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Smarte **Digitale**
Senioren

Discover Cloud Tools



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Cloud Tools

To work better and maximise your work even at distance it is a good idea to use a Cloud software.

A Cloud is an **online archive platform** that allows to save and share documents. Saving a document on a cloud allows to have your **documents available at all times** from whichever device you want to use.



Cloud Tools

BENEFITS:

- **Usability & Accessibility:** easy-to-use interface and possibility to access from different devices
- **Multiple users:** a single cloud space can be used by a team
- **Syncronisation:** no need to manually copy files but possibility of automatic storage
- **Space saver:** you save space on your hard disk/memory

BACKUP ALWAYS AVAILABLE!

Cloud Tools

CHALLENGES:

- Internet dependancy: particularly challenging with internet problems
- Possible extra expenses: big cloud storages can be very expensive.

Cloud Tools



The most used clouds are:

- Google Drive: <https://drive.google.com>
- One Drive: <https://www.microsoft.com/it-it/microsoft-365/onedrive/online-cloud-storage>

It is possible to download these tools as app for PC or mobile devices (tablet and smartphone) to have all our work always with us.

Google Drive

Google Drive is Google's cloud tool. It is very popular since:

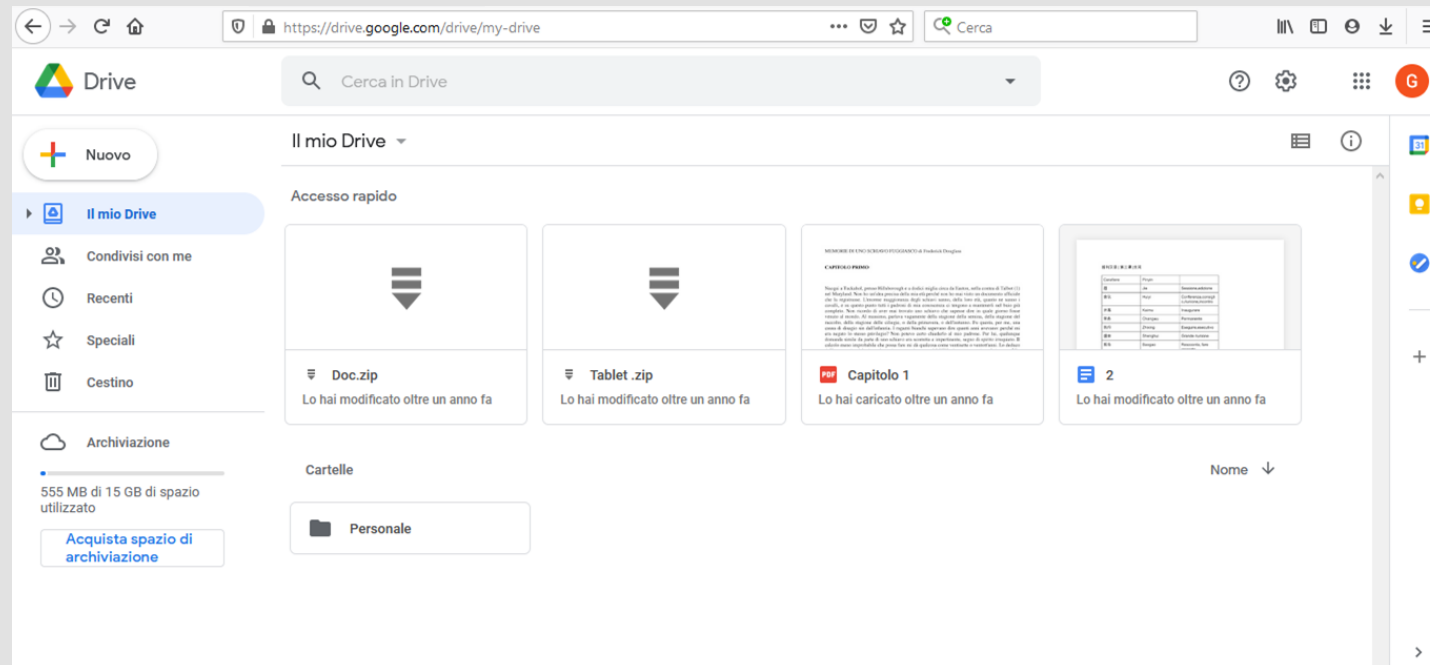
- It is free up to 15 GB (illimited space for G Suite)
- Easy access through Google account
- Possibility to create documents directly on the platform through Google Tools.



