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EST. 1888



ICT-TEX course on Digital skills

Topic 3: Tools for Business Digitalization

The course is developed under Erasmus+ Program Key Action 2:
Cooperation for innovation and the exchange of good practices [Knowledge Alliance](#)

ICT IN TEXTILE AND CLOTHING HIGHER EDUCATION AND BUSINESS

Project Nr. 612248-EPP-1-2019-1-BG-EPPKA2-KA

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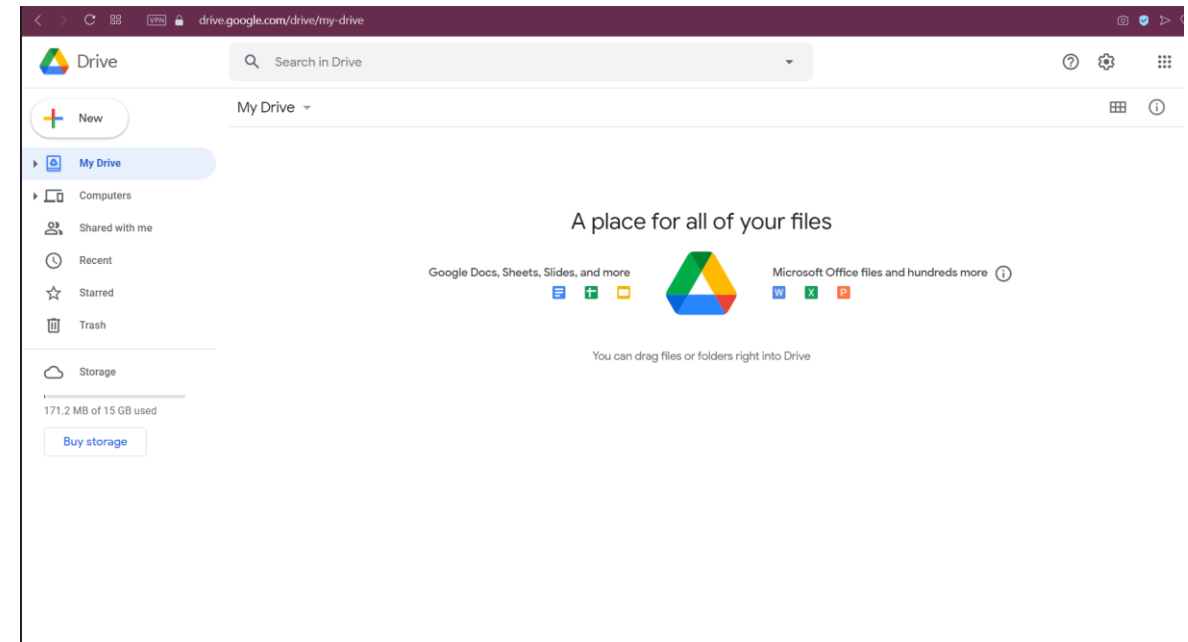


Hands-on exercise

HOW TO SHARE A FILE VIA THE CLOUD

Google Drive

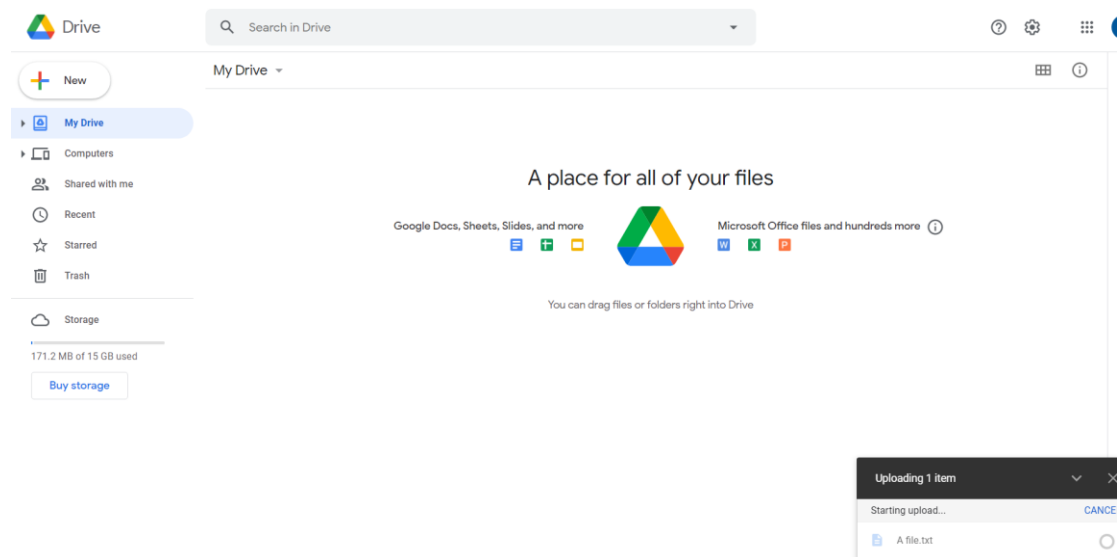
- Let's upload a file to Google Drive and share it with others
 - Log on to your google account
 - Go to <https://drive.google.com>





