

Google Docs: 20 Tips for Teachers

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Google Docs: Tips for Teachers

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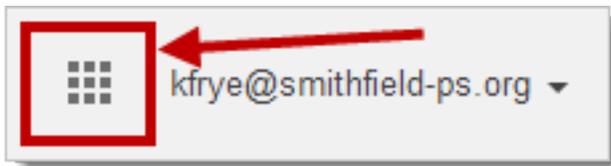
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Google Tip 1

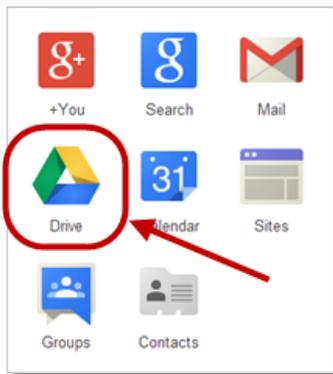
How do I get to Google Drive?

Let's start with a quick and easy tip! Like the other tools included in Google Apps for Education (Calendar, Sites, etc.), Google Drive can be quickly accessed right from your email screen. Here's how:

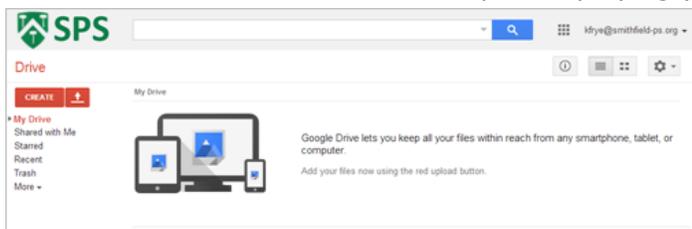
1. Click the "Grid" icon at the top of the screen next to your email address (or your picture if you've added one)



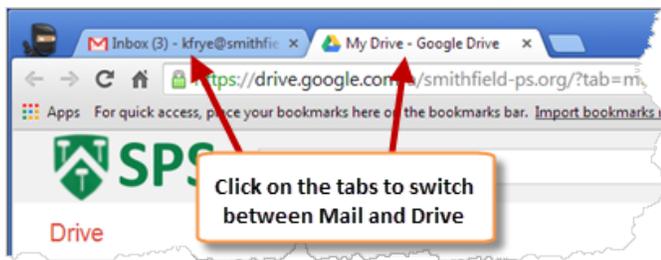
1. Click the icon for "Drive"



2. A new browser tab or window will open displaying your Google Drive



3. If you're using a web browser like Google Chrome or Mozilla Firefox, you can easily switch back and forth between your Mail and your Drive just by clicking on the corresponding tabs at the top of the browser window.



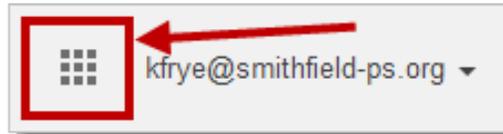
Google Tip 2

Create a New Document

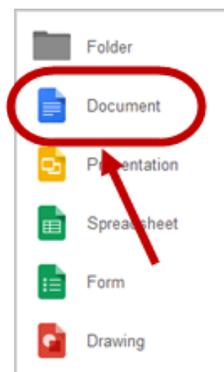
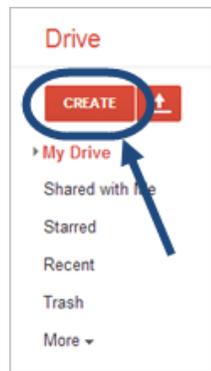
Similar to Microsoft Office, Google Drive allows you to create a number of different kinds of documents; word processing (Documents), spreadsheet (Sheets), presentation (Slides). One of the main differences is that you don't need to have any special software installed on your computer in order to create and work on these documents. You simply need an internet connection and a modern web browser (Google Chrome and Mozilla Firefox work best).

