Top 10 Google Drive Tips You Wish You Knew Sooner





Convert files to Google Docs format

You can convert most file types into a Google Docs format.

Upload a PDF or image file in Google Drive and open it with

Google Docs. Voila! You're all set to make any edits you want
and download the file again as a .docx, .odt, .rtf, .pdf, .txt or even
as .epub

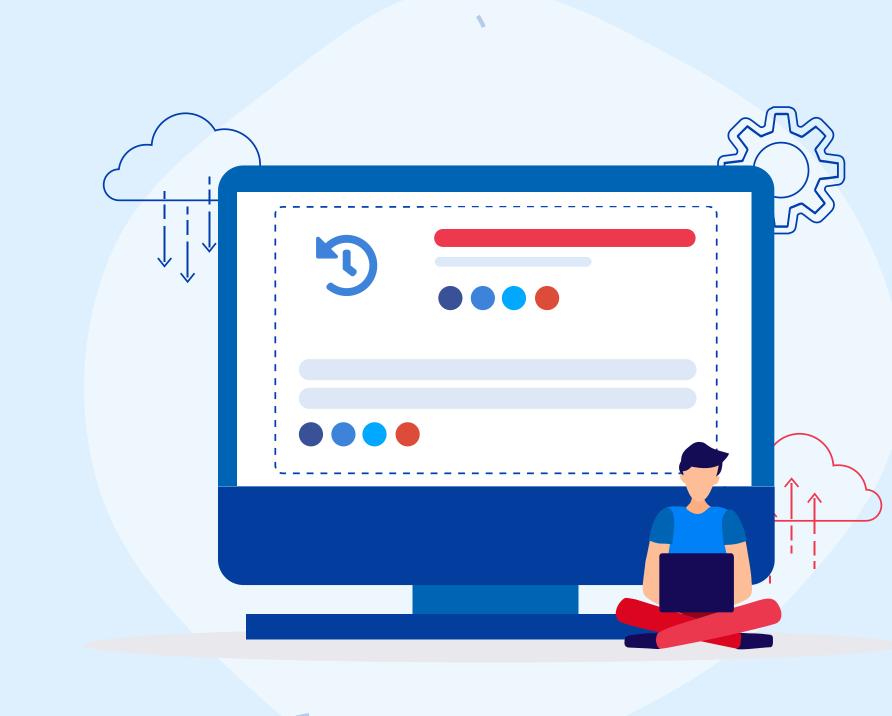


Use search bar like a pro

You can search for files by name, type, or even content. Not only this, but Drive's search feature also recognizes text in images & documents using OCR. Just type in a few words that describe the file's contents, and Drive will help you find it.

Get a history of all changes done to a file using the activity pane The activity pane allows you to keep an eye on all the changes

made to a file by anyone. All you need to do is select the file or folder and press 'i' on your keyboard or the 'i' icon on the top left of the home screen.





your Google Drive files If you're sharing Google Drive files with others, you can

You can see who viewed

see who's viewed each file and when they've viewed it.

Just open the file and click on the "Details" tab to see who's viewed it and when.

Drive offline If you need to access your Google Drive files but don't have an internet connection, you can still do so. Just enable offline access from the Google Drive settings, and you'll be able to view

You can access Google

and edit your files even when you're not online.





Keyboard shortcuts are a great way to save time while working in Drive. Go to 'Tools' and then 'Preferences.' Select the 'Keyboard shortcuts' tab and scroll down to 'Custom keyboard shortcuts.' Click on 'Enable' and then

your productivity

'Save.'

