

Project IDCAP: Improve Digital Competence in Adult People

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# How to share my documents

Collaboration through digital technologies





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# 1. Introduction

The ability to use modern media and information resources today is a significant part of our daily lives. From birth, children are growing up surrounded by mobile phones, computers and various digital technologies. Unfortunately, this is not a matter of course for the older generation and it is not easy to take advantage of the opportunities offered by digital technologies. The older generation need to be more interested in it and to study. Digital literacy helps keep you in touch with young people, finding common ground with the new generation z.

Despite the fact of strong digitalization of our lives, huge amounts of all kinds of information, including the personal one – from our phones, digital cameras, should be stored somewhere. Big corporations in the world are paying huge amounts of money to buy large storage and allow ordinary people to use their servers at an additional cost to store and access the information that is important to us. In addition to the convenience of finding information from around the world, Google, the technology giant, is also free to set up email and use its own servers, each with 15GB of space for each user. It is true, however, to mention the fact that more and more of this information has to be “here and now” and passed on or edited by another person. How to do that? How to send more information at once? How can a group of people edit the same document in real time? How to access the documents you care about on your home computer while you are away? How to know if the sent information has reached the contact? These and some other questions will be answered in this tutorial “Collaboration through Digital technologies”.

The aims of the module are:

- One of digital platforms (Google Drive, Drop box, WeTransfer) to use for storing data.
- One of digital platforms (Google Drive, Drop box, WeTransfer) to use for sharing data.



- One of digital platforms (Google Drive, Drop box, WeTransfer) to use for editing files in real time with other people.

## 2. Google drive

Google Drive is a safe place for all your files and puts them within reach from any smartphone, tablet, or computer. Files in Drive – like your videos, photos, and documents – are backed up safely so you can't lose them. Once there, you can easily invite others to view, edit, or leave comments on any of your files or folders.

Using Drive, you can:

- Safely store your files and access them from anywhere.
- Search for files by name and content.
- Easily share files and folders with others.
- Quickly view your content.
- Set access levels for who can view, comment, or edit.
- Quickly access recent files.
- See file details and activity.
- Enable viewing of files offline.
- Use your device camera to scan in paper documents.
- Access pictures and videos from Google Photos.

### 2.1. Store data


On a Google Account, you get 15 GB of storage for free. Storage is used by Google Drive, Gmail and Google Photos, so you can store files, save your email attachments, and back up photos and videos.

#### 2.1.1. Computer

On your computer, go to [drive.google.com](https://drive.google.com). You'll see "My Drive," which has:

- Files and folders you upload or sync
- Google Docs, Sheets, Slides, and Forms you create

#### 1. Save Gmail attachments

Hover over an attachment in Gmail and look for the Drive logo . Here, you can save any attachment to your Drive to organize and share them in a single, safe place.

## 2. Upload files and folders to Google Drive



- On your computer, go to [drive.google.com](https://drive.google.com).
- At the top left, click New > File Upload.
- Choose the file you want to upload.

## 3. Drag files into Google Drive


- On your computer, go to [drive.google.com](https://drive.google.com).
- Open or create a folder.
- To upload files and folders, drag them into the Google Drive folder.

### 2.1.2. Android

#### 1. Save photo or over file from your Android phone or tablet


- Choose photo or over file
- Click share  and look for the Drive logo . Here, you can save to your Drive.

#### 2. Upload & view files

- On your Android phone or tablet, open the Google Drive app.
- Tap Add .
- Tap Upload.
- Find and tap the files you want to upload.
- View uploaded files in My Drive until you move them.

### 2.1.3. iPhone and iPad

#### 1. Upload and view files


- On your iPhone or iPad, open the Google Drive app.
- Tap Add. .
- Tap Upload.
- Find and tap the files you want to upload.

2. To upload photos or videos, tap the photos and videos you want and tap Upload.

## 2.2. Share files with Google Drive

Files in Drive are private, until you decide to share them. You can quickly invite others to view, comment and edit any file or folder that you choose. When you share from Google Drive, you can control whether people can edit, comment on, or only view the file.

