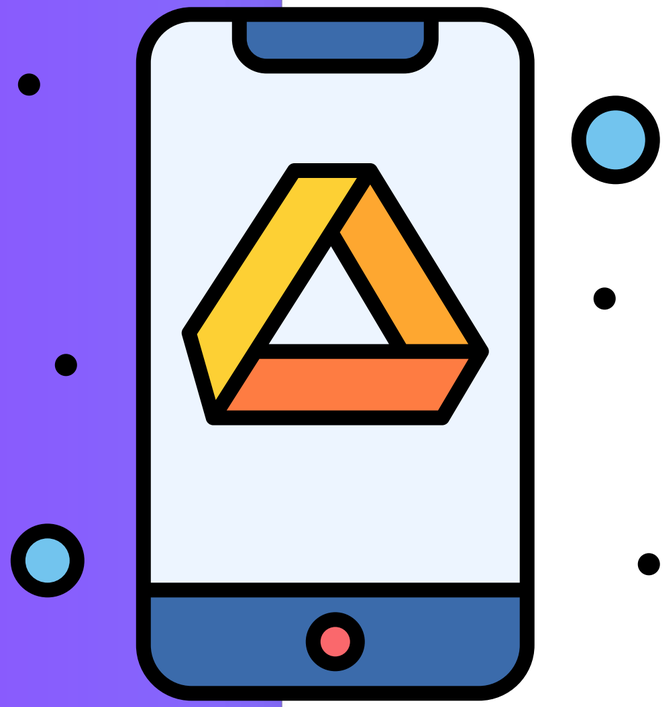


PRESBYTERY OF Genesee Valley

Kelly Sabetta
Director of Communications

Google Drive Training

A simple guide to storing, sharing, and organizing our presbytery's work online.

Sepetember 23, 2025

www.pbygenval.org

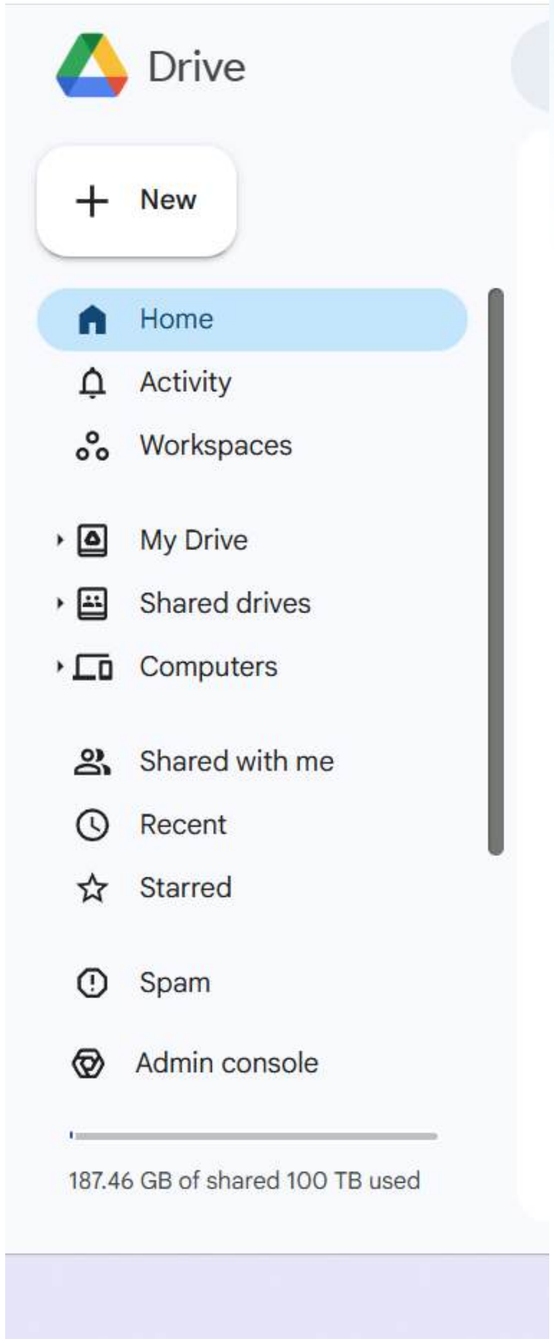
Why Google Drive?

