

# Google Drive

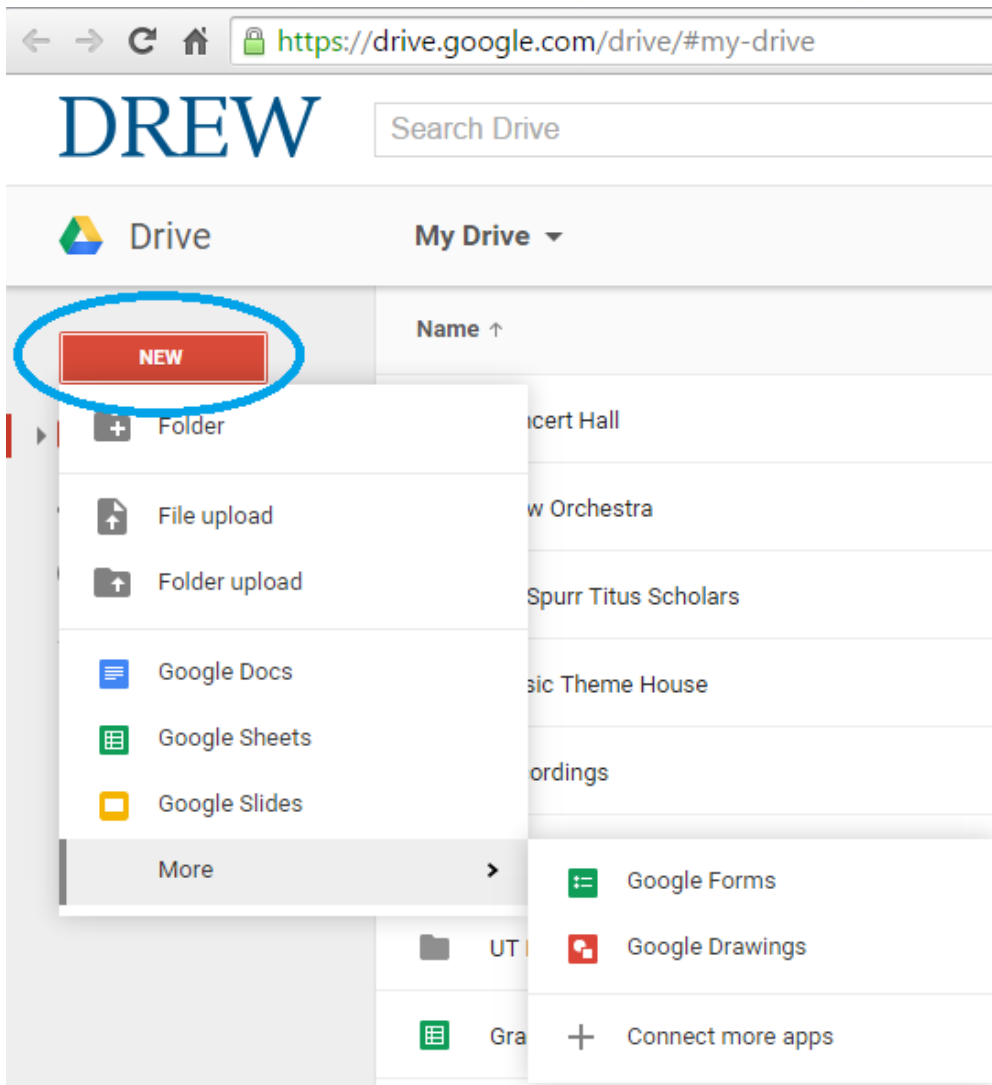
## Main Functions

- Collaboration
- Sharing
- Backing up Personal Data

## Creating Documents

To create a new Google Doc, Sheet, Slide, Form, Drawing, or Folder:

1. Click New.
2. A drop down menu will appear and you can select what file type you wish to create.



## Working with Existing Documents

- Uploading Files
- Exporting Files

## Organizing Documents

- [Creating Folders, Moving or Deleting Files and Folders, Copying Files](#)
- [Sorting and Filtering Files](#)
- [Searching for Files](#)

## **Things to Keep in Mind**

If the owner of a file moves it to their Trash and then empties their Trash, the file will no longer be accessible by anyone.

## **Drew's Document Retention Policy**

Please remember that Drew has a document retention policy which influences what you can store where (and for how long). Please review this policy and keep it in mind when using your Google Drive: [Records Retention Policy](#)

## **Drew's Responsible Use of University Data Policy**

Also keep in mind the security of any information you are working with. Consult the [Responsible Use of University Data Policy](#) for more information.