Upload a file

- Select a file you want to share with other people
 - It may be located on your device or already residing into your Google Drive
 - The easiest way is to upload a file from your computer is to drag and drop it to the browser window, where you have loaded Google Drive





Share the file

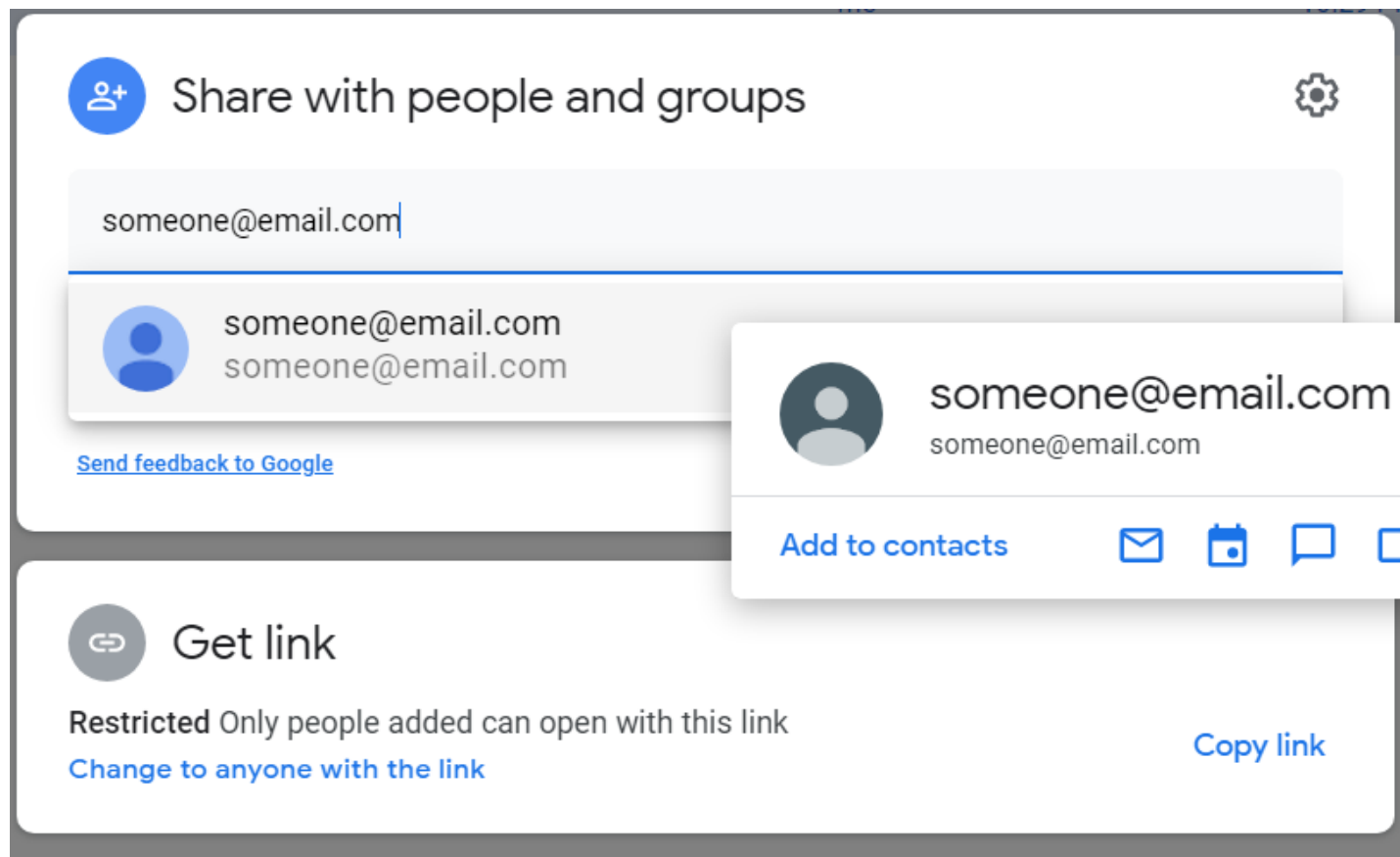
- Click on the file to activate it
- Then use the *Share* button to open the sharing dialog

The screenshot shows the Google Drive interface. At the top left, it says "My Drive" with a dropdown arrow. On the right side, there are three icons: a link icon, a share icon (a person with a plus sign), and an eye icon. The share icon is circled in red. Below these icons is a tooltip that says "Share 'A file.txt'". Below the icons is a table with columns for "Name", "Owner", and "Last modified". The table contains one row for the file "A file.txt", with the owner listed as "me" and the last modified time as "10:29 PM me".