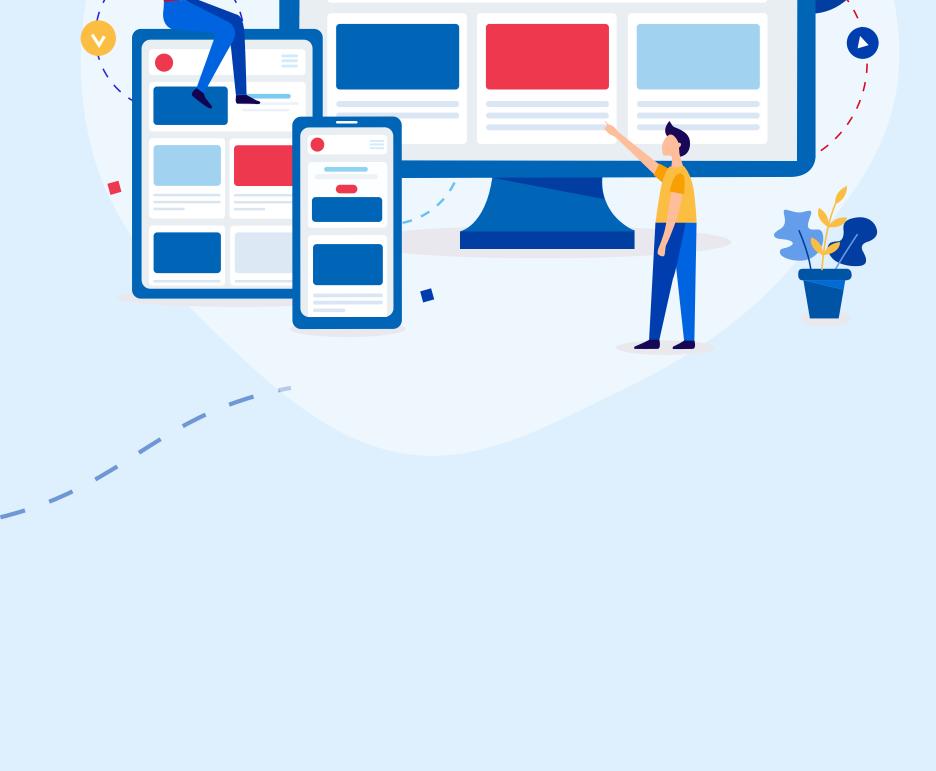
Leverage shortcuts to 10X

word count at the top, next to the file name. This is a great way to get a quick overview of a document's length without opening it.

See word count without

opening the document

Go to the 'i' activity pane for any document, and you will see the





feature

replace the text after the last slash with the word "copy."

Create a force copy link

Force copy link enables the copy of the file to retain the

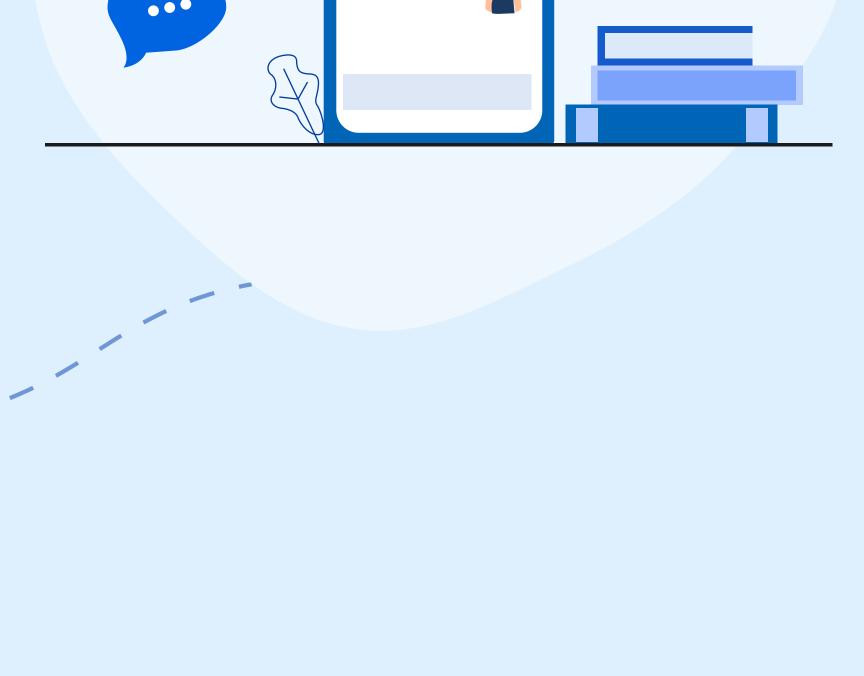
source file in its original location. All you need to do is

copy the link to the original file in Google Drive and

documents and for collaborating on projects. Just open up the document you want to comment on and click the "Add comment" button. Type in your comment and hit "Post."

Drive's commenting feature is great for getting feedback on

Make use of commenting





With Patronum, managing Google Drive feels more like working a local filesystem with all the control and power you may need.

Patronum

Enhance your Google

Drive Management with



Your Google Workspace Manager Providing a better way

to manage your Google Workspace.