Let's start out by creating a simple word processing "Document"

1. If you're not already there, go to your Google Drive by clicking the "Grid" icon at the top of the screen

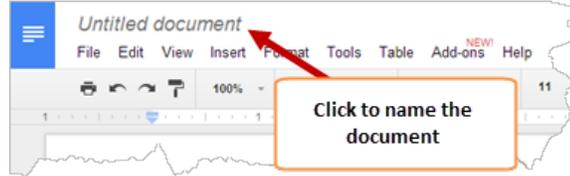


2. Click the "Create" button on the left and select "Document" from the list that appears

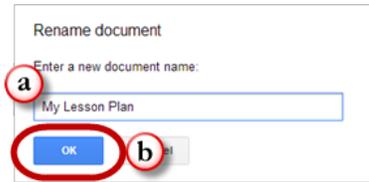


3. A new browser tab or window will open with your new "Untitled" document

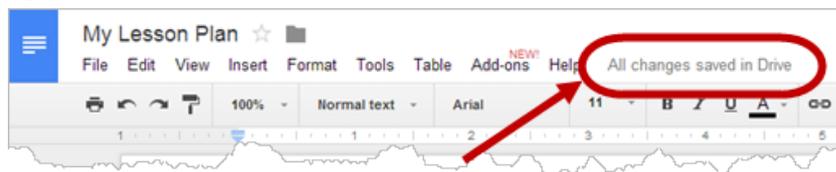
4. Click on the top of the page to name your new document



5. Enter a name for your document and click "OK"



6. If you look at the top of the screen, you will notice that Google Drive automatically saves your changes as you work. **You don't ever need to manually save!**

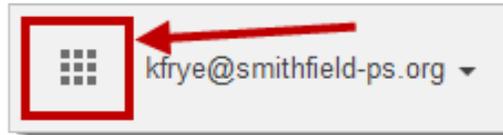


Google Tip 3

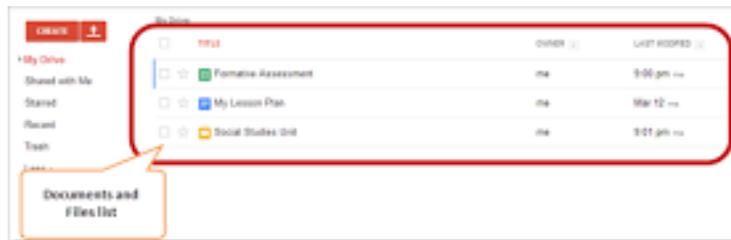
Where are my Documents and Files?

When you create Documents using Google Drive, they are automatically stored for you in your Documents and Files list. You can access them at any time from any computer without having to worry about emailing them to yourself or carrying them around on a thumb drive! Here's how:

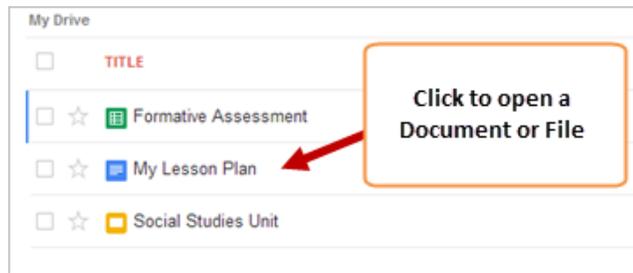
1. If you're not already there, go to your Google Drive by clicking the "Grid" icon at the top of the screen



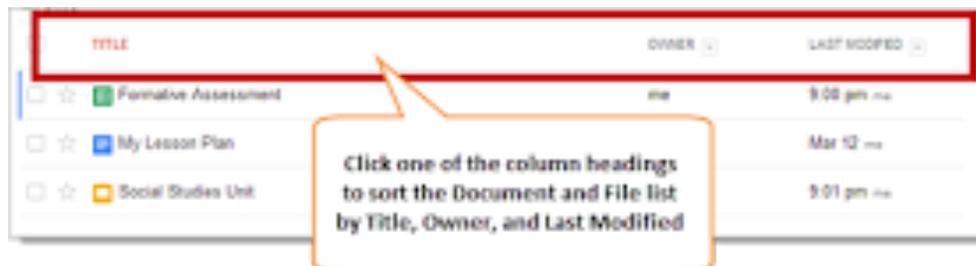
2. You will find your Documents and Files in the list. Each type of document or file has its own style of icon to help you tell them apart