Name	Owner	Last modified
A file.txt	me	10:29 PM me



Share the file



The screenshot shows the Google Drive sharing interface. At the top, there is a section titled "Share with people and groups" with a gear icon on the right. Below this is a search bar containing the text "someone@email.com". A dropdown menu is open, showing a search result for "someone@email.com" with a profile icon and the email address repeated. Below the search bar, there is a link that says "Send feedback to Google".

Below the search bar, there is a section titled "Get link" with a link icon. Underneath, it says "Restricted Only people added can open with this link" and "Change to anyone with the link" in blue text. To the right of this text is a "Copy link" button.

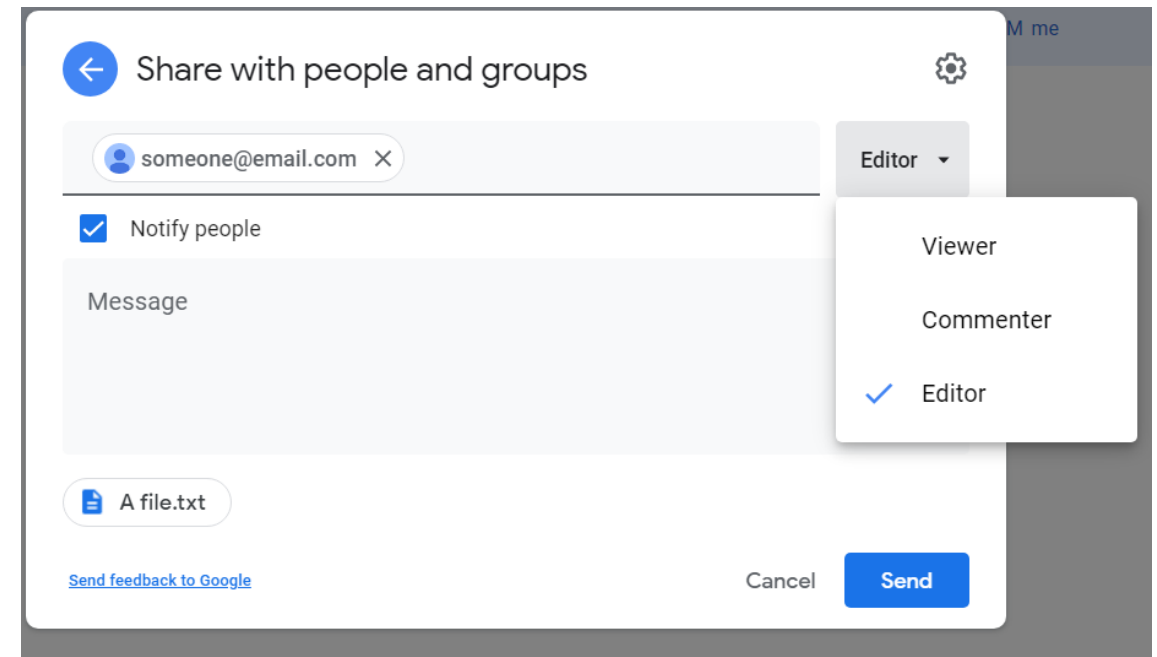
At the bottom of the dropdown menu, there is a section titled "Add to contacts" with a profile icon and the email address "someone@email.com". Below this are four icons: an envelope (email), a calendar, a speech bubble (comment), and a square (share).



- Type email addresses of other users you want to share the file with
- They will receive a notification into their Gmail inbox that a file has been shared with them and a link to it
- **Important:** email addresses of the users you want to share the file with should be associated with valid Google accounts

