

# OET Cloud Services

## Getting Started Guide



### Introduction

OET Cloud Services uses Google Drive to let you store and access OET files anywhere -- on the web, and access them on your PC, or on any device connected to the Internet. This guide is an introduction to help you get started on using Google Drive as part of OET Cloud Services. The intent is to provide software tools to enable OET Staff to manage and maintain OET documents used in the operation of Oregon Equestrian Trails.

To access OET Cloud services requires a login and password. OET Officers, the Board, Chapter Chairs, and Staff have been provided login information to access OET Cloud Services. This OET Web Page, <http://www.oregonequestriantrails.org/wp/cloud> contains links to easily assess the OET Cloud Services to take you to the OET Cloud Services login. We want to thank Google for providing these software tools at no charge, due to OET's 501(3)(C) status through our volunteer services performed.

### Logging in to OET Cloud Services

Opening the web address <http://www.oregonequestriantrails.org/wp/cloud> using your favorite Web Browser, Google Chrome is the recommended choice. Select the links provided to access the OET Cloud Services, Google Drive.

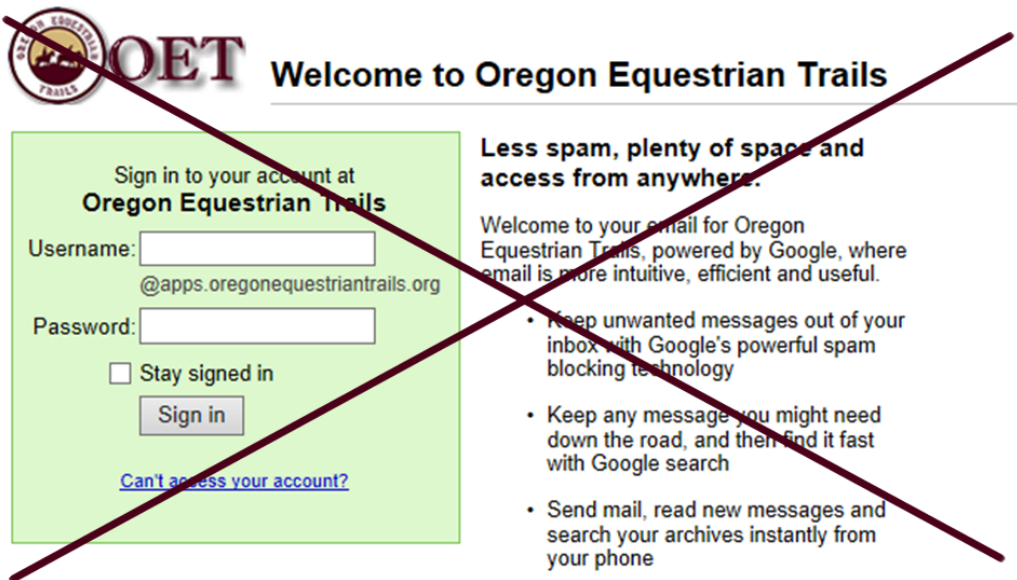
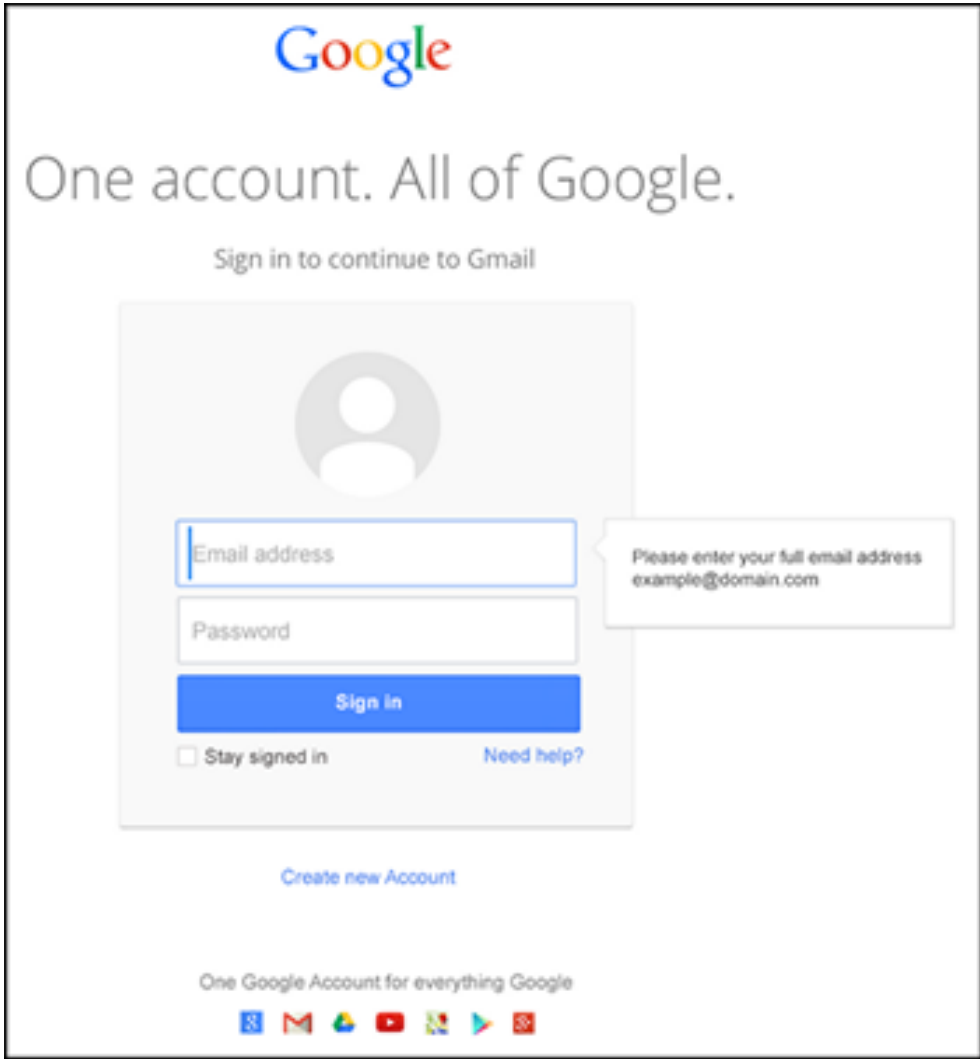
Please Note: Starting in January of 2014 Google has replaced the Login window with a new generic login window. The look is quite different because you will no longer see any OET logos as part of the login window any more and you now must type the entire username including the domain part of the email address of your account. For example you must type [president@apps.oregonequestriantrails.org](mailto:president@apps.oregonequestriantrails.org) as the user name followed by the password. Prior to the change by Google you were required only to enter "president" and the @apps.oregonequestriantrails.org was already present.