### 2.2.1. Share a single file

1. Find the file you want to share
  - On a computer, go to [Google Drive](#), [Docs](#), [Sheets](#), or [Slides](#).
  - Click the file you want to share.
  - Click Share .
2. Choose who to share with and how they can use your file

When you share a link to a file, you control how widely the file is shared. These options depend on if your Google Account is through work, school, or Gmail.

- On - Public on the web: Anyone can search on Google and get access to your file, without signing in to their Google Account.
- On - Anyone with the link: Anyone who has the link can use your file, without signing in to their Google Account.
- Off - Specific people: Only people you share the file with will be able to use it.

3. When you share a file with someone, you can choose what they can do with it.

- View: People can view, but can't change or share the file with others.
- Comment: People can make comments and suggestions, but can't change or share the file with others.
- Edit: People can make changes, accept or reject suggestions, and share the file with others.

4. Share with specific people



- Under "People," enter the email address you want to share with. If you share with an email address that isn't a Google Account, they'll only be able to view the file.
- To choose what someone can do with your file, click the Down arrow ▾.
- If you don't want to send an email to people, click Advanced and uncheck the Notify people box. If you notify people, each email address you enter will be included in the email.
- Click Send.

#### 5. Share a link to the file

You can send other people a link to your file so anyone on the internet with the link can use it. When you share a link to a file, your name will be visible as the owner of the file.

- At the top right, click Get shareable link.
- Next to "Anyone with the link," click the Down arrow ▾.
- Copy and paste the link in an email or any place you want to share it.

#### 6. Share a file publicly

If you want anyone on the internet to search for, find, and open your file, you can publicly share a file. When you publicly share a file, your name will be visible as the owner of the file.

- Click Get shareable link.
- Next to "Anyone with the link," click the Down arrow ▾.
- Click More > On - Public on the web.
- Click Save.
- Choose the level of access you want people to have.
- Click Done.

### 2.2.2. Share folders in Google Drive

Here's what people can do with folders after you share it with them:



- Can organize, add, and edit: If they're signed into a Google account, people can open, edit, delete, or move any files within the folder. People can also add files to the folder.
- Can view only: People can see the folder and they can open all files within the folder.

### 2.2.3. Find files shared with you

Here's what you can see in "Shared with me:"

- Files shared with you.
- Folders shared with you.
- Files shared with a link that you have opened.

Starting with the most recent file that was shared with you, you'll see:

- The date the file was shared with you.
- The owner of the file.
- The document type.


## 2.3. Work with Office files

You can edit Office files online individually or in real-time with others.

1. If you want to work with others on a file in real-time, you can convert an Office file to Google Docs, Sheets, or Slides.

- In Google Drive, double-click the Office file. This will open a preview of your file.
- At the top, click Open in Google Docs, Sheets, or Slides.
  - If you don't see this option, click Open with ▾ > Google Docs, Sheets, or Slides.
- From within the document, click File > Save as Google Docs, Sheets, or Slides.

To automatically convert all Office files to Google Docs, Sheets, or Slides after upload:

- Open Google Drive.
- In the top right, click Settings .

- Next to "Convert Uploads," turn on "Convert uploaded files to Google Docs editor format."

## 2. Save and export files to an Office format








After converting your Office files to Google Docs, Sheets, or Slides to make edits to your file, you can save and export the file back to an Office format and share it with others.

To save your Google Doc, Sheet, or Slide back as an Office file:

- Open the file.
- Click File > Download as.
- Choose a file format.

## 2.4. Drive even further

Scan all your paper documents with Drive for Android. Just snap a photo of documents such as receipts, letters and statements – and Drive will store them instantly as PDFs.

- Open the Google Drive app .
- In the bottom right, tap Add .
- Tap Scan .
- Take a photo of the document you'd like to scan.
  - Adjust scan area: Tap Crop .
  - Take photo again: Tap Re-scan current page .
  - Scan another page: Tap Add .
- To save the finished document, tap Done .

## 3. Dropbox

Dropbox is the best way to store, share, and securely access all your files. Dropbox brings files together in one central place by creating a special folder on the user's computer. The contents of these folders are synchronized to Dropbox's servers and to other computers and devices where the user has installed Dropbox, keeping the same files up-to-date on all devices.

