Titan Apps

Drive (Documents)

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What is Titan Apps?

UW Oshkosh has partnered with Google to provide students, faculty and staff with a Web-based email, contacts, calendar, chat and document collaboration suite known as Google Apps for Education. The move to Google Apps for Education, which we are calling Titan Apps, will take place over the summer of 2012.

Need Help with Titan Apps?

If you have a question regarding Titan Apps please **email or send a chat** to <u>acshelp@uwosh.edu</u> or call the Academic Computing help desk at 424-3020.

What other resources can I use to help me with Titan Apps?

There are a lot of resources on the web to help you use the features in Titan Apps.

UW Oshkosh has created a site for you to easily access some of those resources and has also added resources that would be helpful to you at http://www.uwosh.edu/titanapps/.

How do I access Titan Apps?

Use the following link to log into your Titan Apps account http://mail.google.com/

First Time Logging in

If this is your first time logging into Titan Apps account you will need to change your password. An email will be sent to you with your temporary password. Your user name will stay the same as your old uwosh.edu account.

- 1. Type in your user name, you must include @uwosh.edu at the end of your user name.
- 2. Type in your temporary password.
- 3. You will be prompted to change your password right away.

Changing your email password

A temporary password will be sent to your Titan Mail account.

- 4. Type in the temporary password.
- You will be prompted to change your password.
 Type in the new password. Passwords must be 8 characters long.
- 6. Re-enter the password.
- 7. Select the Submit button.

New password: Re-enter password: Submit Password strength: Submit

Google

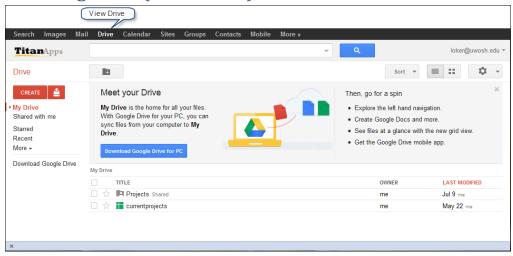
Locked Out of Titan Apps?

If you are locked out of your account please contact the Academic Computing Help Desk by calling (920) 424-3020.

What is Google Drive?

Google drive is a web based file storage area where you can create and upload files. Those files can then be accessed anywhere with a web connection. There is no need to email attachments back and forth, just share the file for easy collaboration. You can even collaborate on the same document in real time.

Accessing Drive (Documents)



Select the **Documents** or **Drive** link in the applications bar at the top of the window.

Note: If this is your first time accessing this application you will see documents in the application bar. To upgrade to drive follow the steps below under Getting Started with Google Drive.

Depending on the type of browser being used the document/drive window will open in a separate tab or window.

Getting Started with Google Drive

Google documents has been updated to Google Drive. If you had Documents and not Drive in the application bar at the top of the screen do the following:

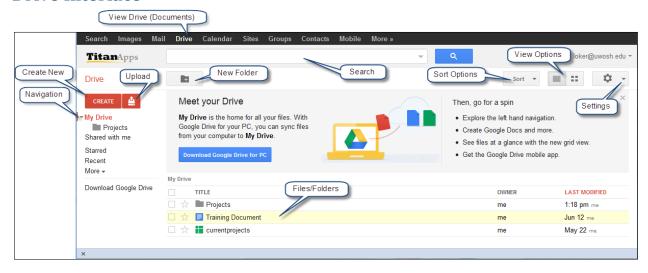
1. Click on the Get started with 5GB free button

Get started with 5 GB free
at the top right side
of the screen. When you log in the next time the
Documents link in the application bar will now be
changed to Drive.

Note: You do not need to Install Google Drive for PC.



Drive Interface



Navigation Item	Description
View Drive (Documents)	Application link to access Drive (Documents). Note: Each application opens in a new tab or window. If you already opened an application use the browser tab or window to toggle between open applications.
Search Box	Type in search terms to search for a folder or file. It will search for folders/files in My Drive and Shared with me. Note: Click the dropdown arrow at the end of the search box to narrow your search by file type, visibility, ownership or opened by me.
Navigation	Quickly navigate to what you want to see. Navigate between My Drive (documents created by me) or Shared with me (Documents others have created and Shared with me).
Create New	Create a new Document, Presentation, Spreadsheet, Form, Drawing or Folder.
Upload	Upload an existing document.
New Folder	Create a new Folder.
Sort Options	Sort items for easy access.
View Options	View the folders/files in list view or a grid (shows a preview of the file).
Settings/Help	View/change drive settings or get help with drive.
Files/Folders	Area that shows the folders and files located in My Drive or Shared with me.

Viewing Files

- 1. Use the navigation at the left side of the screen to view files and folders.
 - My Drive Shows files and folders you have created.
 - Shared with me Shows files and folders others have shared with you.
 - Starred View files that have been starred.

Note: You can organize files by adding a star to them. These files may be files that you access frequently, need to make changes to, or are important.

> Adding a Star:

1. When viewing a list of files click on the star in front of the file or folder name to star it.

Note: Items that have been starred will show with a yellow filled star.

- **Recent** View a list of recent opened or edited files.
- More:
 - Activity All items that have been edited recently.
 - All Items Shows everything in My Drive and Shared with me, except for items in the trash.
 - Trash Shows items moved to the trash.
 - Owner, type more>> View items based on File Type, Visibility, Ownership, etc.

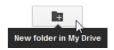
Creating a Folder

1. Click on My Drive in the navigation.

Note: If you would like to create a subfolder select that folder before proceeding with step 2.