- **Centralized storage:** All presbytery documents live in one place instead of scattered across email inboxes or computers.
- **Easy collaboration:** Multiple people can edit the same file at the same time, with changes saved automatically.
- **Access anywhere:** Works on any computer, tablet, or phone with internet access (or offline if set up).

“Google Drive is an online storage space where you can keep all your files—like documents, spreadsheets, and photos—in one place. You can access them from any device and share them easily with others.”

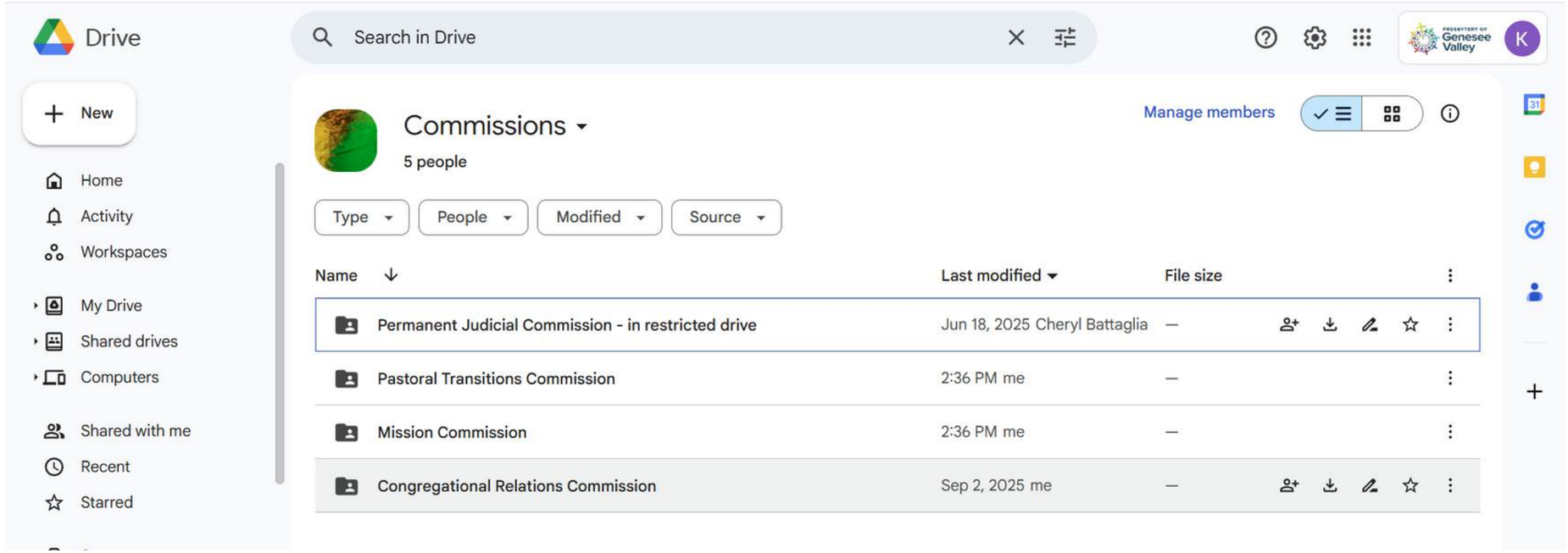
Getting Started

- **Accessing Google Drive:** Go to drive.google.com or download the Google Drive app.
- **Logging in:** Use your Google account for access to shared drives and files.
- **Drive homepage:** The left sidebar shows My Drive, Shared drives, and Shared with me. The main screen displays your recent and frequently used files.