Dropbox Basic users are given 2 GB of free storage space. If you need more space, you can use Dropbox Plus (2 TB), Dropbox Professional (3TB) or else, but it is payable.

### 3.1. Install Dropbox.

Follow these steps to install Dropbox to your computer.

Step 1. Open a browser on the computer.

Step 2. Go to the address bar and type <https://www.dropbox.com/install> and click on "Download Dropbox". Download the Dropbox application. If you use Linux follow link <https://www.dropbox.com/install-linux>. Dropbox is also available for most mobile platforms, including iOS devices.

Step 3. Open the installer, follow the instructions in the install wizard and install Dropbox to your computer.

Step 4. Complete the installation and sign in to Dropbox. We're recommended to sign with your google account.

You can install Dropbox to your another devices too. You just need to find Dropbox app suitable to your device. After you install it, be sure to sign in to the same Dropbox account on each computer, phone and tablet. Your devices are like windows into your Dropbox account. Once you sign in, you have access to your Dropbox files, no matter where you are.

## 3.2. Add files to Dropbox.

### 3.2.1. On your computer

Follow these steps to add files to Dropbox on your computer.

Step 1. Find and open folder “Dropbox” on your computer hard drive.

Step 2. Drag and drop files into Dropbox folder. Or, use the Save As... menu option in most applications to save files directly to your Dropbox folder.

Attention! Files in your Dropbox folder will automatically sync to dropbox.com and to your other connected devices

## 3.3. On dropbox.com

Follow these steps to add files to Dropbox on dropbox.com.

Step 1. Sign in to dropbox.com

Step 2. Click Upload.

Step 3. Choose Files or Folder. If you choose Files, select as many as you like and click Open. If you choose Folder, select a folder and click Upload.

## 3.4. Share Dropbox files or folders.

If you drag and drop files into Dropbox folder they will automatically sync to dropbox.com and to your other connected devices. If you want to share files or folders with someone, you need to learn it.

### 3.4.1. On your computer

Step 1. Open the Dropbox folder on your hard disc drive (computer).

Step 2. Right-click the file or folder you'd like to share.

Step 3. Choose and click Share.

Step 4. Type the email, name or group of the person you'd like to share with.

Step 5. Click Share. Person will receive an email with some information and a link to the shared object.

### 3.4.2. On dropbox.com

Step 1. Sign in to dropbox.com

Step 2. Click Files in the left column.

Step 3. Choose the file or folder you'd like to share.

Step 4. Click Share and type the email, name or group of the person you'd like to share with.

Step 5. Click Share. Person will receive an email with some information and a link to the shared object.

Remember! You can control whether people can edit, comment or only view your files and folders, when you share them, and after you share them. Edits and comments that are made to a shared objects are updated live for everyone who they've been shared with.

### 3.5. Sync files to Dropbox.

If you use Dropbox, be sure that you have the files you need when you need them. Sync is the process by which your content is synchronized between your computer and mobile devices. It means the latest versions of file are always at your fingertips, because sync happens automatically in your Dropbox account across your computers, phones and tablets. So, if you create some changes, you put some new files or folders, Dropbox will update those changes from one device to all other connected devices.

### 3.6. Access content offline.

Dropbox works differently on devices that it does on your computer: the mobile apps don't save files to your devices. Even when you open and edit a file on your phone, you're still interacting with the file and downloading it directly to your device.

To access your files without Wi-Fi or data service, you can make files available offline by turning on the Available offline option.

Step 1. Browse to the folder you'd like to make available for offline viewing.



Step 2. From the folder list, tap the downward arrow to the right of the folder name.

Step 3. Toggle the switch to make the folder Available offline. Once a folder is available offline and is downloaded to your phone or tablet, you can access it any time. To access the file, tap Offline from the main menu.

## 4. WeTransfer

WeTransfer is a file transfer service. WeTransfer at a time, which is way more than the most of traditional email attachment size. The service is free of charge if you are free users and you can send files up to 2 GB, or you can use payable WeTransfer Plus – users can send up to 20 GB at a time and can use password protection, channel customization and 1 TB storage.