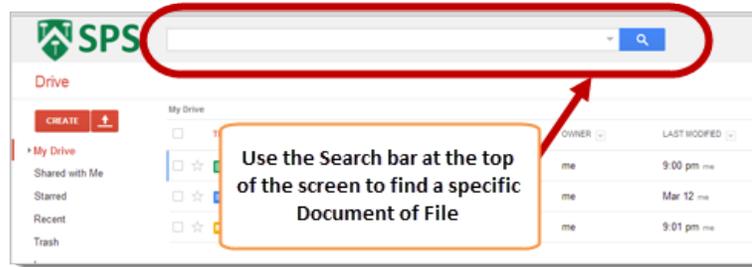
3. Click on a Document or File to open it



4. You can sort the list of Documents and Files by clicking on one of the Headings at the top of the list



5. You can also use the Search box at the top of the screen to search for a specific Document or File



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Google Tip 4

Sharing a Document (The Basics)

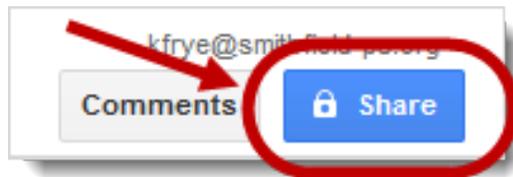
One of the most powerful features of Google Drive is the ability to share a Document with someone and allow them to collaboratively work on the same Document without having to worry about:
Do they have the same software (and version) on their computer (i.e. Microsoft Word, Excel, Powerpoint, etc)?

Do they have a PC or a Mac?

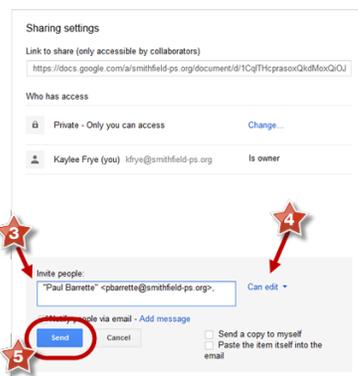
Who has the version of the document with the latest changes?

When Sharing a Document in Google Drive, all the work is done within a web browser and revisions are tracked so that you can rollback to a previous version at any time. You can work together on the Document at different times or work in real-time and see each other's changes and edits live. Here are the basics on how to share a Document with someone else:

1. Create a new Google Document (or open an existing Document)
2. Click the "Share" button at the upper right corner of the document



3. In the "Add people" field, enter the email address of the person you would like to share the Document with
4. Choose whether they "Can edit", "Can comment" or "Can view" the Document
5. Click "Send"



6. Click "Done"

Google Tip 5

Different Levels of Sharing

Within our Google Apps system, Documents and Files that you create in your Google Drive are NOT shared and are only accessible by you. When sharing a document, you can assign specific privileges to different people and manage what they have permission to do. For example, you can choose to allow a colleague to "Edit" a Document and only allow your students to be able to "View" the Document.

Besides the "Owner" of the Document, there are three different levels of sharing privileges you can choose from:

Can Edit: A user that can edit a document can make changes to the document, export the document, view the list of other collaborators, invite additional editors and viewers (if the owner has given them permission), and make a copy of the document. An editor cannot delete the document; they can only remove the document from their own Google Drive.



Can Comment: A user that can comment on a document is able to highlight a passage within the document and insert a comment. The comment will not change the actual content of the document. A commenter can see the latest version of the document, export the document, and make a copy of the document. A commenter cannot make any changes, besides inserting comments.



Can View: A viewer can see the latest version of the document, export the document, and make a copy of the document. A viewer cannot make any changes.

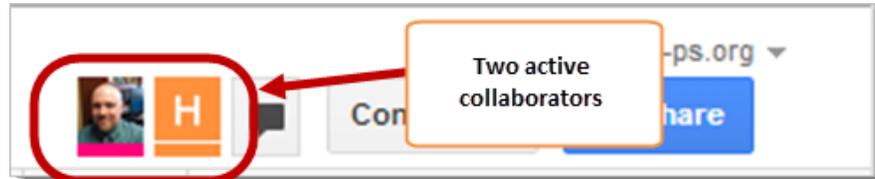


When you share your Document and invite people, you can select from one of these specific levels of privileges. You can also change a person's level of privileges at any time (just in case someone lets the power go to their head).