Below is the new Login window :

Use either of the URL to access this login Window :

<https://accounts.google.com/ServiceLogin>

<https://accounts.google.com/AddSession>



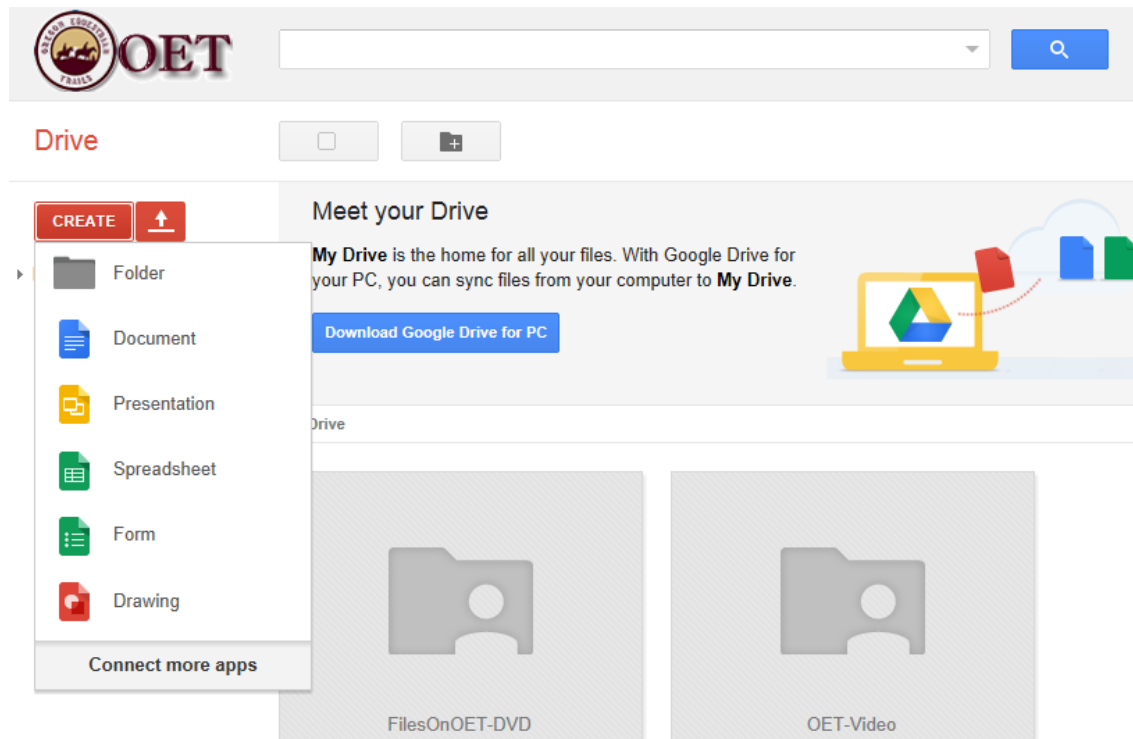
The login windows above is depreciated.

