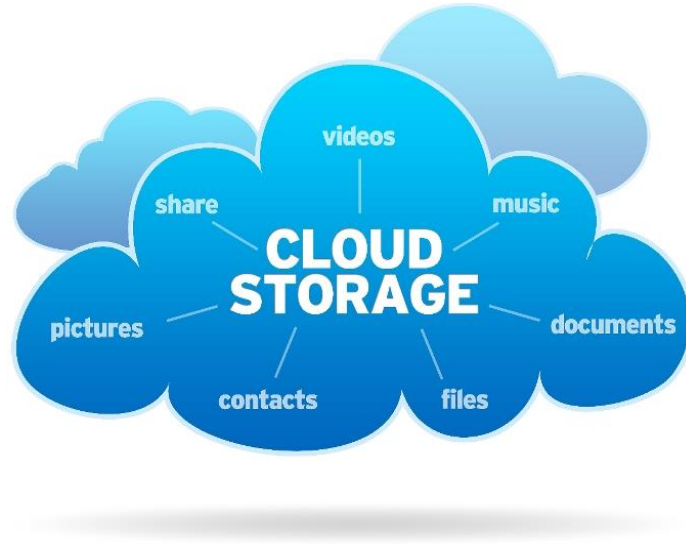


Managing Your Cloud Data



by Bob Ringo

Web-Based Applications

- Online applications or [web applications](#) are becoming more popular, particularly since broadband Internet access has become more common and more available. With online applications and services, you do not need to download and install them in your computer to use them—you just need to open up your browser and access them online.



Web Based Applications



**Google Drive, Microsoft OneDrive, and Dropbox
are each cloud-based data storage providers.**

Do You Really Care Where Your Computing is Performed or Where Your Software and Data are Stored?



Cloud Data Storage Defined

CLOUD Data Storage is the practice of using a network of remote servers hosted on the Internet to store, manage, and process data, rather than on a local server or a personal computer.



Cloud Data Storage **Simpler Definition**

- The **CLOUD** is nothing more than a figure of speech for the Internet, or more literally, the vast array of storage servers around the globe that comprise it. When a file is stored in the **cloud**, it simply means the file resides on one of those servers and can be accessed through an Internet connection.



Key to Cloud Data Storage



High Speed Broadband Internet Service

Advantages of Cloud Computing for Home Users

- You can access your files/programs from any device anywhere you have an Internet connection.
- Program updates, support, and maintenance are done by your online service provider.
- Scalability
- Lower cost.



There are Many Cloud Data Storage Providers



“Backing Up” Definition

“Backing up” means to manually or automatically copy files from one location to another, usually from one physical drive to another, although it could also be to a cloud location.



“Syncing” Definition

“Syncing” means to manually or automatically copy or delete files as needed to ensure that two or more locations have an identical set of files. Syncing is quicker than backing up but carries a greater risk.



Google Drive

Google Drive is the home to access Google Docs including documents, presentations, spreadsheets. It allows you to easily create, share and edit files in real time online, or upload an existing file to the system with 15 GB of free storage.



Google Account

**If you have any Google account,
you can use that account to log in to Google Drive.**





MS OneDrive is a file hosting service that allows you to upload and sync your files to cloud storage and then access them from a Web browser or your local device.

OneDrive Account

To start using OneDrive, go to OneDrive.com , and sign in to your account. If you don't have a Microsoft account, click "Sign Up," and sign up for free.



Accessing Google Drive and OneDrive

There are several ways to access Google Drive and OneDrive. For the most flexibility, get their apps for all of your computers and all of your mobile devices.




Option 1: Using a Browser

drive.google.com

onedrive.com







drive.google.com











Search Drive













Bob



 Drive

My Drive ▾



Name ↑	Owner	Last modified	File size
 Board Share Folder	Lincoln Hills	Feb 19, 2016	—
 Class	me	Sep 25, 2015	—
 Class Example Folder	me	Mar 24, 2014	—
 DirectUploads	me	Oct 1, 2013	—
 Docs	me	Aug 27, 2014	—
 Gmail Attachments	me	Mar 6, 2016	—
 Google Settings	me	Nov 19, 2014	—
 IFTTT	me	Mar 20, 2015	—
 Public Share	me	Oct 1, 2013	—
 QuickenBU	me	Mar 6, 2016	—
 Sheets	me	Jun 24, 2014	—
 Slides	me	Jan 9, 2014	—

NEW

My Drive

Board Share Folder

Class

Class Example Folc

DirectUploads

Docs

Gmail Attachments

Google Settings

IFTTT

onedrive.live.com

The screenshot shows the OneDrive web interface. The top navigation bar includes the OneDrive logo, a search bar, and buttons for 'New' and 'Upload'. The left sidebar shows the navigation pane with 'OneDrive' and 'PCs' sections. The main area displays a list of files and folders.

