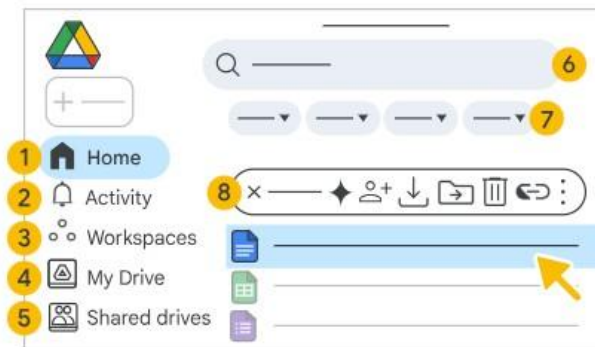


Google Drive for Desktop (Application)

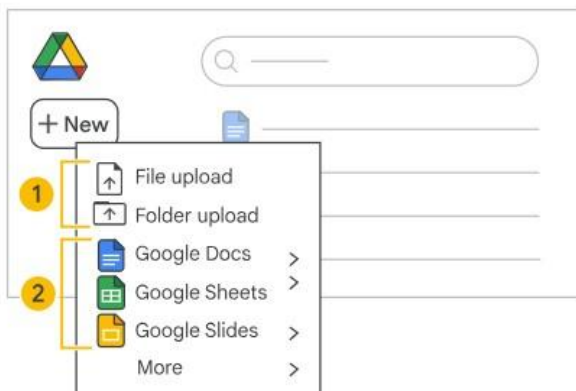
- **What it is:** A program for Windows & macOS that bridges your computer and cloud Drive.
- **How you use it:** Installs a virtual drive (like G:) on your PC, appearing in File Explorer/Finder.
- **Key Features:**
 - **Stream files:** Files are in the cloud but appear in your folder; they download only when opened (saves space).
 - **Mirror files:** Keeps a full local copy of selected Drive files on your PC (uses space).
 - **Sync local folders:** Backs up chosen folders from your PC (e.g., Desktop, Documents) to Google Drive.
 - **Offline access:** Mark files/folders to use without internet.
 - **Microsoft Office integration:** Work in Office apps and sync changes seamlessly.

Work with files & folders



- 1 Show suggested files & folders
- 2 View comments, access requests & approvals
- 3 Get quick access to files in workspaces
- 4 Go to files in My Drive
- 5 View files owned by teams
- 6 Search for files
- 7 Filter by file type, people, date, or location
- 8 Select a file & ask Duet AI about the file, share, download, move, delete, or copy the link to the file, or access more options


Add files & folders



Click **New** to...








- 1 Upload any file (such as Microsoft Outlook files, Adobe PDF files, and videos) or folder from your computer.
- 2 Create new documents right in your browser.

Share files & folders

To share a file or folder, click Share  and choose what collaborators can do. They'll get an email notification, too.

	Delete files & folders	Add & remove files and folders	Share or unshare files and folders	Edit files	Comment or suggest edits in files	View files & folders
Owner	✓	✓	✓	✓	✓	✓
Editor	✓	✓	✓	✓	✓	✓
Commenter					✓	✓
Viewer						✓

Access your files from any device

Browser or device	Requirements	How to access
 Web browser (any device)	Install any web browser.	Go to drive.google.com  .
 Computer	Install Drive File Stream from the Drive Help Center  . For details, see Install and set up Drive File Stream .	Click Drive File Stream  and then Open Google Drive  . For details, see Access your files .
 Mobile devices	Install the Drive app from the Play Store (Android) or App Store (iOS).	Open the Drive app on your device.

Scan documents directly into Drive

- Open the Google Drive app on Android
- Tap the + icon → Choose “Scan”
- Use your camera to capture the doc
- Save it directly as a PDF
- (Bonus: You can “scan” an existing photo too)

Download Google Drive for Desktop: To install Google Drive for desktop, visit the official download page or get it from your browser's Drive settings, download the installer, run the file, and follow the on-screen prompts to sign in with your Google Account, allowing it to sync your cloud files to your computer.