Organising GW content

Intro

GW offers many ways of organising your content to make it easier to find individual items but the choices can be confusing.

Basics

The simplest form of organisation is the one you'll be most familiar with - folders, subfolders and files - the way you've organised your content since you started using a computer. That facility exists in GW too and you can create that structure in two places:

- My Drive
- Shared drives

1. My Drive

As the title suggests, My Drive is your personal space. By default any content you create here will be invisible to others, **unless you choose to share a file or folder.**

My Drive is the place to prepare content that you wish to keep private until you're ready to share it with a wider audience. You can keep notes and 'scratchings' here too - it's your personal space.

2. Shared Drives

Shared drives cause some confusion. A shared drive is a top level folder. Anyone can create a shared drive, although most of the top level shared drives that we need already exist. So be cautious before creating a new one. But by definition Shared Drives will be open to a wider audience - **that you choose.**

In the Shared Drive section you will see:

1. Any shared drives that you created
2. Any shared drives that someone else has created and has granted you access to
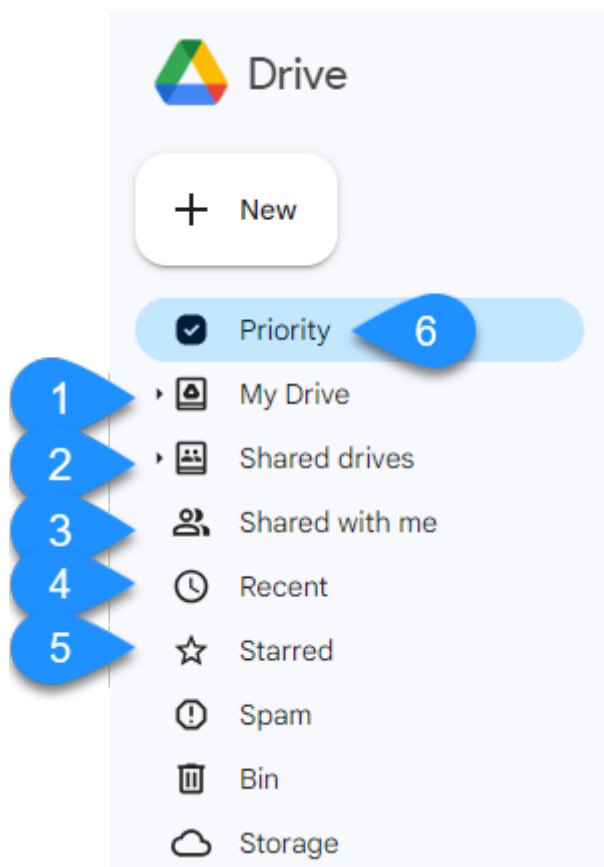
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If you can't see a shared drive it will be because it doesn't exist or has not been shared with you.

It's important to understand that someone who is granted access to a shared drive can see everything in that drive and all subfolders. Access rights are universal. If you draft new content in a shared drive, anyone who has access to that drive can see it - which is why we have My Drive

3. Shared with me

Anyone can share with you a document from a shared drive, a document from My Drive and even a folder from My Drive. If they do so, these can be found here

4. Recent

Self explanatory - every file you have accessed in reverse date order, regardless of where it's located

5. Starred

You can mark a file as a favourite by clicking this star icon to turn it solid (if you change your mind, click it again to remove the star)
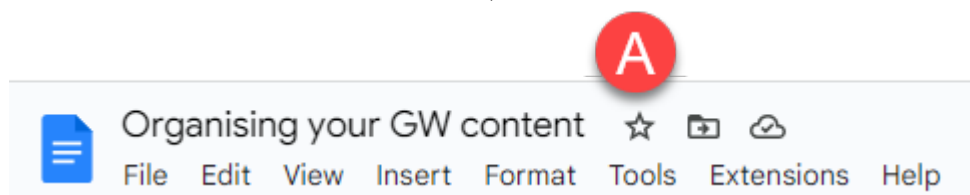
Any documents you have starred will then appear in the Starred section. Starring items is a good way to mark documents you have to use often

6. Priority

This section is the powerhouse of content organisation. If you need to organise a lot of information, this is for you.

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Priority

🅰 📄	Google Workspace Training Topics	👤 You edited it yesterday	⋮
📄	Access Google Workspace ("GW") Content fr…	👤 You opened today	⋮
📗	Expense Form Aug 2023	👤 You opened in the past week	⋮
📄	Google Workspace Training	👤 You edited in the past week	⋮
📄	BFHS EXPENSE CLAIM FORM	👤 You opened it yesterday	⋮
📋	Homepage section breaks	✓ New responses	⋮

🅱 Workspaces (Create)

DPP etc 🅲

📄 Data Archiving & Retention Pol…	⋮
📄 Register of Systems or Contexts	⋮
📄 Privacy & Data Protection Rela…	⋮
📄 Data Protection Policy	⋮
📄 Data Protection Plan	⋮

View 4 more

ITWG

📗 ITWG Action List	⋮
📗 BFHS computer equip	⋮
📗 Hardware Inventory	⋮
📄 Synology NAS notes	⋮

View workspace

A. Suggested

This is a slightly different take on 'Recent' where the most regularly worked on items are shown

B. Workspaces

Workspaces are personal. You cannot share a workspace with anyone

You can create up to 8 workspaces where you can gather together documents that you need frequently or relate to a project you're working on. You choose the topic and then search for

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and add the content. You manage the workspace content by clicking the vertical ellipsis at **C.**   There is a limit to the number of items you can place in a Workspace because if you have too many, you might as well organise them in a subfolder.

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