✓	Name	↑	Date modified	Sharing	Size
	(Doc) files		1/21/2015		11.24 MB
	CDs		1/21/2015		3.03 GB
	Census		3/1/2015		307.14 MB
	Cherokee Applications of the U.S...		1/21/2015		402.05 MB
	Classes		1/21/2015		24.93 MB
	Correspondence		1/21/2015		1.01 MB
	Dell XPS 400 Backup Set		2/24/2015		421.14 GB
	Documents		7/23/2014		546.87 MB

Option 2: Using an Android or iPhone/iPad App

Android Google Drive APP

iPhone/iPad Google Drive App

Android OneDrive App

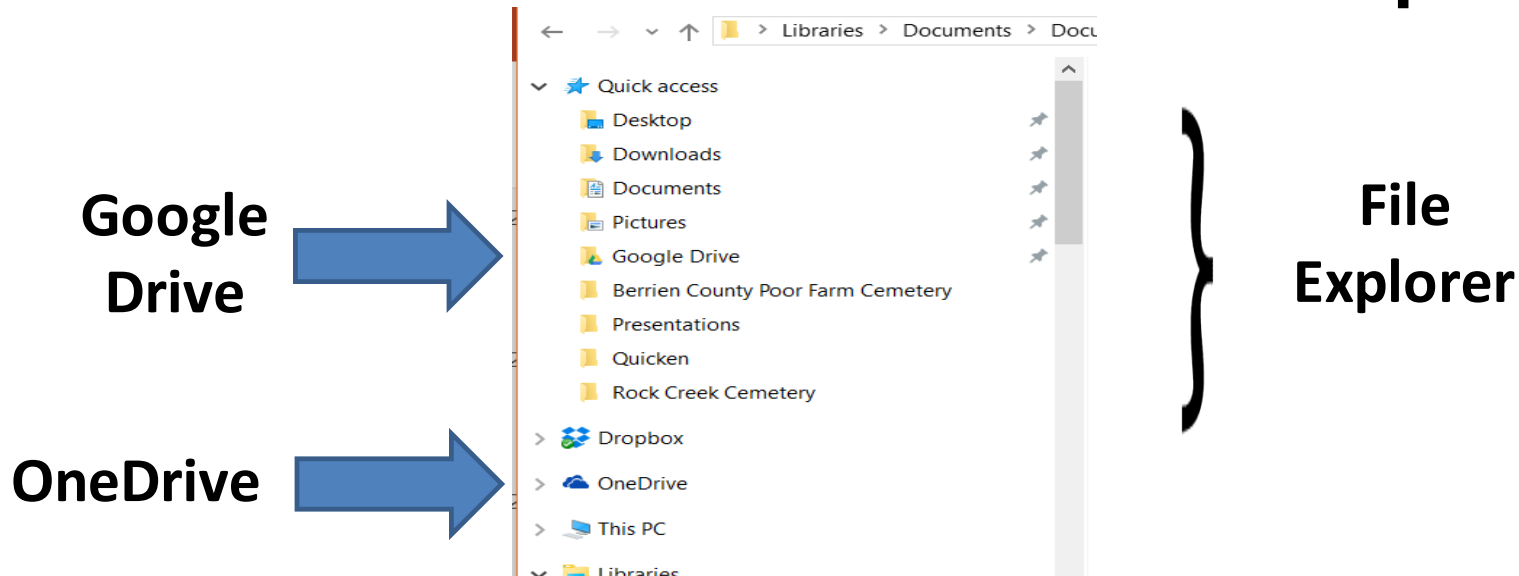
iPhone/iPad OneDrive App



Option 3: Using Your Desktop

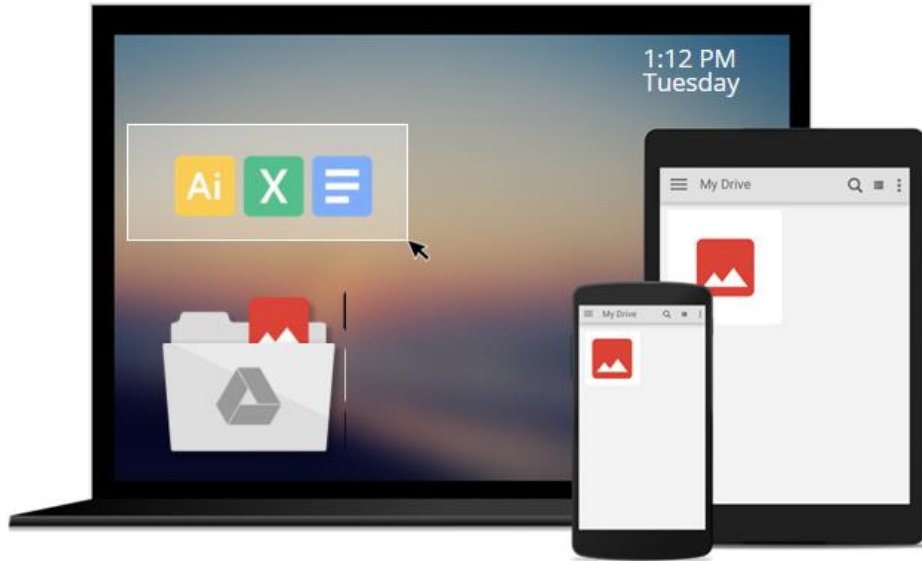
Download the Google Drive Desktop App

OneDrive Built into Windows 10 File Explorer



Download Google Drive for PC

Meet Drive U



Get Drive Everywhere

Add files to Drive from your PC and they sync with your other devices — automatically.