Google Tip 6

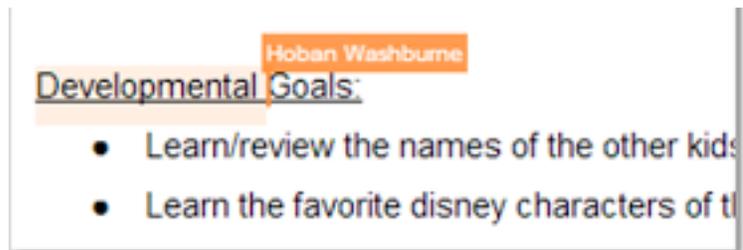
Chatting with Collaborators

When you're working on a Google Document, you can see at the top of the screen

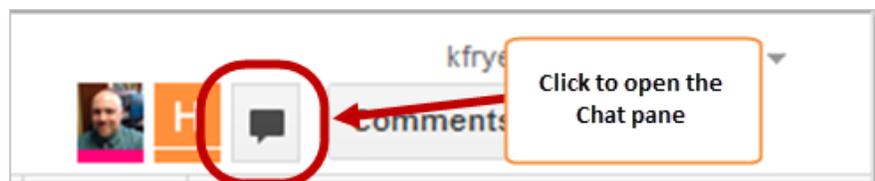


if any of the people that you've shared it with are also working on the Document. Each person is represented at the top right of the screen by an icon (or picture if they've added one to their account) and a color.

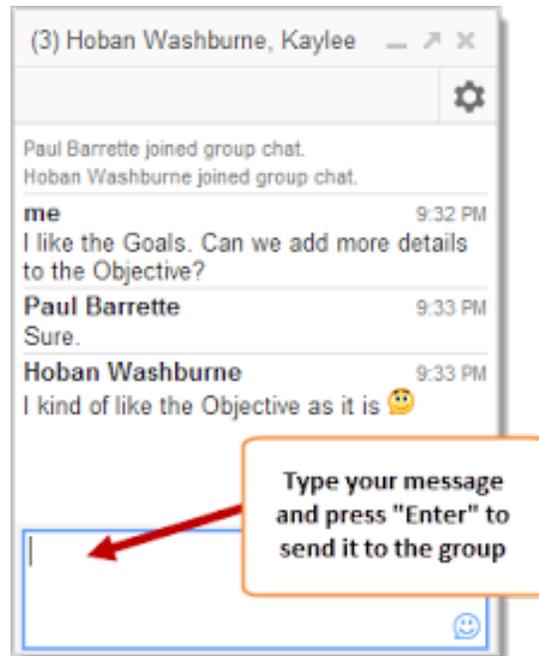
You can also see a matching color cursor indicating where each person is working in the Document. When each person is actively editing the document, the person's name will be shown on their cursor.



Google Documents allows you to chat with all of the collaborators working in the Document. Click the "Chat" icon next to the icons of the collaborators to open a group chat.



The chat window will appear in the lower right of the Document. You will see the names of all of the people who are part of the chat. Type your message at the bottom of the window and press "Enter" on the keyboard to send it to the group.