Google Drive

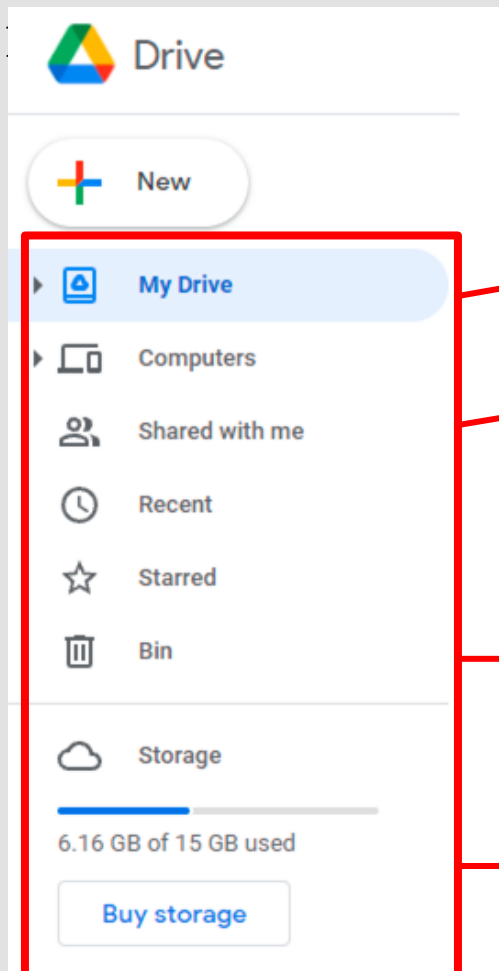
To access Drive you need to access your Google Account.

You will be able to visualize your Drive space where you can find your own documents or those shared with you.



Google Drive

On the Menu on the left you can find the main



Visualize your personal space

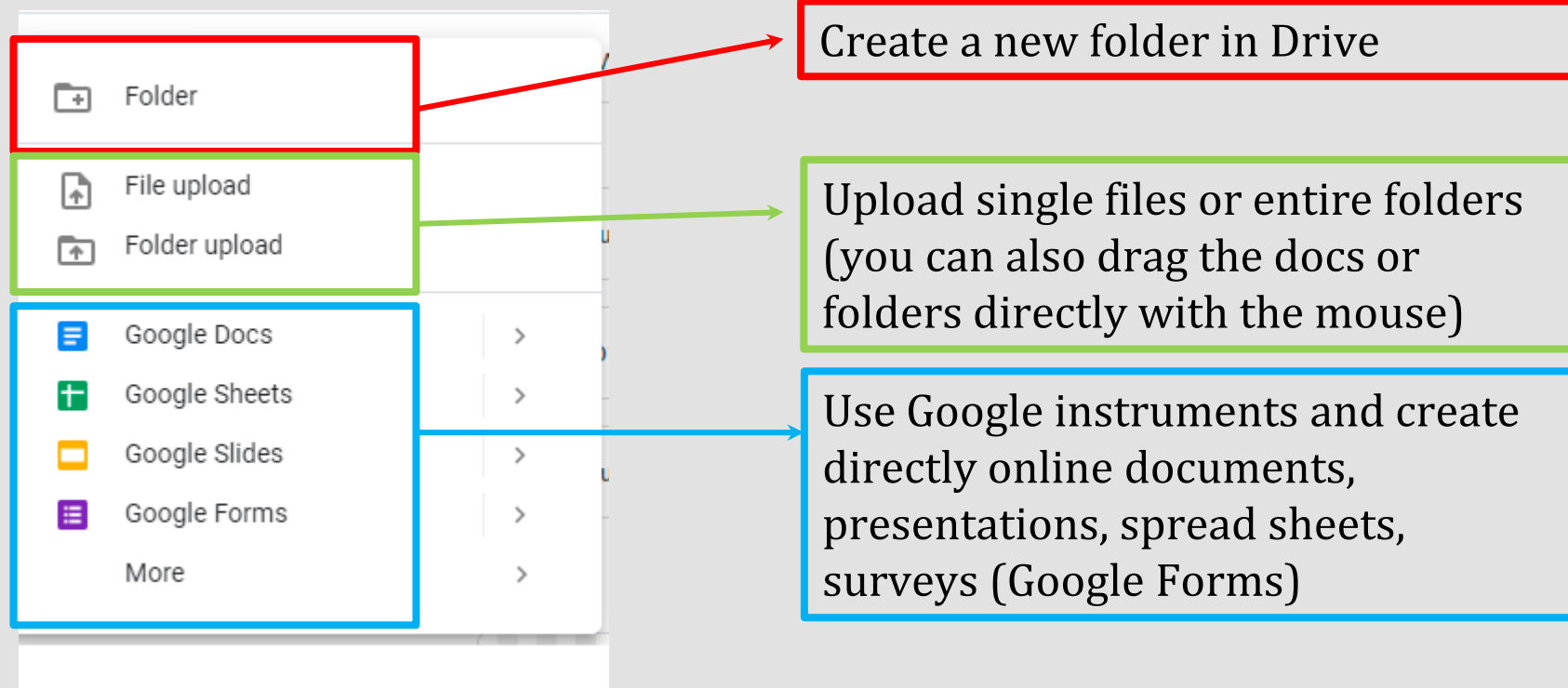
See the folders or files shared with you