Download for PC



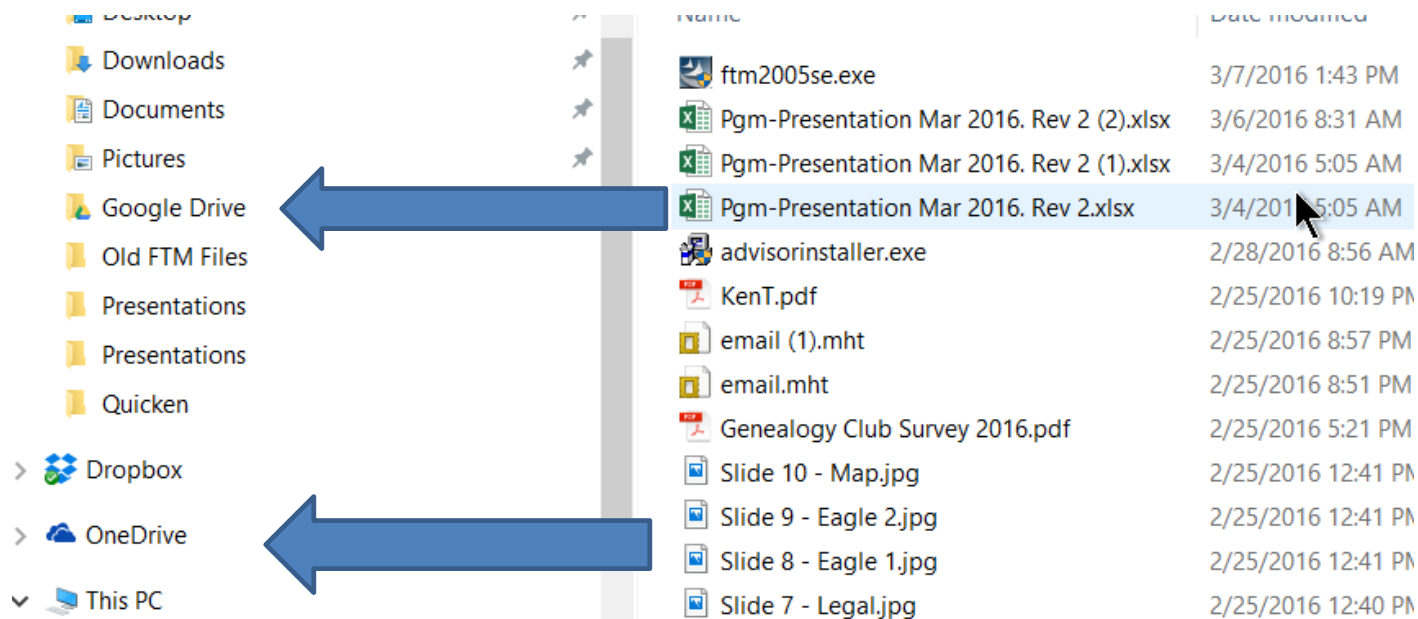
Uploading Files to Your Cloud Drive

To save files in Your Cloud Drive, you can:

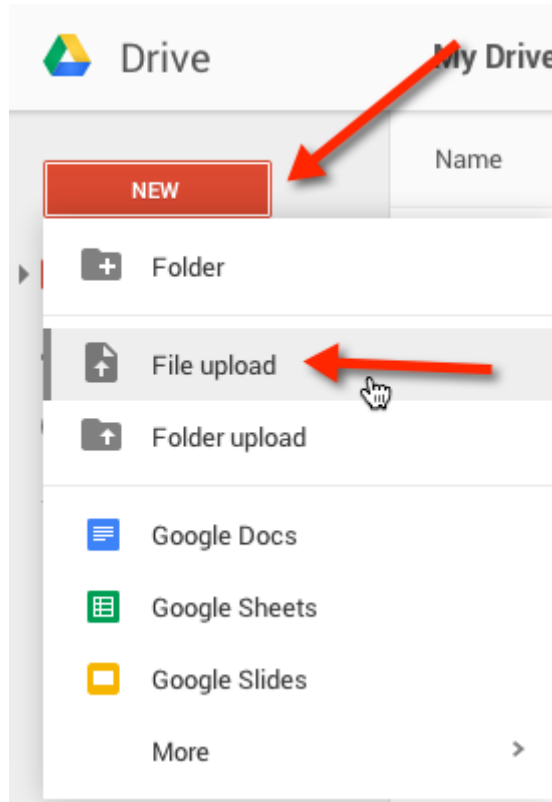
