

Organize, Share and Collaborate with Google Sheets

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Use Google Drive in genealogy for two reasons.

1. To share files and photos with family members.
2. As a backup of documents, photos, letters, etc.

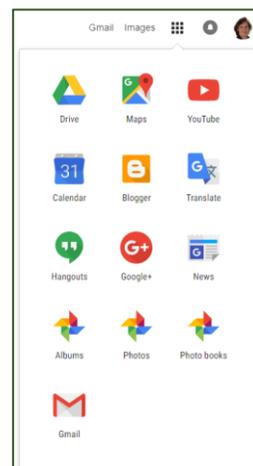
Three steps to share a file with family

1. Create a Google account
2. Upload a file already created or create a new file.
3. Share the file for family members to see.

1. Create a Google Drive

To create a free Google account. [This gives you a free Gmail account as well.]

- Go to Google.ca
- Click on the 9 dots [in the top right hand corner]
- A menu appears [as shown on the right]
I have moved the icons around to the way I like them
- Click on the **Drive** icon



2. Upload or Create a New File

Upload a file

Use upload a file for files that are already saved on your computer.

Upload refers to the transfer of files from a computer to the web.

You would do this for your family history or genealogy for the following reasons

- as a backup
- to share with others
- to have access to it where every you are and on whatever you computer you are on.

To transfer files from our computer to Google Drive we upload them.

1. Click **New**
2. Click **File Upload** or **Folder Upload**
3. Google now asked us what file. Find the file on your hard drive.
You can also drag and drop the file from File Explorer to Google Drive.
4. A message appears in the bottom right-hand corner indicating the upload amount. Google Drive indicates when it is completed uploading.

To drag and drop

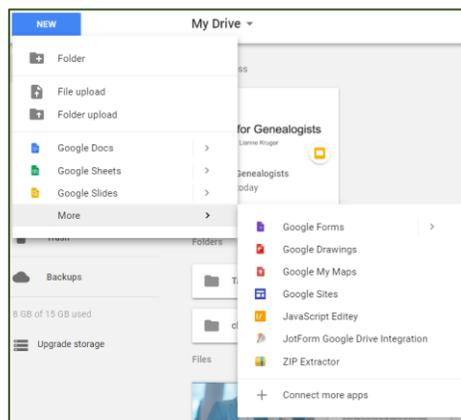
1. Open File Explorer. Go to the folder where the file is located.
2. Open Google Drive.
3. Click on file.
4. Drag file from Explorer to Google Drive.
Google Drive will now copy the file from Explorer to Google Drive.

Your file is now a backup and can share with families.

Create a file

To create a file in Google Drive.

1. From the main menu of Google Drive.
2. Click **New**.
[Big blue button as shown on the right.]
3. Select the program you want to use.
4. Add text to the document, in the program.
5. Document is saved automatically every few minutes.



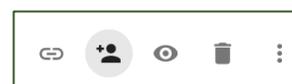
3. Share a file or folder

To give family members the ability to see or edit your files we need to share the file.

If you share a folder, all files in the folder will be shared. That is nice when you have multiple files.

Email link to others

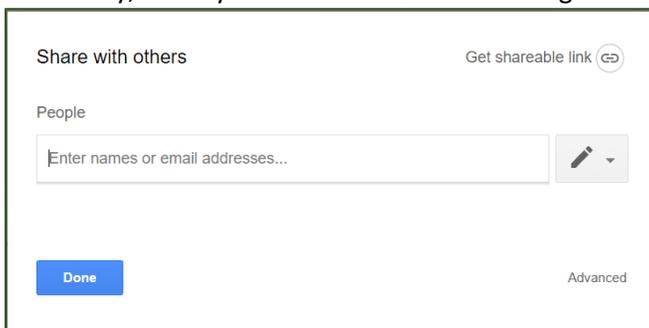
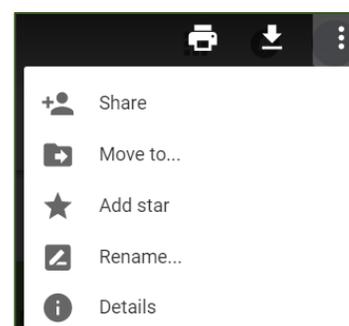
1. Click on the file or folder you want to share.
2. Click on the **little head with a plus sign** [highlighted below.] located in the top right hand corner of the screen menu as shown on right.



The icon will not appear if you click on the Quick Access files listed at the top of the screen.

If it is not there, double click on the file to open it up.

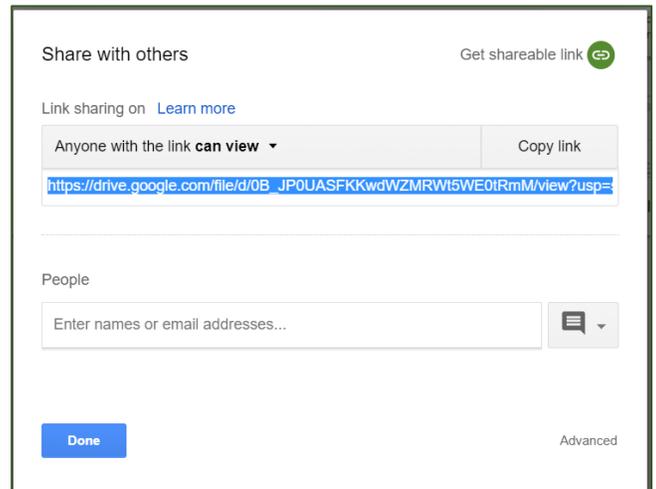
- a. Click on the **3 dots** in the top right hand corner.
 - b. The menu on the right appears.
 - c. Click on **Share** [The first item on the menu].
3. Either way, when you select **Share** the following window appears:



