Byte-Sized Basics: The Cloud

https://www.weymouth.ma.us/technology-services/pages/byte-sized-basics-the-cloud

"The cloud" is simply another term for the internet. If you're using email, you're using the cloud! The cloud is a useful way to store, access, and back up your files.

Useful Background Terms

- **Hardware:** Any and all physical equipment that comprises a technology device.
- **Local storage:** Storing files (documents, photos, music, etc.) *physically* on a device.
- **The internet:** A network of machines that share, transmit, and store information.
- **Download:** Taking a file (picture, video, document, etc.) that is hosted on the internet, and copying it to your device.
- **Upload:** Taking a file (picture, video, document, etc.) that is on your device (i.e. local storage), and copying it to the internet.
- **Sync/Synching:** From "synchronization." The process of copying files from the local storage of a device to the cloud, and vice-versa, depending on the software and setup.
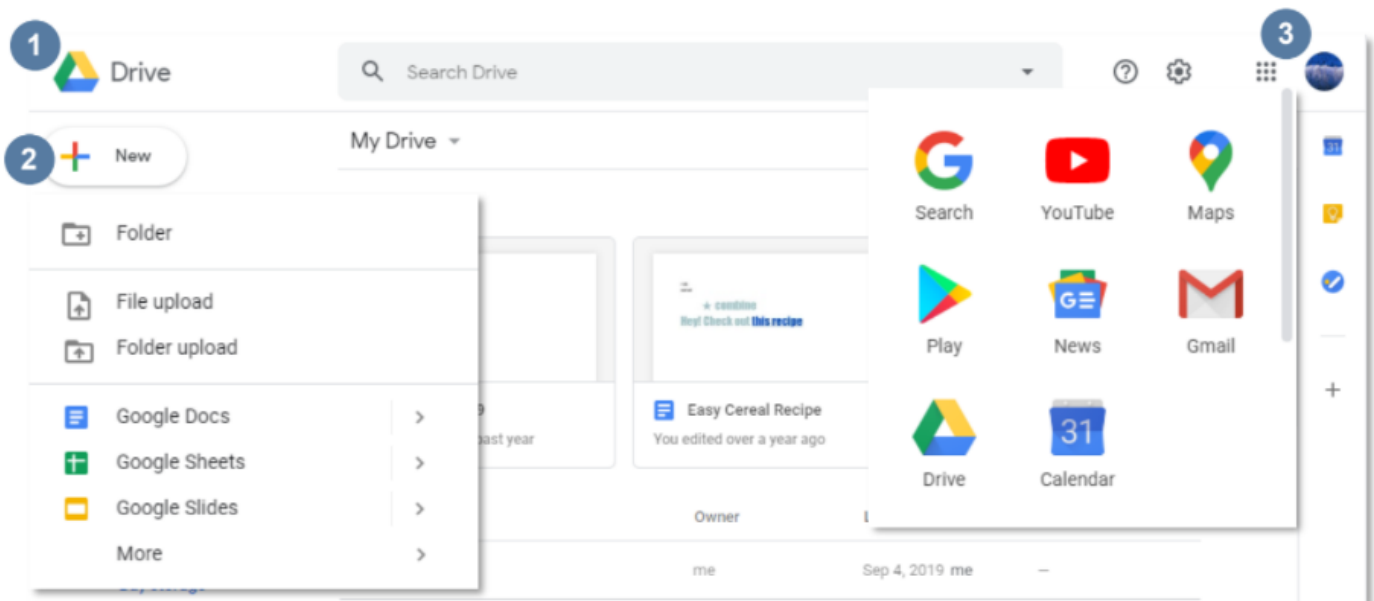
Some Popular Cloud Storage Options

- Google Drive
- Dropbox

- iCloud (iOS/Apple)
- OneDrive (Microsoft)

All of these are available both as apps and via web browsers.

Useful Resources for Learning More About The Cloud

- **Computer Basics: Understanding the Cloud** from GCFLearnFree
  https://edu.gcfglobal.org/en/computerbasics/understanding-the-cloud/1/
- **Dropbox** from GCFLearnFree https://edu.gcfglobal.org/en/dropbox/
- **Google Drive** from GCFLearnFree https://edu.gcfglobal.org/en/googledriveanddocs/

Getting Started with Google Drive

① Google Drive homepage: Your files are stored here and are searchable by name, edit date and more. There are also links to create new files, edit existing files, upload from a computer or download to a computer, as well as navigate to other Google software pages (hint: if you have a gmail account, you have access to Google Drive already!)

② New Menu: Create a folder for organizing files, upload something from your computer or create a Google Doc (word processing), Sheet (spreadsheet), Slides (presentation slideshow).

③ App Tray: This waffle icon takes you to other Google software, such as Gmail, the Google search engine and Google Docs. You'll be logged into your account already on those pages. You can get to Drive from other Google pages this way, too.

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