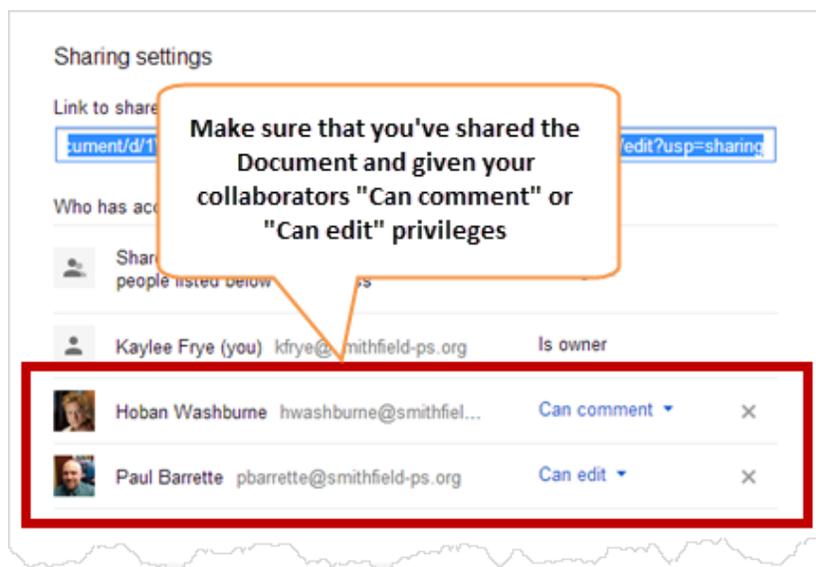
Google Tip 7

Collaborating with Comments

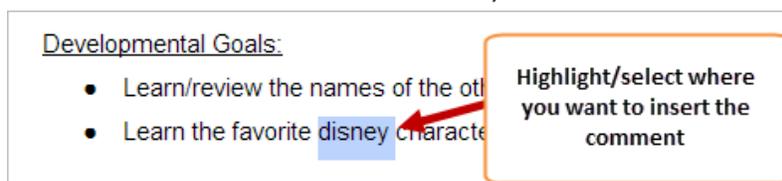
Using the built-in Comments feature within Google Documents is another great way to collaborate. By sharing a Document and giving other people "Can Comment" privileges, they will be able to insert Comments into the Document, but they will NOT be able to change any of the actual content of the Document.

This is a terrific way for students to peer review each others' work without any worries about work being lost or modified. It's also a great way to get feedback on a Document without losing control of the actual content.

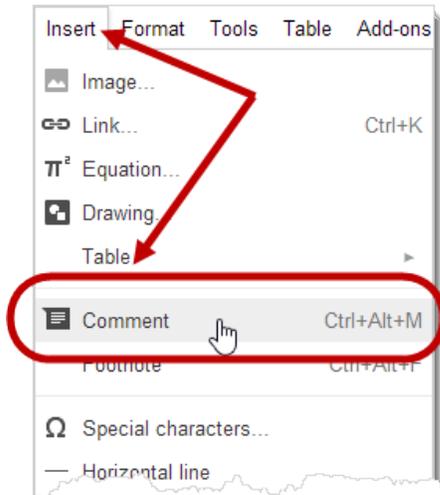
Share a Document and give the collaborators "Can comment" or "Can edit" privileges. Collaborators with "Can view" privileges will not be able to insert Comments



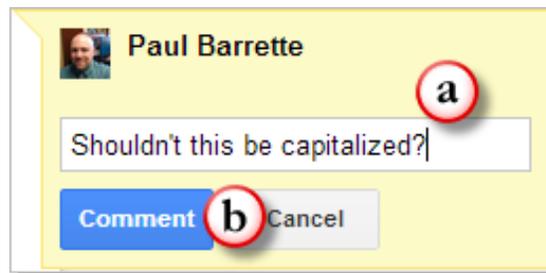
Highlight/select the text in the Document where you want to insert the Comment



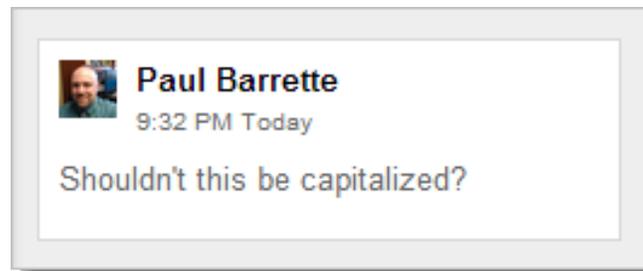
1. Click the "Insert" menu at the top of the Document and select "Comment"



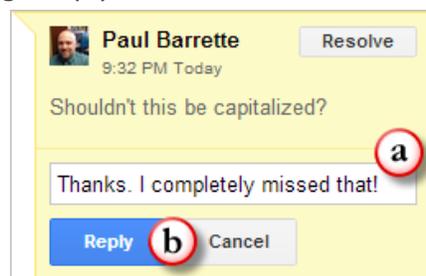
2. A Comment box will appear in the margin on the right. Type your comment and click "Comment"



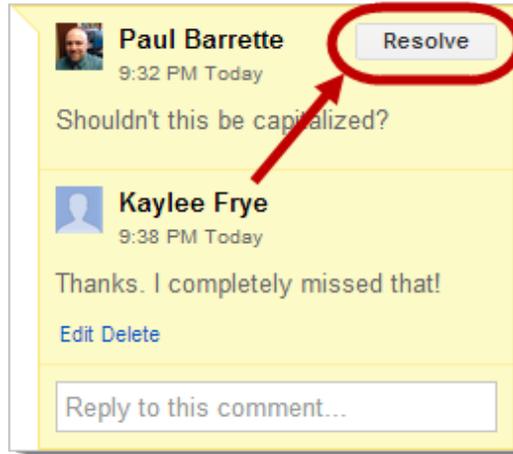
3. Your Comment will be visible to all other collaborators. They will also receive an email notification that you've left a Comment in the Document