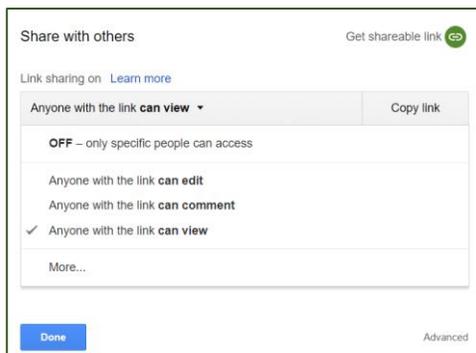
4. The cursor is blinking inside the box "Enter names or email addresses..."
Names only work if they are in your Google contacts.
5. Type in the email address of the person you want to share this file with. If more than one, type a space bar after each or a ; semi colon.
6. Click on the pencil. This allows you to determine how you want to share the file
 - a. **Edit**. This allows the person you are sharing with to make changes to your document.
 - b. **Comment**. This allows the person you are sharing it with to make comments in the document but not edit the document. This is great if they are proofreading it.
 - c. **View**. This allows the person you are sharing it with to only see the document. No changes or comments.
7. Once you have typed in all of the email addresses and determined how you are sharing it with them, click **Done**.

Copy Link

1. If you are putting the link to this file on a blog post, a webpage or in an email:
 - a. Click on **Get shareable link**
 - b. The window changes to the screen on the right
 - c. Change what you are going to allow them to do by click in on the drop down arrow beside “Anyone with the link **can view**”
 - d. Now that you have set how they can view the document, Click on **Copy link**.
 - e. Go to the blog, document or website where this link is to be pasted.
 - f. Click **CTRL/V** or **Right Click and select PASTE**. The link is copied where your cursor icon is located.



Other choices for step 9.c. are:



4. Storage Amounts

Google gives you 15 Gb of free storage.

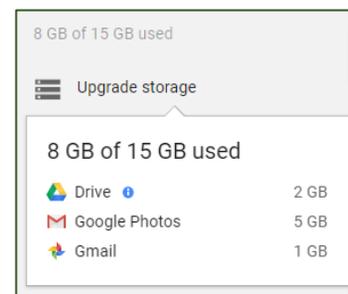
The storage includes:

- Drive files
- Google Photos
- Gmail

1. Open up Google Drive.
2. On the left-hand side of the main screen is a menu. At the bottom of the menu is the amount of memory you have used out of the 15 GB. Such as:
8 GB of 15 GB used

To find out how much you have used in the different areas

2. Move your mouse over the three bars or words "Upgrade storage"
The screen on the right will appear.



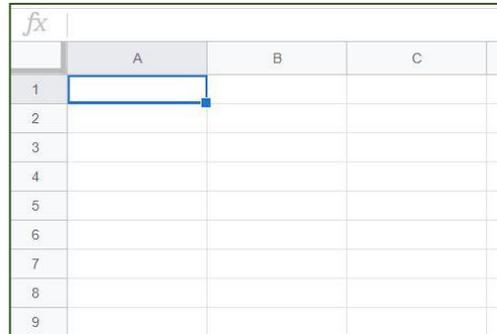
Spreadsheet

Columns are identified by letters.

Rows are identified by numbers

Each box named a cell, are named by a letter then number.

The cell outlined on the right is cell A1.

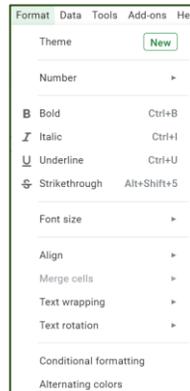


Move around using the following:

Mouse	click inside the cell
TAB	cell to the right
SHIFT/TAB	cell to the left
Arrows	direction of the arrow

Formatting the cells using the menu items.

1. Select the cells you want to change.
2. Click on the menu.
3. Click on the item from the menu.



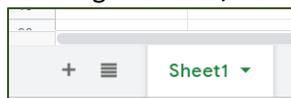
Formatting the cells using the toolbar

1. Select the cells you want to change.
2. Select the item on the toolbar.



Position mouse over each icon. A box with a label will appear indicating what it is.

Working with tabs/worksheets



Add a new sheet

1. Click on the + Plus sign.

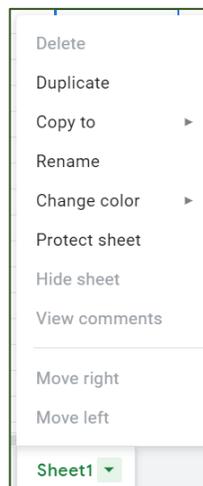
Copy a tab

Create a layout [template] and then copy for each new person or project.

1. Click on down arrow on tab to copy
2. Click on Duplicate
A copy of the worksheet is created and placed to the right of the spreadsheet copied.

Rename sheet name

1. Click on down arrow on tab
2. Menu on right appears
3. Click Rename
4. Type in new name



Edit columns

1. Right Click on Column name.
2. The following menu appears.

