

Tech-Talk for May 19, 2018:

1) How to use free Cloud Storage

General Overview;

Cloud Storage is a service where data is remotely maintained, managed, and backed up. The service allows the users to store files online, so that they can access them from any location via the Internet.

Google **Drive** provides 15 Gigabytes of free cloud storage when a Google Account is created. New digital camera photos may average 5MB in size and you could store more than 3,000 in this free cloud storage.

Most digital copies of old B&W photos are less than 1MB in size... but if they were 1MB in size you could store more than 15,000 of these photos for free.

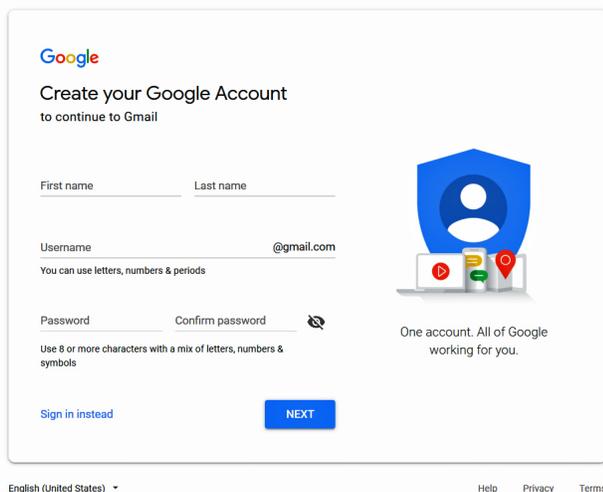
1a) How to set up a Google Account;

This is done using a simple sign up with your name, a User name, and a Password. This gives you a Gmail email account as well as access to Youtube, Google maps, Google books and apps, Google Drive cloud storage, as well as numerous other free Apps. Note that you **DO NOT** have to use Gmail as your regular email account, though there are benefits in doing so.

If you already have a Google account, please skip to 1b) Google Apps.

To sign up for a Google Account, click on [Create Account](#);

You should see this screen,



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it, the text reads "Create your Google Account to continue to Gmail". The form includes fields for "First name" and "Last name", a "Username" field followed by "@gmail.com", and "Password" and "Confirm password" fields with an eye icon for visibility. A note states "Use 8 or more characters with a mix of letters, numbers & symbols". A blue "NEXT" button is at the bottom right. To the right of the form is a blue shield icon with a white person silhouette and a row of icons for YouTube, Gmail, and Maps. Below this is the text "One account. All of Google working for you." At the bottom left, there is a link "Sign in instead". At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".

Complete the fields shown, First name, Last name, Password, and Confirm Password.

Example,

Google

Create your Google Account to continue to Gmail

First name: Last name:

Username: @gmail.com

You can use letters, numbers & periods
Available: [millardwilfred01](#) [wilfredmillard](#) [millardwilfred](#)

Password: Confirm password:

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

One account. All of Google working for you.

Then click on Next, to proceed to the verification screen, and complete your personal information (incl. Your regular email) as per the example below;

Google

Wilfred, welcome to Google

WestwoodCyberSeniors@gmail.com

Phone number (optional):

This won't make your number visible to others

Recovery email address (optional):

We'll use it to keep your account secure

Month: Day: Year:

Your birthday

Gender:

[Why we ask for this information](#)

[Back](#)

Your personal info is private & safe

Then click on Next. A Text Message will be sent to that number, but if you are not on a cellphone you will see this screen.

Google

Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

[Enter verification code](#)

