

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

Applications

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

Useful Browser Extensions

Gmail Attachments To Drive (Chrome)	Save Gmail attachments directly to Google Drive from the attachment list itself with a newly added Save To Drive link.
http://bit.ly/J6isN9	

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 address bar, 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.