

Google Drive™ Series

Introduction and uploading files - Upload or store your files in Google Drive

[Click here for the basics of Google Drive™](#)

Organizing your files - I've uploaded a bunch of documents, but now I can't find anything. How do I put documents in a folder, organize my Google Drive and find things?

[Click here for some tips on organizing your Google Drive™](#)

How do I share a document? - I have a document I want to upload and share, or I've created something for our Team, so how do I *SHARE* it? We'll also show you how to convert a document to a Google Doc format in this video.

[Learn to share by clicking here](#)

What if I have a few documents I use a lot and want to find them easily? - You can "STAR" (make them a favorite) them with one single click so you can sort your documents that way.

[See how to "Star" a document or file here](#)