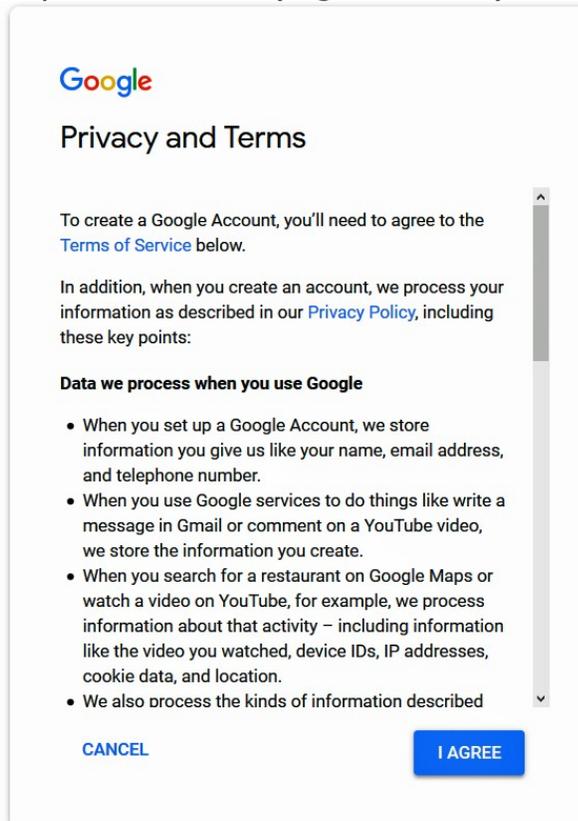
G-

[Back](#) [Call instead](#)

Your personal info is private & safe

Click on **Call instead** and in less than 30 seconds your landline will ring and the 6 digit “verification code” will be repeated twice.

Key that code in (e.g. 865210”) and click on Verify. This will be the next screen,



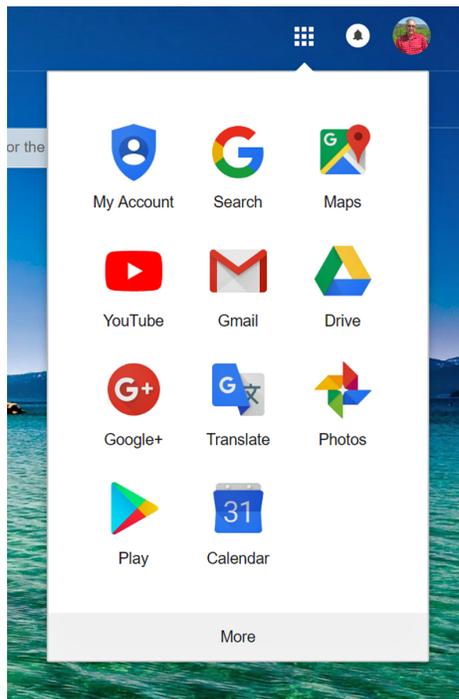
Click on I Agree (may have to scroll to the bottom), then several introduction screens explaining Gmail will show, just scroll through them until you get to the message

“your email address@gmail.com” is ready to use and click on **Go To Gmail**.

Next Page for 1b) Google Apps

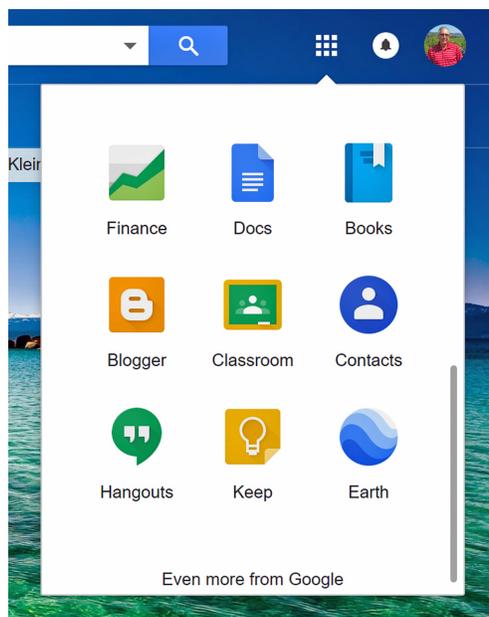
1b) Google Apps;

Clicking on the Apps menu results in this dropdown menu;



The triangular icon labeled as Drive opens your Cloud Storage application.

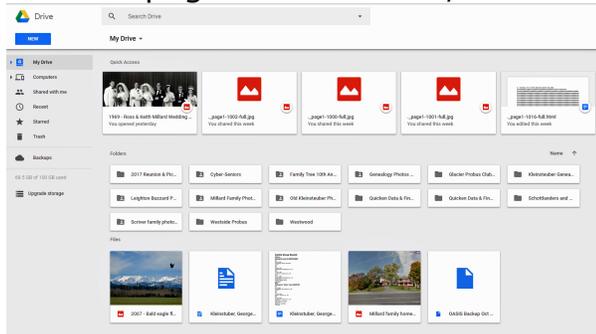
And if you click on More at the bottom, you get this dropdown menu;



Are there any questions?

