

5 Google Drive features you can't miss



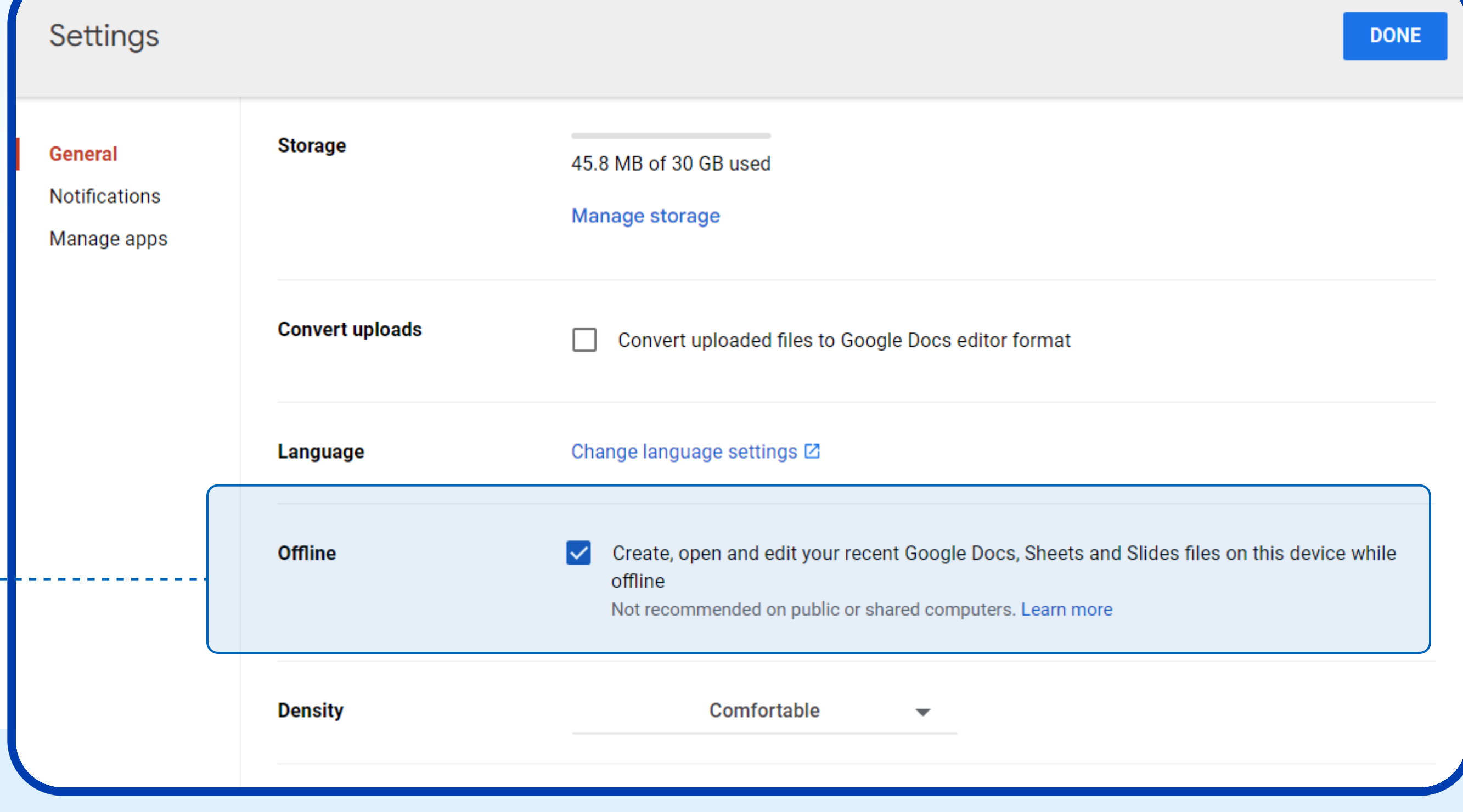
There are lots of hidden features in Drive that can supercharge your productivity and improve the quality of your work. You just need to know where to look.

01 Work offline

Activate offline mode to create and edit files even without an internet connection.