- ❑ **Manually Upload Your Files**
- ❑ **Automatically Sync Your Files**



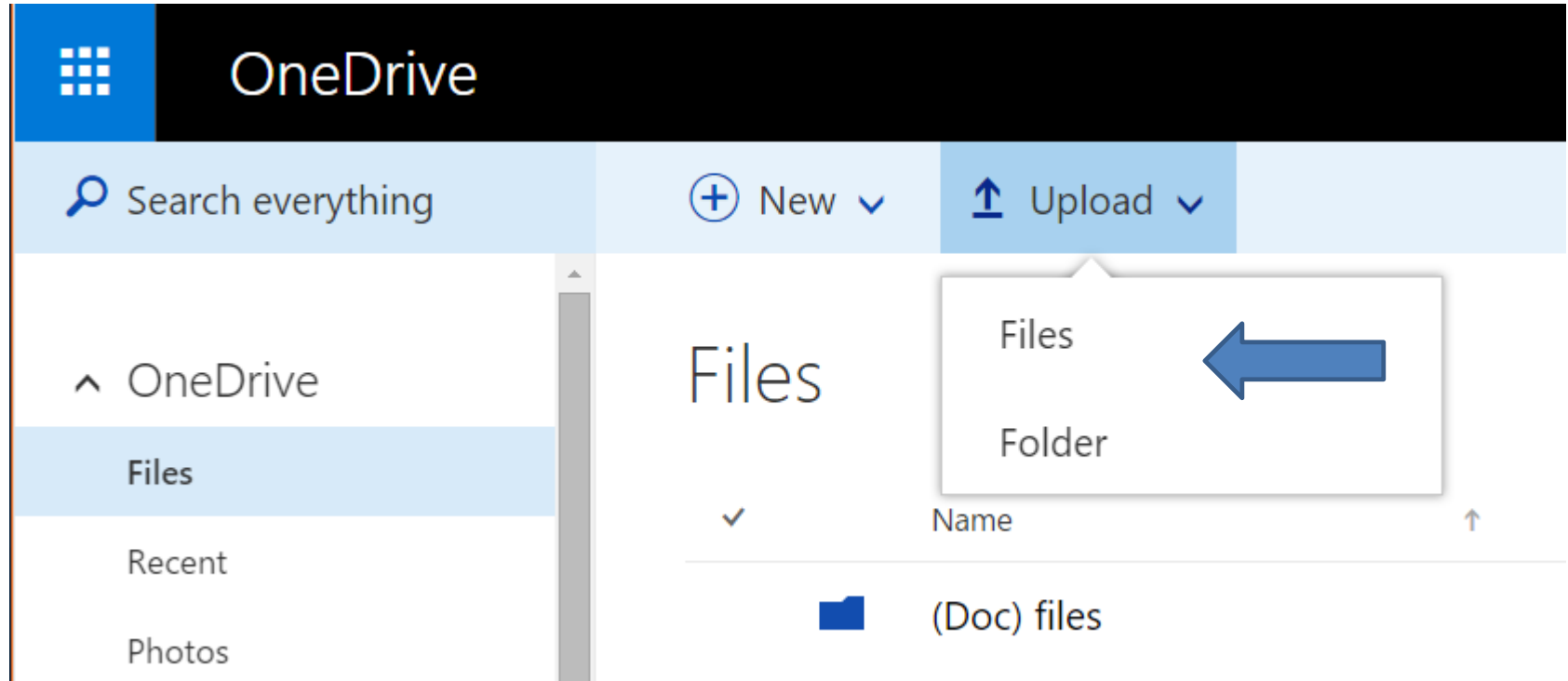
Drag & Drop Files and Folders to Google Drive & One Drive