See the removed files (they are kept in the bin for 30 days)

Always check the storage space you have available

Google Drive

Clicking on «New» you will be able to upload documents or create new ones.

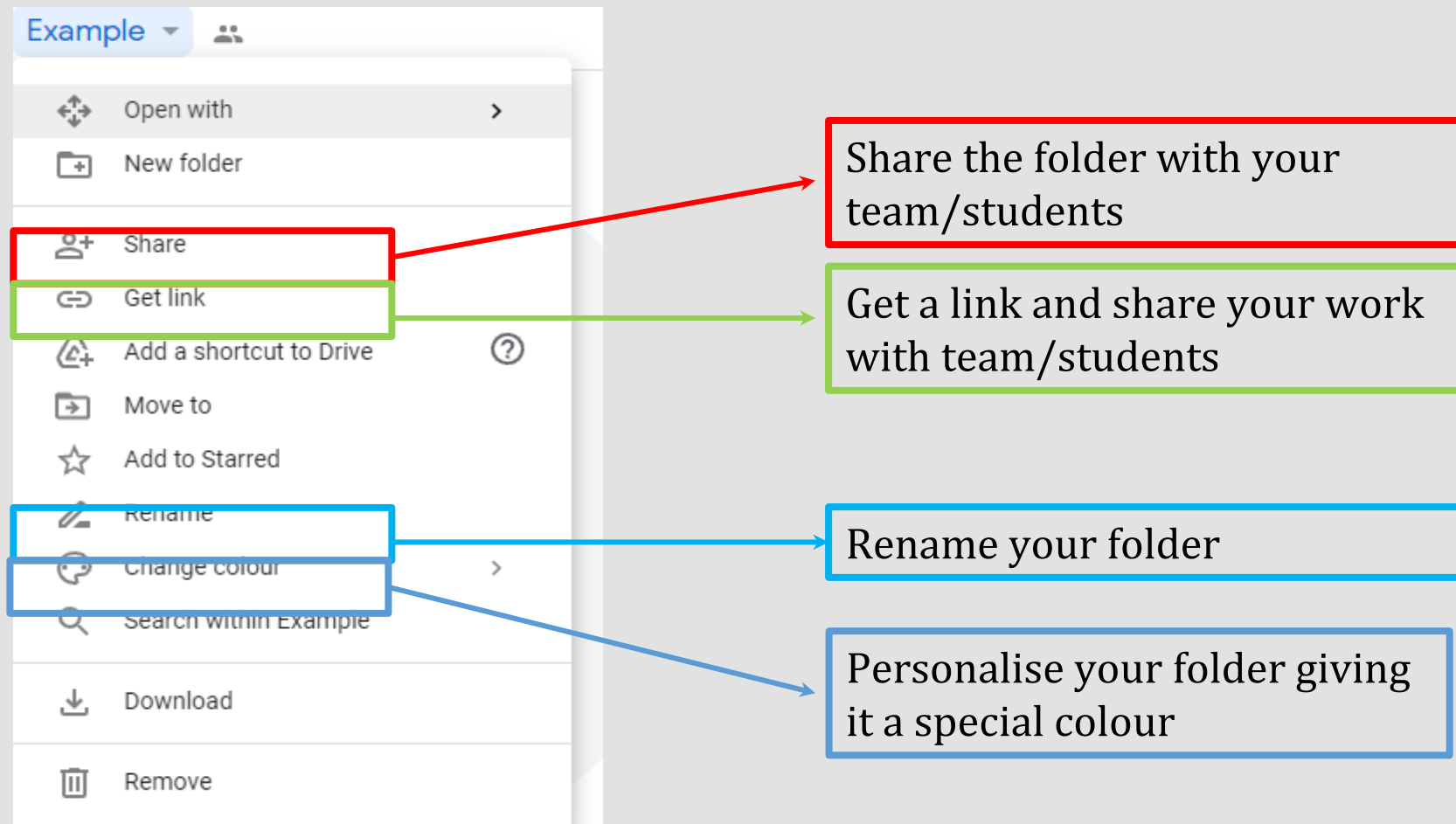


The image shows a screenshot of the Google Drive 'New' menu. The menu is divided into three sections, each highlighted with a colored box and connected to a callout box by an arrow:

- Folder** (red box): A red arrow points from the 'Folder' option to a red-bordered callout box containing the text: "Create a new folder in Drive".
- File upload** and **Folder upload** (green box): A green arrow points from these two options to a green-bordered callout box containing the text: "Upload single files or entire folders (you can also drag the docs or folders directly with the mouse)".