1c) Google Drive Account;

When you click on the Drive icon in the Apps menu, Drive will open to your Drive Account page - this is mine;



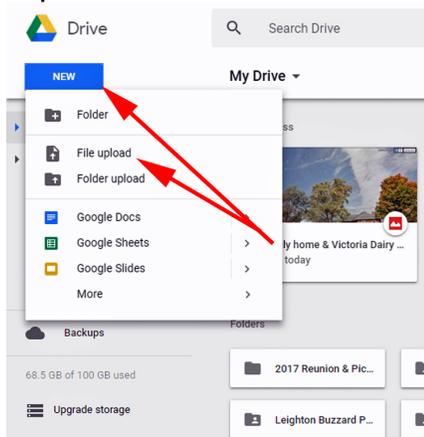
This page shows recent activity as well as all the files and folders that I have in Drive cloud storage, and the page functions like any Internet page, for example I can click on the picture of the Millard family home my father grew up in.....



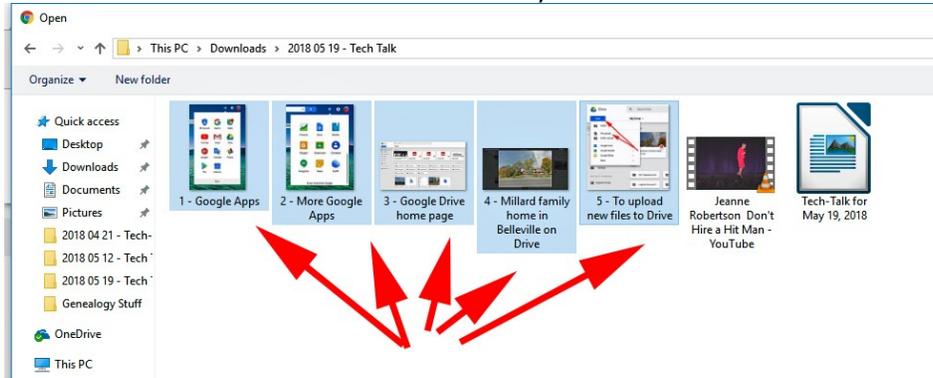
And the photo opens just like in any other folder. It can also be printed or downloaded.

Any questions?

OK, so let's add several new photos to my Drive account, and we'll just upload these very photos we have been looking at. We start by clicking on New in the top left corner then on File Upload;

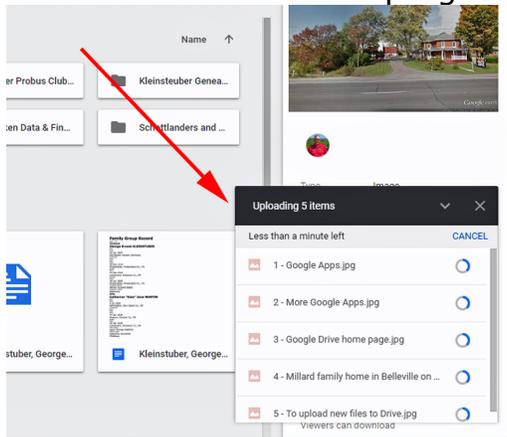


And then select the files we want;

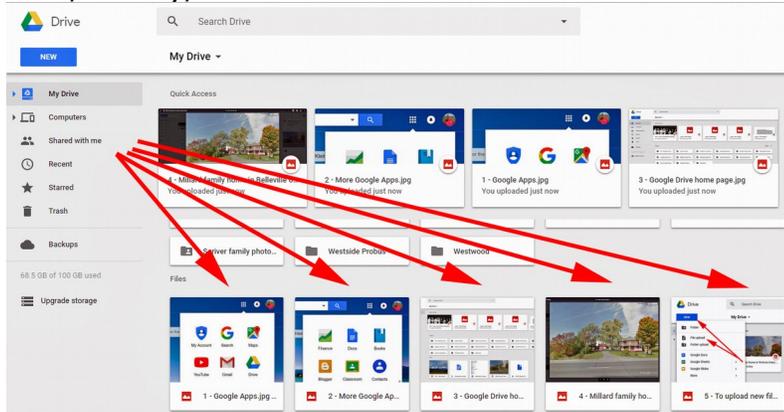


And click On Open

Here we can watch the progress in bottom right of Drive screen;



And, finally, here is the main Drive screen and the photos have been uploaded;



Are there any questions?

I'll be happy to help any of you to convert cds to memory sticks, to help you upload them, etc.

2) This week's Jeanne Robertson video

Titled "Don't Hire a Hit Man"

> [Play video](#)

And that's the program for this week, are there any computer functions or issues you would like to consider for next week.