You will be presented with a login window. Just enter your provided

username@apps.oregonequestriantrails.org and password to login and begin using the OET Cloud Services.

1. To access and view files in, Google Drive use the link below to login to your OET Cloud Services account at:  
<http://drive.google.com/a/.apps.oregonequestriantrails.org>
2. The OET files in Google Drive will be immediately available to use on your PC or internet device.

Once logged in you will be presented with Google Drive user interface and you



see under My Drive the folder OET Shared Drive. Google Drive offers access to the OET Shared Drive folder from your computer, tablet, or on your mobile device. Update or add a new file and make it available to other OET staff and Officers.

## OET Shared Drive folder

The **OET Shared Drive** folder was established as the central location to contain all shared OET files that were originally placed on the OET DVD. It is now where you will find all files and folders shared by OET staff, officers and board members. You will also notice some new additions as you look through the folder.

The **OET Shared Drive** folder structure has been organized to make it easier to locate and store shared files used to help you in your volunteer activities. To make a file or folder available to the OET staff or officers just move it to one of the folders under the folder "**OET Shared Drive**". Any file or folder under the

“**OET Shared Drive**” will be visible the entire OET staff.

## **OET files are organized with folders**

Folders make it easy to organize all of your files and Google documents, spreadsheets, and presentations in Google Drive. Folders can also be stored hierarchically, like folders on your computer.

In addition, these folders and files are shared with specific permissions providing access for viewing and editing to OET staff members. You will find if you help to maintain the content specific files you will have edit permissions. If all you do is use them, you will have the ability to view and download them for use.

# **Google Drive Basics**

## **Create a folder**

To create a folder in Google Drive on the web, follow these steps:

1. Click the red Create button at the top left of your Google Drive.
2. Select Folder from the drop-down menu.
3. Enter a name for the folder.
4. Click Create and the folder is created in My Drive or in the folder that was previously selected.

## **Move a folder or file**

To move a folder or file, follow these steps:

1. Right click the title and select Move To.
2. Select the destination folder(s) from the list. Optionally you can create a new files by clicking on the New Folder link.
3. Click Move

## **Move multiple files or folders**

To move multiple files or folders to a folder, follow these steps:

1. Select all item(s) in your Google Drive by checking the box next to its title.
2. Click the Folder icon above your list of items, Move To, displays.
3. Select the folder where you'd like to store your items. You can also deselect a folder to remove a file from a particular folder.
4. Click Move.

## **Working with Google Docs, Sheets, or Slides**

When you're working with a file or Google document, spreadsheet, or presentation, you can add that item to a folder without having to go back to your Google Drive window:

1. With the file open, click the Folder icon to the right of the file's title.
2. Select the folder where you'd like to store your items. If you'd like, you can create a new folder to place the file into.

## **Download a OET Shared Drive file**

The OET Shared Drive individual files and folders are easily downloaded to your computer's hard drive, you can download a file to any location on your computer..

### **Download a file to your computer from Google Drive:**

1. Click the checkbox(es) next to the item(s) that you'd like to download.
2. Expand the More drop-down menu, and select Download...
3. Select a file format to which you'd like convert and download your item, such as Microsoft Word. If you select multiple items, they'll be compressed into a .zip file
4. Click Download.

You can also download a file when you're viewing the file. Go to the File menu, point your mouse to Download as, and select a file format.

