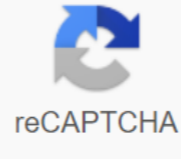I'm not robot

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Annotate pdf in google drive

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When you double-click a file, the first method requires you to double-click the icon or document name on the My Drive page. Double-click the file and it will automatically open on another tab, especially if it was a file created using one of the Google Drive apps. If you didn't create the file in a Google Drive app, such as a photo, you can still open and view it by double-clicking it. However, for this type of file, it may not open on another tab. In fact, it will most likely open as a preview overlay in the tab you're already using. Right-click the Second Method file to open the files by right-clicking the icon of the desired file on the My Drive page. This method of opening files is best for files that were not created in the Google Drive app family, such as videos, photos, or Microsoft Office files. Right-click the file icon to open the options menu. Choose Open with, and then select the app you want to open the file with. The file should be opened on another browser tab or in any application selected to open the file. Using the second method also allows you to open Google Drive files using applications installed on your computer:Just right-click the file icon in My Drive to open the options menu. Choose Open with, and then choose Apps on PC. You might be prompted to download an app in Drive called Backup and Sync. Download it and follow the on-screen instructions to install it. Once installed, you'll be able to open and edit Google Drive files using your own desktop apps, and your changes will be saved to Drive. Access Google Drive by signing in to your Google Account in the drive.google.com. On the My Drive page in Google Drive, locate and double-click the folder you want. The folder page should load and display its contents in the same browser tab, You 're using. Once you've started collecting a large collection of files in Drive, you'll need to find a way to organize them. Creating folders in Google Drive is a great way to do it. There are two ways to create a new folder in Google Drive. Here's how to do both. Right-click the white space The first way to create a new folder in Google Drive is to right-click the white area of the area on the My Drive page to open the options menu, and then select New Folder. Use the Google Drive menu to select a new one on the left side of the screen in Google Drive. Select a folder from the menu that appears. A dialog box appears prompting you to name the new folder. After you type the name, select Create to finish creating a new folder. Sometimes, you'll need to share your Google Drive folders with others. Here's how. On the My Drive page, right-click the folder you want to share. On the menu that appears, choose Share or Get a share link. If you choose Share, a dialog box appears prompting you to type the names or email address of the people you want to share the folder with. Do it. Select the drop-down menu next to the text box. The menu icon is a pencil. Use this drop-down menu to select the permissions that you want to grant to people who want to access this folder and its files. Choose Can organize, add, edit, or view only. Once you've selected permissions, select Done to stop sharing the folder. If you select Get shared link, the shareable link automatically fills in and copies to the clipboard. When you want to share this link with someone in a folder, paste the link into your social media email address, text, or DM address to share the folder with others. This link automatically gives these people permission to view the folder. Creating a file in Google Drive is the same regardless of the Google Drive app you're using. In this example, Google Sheets explains how to create a file in Google Drive. On the My Drive page in Google Drive, choose New on the left side of the screen. In the menu that appears, select the right arrow next to Google Sheets. Select a blank spreadsheet or From template in the small menu that opens. When you select the type of spreadsheet file you want to create, the new Google Sheets file opens on a separate tab. When you create and work on files in Google Drive, you might need to edit them from time to time. Here's how to edit a Google Doc document. Select to highlight the word or phrase you want to edit in your document. If you want to format highlighted text, keep the highlighted text and choose from a variety of formatting options on the format toolbar just above the document. You can customize font size, font, text bold, and more. If you want to delete or copy/paste highlighted text, and then choose Cut, Copy, or Paste from the Edit menu on the toolbar. You can also right-click highlighted text to recall menus with the same Cut, Copy, and Paste options. The keyboard shortcuts for Cut (Ctrl+X), Copy (Ctrl+C), and Paste (Ctrl+V) also work when text is highlighted. You can share a file in Google Drive with others because it needs to display important information, or you want them to work with you and help you edit it. In each case, here's how to share a file in Google Drive. For these instructions, this example shows you how to share a Google Slides file. Start by opening the Google Slides file on the My Drive page in Google Drive. From there, you can access The Share feature in Google Drive in two ways: Select a file in the upper-left corner of the screen. In the Share.A dialog box, you'll be prompted to enter the email addresses or contact names that you want to share the Slides file with. You can also choose which permissions you want to grant to your contacts. Select Can edit, comment, or view. When you're ready to share, choose Done. Choose Share in the upper-right corner of the slide screen, which displays the same dialog box listed in the first method. Follow the same steps as sharing the Slides file above. File.