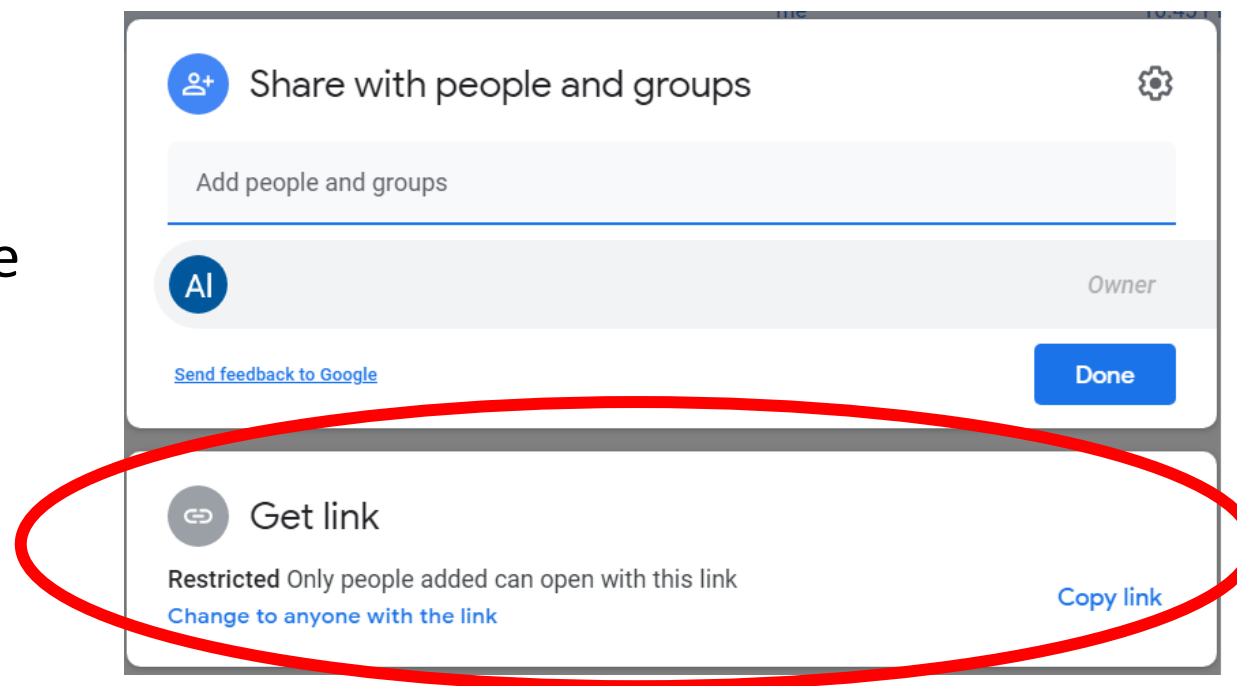
File sharing access options

- Select the rights for sharing the file
 - Viewers may only view the contents of the file without possibility for any input
 - Commenters may add comments or propose changes
 - Editors have full rights to modify the contents of the file



Share the file publicly

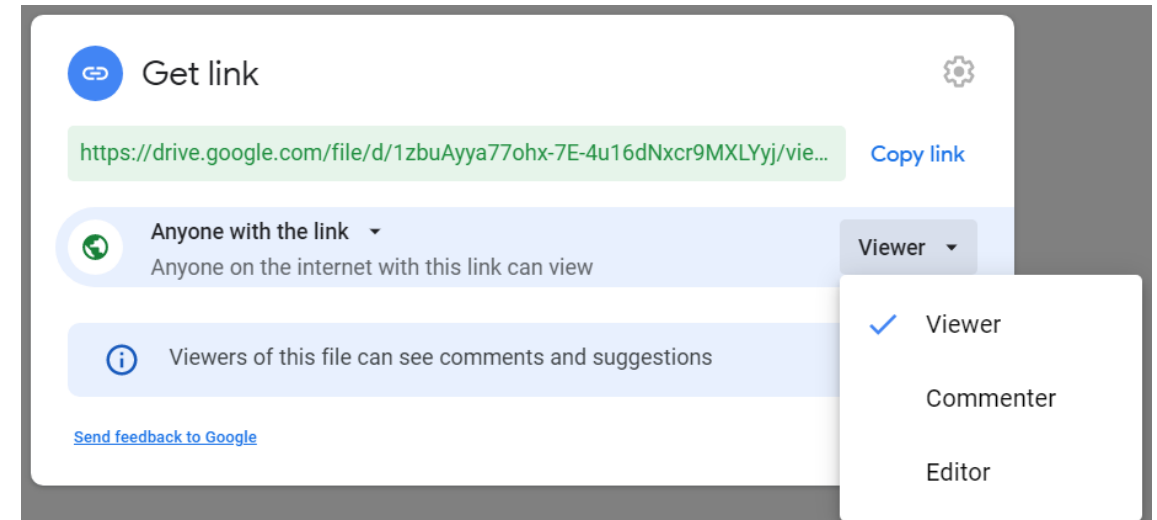
- You may also share the file with everyone who has a link to the file
 - Click on the “*get link*” menu of the file sharing dialog





Share the file publicly

- Change the rights to “*Anyone with the link*”
- There are also options to modify the access rights with similar roles as in sharing with specific users
- **Important:** You have to send the link to the file manually to people you want to share it with.





Online file sharing

- There exist alternatives to Google Drive, some of them even don't need registration
- However, if you are not registered you will not be able to retain the file over time
- The interface to most other online file sharing platforms and hence – the steps to share a file are similar to what we have done here

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