## **Upload computer files to Google Drive**

Google Drive allows you to upload and store files to My Drive or directly to the OET Shared Drive folder. You can manually upload both files and folders, including images and videos. There are two ways to upload files to Google Drive:

You can drag-and-drop your files directly from your computer to My Drive, or you can click the Upload button and select Files... from a drop-down menu. The drag and drop feature is available only in the latest versions of Chrome and Firefox.

To manually select files from your computer to upload to Google Drive, follow these steps:

1. In your Google Drive, click the Upload Arrow(next to the Create button) and select a file on your computer from the drop-down menu.
2. Select the file you'd like to upload. To select multiple files, press Shift or Ctrl and click all the files to upload.
3. Your file will appear in My Drive.

### **Upload folders to My Drive**

Uploading a folder can save you the time and hassle of uploading individual files from your computer to Google Drive. When you upload a folder, you'll also save the time it takes you to organize your files and documents into folders. You can

upload one or more folders to Google Drive at a time. Individual files within that folder will be uploaded, and subfolder structure will be maintained.

Manually upload a folder using Chrome

1. Click the Upload button and select Folder...
2. Select one or more folders to upload. All files and sub-folders within that folder will also be uploaded.
3. A box that indicates the progress of your folder upload, as well as a list of the files being uploaded, appears in the bottom right of your Google Drive.
4. When you're done with your upload you can click the link to open the uploaded folder in Google Drive or close the box by clicking the x in the upper right of the box.

## Upload settings in Google Drive

### Setting upload preferences

Setting your manual upload preferences makes it easier for you to have consistency when you're uploading files or folders. Every time you upload a file or folder, these preferences will be applied.

In the "Upload settings" dialog, you can select from these options:

- Convert documents, presentations, spreadsheets and drawings to the corresponding Google Docs format.

Select this option to convert all of your files from their existing format, like an Open Office document, into an editable online version in Google Docs. If you don't select this option, this document will appear as a view-only document in the Google Docs Viewer.

- Convert text from PDF or image files to Google Docs documents.

Select this option to convert image files into a collaborative online version in Google Docs by using Optical Character Recognition (OCR) technology. [Learn more about OCR.](#)

- Confirm Settings before each upload  
Select this setting if you want to choose what happens to the file on upload.

Changed settings will apply to all future uploads, but you may change your settings at any time either by clicking on the gear icon and choosing "Upload settings", or by clicking the Settings drop-down menu in the box that indicates the progress of your upload.

## Sharing settings

The default visibility setting for uploaded files and folders is "Private". This is true even for Google Apps domains that may have selected a different default visibility setting.

If you'd like to change the visibility setting or share this file or folder with other people, you have a couple of options in Google Drive:

- In the box indicating the progress of your upload, you'll see a Share link next to each file name. Click this link to change the visibility setting of that file to "Anyone with the link" or "Public," or enter the email addresses of the people you'd like to share the file with.
- In Google Drive, check the box next to the title of the file you'd like to share. From the More menu, select Share and then Sharing settings. From the sharing dialog box, you'll be able to change the visibility setting or share the file with other people.

## Convert a file to a Google Docs, Sheet, or Slides

Converting a file to a Google docs, sheet, or slides allows you to edit, collaborate on, and share it online. When you convert a file, the original file will remain intact and accessible from Google Drive on the web and (if you have the application installed)

### How to convert a file to a Google docs, sheet, or slide

After uploading a file to Google Drive, here's how to convert it to a Google-friendly format.

1. Right-click the item in your Google Drive.
2. Select Open with..., and then choose an app. Depending on what type of file you're trying to open, Docs, Sheets, or Slides will be listed there.

### How Google documents, spreadsheets, and presentations appear on your computer

Links to your Google documents, spreadsheets, and presentations will be stored in the Google Drive folder on your computer. Each file type has its own extension:

- Google document: filename.gdoc
- Google spreadsheet or form: filename.gsheet
- Google presentation: filename.gslides
- Google drawing: filename.gdraw

When you open a Google document, spreadsheet, presentation or drawing, it'll

launch in a new tab or window in your\_web browser.

## Google Drive file versions

Google Drive lets you keep, view, and manage multiple versions of uploaded files under My Drive. You can easily revert to any previously version.