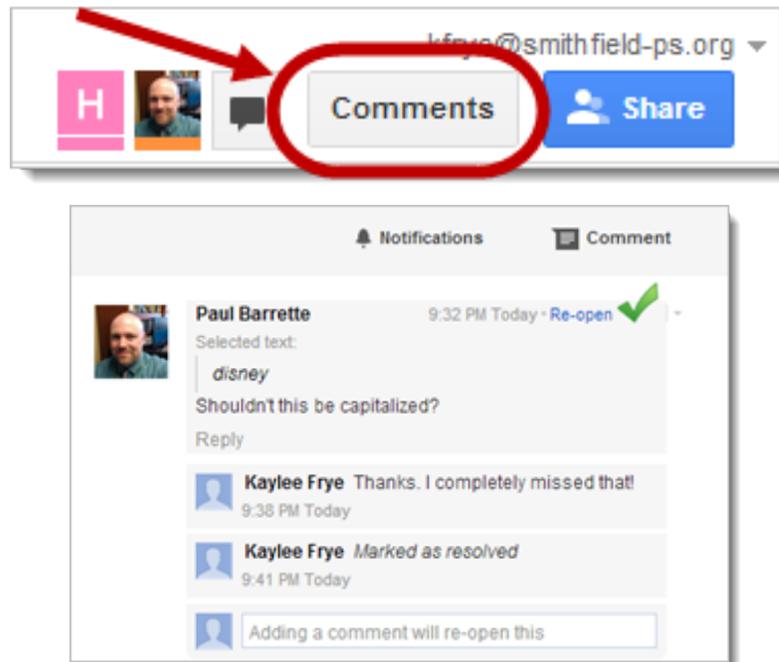
4. Another collaborator can reply to a Comment by clicking on the original, typing a reply, and clicking "Reply"



5. A Comment can be marked as "Resolved" by clicking the "Resolve" button. The Comment will disappear from the margin of the Document



6. Any resolved Comments can be viewed (and even re-opened) by clicking the "Comments" button at the top of the Document

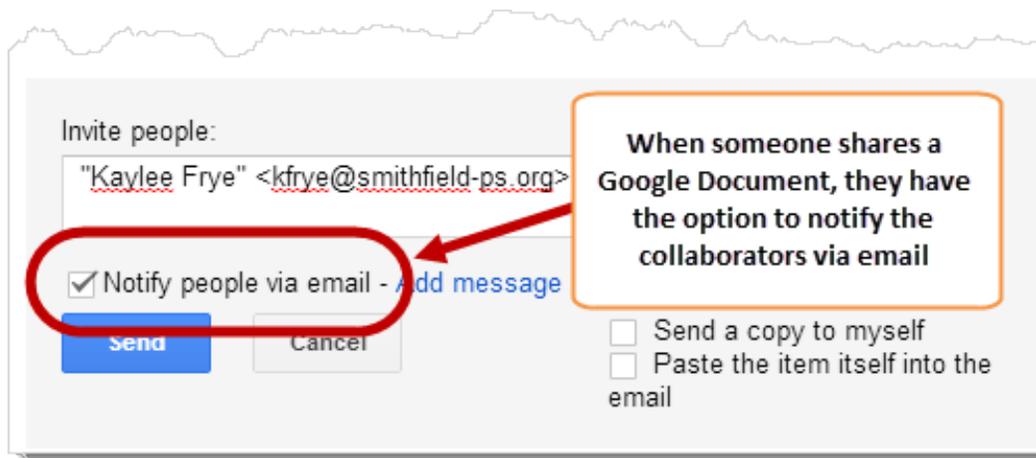


Google Tip 8

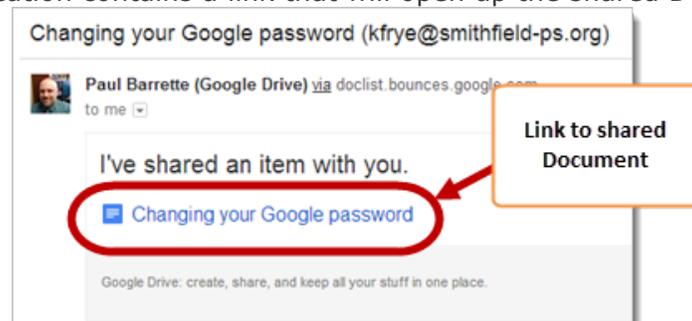
How do I find Documents that are shared with me?