2. Select the New folder button in the top left corner of the window.

Note: When you hover over the new folder button it will show your current folder location. This is where your new folder will be created. In the example at the right the new folder will be created in My Drive.



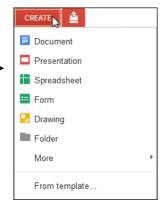
Create a New File

Create a new document, presentation, spreadsheet, form or drawing.

- 1. Select the **Create** button above the navigation.
- 2. From the list, choose what type of file you would like to create. -
- 3. The file will open in a new tab or window.

Name the File

- 1. Click Untitled at the top left corner of the window.
- 2. Type in the Title of the file in the Enter a new name box.
- 3. Select OK.
- 4. Type in the new document, spreadsheet, etc.
- 5. The file will automatically be saved under My Drive in the navigation.



Upload

You can upload files that you have already created.

1. Select the upload button to the right of the create button above the navigation.

Or

Drag and drop files right into the document list (this will work with the Firefox or Chrome browser).

- 2. Choose your preferred upload option:
 - 1. Files Upload a file(s)

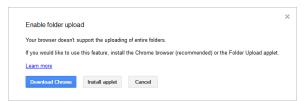
Note: Upload multiple files by holding down the Shift or CTRL key and click with the mouse on the files to upload.

2. Folder

Or

Enable folder upload...

Note: If you are not using Chrome for your browser you will see an option for ... Enable Folder upload. If you select this option a dialog box will open with options to Download Chrome or Install Folder Upload



Applet. Choose Download Chrome. Once you have downloaded Chrome there will be an option to upload a folder.

Opening Files

1. Use the navigation at the left to navigate to the location of the file.

Note: If the file is in a folder click on the folder you would like to open.

2. Click on the name of the file you would like to open.

Action Buttons

By selecting the checkbox in front of a file or folder you will see the following action buttons towards the top of the screen.

- 1. Click on My Drive in the navigation.
- 2. Click the check box in front of a folder or file.
- 3. Choose the appropriate action you would like to take:

Button	Action	Description
<u>*</u> +	Share	Select this button to share the folder or document with others. See more details below on Page 6 under Sharing Files and Folders.
	Organize	The organize button can be used to move/reorganize folders.

Î	Remove	Delete the file or folder from the list of documents.
•	Preview	Shows properties of a folder or file, who it is shared to, description (if one has been entered) and location of the folder it is in. Note: You can edit these properties right from the dialog box by clicking on the pencil icon to the right of the heading.
More ▼	More	Select this option to view additional available option for a folder or file.

Moving Folders

- 1. In the navigation right click on the folder to be moved.
- 2. Select Organize.
- 3. Click on the name of the folder you would like to move the selected folder to.

Note: To move a subfolder to the main level click on My Drive.

4. Select Apply changes.

Sharing Files or Folders

Instead of emailing files back and forth between each other it is much easier to collaborate by sharing the file through Google Drive. When a file has been shared through Google drive multiple people can be working on the file at one time allowing for real time collaboration.

- 1. Select My Drive at the left side of the screen.
- 2. Click the checkbox(s) in front of the folder(s) or file(s) you would like to share.

Note: If you share a folder the permissions to all files/folders inside will automatically be assigned the same sharing permissions. To remove sharing from an item inside the folder see instructions on Page 7 under Remove/Change Sharing Permissions.

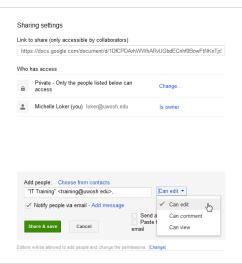
- 3. Select the share button
- The visibility options are shown under Who has access
 Note: By default, anything new will always be private.
 Only change the visibility options if you would like to open it up to anyone who has the link, anyone with a U

open it up to anyone who has the link, anyone with a UW Oshkosh email address (this will require login) or public (this would be to everyone on the web).

- 5. At the bottom in the Add people box, type the name of the person or group you would like to share with.
- 6. Choose that person or group from the list.

Note: You can only share with someone that has a Google account.

- 7. Select the type of sharing permissions:
 - > Can edit Editors can make changes to the file and give others permissions to the file (see the note below to prevent the person/group from giving others permissions).



Note: Select the change link at the bottom if you would not like editors to add people or change permissions and choose Only the owner can change the permissions.



- > Can comment Can only add a comment to the file.
- > Can view Can only view the file.
- 8. Choose whether you would like to notify the people via email regarding the shared file or folder.
- 9. Select the Share and save button.

Remove/Change Sharing Permissions

To remove or change permissions from a person or group:

- 1. Click the checkbox in front of the folder or file to remove sharing permissions from.
- 2. Select the share button
- 3. Under Who has access, select the X next to the person or group to delete those permissions or click the dropdown arrow to the right to change the type of permissions assigned.

Accessing Shared Items

When someone shares an item they have the option of notifying you via email. If they do not notify you via email you can also access any shared items under the Shared with me in the navigation.

- 1. Select Shared with me in the left navigation.
- 2. Click on the item to open it.
- 3. Once the item is opened you will be able to view, edit, or comment based on the permissions that were given to you.

Revision History

The revision history can be used to view the history on a document. While viewing the revision history you can also revert back to previous versions.

- 1. Click on the File menu.
- 2. Choose See revision history
- 3. The revision history dialog box will show at the right.
- 4. Click on a specific date and time to view that version of the file.

Note: A restore this version link will show by the current version selected. Use this link if you would like to convert back to this version of the document.

5. Select the x to close the revision history box.

Note: You cannot work in a document with the revision history dialog box open.