### View and manage versions of a file

1. When you're viewing a file, go to the **File** menu and select "Manage revisions."
2. In the dialog box, upload a new version, delete old versions, or download a version to your computer.

### File versions and storage space

Older versions after 30 days or 100 revisions, unless you choose not to automatically delete them will be deleted..

# File Sharing

## Sharing settings overview

Google Drive lets you share your files and folders with exactly whom you want at whatever level of access you choose. With OET Shared Services the share permissions has already been established on the **OET Shared Drive** folder and all folders and files below, to make it easy to share any new files or folders to the OET Staff. By simply moving a file or folder into the **OET Shared Drive** folder or another folder below, the file or folder will be given the permissions of the parent folder and automatically made available to the correct OET staff members. So in most cases you will not need to make any permission changes unless you want to make the permissions of a file or folder different from its parent folder. Follow the procedures file and folder move procedures above to make any file available to OET Staff.

## Advanced Sharing settings

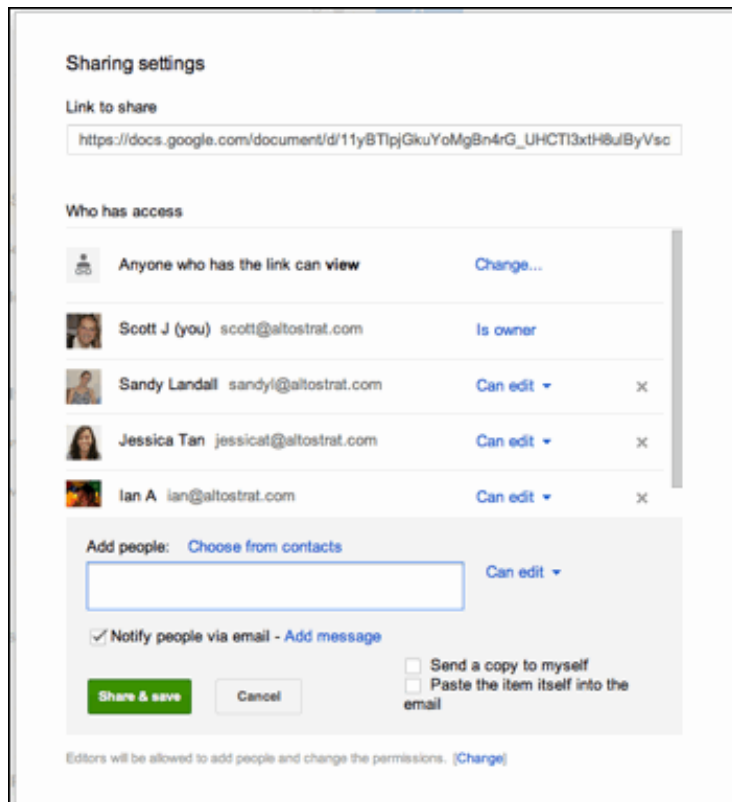
Advanced Sharing is generally performed by the OET Cloud Services Administrators. If you feel some of the sharing settings are not appropriate under the OET Shared Drive, please send a note the [admin@apps.oregonequestriantrails.org](mailto:admin@apps.oregonequestriantrails.org) to have them changed.

Sharing settings control which users can access a particular file or folder. Before changing any default file permissions, completely read the information below. Setting the permissions incorrectly might make a sensitive OET Shared Drive files available to the public or inappropriate staff personnel.



### View the share permission on a folder or file:

1. Click the checkbox(es) next to the item(s) that you'd like to Share.
2. Right click and from the window menu, select Share.. to display the share settings.



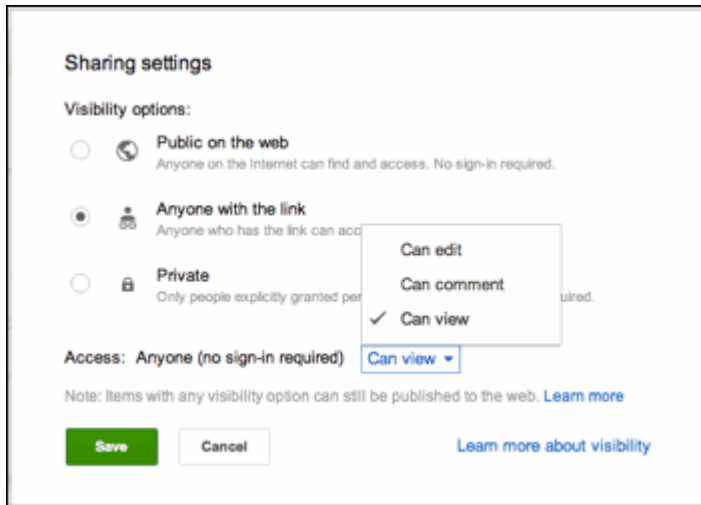
You can pick a visibility option for each item in your Google Drive that you want to share and an access level for each person or group of people that you've shared something with.