How to?

1. Click settings in Google Drive.
2. Choose Settings and tick the offline box.
3. Click done.

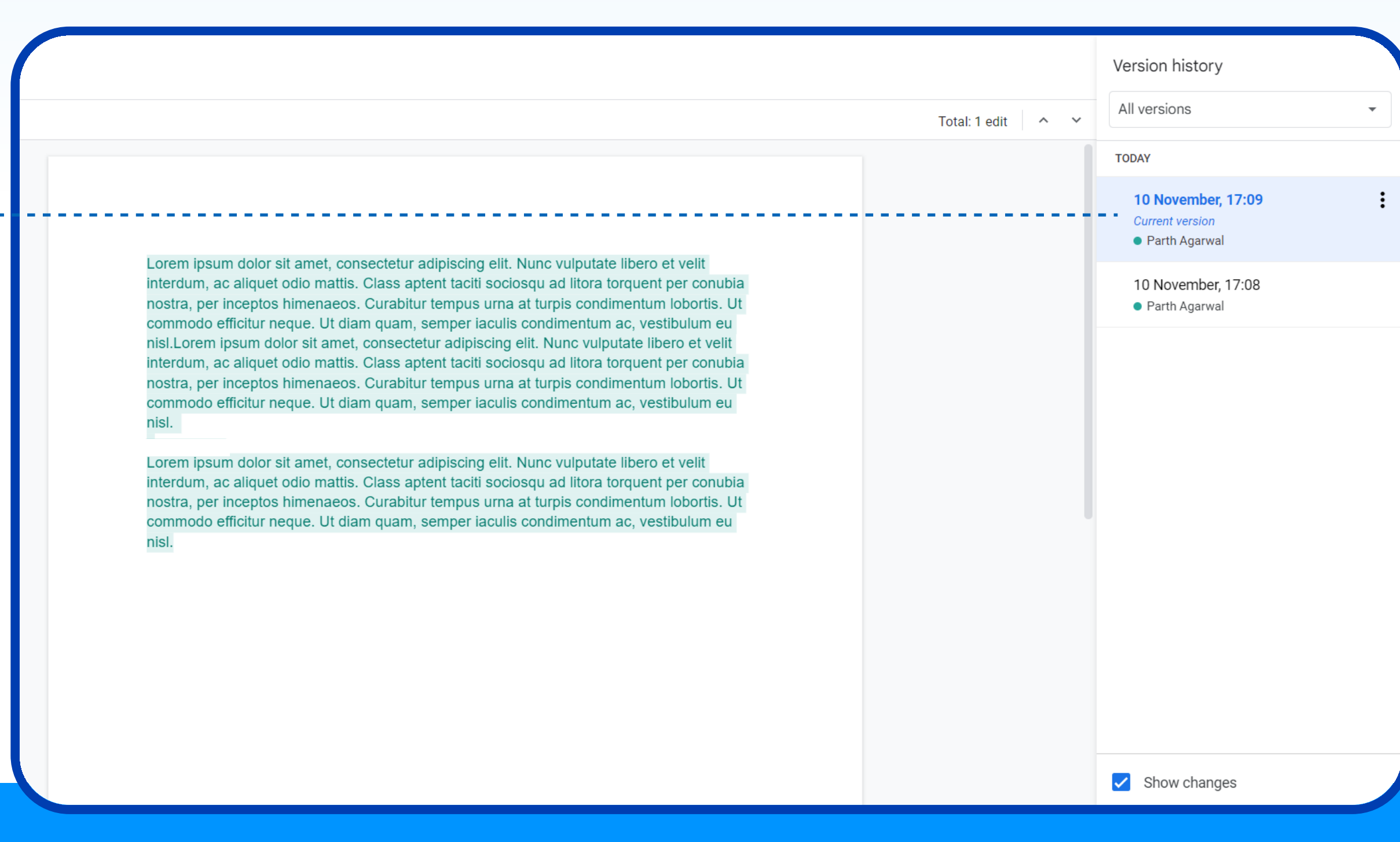


02 Restore Previous Versions

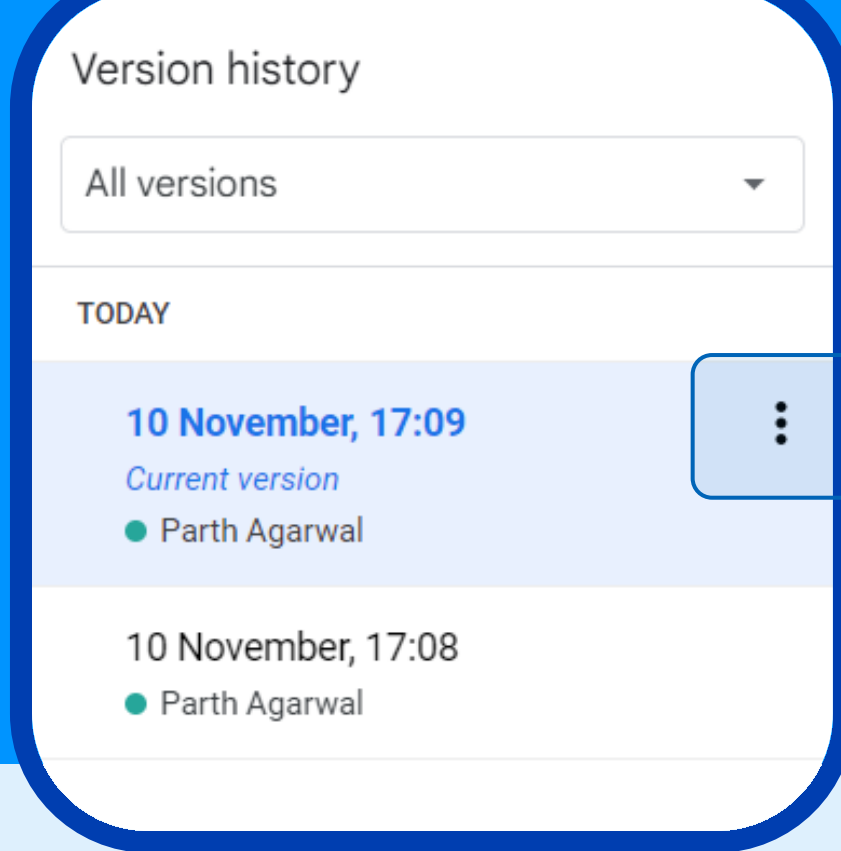
See the changes that user have made to a document in a Drive app and restore to previous versions.

How to?

1. In any Google doc or sheet click **File > Version history** and then **See version history**.
2. Click timestamp in the right panel to see earlier versions of file.
3. To see edit in detail, click to the left of the **Timestamp**. Click **Restore this Version** and then **Restore** if you want to restore the file.



