GOOGLE DRIVE – CLASSIC vs. NEW DRIVE



There are now two versions of Google Drive – a **NEW** version and a **CLASSIC** version. You can switch between the two versions at any time; however for training purposes we are using the Classic Drive. To figure out which version you are currently using, open your Google Drive and consider the following questions:

	New Google Drive	Classic Google Drive	
Which button is in the top left?	NEW		
What choice do you have from the menu on the left?	INCOMING	SHARED WITH ME	

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In Classic Drive In New Drive Files are called Documents, Spreadsheets, Presentations, & Forms Files are called Google Docs, Google Sheets, Google Slides & Google Forms

To change between Classic/New Drive:

- 1. Click on the Settings button in the upper right hand corner of the screen.
- 2. Depending on which version you are currently using, choose one of the following:
 - a. Leave the New Drive- Switches you from New to Classic
 - b. Experience the New Drive- Switches you from Classic to New



For a good description of the differences between the Classic and the New Drive, access this website: <u>http://blog.ditoweb.com/2014/08/classic-google-drive-vs-new-drive-whats.html</u>