In addition to choosing something's visibility option and access level, you can also do the following:

- Grab the link of a file or folder to share with someone
- See who has access
- Add collaborators (editors, commenters, or viewers) by name or mailing list
- Remove collaborators or change someone's access level
- Transfer ownership of your file to someone else

### Visibility options

Visibility options let you control how people access your files and folders. Anything that you create, sync, or upload in Google Drive starts out as private.



### Private

When you create a private document, you're the only person with access to it. From there, you can give access to other people. Anyone trying to access the document will have to sign in to their Google Account to verify that they have access to the file.

Private is the best setting for your personal documents, like a list of contacts, or a resumé. It's also a good option if you want to collaborate with a small circle of people. For example, you and a friend or family member could work together on a private letter or taxes.

### Anyone with the link

Something set to **Anyone with the link** is like an unlisted phone number. Another person can only view it if they have the exact URL of the document, file or folder. If you also select the "Allow anyone to edit" option, anyone with the link will also be able to edit your document. Since sign in isn't required, viewers and editors may show up as anonymous.

**Anyone with the link** is a great setting if you want to give easy access to information to a bunch of people and the contents of the document aren't sensitive. For example, if you're a college professor and you want to share a syllabus and a book list with your students, you could put that information into a document set to "anyone with the link" and send your students the link.

### Public on the web

Choose **Public** if you want something to be available to anyone. Public documents and files can show up in search results, and anyone who finds the web address of the document can access it. If you also select the 'Allow anyone to comment' and/or 'Allow anyone to edit' options, anyone who finds the document will also be able to view, comment and edit your document. **Public on the web** is a great setting if you're trying to get the word out about something. For example, you could create a flyer for a concert, save it as a public document, and post a link to it on your blog.

### Default Visibility options for OET Cloud Services

By default the permissions on any new file is set to Private, but you can change

the visibility level to Anyone with the link or Public on the web if you'd like to give access to more people.

OET Cloud Services users also have the option to make documents public only to OET Staff. Selecting a domain name "apps.oregonequestriantrails.org" as a visibility option means that users on that domain can find the file by using the "Search apps.oregonequestriantrails.org" option in the Advanced Search menu. When the Anyone at apps.oregonequestriantrails.org with the link option is selected, the file won't appear in "Search apps.oregonequestriantrails.org" results.

## Access levels

Google Drive has several different access levels when you share files and folders. If you create, sync, or upload a file, you're the owner of that item. There are three levels of access for collaborators: Can view, Can comment (Google documents, spreadsheets, and presentations only), and Can edit.

### Owners

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite more editors, commenters, and viewers
- Delete files and folders
- Remove access for any collaborator
- Transfer ownership to another person
- Upload and delete [file versions](#) (synced or uploaded files only)
- Add and remove something from a folder

### Editors

- Edit Google documents, spreadsheets, presentations, and drawings
- Invite or remove other collaborators, if the owner has given editors this permission
- Download or sync something to another device
- View the list of other collaborators
- Make a copy of something to save in Google Drive
- Upload and delete [file versions](#) (synced or uploaded files only)
- Add and remove items from a folder

Editors can't permanently delete a file or folder.

### Viewers

- View files and folders
- Download or sync something to another device
- Make a copy of something to save in Google Drive


Viewers can't permanently delete a file or folder, nor can they change something's sharing settings.