Pro Tip



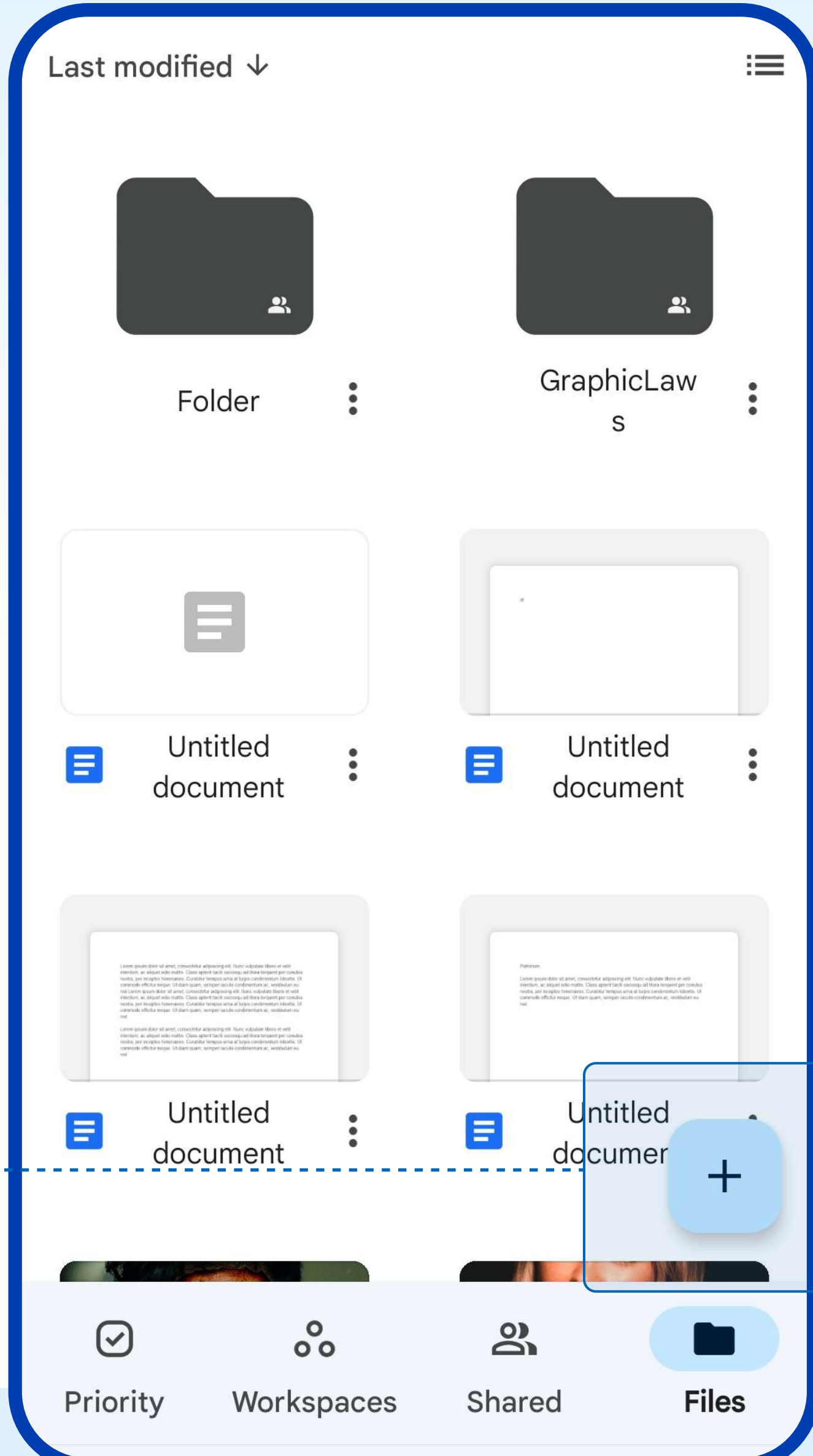
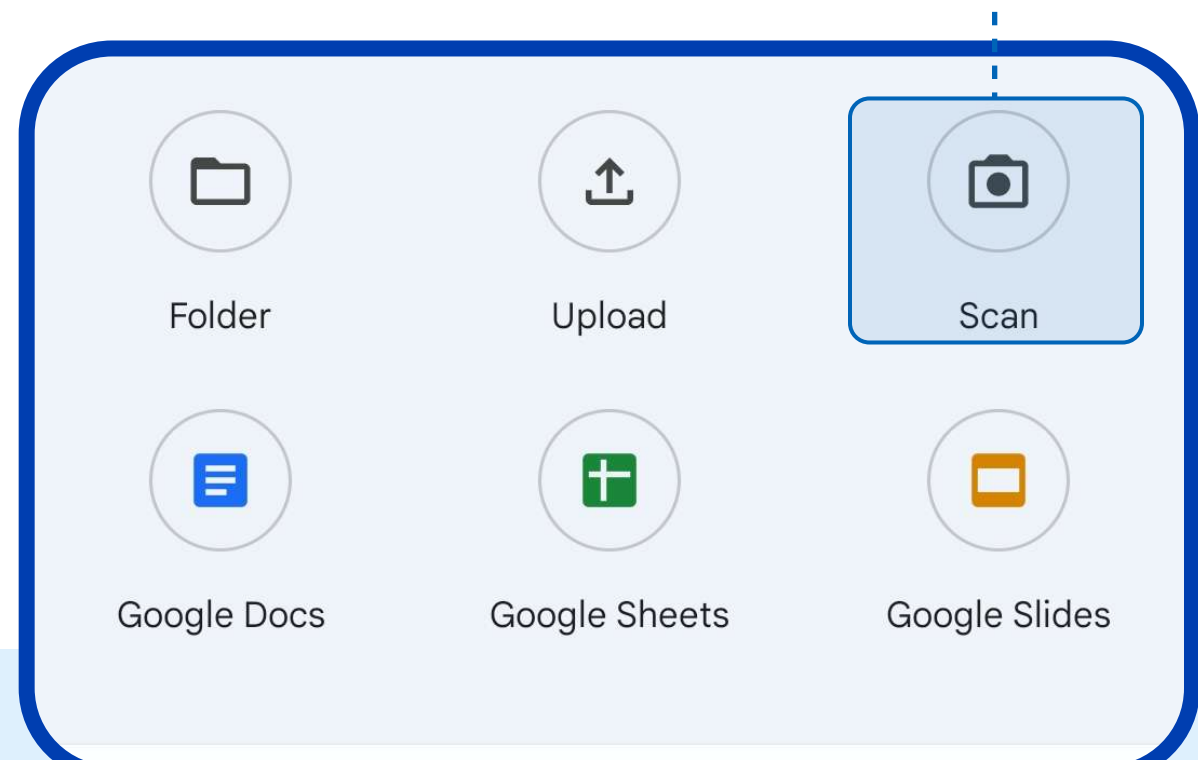
To name a specific version click 3 dots to the right of the timestamp and then **Name this Version**.