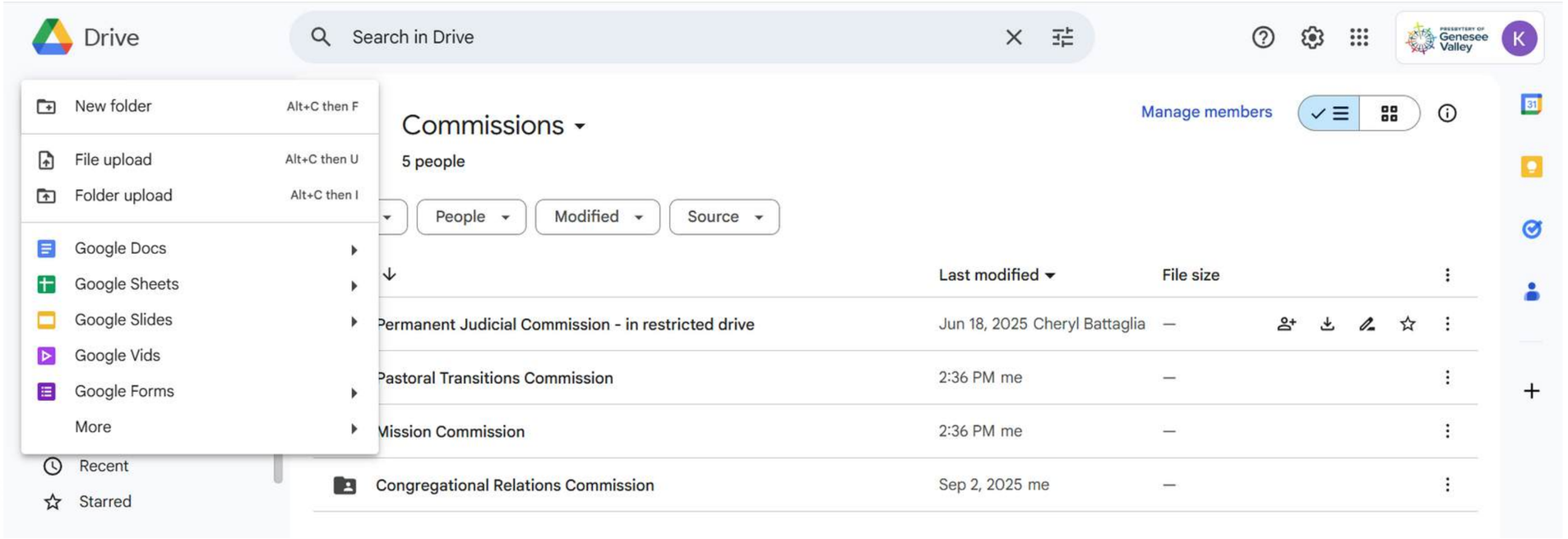
Navigating Google Drive

- **My Drive:** Personal space for files and folders you create. You control sharing.
- **Shared Drives:** Designed for PGV staff, commissions, working groups, and committees. Everyone with access can see files; others may have higher access to edit files. Best place to store presbytery documents.
- **Search bar:** Use keywords, file types (doc, sheet, pdf), or owner's name to quickly locate files.



Uploading and Creating Files

- **Upload options:** Click the “+ New” button to upload files/folders, or drag-and-drop from your desktop.
- **Create new documents:** Choose from Docs, Sheets, Slides, Forms, etc. directly in Drive.
- **Automatic saving:** Everything you create is saved automatically in real time.