In this part, we're going to explain how to use WeTransfer to share a file/folder or link and how to do it easier.

### 4.1. Add and send file (-s)

Follow these steps to share a file (-s) using WeTransfer.

Step 1. Open a browser on the computer where file is located.

Step 2. Go to the address bar and type [wetransfer.com](https://wetransfer.com) and hit Enter.

Step 3. If you're using WeTransfer for a first time, you'll need to choose "Get WeTransfer Plus" or "Skip". You don't need to repeat this step in the future.

Step 4. Click on "Add Files". Locate the file(-s) that you want to upload and click Open. Repeat this step if it is necessary.

Step 5. Click on "Your Email" and add your email address.

Step 6. Click on "Email to" and add receiver email address.

Step 7. Click on "Message" and write a message for the receiver (not necessary to do it)

Step 8. Click on "Transfer". This will upload your file (-s).

### 4.2. Add and send folder.

Follow these steps to share a folder using WeTransfer. There are the ability to upload folders directly from your device, making it that much easier to get your precious files transferred exactly how you want them to be sent!

Step 1. Open a browser on the computer where file is located.

Step 2. Go to the address bar and type [wetransfer.com](https://wetransfer.com) and hit Enter.



Step 3. If you're using WeTransfer for a first time, you'll need to choose "Get WeTransfer Plus" or "Skip". You don't need to repeat this step in a future.

Step 4. Click on "Or select a folder". Locate the folder that you want to upload and click Open.

Step 5. Click on "Your Email" and add your email address.

Step 6. Click on "Email to" and add receiver email address.

Step 7. Click on "Message" and write a message for the receiver (not necessary to do it)

Step 8. Click on "Transfer". This will upload your folder.


### 4.3. Add and send link (-s)

Follow these steps to share a link (-s) using WeTransfer.

Step 1. Open a browser on the computer where file is located.

Step 2. Go to the address bar and type wetransfer.com and hit Enter.

Step 3. If you're using WeTransfer for a first time, you'll need to choose "Get WeTransfer Plus" or "Skip". You don't need to repeat this step in a future.

Step 4. Click on blue icon .

Step 5. Click on "Get transfer link" and copy a link..

Step 6. Now you're ready to send this link.

### 4.4. Transfer confirmation emails.

Gone are the days when you would create a transfer, pass it along to a friend, and the some days later, think, "Have they downloaded that file?". After transferring files you will find confirmation email on your own email. One more email you will find when someone has downloaded your files.

### 4.5. Download files.

Follow these steps to learn how to download files that somebody has transferred to you.

Step 1. Open a browser on the computer and connect to your email.



Step 2. Open the message from WeTransfer.

Step 3. Click the Download button.

Step 4. Click Download.

Step 5. Choose where to put the file on your hard drive and click Save.

Step 6. On the WeTransfer site click Okay.

Attention! If you or sender is using the free WeTransfer service, then your recipient or you have just seven days to download the file. After these 7 days, the file (-s) will be deleted forever from WeTransfer servers. If you use WeTransfer Plus, files will be deleted at least after 4 weeks.

Step 7. Files will be downloaded in a compressed zip format. So, right mouse's button, and click on "Extract to..." and enjoy it.



## Summary

In this tutorial, we explored three tools – products from several different companies for storing, editing, and transmitting information: Google Drive, Dropbox, and WeTransfer. Each has its own features that are popular with one user but are not user-friendly for everybody. To help you decide which tool is more convenient, we recommend that you try out their features and decide for yourself. In our very subjective opinion, Google Drive is fully compatible with all storage, editing and transfer functions, but has a problem transferring larger amounts of information: you will have to send it in a few emails, which is not very convenient, or to share the link. Dropbox is a good tool for accessing your document repository, good for sharing documents, but not perfect for transferring information. The WeTransfer tool is ideal for transferring large amounts of information, but is not ideal for editing or storing documents. Some tools and their use are quite simple, some more complicated. So, to make our proposals more specific, we would recommend:

Google Drive – use for document storage, sharing, editing;

Dropbox – use for storing and sharing information with constant access to your information

WeTransfer – use only for transmission of large amounts of information.

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