03 Scan documents with your android phone

Create PDF files on the move by scanning documents with your camera.

How to?

1. Install and open Drive app on your Android device.
2. Tap the + button at the bottom right.
3. Tap **Scan** to take a picture of your document and save it as a PDF.

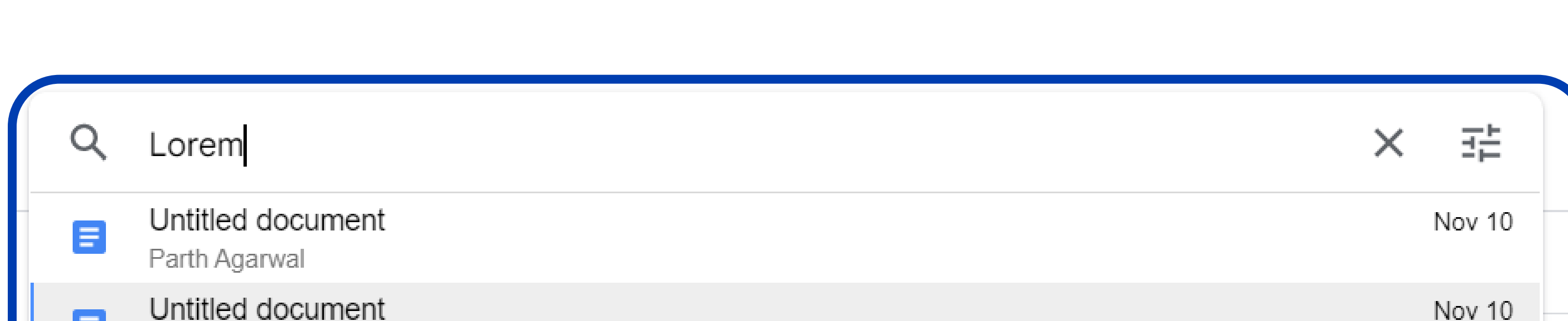


04 Locate images and PDFs by their text

Google drive scans the text in PDFs and images, allowing you to search for them by the text they contain.

How to?

1. Go to Search and type any word that appears in the image or PDF to search for that file.



05 Stream your videos from Drive

Play all videos in a Youtube-style streaming window.

How to?

1. Double-click the file to play the video.
2. For fullscreen mode, click Fullscreen button at the right.

