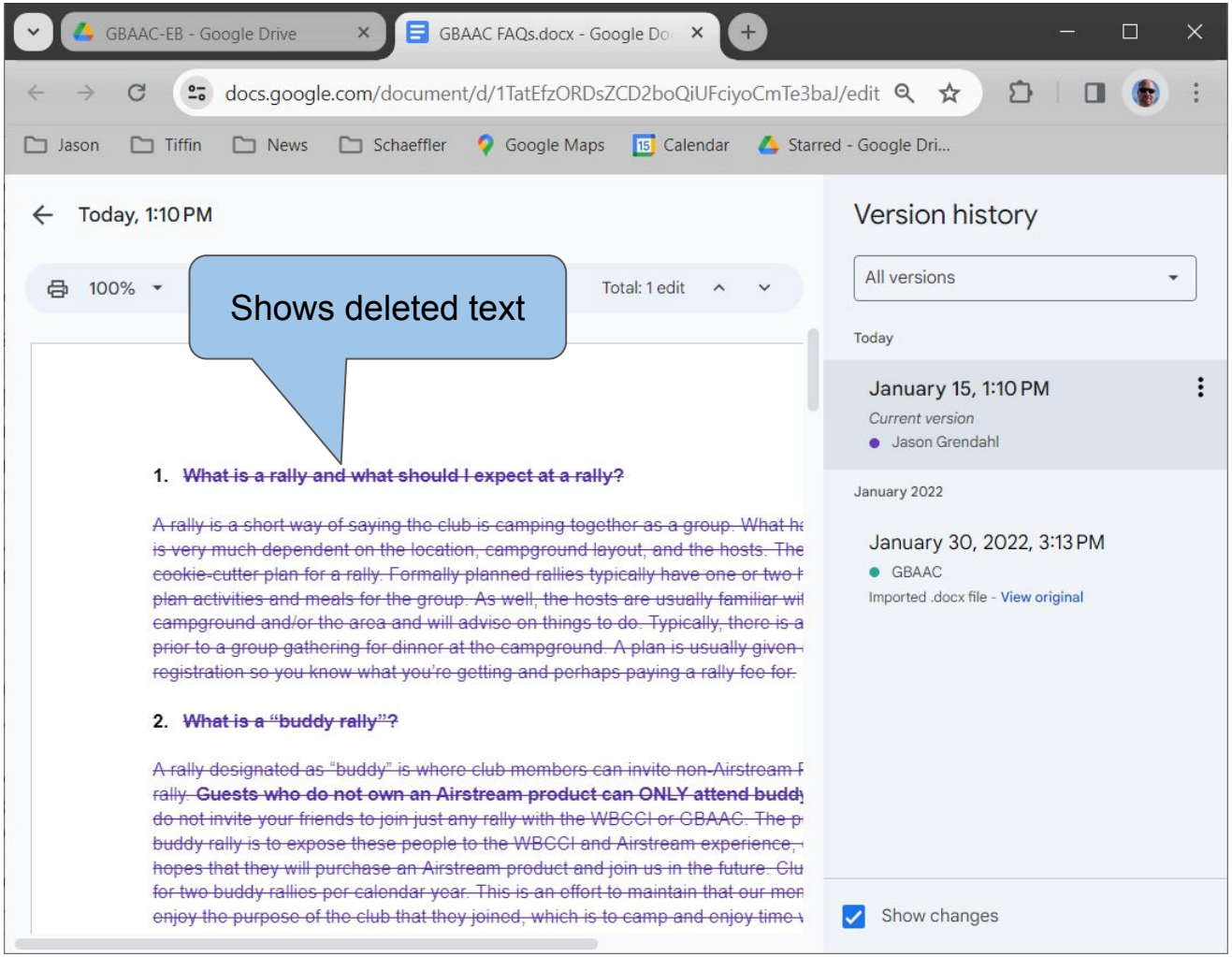
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A rally is a short way of saying the club is camping together as a group. What h
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plan activities and meals for the group. As well, the hosts are usually familiar wi
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prior to a group gathering for dinner at the campground. A plan is usually given
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2. What is a "buddy rally"?