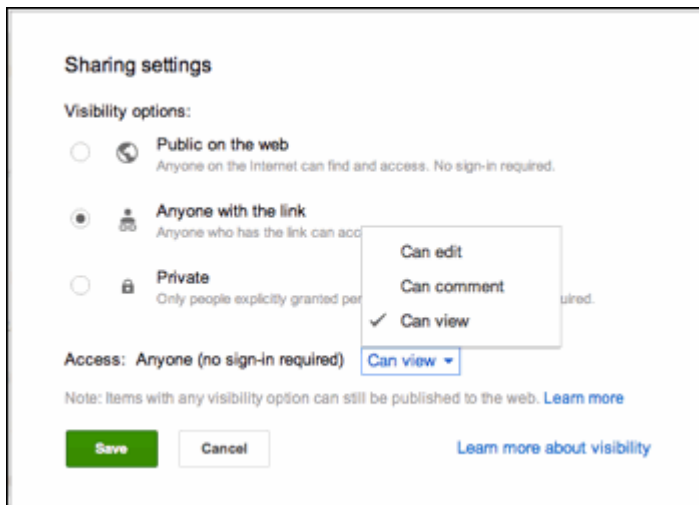
Commenters (Google documents, spreadsheets, and presentations only)

## How to share

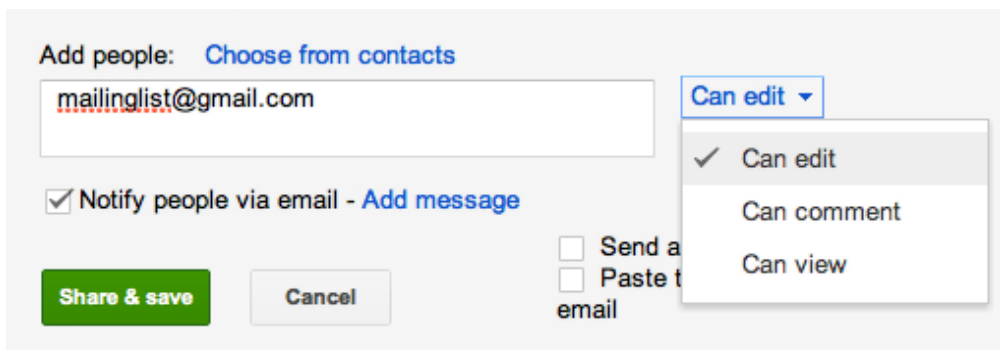
With Google Drive, you can share files — like documents, images, and PDFs — without having to email them as attachments. Sharing is as easy as indicating which email addresses or mailing lists should have access to a given file.

### Share a file with an email address or mailing list

1. Check the box next to the file or folder you'd like to share.
2. Click the  Share icon.
3. Choose a visibility option: "Private," "Anyone with the link" or "Public on the web."



4. Type the email addresses of the people you want to share with in the text box below "Add people." You can add a single person, a mailing list, or choose from your contacts.
5. Choose the access level from the drop-down menu next to each collaborator: "Can view," "Can comment," or "Can edit."




6. Click Share & save.

### Sharing something with a mailing list

If you're sharing with a group containing more than 200 members, don't skip notifying people by email. Your fellow mailing list members need to directly click the link in the email notification in order for a shared item to show up in their "Shared with me" folder.

## Send a link to a shared file

If you've set a file or folder to "Anyone with the link" or "Public," you can send the link to another person and they'll be able to access it.

1. Go to [drive.google.com](https://drive.google.com).
2. Check the box next to the file or folder you'd like to share.
3. Click the Share icon .
4. Copy the link at the top of the sharing settings.
5. Send the link to another person or mailing list in an email or chat.

## Send a file as an email attachment

Google Drive eliminates the need to send files as email attachments, but if you absolutely must, here's how:

1. Open the file you'd like to share.
2. Go to the File menu, and select Email as attachment....
3. Select a file type from the drop-down menu.
4. Enter the email addresses of the people to whom you'd like to send the file. If you'd like, you can also add a subject and a message.
5. Click Send. Recipients will receive the file as a downloadable attachment in the format you've selected.

## Tips for sharing in Google Drive

### Notify people when you share something

Whenever you share something with someone, they'll receive an email notification to let them know they have access and can retrieve what you shared the next time they sign into Google Drive. Prefer not to notify them? Uncheck the "Notify people via email" box.

### Add lots of collaborators quickly by sharing with a Google Group

Rather than type your collaborators' email addresses one-by-one, add an entire Google Group. Each member of that Google Group will have access to whatever you've shared, including people who are added to the group after you've shared something. This option isn't available for mailing lists that aren't Google Groups.

### Share lots of files at once

If you want to share multiple items with your collaborators, move them into a folder and share the folder, with them. Since you're sharing the folder, that's their key to access. They'll be able to access whatever's stored there or lose

access if you remove something that they don't already have access to.