As you create more Documents and people share more things with you, it can get tricky to keep track of everything in your Google Drive. We'll cover organization strategies within Google Drive in future tips. However, there is a very simple way to quickly find any Documents or Files that are shared with you.

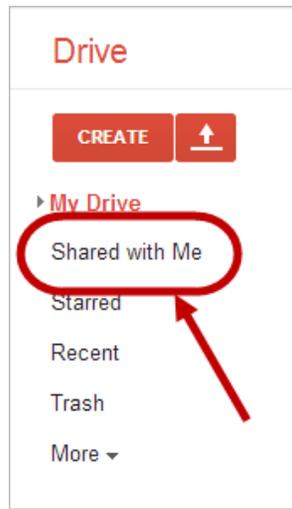
When someone shares a Document or File, they have the option to notify the collaborators via email.



The email notification contains a link that will open up the shared Document for you.



Don't worry if you miss the email notification or if you delete it. You can always go right to the Documents and Files that are shared with you using the "Shared with Me" label in your Google Drive. Click the "Shared with Me" label on the left side of the Drive page.



All of the Documents and Files that are shared with you will appear in the list. You will also be able to see exactly who shared the Documents with you and when they shared it.



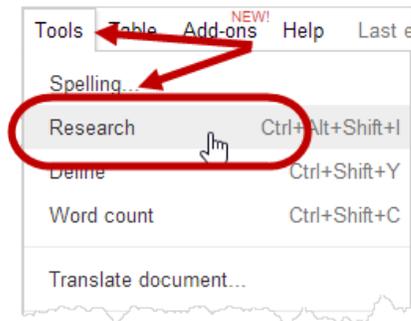
Google Tip 9

The Research Tool

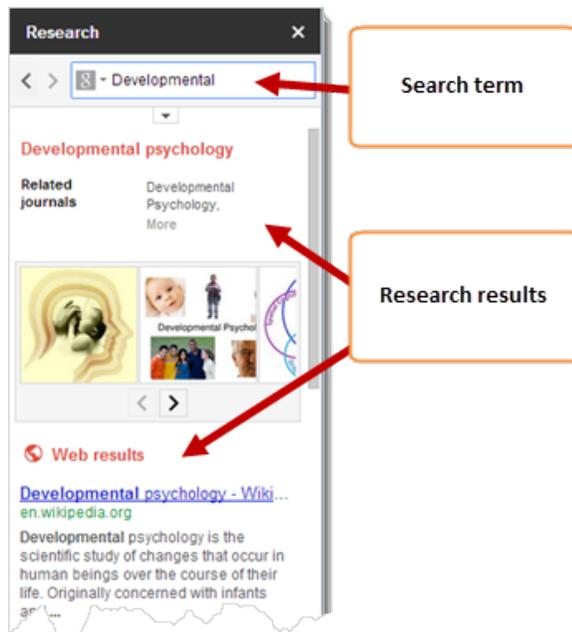
Google Docs and Drive offer some built-in tools that can make integrating a wide variety of information quick and easy. One of the most powerful (and overlooked) tool is the Research Tool. The Research Tool is available within Google Documents and Presentations. It allows you to search the web for a specific term, search for quotations from a person or about a topic, look for images, and even look words up in an online dictionary. If you find something that you would like to add to your Document or Presentation, you can insert a link or a citation right from within the Research Tool.