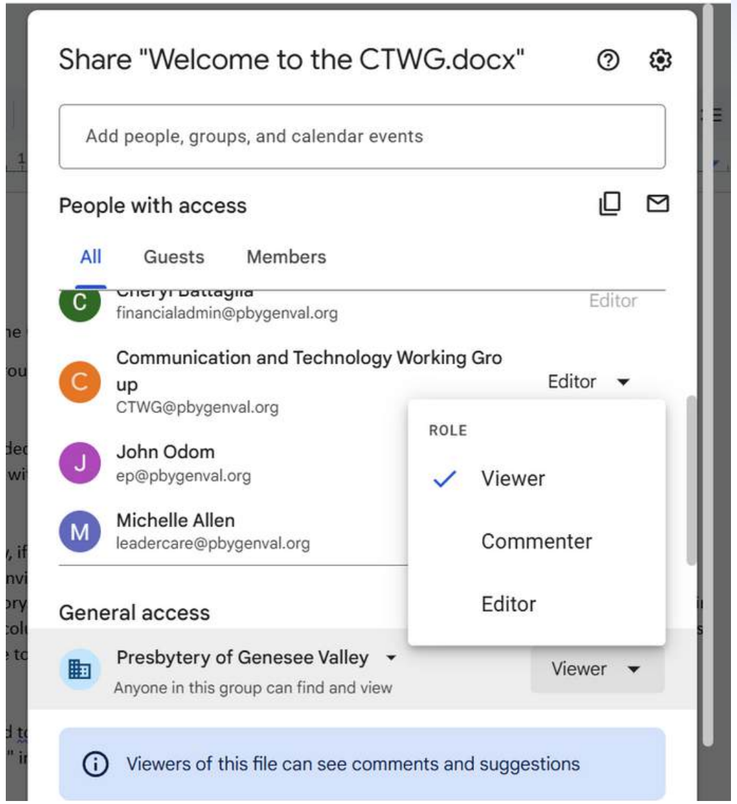
Google Drive Permissions

- **Permission levels:**
  - **Viewer** = lowest level of access, can only read the file
  - **Commenter** = can add comments but not edit
  - **Editor** = full editing power
  - **Contributor** = can add, edit, and share files
  - **Content Manager** = can add, edit, move, delete, and share content
  - **Manager** = highest level of access, can control settings and permissions
- **Best practice:** Use Shared Drives when possible so files don't "disappear" when someone leaves a role.
  - This is helpful when using listserv emails as part of the access settings

Sharing and Confidentiality

How to share:

- Right-click on the name of the file → Share → add email addresses or create a shareable link.
- Open the document → Click Share button at top right of screen. Enter email or copy link.
- When sharing, you can assign access level to document



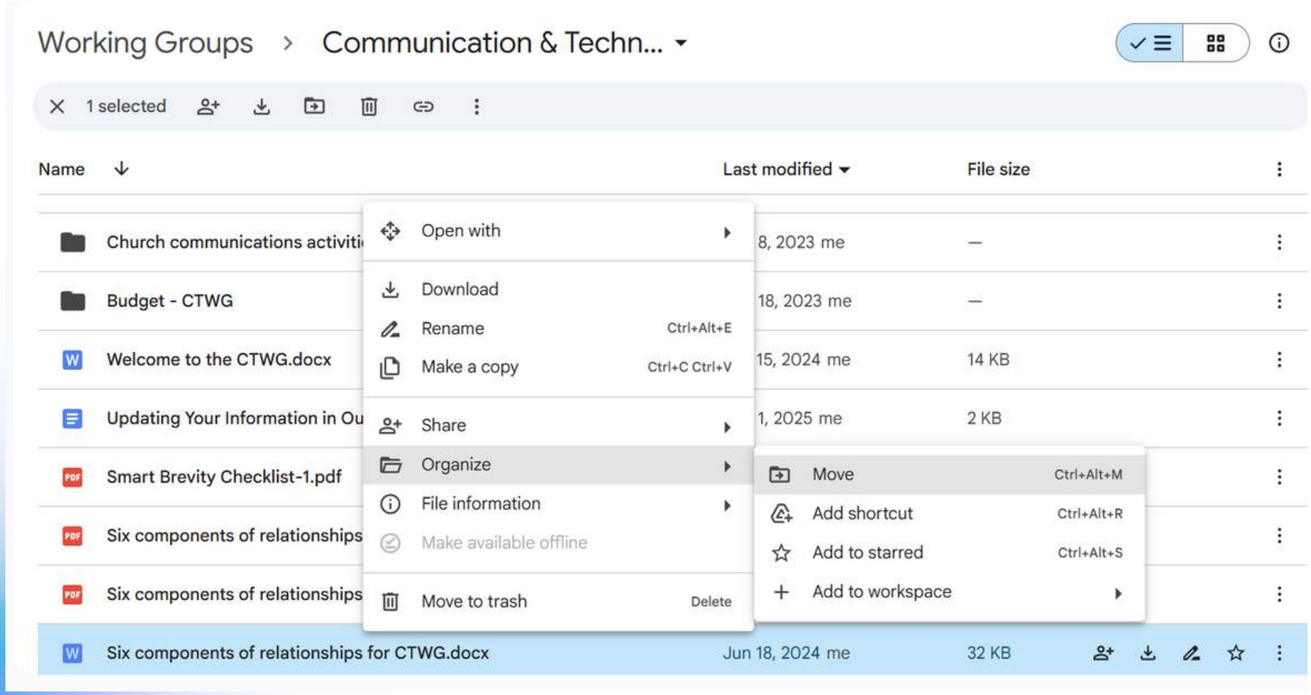
Be mindful of who you share with, if outside of group