- Google Docs**, **Google Sheets**, **Google Slides**, **Google Forms**, and **More** (blue box): A blue arrow points from this group of options to a blue-bordered callout box containing the text: "Use Google instruments and create directly online documents, presentations, spread sheets, surveys (Google Forms)".

Google Drive

Once you have created a new folder, click on it and you can access the menu with different functionalities.



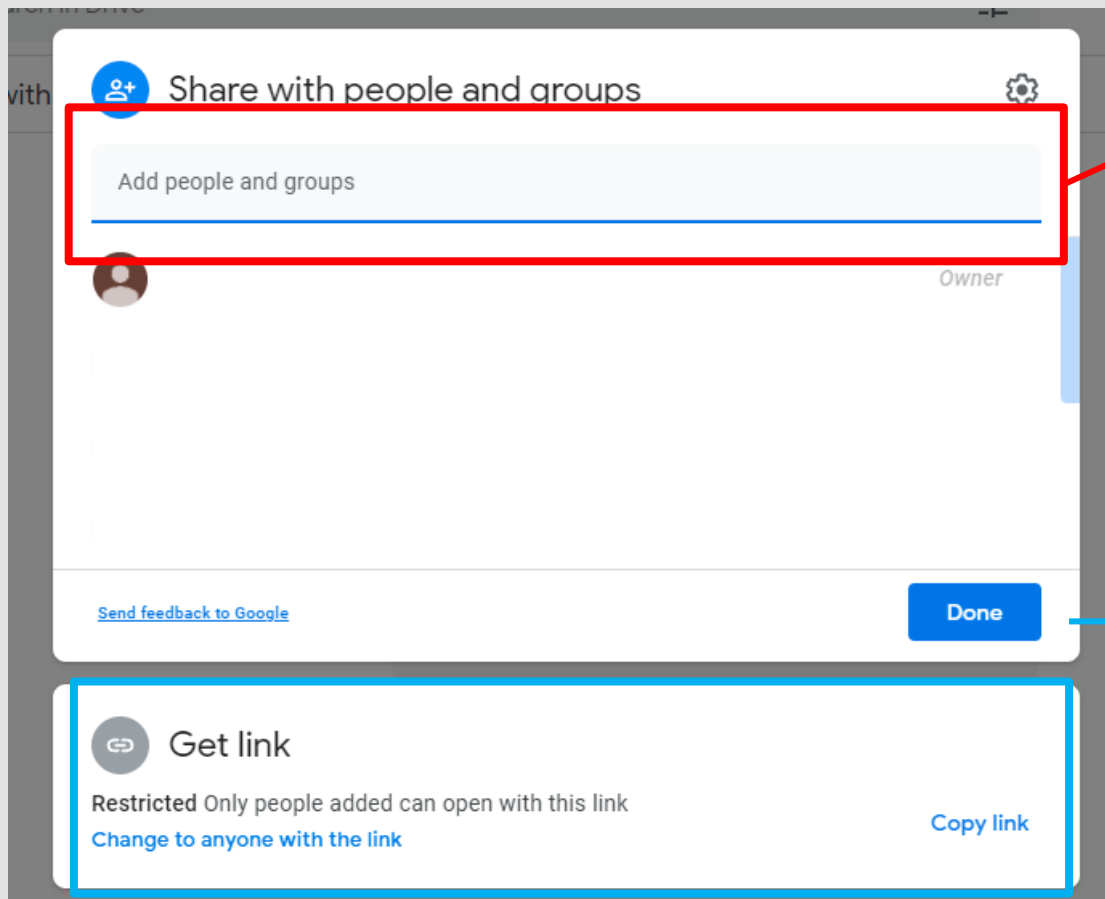
The image shows a screenshot of the Google Drive context menu for a folder named "Example". The menu items are: "Open with", "New folder", "Share", "Get link", "Add a shortcut to Drive", "Move to", "Add to Starred", "Rename", "Change colour", "Search within Example", "Download", and "Remove".

