



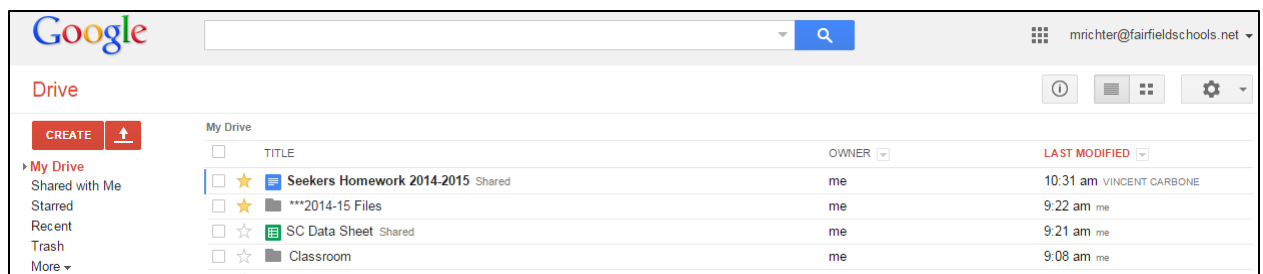
GOOGLE DRIVE – CLASSIC vs. NEW DRIVE



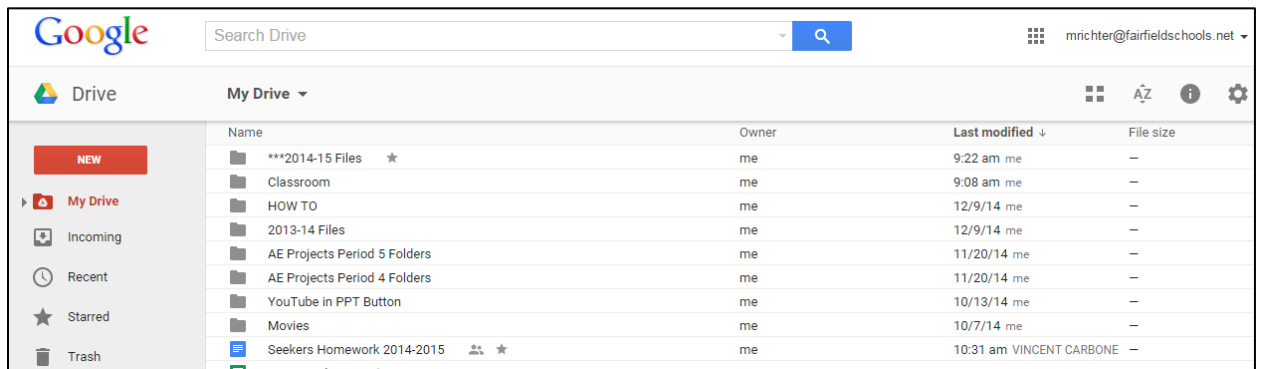
There are now two versions of Google Drive – a **NEW** version and a **CLASSIC** version. You can switch between the two versions at any time; however for training purposes we are using the Classic Drive. To figure out which version you are currently using, open your Google Drive and consider the following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

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

CLASSIC DRIVE looks like this in LIST view:



NEW DRIVE looks like this in LIST view:




In Classic Drive:

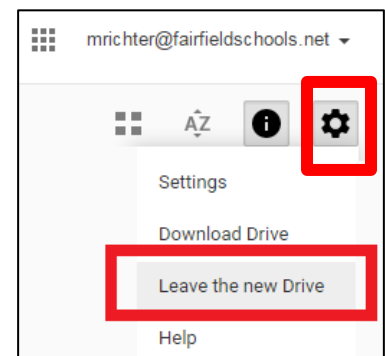
Files are called Documents, Spreadsheets, Presentations, & Forms

In New Drive:

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:

<http://blog.ditoweb.com/2014/08/classic-google-drive-vs-new-drive-whats.html>