Uploading Files & Folders to Google Drive



Uploading Files & Folders to OneDrive



Selectively Sync Your Cloud Data

Both Google Drive and OneDrive let you be selective about which files you bring down from the cloud to your desktop. This means you can leave some stuff in your cloud drive and only download it when necessary.



Synced/Non-Synced One Drive Folders

**Non-Synced
Folders**

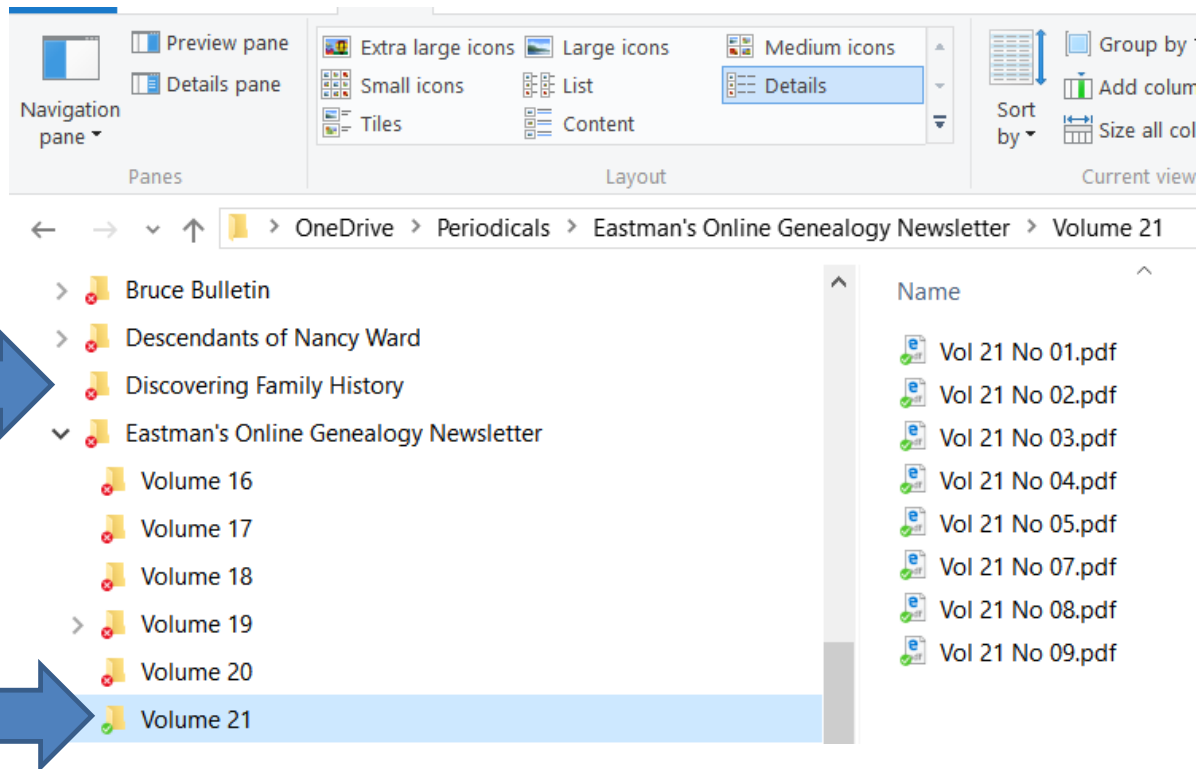
> Volume 19

Volume 20

Volume 21

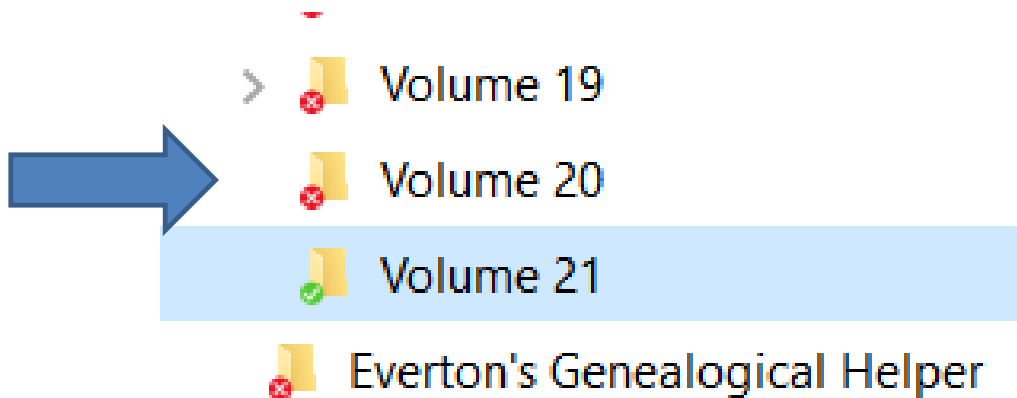
Everton's Genealogical Helper

Synced Folder





Download OneDrive Data from the Cloud

To download data to a OneDrive non-synced folder, right click on the folder and select “Choose OneDrive folders to sync.” Then check folder to be synced.



Sync Individual Folders in Google Drive

Everything in "**My Drive**" will sync to your Google Drive folder, unless you choose to sync individual folders.

1. **Organize** your files into folders that you plan to sync.
2. On your desktop, click the Google Drive icon .
 - On a Mac, the icon is usually found in the menu bar at the top right of your desktop screen.
 - On a PC, the icon is usually found in the taskbar in the bottom right of your desktop screen.
3. In the top right, click the overflow menu .
4. Select **Preferences**.
5. Check the box next to "Only sync some folders to this computer."
6. Select which folders you'd like to sync to your Google Drive folder.
7. Click **Apply changes**.

Bob's Synced Google Drive Folders

Sync options Account Advanced

☐ Sync everything in My Drive

☒ Sync only these folders...

☐ All folders in Google Drive

☒ Board Share Folder

☐ Class

☐ Class Example Folder

☐ DirectUploads

☐ Docs

☒ Google Settings

Files in Google Drive which are not in a folder will always sync.

Visit Shared with me

To sync files shared with you, drag files from "Shared with me" into My Drive at Google Drive on the web.

Sync Individual Folders in OneDrive

- On your desktop, right click the OneDrive icon.
- Click Settings.
- Click the Account tab.
- Choose “folders to Sync on this device.”
- Check folders you wish to sync.