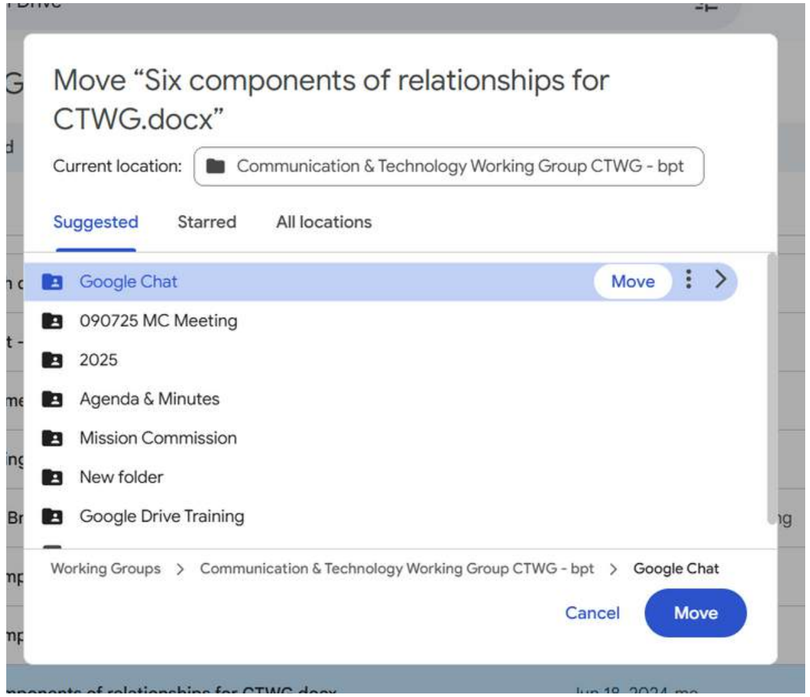
Organizing Files

- **Folders:** Create folders to group files by committee, project, or topic.
- **Naming conventions:**
  - Consistency: Include committee name + date + subject for clarity
  - Use dates first to help organize
  - PGV started creating a policy/procedure - will continue to develop
- **Color coding & shortcuts:**
  - Add folder colors to help organize
  - Add shortcuts to find files faster (can be used with Forms, too!)
- **Avoid clutter:**
  - Don’t upload duplicates; be mindful of “Draft” vs. “Approved.”
  - Save files inside of folders vs. saving loose documents

Moving Folders and Files

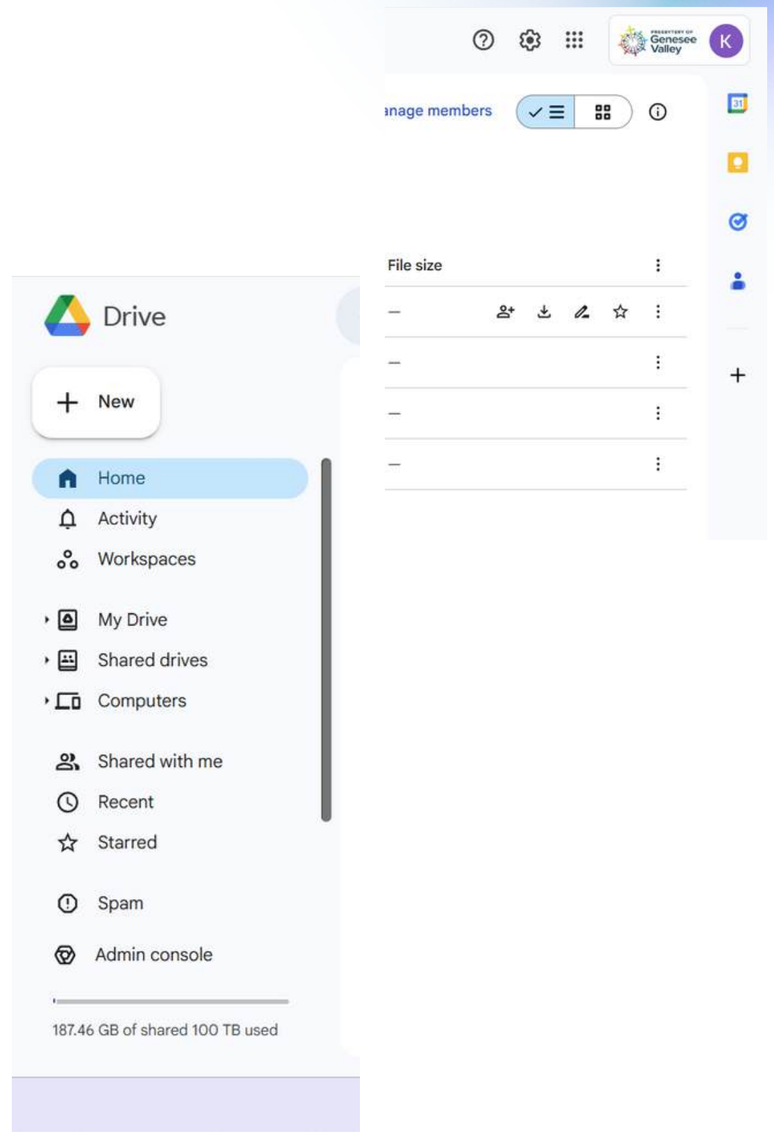
- Find the file you'd like to move, right-click on it
  - A menu will pop up. Click on "Organize" then "Move"
  - A new menu will pop up. Select the folder you'd like, click on "Move"





