

Access Google Workspace ("GW") Content from your computer

When you are creating content using Google apps such as Docs, Sheets and Slides, working through your browser is essential because these apps are browser based, but if you regularly work with non-GW files such as images, PDF and other generic file formats, that need to be saved to Google Drive, then access to it from Windows Explorer/Mac Finder is extremely useful

Google provides an application called Google Drive Sync which allows you to synchronise the folders and files from your GW drives to a matching set of folders on your computer. Content added to those folders on your PC, or to GW via the web, will be synced in the background so they appear in both places. While you will see all files in both places, you can only edit Docs, Sheets and Slides through the web browser, and you can only edit images and PDFs on your computer.

For those of you in the Projects team who have access to the Synology NAS server, this is essentially the same feature as Synology Drive, except the latter gives you access to terabytes of data instead of the 30 gigabytes limit that each BerksFHS Google user has. If you are syncing project work to the NAS, you can also sync your non-Projects work to Google Drive - the two are not mutually exclusive

Who needs Google Drive Sync?

Activity	Do you need Google Drive Sync?
My activity is limited to sending/receiving Society email	No - all your work can be done using Gmail in the web browser
I also produce content using Google Docs, Sheets or Slides	No - Google app content can only be created in your browser, there are no local apps to open such content on your computer
I also occasionally handle generic files such as PDFs or images	No - Light use doesn't merit the use of Google Drive Sync
I also frequently handle generic files such as PDFs or images	Yes - Google Drive Sync will benefit you

The Google Drive client is available for all major platforms.

Be aware that synchronised files will use space on your local drive. If local drive space is limited, Google Drive Sync is not for you

How to Install Google Drive for desktop

Download links can be found here, together with installation instructions

[User instructions](#)

If you prefer to watch a video:

[Installation guide - video](#)

If you need assistance please do a web search first - there are thousands of resources available online

If you can't find the answer then email us

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