Four items are highlighted with colored boxes and arrows pointing to explanatory text:

- Share** (red box): Share the folder with your team/students
- Get link** (green box): Get a link and share your work with team/students
- Rename** (blue box): Rename your folder
- Change colour** (blue box): Personalise your folder giving it a special colour

Google Drive

To share your folder you can insert the mail of the person you want it to share with or send them a link.



Add the email

The link can be:
Restricted: only people in the team can have access
Illimited: everybody can have access to the team.

Google Drive

The document in the folder has different functions.
Clicking on the doc you can visualize them.

The image shows a screenshot of the Google Drive interface. At the top, there is a toolbar with several icons: a link icon (chain), a person icon with a plus sign, an eye icon, a trash can icon, and a vertical ellipsis (three dots). Below the toolbar, there is a table with a header row containing 'File' and 'Name'. The table contains one row with a document icon and the name 'Prova'. Three colored boxes with arrows point from the toolbar icons to descriptive text boxes: a red box points to the link icon with the text 'Share the doc with link or adding an email'; a blue box points to the eye icon with the text 'See a preview of the document'; and a green box points to the trash can icon with the text 'Remove the document'.

One Drive

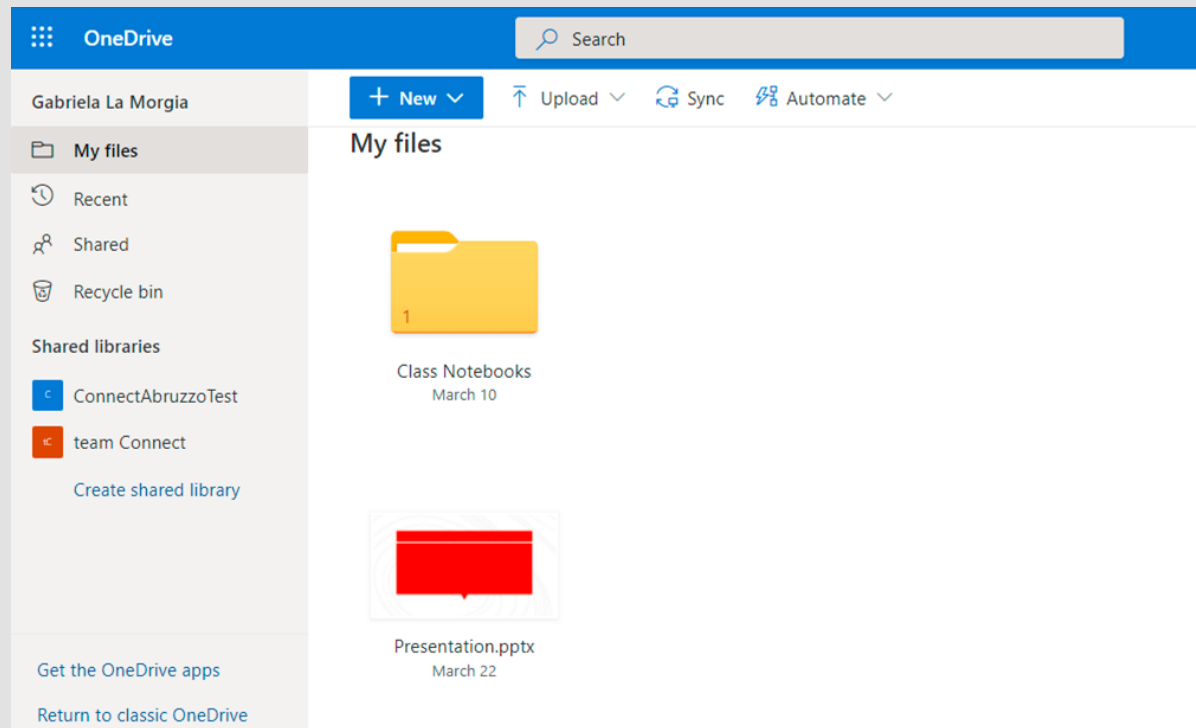
OneDrive is the cloud tool of Microsoft. It is possible to access through a Microsoft account , and the space varies depending on what kind of account you have.