A rally designated as "buddy" is where club members can invite non-Airstream
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do not invite your friends to join just any rally with the WBCCI or GBAAC. The p
buddy rally is to expose these people to the WBCCI and Airstream experience,
hopes that they will purchase an Airstream product and join us in the future. Clu
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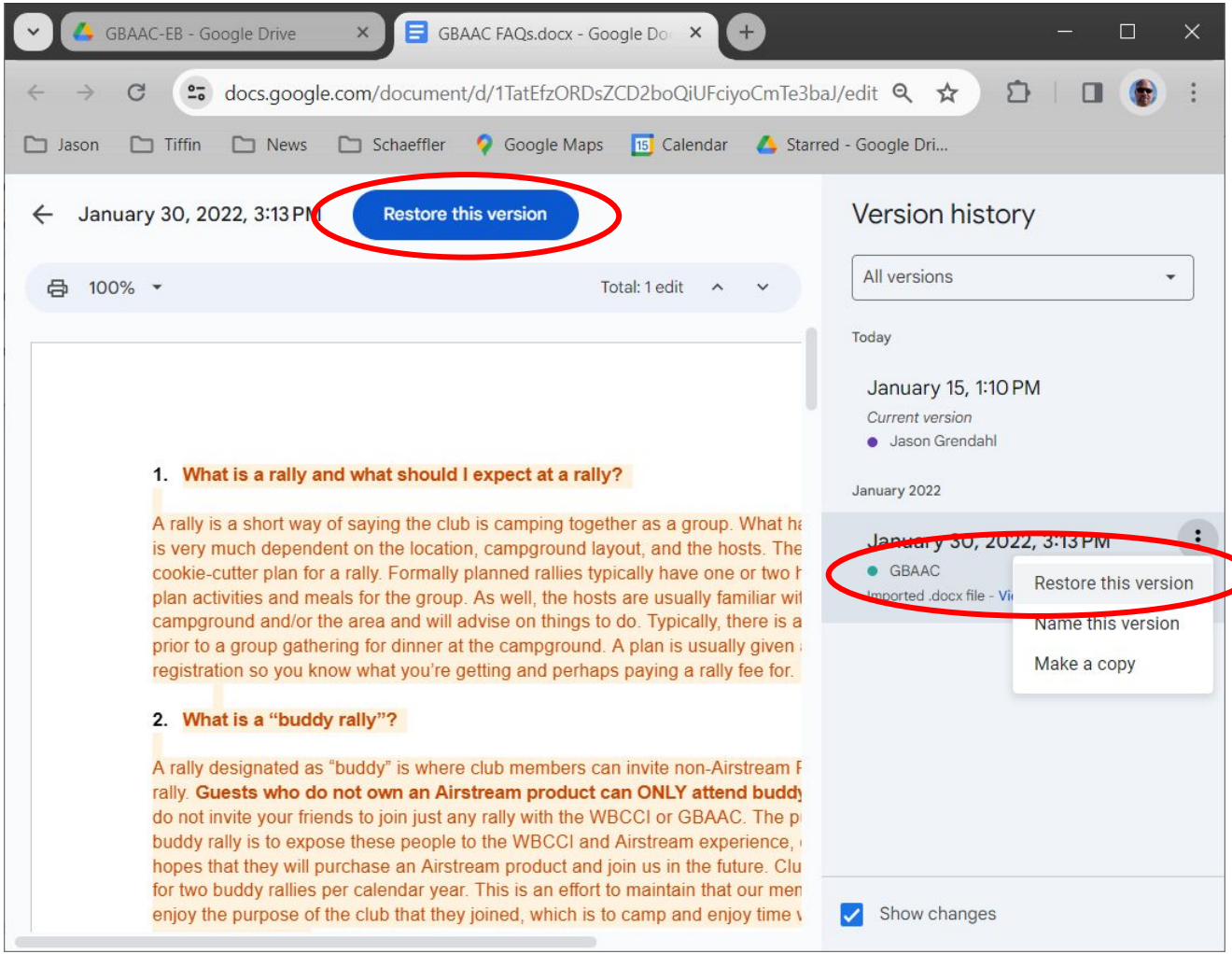
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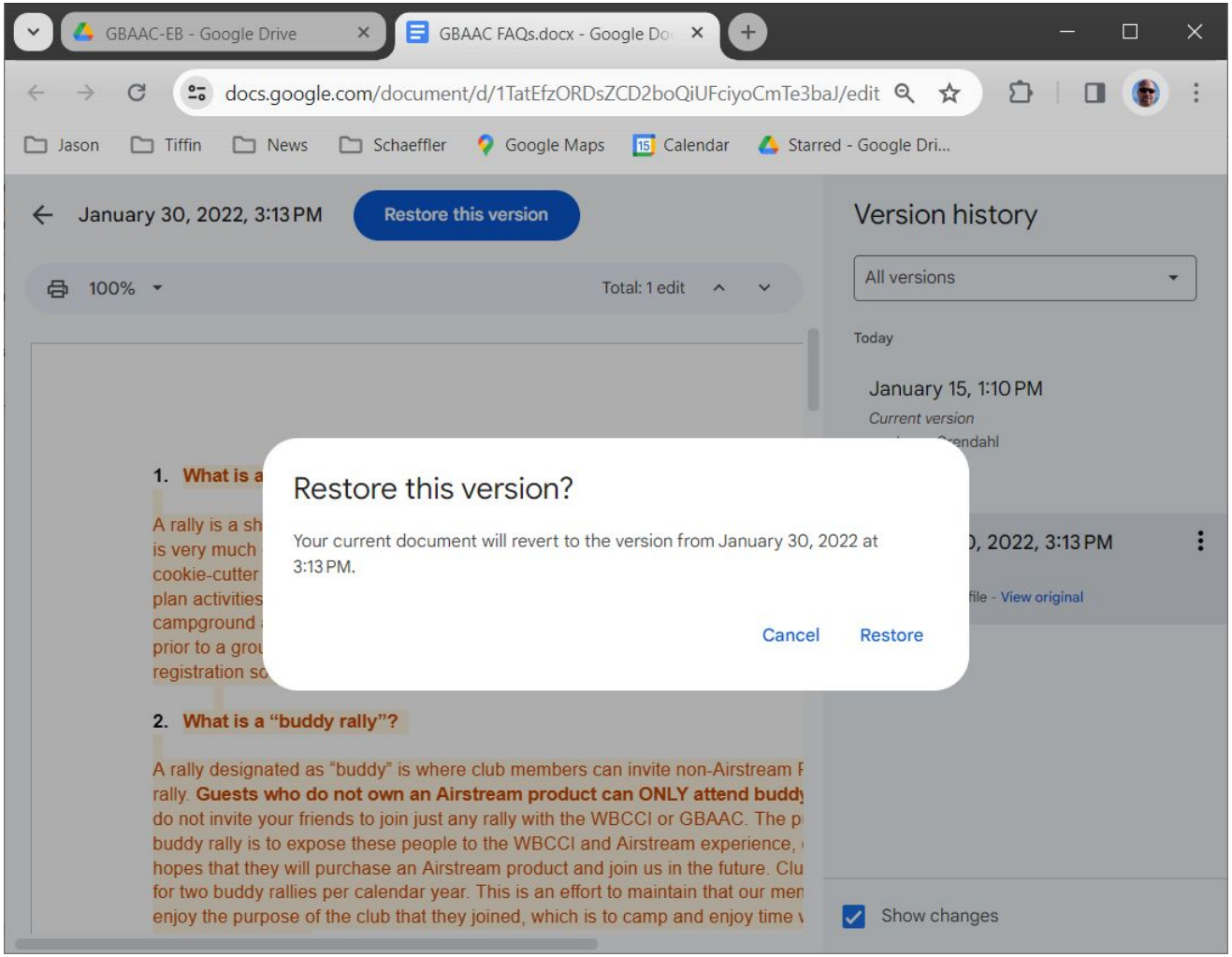