Bob's Synced OneDrive Folders

Sync your OneDrive files to this PC

The files you sync will take up space on this PC

☐ Sync all files and folders in my OneDrive

Sync only these folders

- ☐  Files not in a folder (68.7 KB)
- > ☐  (Doc) files (11.2 MB)
- > ☐  CDs (847.2 MB)
- > ☐  Census (307.1 MB)
- > ☐  Cherokee Applications of the U.S. Court of Claims, 1906-1909 (402.0 MB)
- > ☐  Classes (24.9 MB)
- > ☐  Correspondence (1.0 MB)
- > ☐  Dell XPS 400 Backup Set (421.1 GB)
- > ☒  Documents (546.8 MB)
- > ☐  eBooks (2.0 GB)
- > ☐  Family Tree Maker (35.0 MB)
- > ☒  Favorites (22.8 MB)

Selected: 195.4 GB

Remaining space on C: 609.0 GB

Syncing Cloud Files Takes Up Disk Space on Your Device



Organizing Your Cloud Drive Files

Rename files

Create, move, or delete files and folders

Search for and sort your files

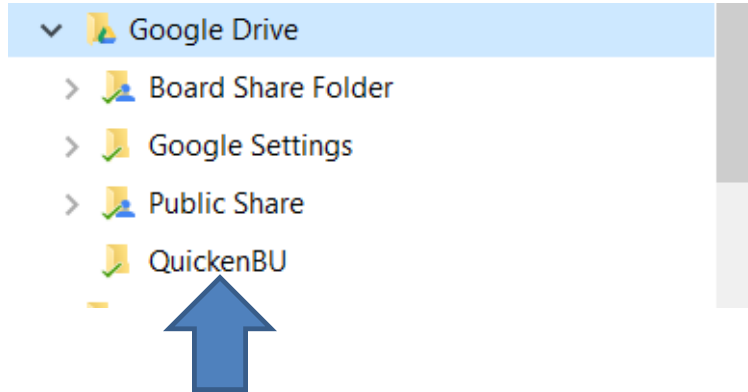


Sharing Your Cloud Storage Files

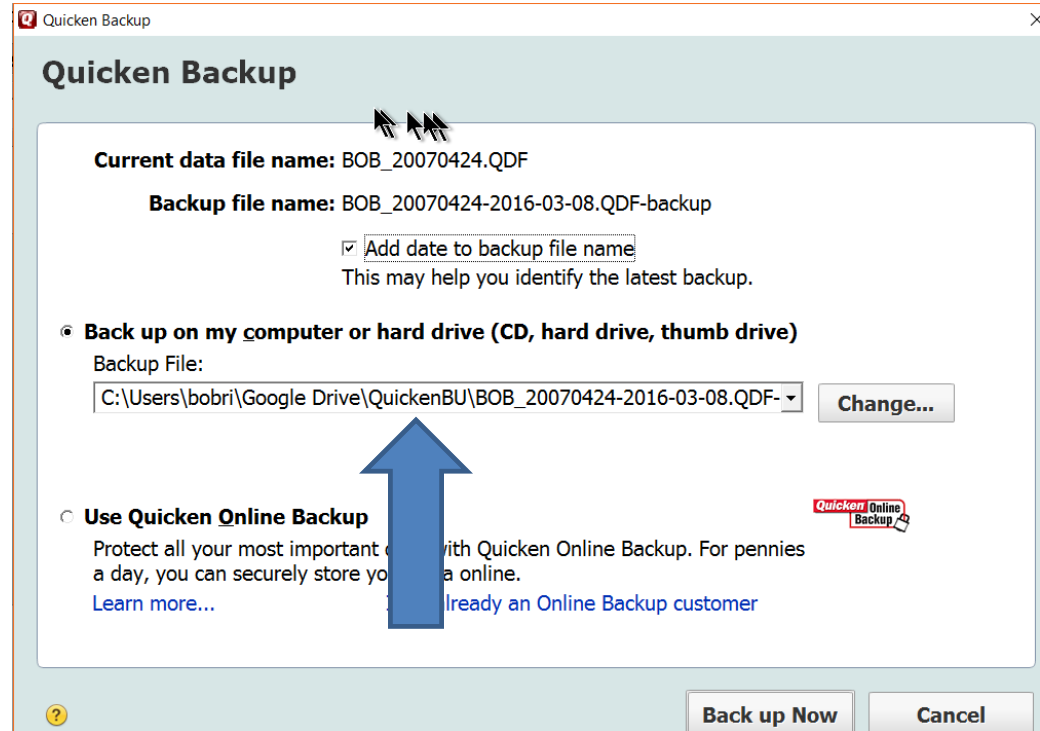
You can share your **Cloud** files and folders so other people can edit, view, or comment on them.



To Back Up an Application



1. Create Backup Folder in Cloud Drive.
2. Backup Application to Backup Folder



Google Drive and OneDrive Live Demo Friday