- Institutional accounts: from 1 TB to illimited
- Possibility to create documents directly on the platform through Microsoft Tools.



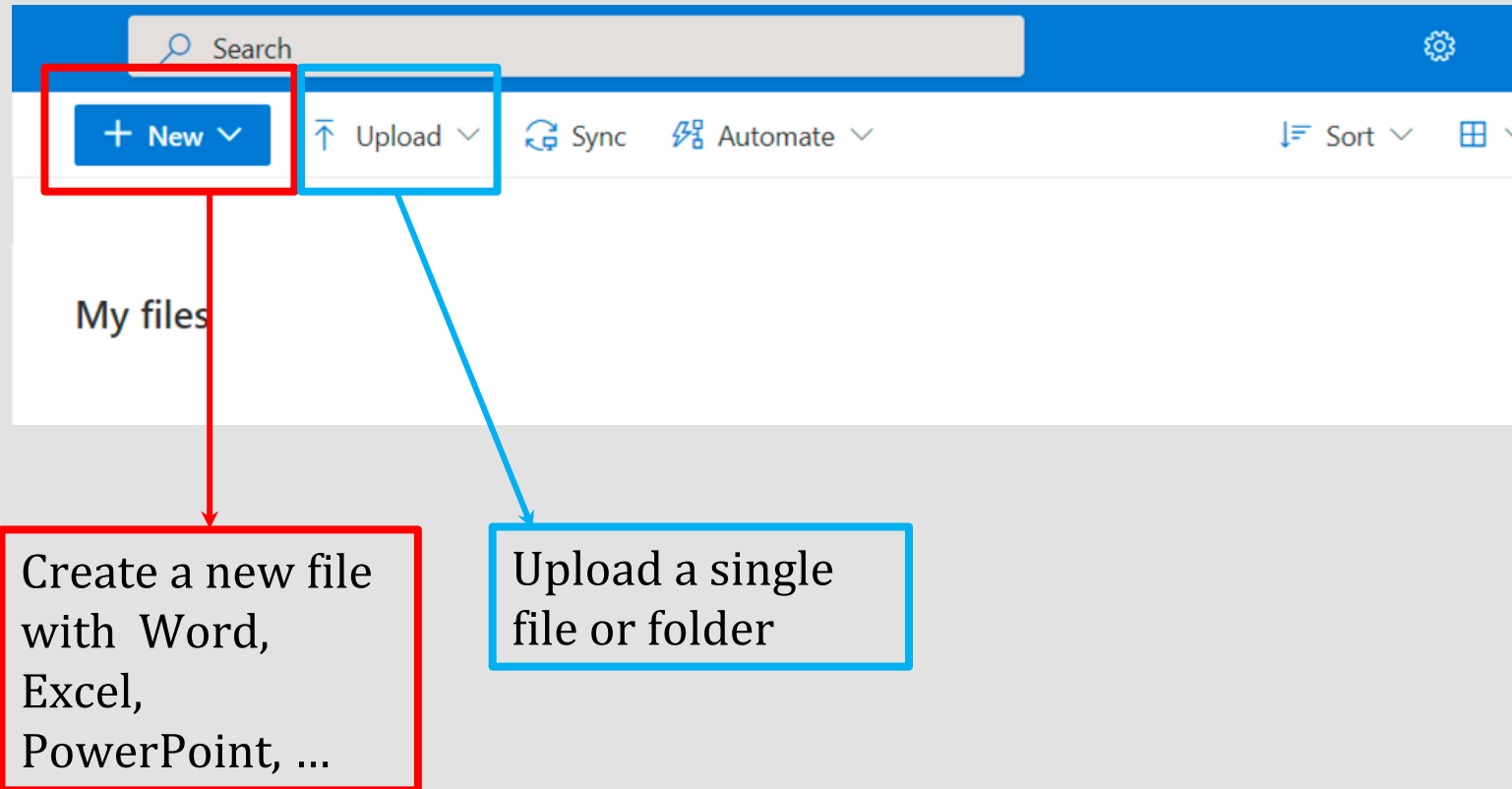
One Drive

To access in One Drive you need your Microsoft Account.
See your Drive space and the ones share with you.