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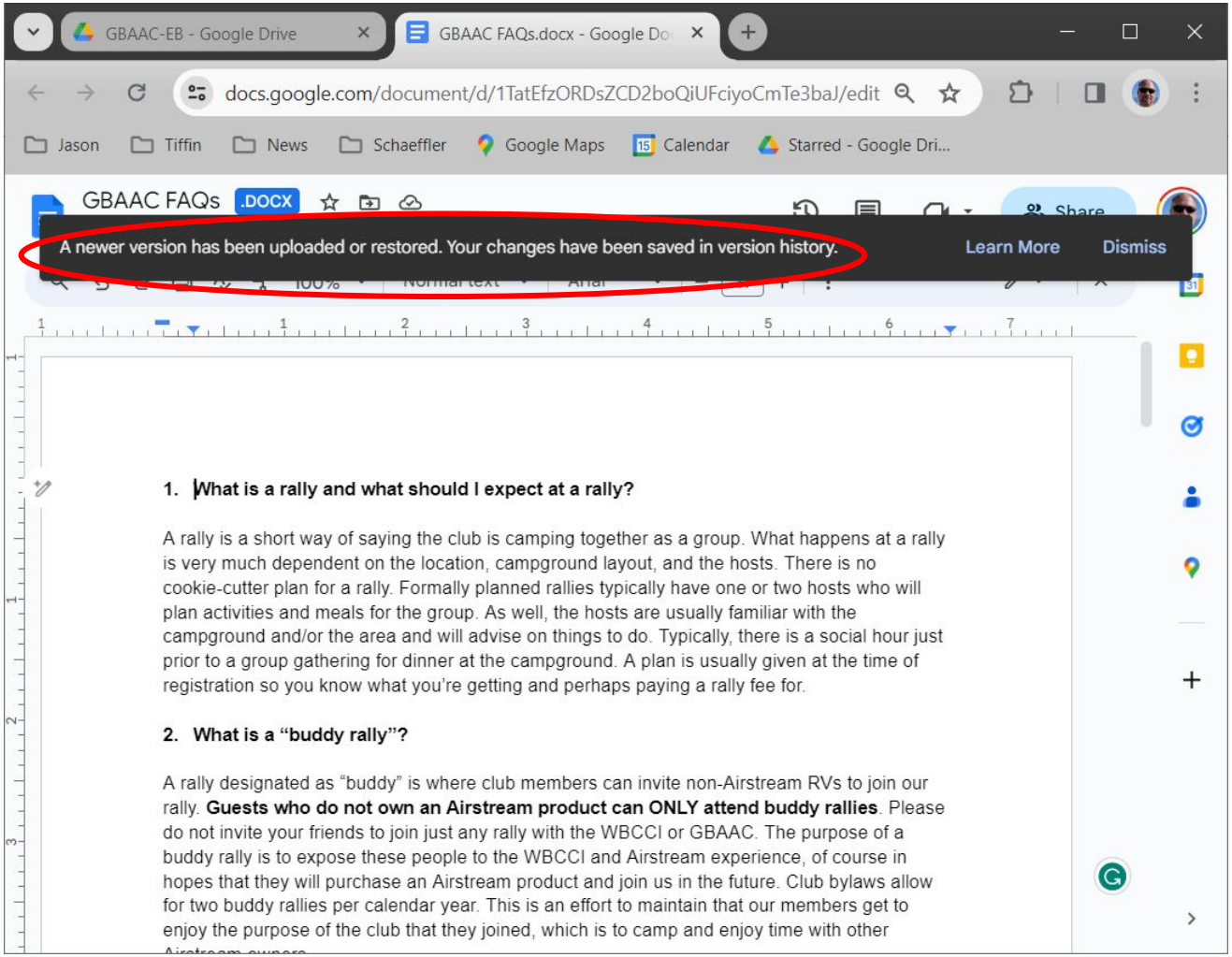
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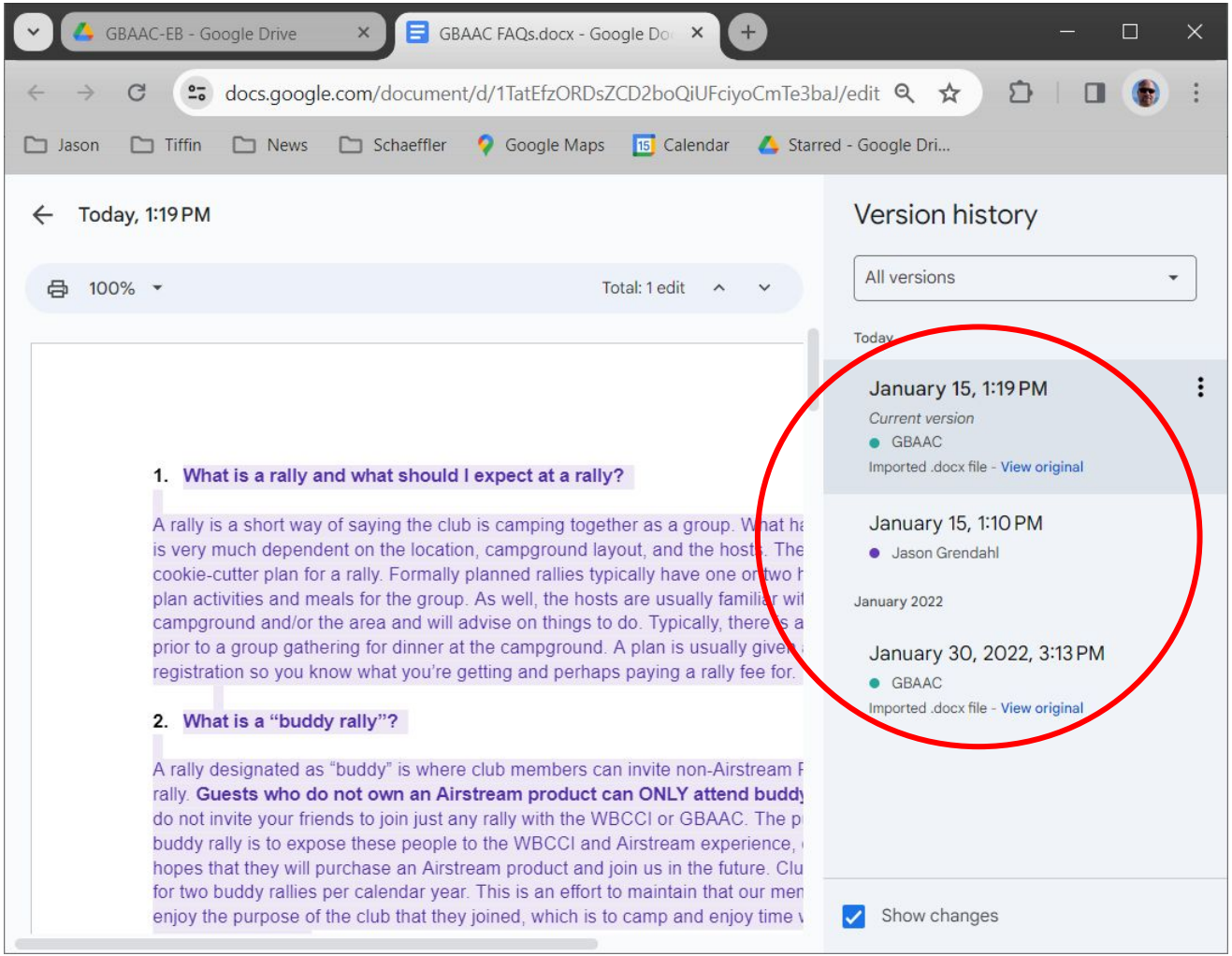
A rally is a short way of saying the club is camping together as a group. What happens at a rally is very much dependent on the location, campground layout, and the hosts. There is no cookie-cutter plan for a rally. Formally planned rallies typically have one or two hosts who will plan activities and meals for the group. As well, the hosts are usually familiar with the campground and/or the area and will advise on things to do. Typically, there is a social hour just prior to a group gathering for dinner at the campground. A plan is usually given at the time of registration so you know what you're getting and perhaps paying a rally fee for.
2. What is a "buddy rally"?
A rally designated as "buddy" is where club members can invite non-Airstream RVs to join our rally. Guests who do not own an Airstream product can ONLY attend buddy rallies. Please do not invite your friends to join just any rally with the WBCCI or GBAAC. The purpose of a buddy rally is to expose these people to the WBCCI and Airstream experience, of course in hopes that they will purchase an Airstream product and join us in the future. Club bylaws allow for two buddy rallies per calendar year. This is an effort to maintain that our members get to enjoy the purpose of the club that they joined, which is to camp and enjoy time with other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