

Email & online accounts | Medium | 2 min read

Google Drive for desktop: the basics

Google Drive for desktop puts your Drive files on your computer, so you can open and save them like any other file. It is handy for backing up folders and working offline.

The app and its settings change over time, so use the closest wording.

Installing it

Download it only from Google's official site (search for "Google Drive for desktop" and check the address). Run the installer and sign in with your Google account when asked.

Two ways of working

- **Stream files:** Files stay mostly in the cloud and download when you open them. It saves space on your computer.
- **Mirror files:** Everything is kept both on the computer and online. It uses more space but works offline.

You can usually pick this in the app's preferences. If you are not sure, keep the default.

Finding your files

After setup, Drive appears as a drive or a folder in File Explorer (Windows) or Finder (Mac). Open it and you will see **My Drive**. Files you save in there are copied to the cloud.

Backing up folders

In the app's preferences, you may be offered **Add folder** under your computer's folders, such as Documents or Desktop. This copies them to Google Drive. Check how much storage you have first, because it counts towards your Google storage.

Things to remember

- Files you delete from the Drive folder are deleted online too. Deleted files usually sit in **Trash** for a while, but do not rely on it.
- Do not move files out of Drive by drag and drop unless you mean to.
- Wait for the sync icon to finish before shutting down.

If sync is stuck

Click the Drive icon near the clock and look for a message. Check you are online, signed in and not out of space. Restart the app and the computer.

When to get more help

Contact us if you see errors on certain files, if a folder was backed up by mistake, or if you want help choosing what to sync.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.