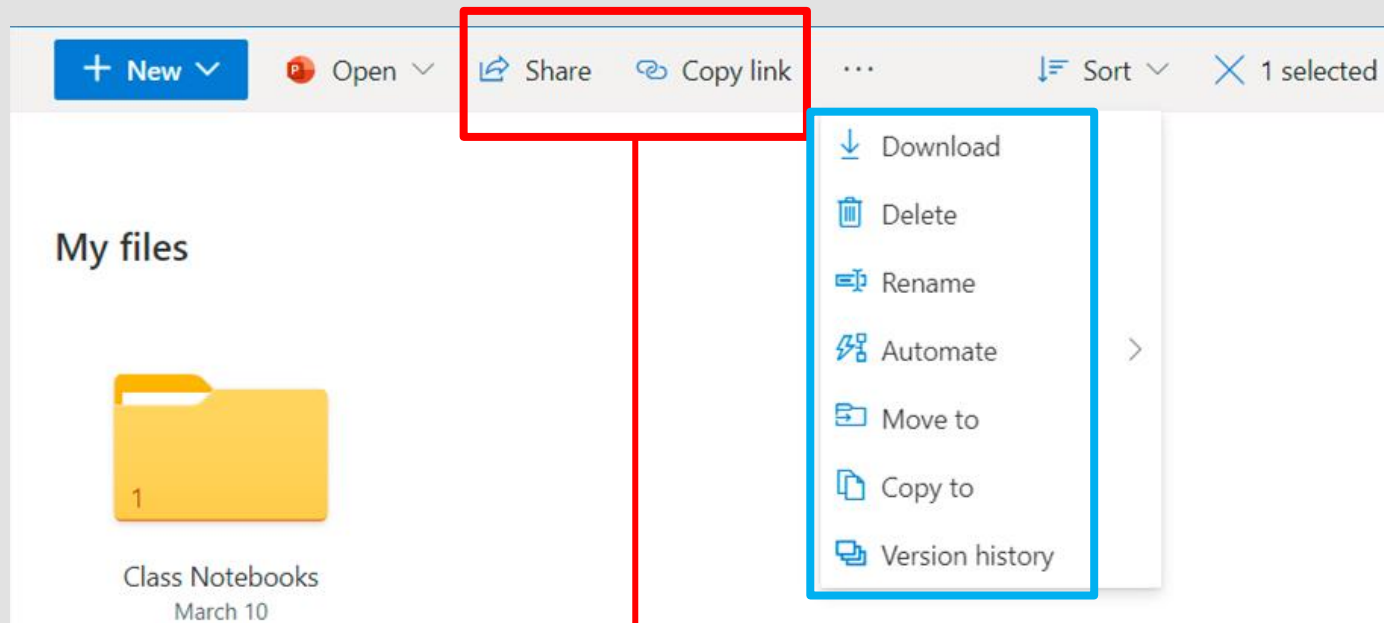
One Drive

You can create new document or upload existing ones.



One Drive

Clicking on the document you have access to the menu and the different functionalities.



Share adding an email or
copying the link



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