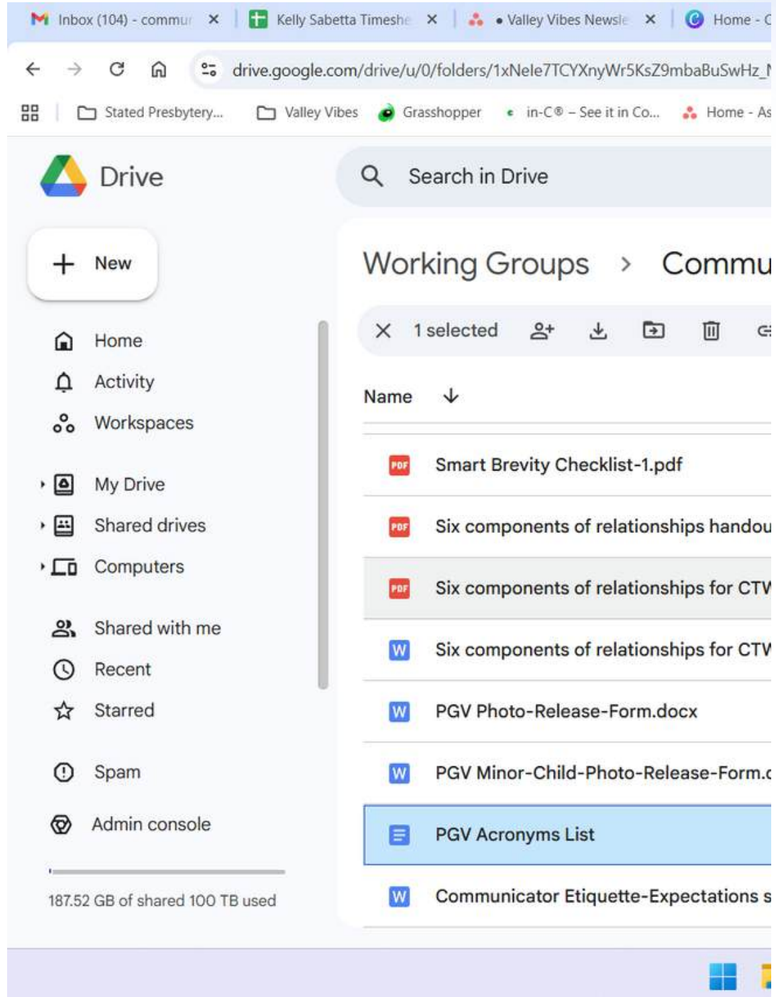
Tips and Common Questions

- **Starred files:** Mark important files so they appear in a quick-access list
- **Recent files:** Use the “Recent” tab for easy access
- **Use Search Bar:** Enter keywords or filters to find documents
- **Browser/Login:** Make sure you’re logged in with the proper Google account to access files (especially for those who have multiple accounts in one browser)
- **Drives:** Make sure to look under Shared Drives vs. My Drive to find PGV files
- **Permissions:** If you need a higher level of access to edit or manage file(s), contact PGV office



Google Docs vs. Microsoft Word

- **You can use both!**
  - If you prefer creating documents in Microsoft Office, you can upload them onto the Drive
  - Both options allow you to collaborate in real-time when they're saved on the Drive
  - Symbols next to file name show which type of file it is



Thank You

Thank you for your time and attention! We hope this presentation has provided you with valuable insights into Google Drive. For questions, discussions, or further instruction, contact Kelly!

Presbytery of Genesee Valley www.pbygenval.org communications@pbygenval.org