Here's how:

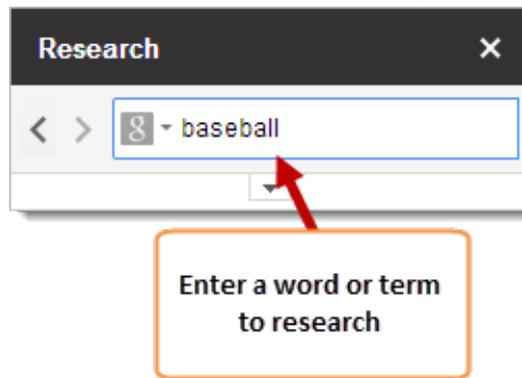
1. Click on the "Tools" menu at the top of the page and click "Research"



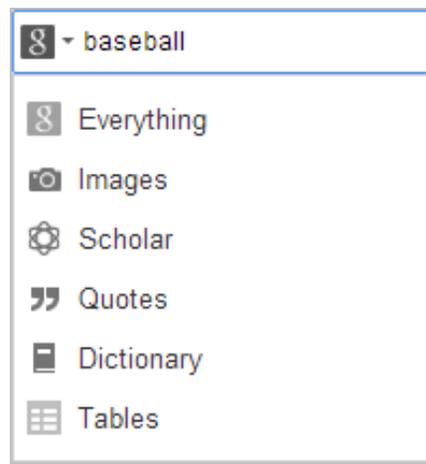
2. The Research Tool will appear on the right side of the page. The Research Tool will often try to predict what you might want to search for based upon what you were working on your Document or Presentation



3. Enter a word, term or phrase to research at the top of the tool



4. Clicking the small arrow to the left of the search term allows you to narrow your search to just images, academic articles, quotations, a dictionary, or tables of information



5. If you place your mouse cursor over some of the information, you will see options to "Preview", "Insert link", or "Cite"



6. Clicking "Insert link" will insert a link to the information found in the Research Tool



7. Clicking "Cite" will insert a citation and create a footnote within the Document

or Presentation

The image shows a screenshot of a Google Docs document with several annotations. At the top, the word "Procedure:" is partially visible. Below it, a text box with an orange border contains the text "Citation inserted from Research tool...". A red arrow points from this box to a citation in the text: "ite disney character". Below this, another text box with an orange border contains the text "...and the accompanying footnote". A red arrow points from this box to a footnote at the bottom of the page. The footnote is enclosed in a red rounded rectangle and contains the text: "1 'List of Disney animated characters - Wikipedia, the free encyclopedia.' 2008. 25 Mar. 2014 <http://en.wikipedia.org/wiki/List_of_Disney_animated_characters>".

Procedure:

students to their parents. The letter/email will
ss will be disney day and that their child should
ite disney character']

turns announcing who they came dressed as and
why the particular character is their favorite.

Closure/Transition:

Once each child has had a c ...and the accompanying
footnote for literature.

[Baseball](#)

¹ "List of Disney animated characters - Wikipedia, the free encyclopedia." 2008. 25 Mar. 2014
<http://en.wikipedia.org/wiki/List_of_Disney_animated_characters>

Here's a short video that does a good job of demonstrating...
The Research Tool
A quick video to help!

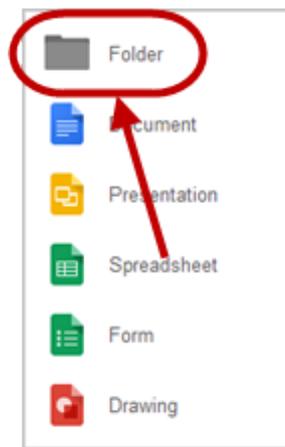
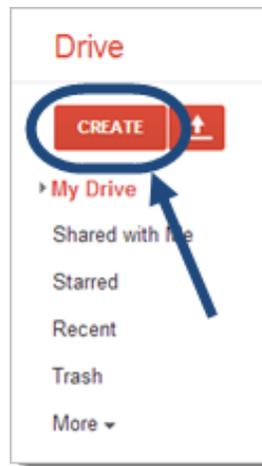
Google Tip 10

Organize Documents into Folders

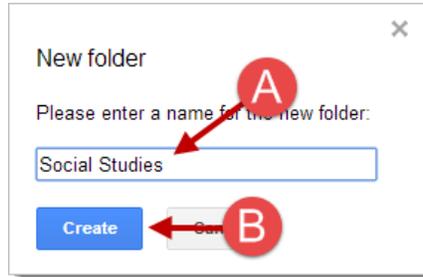
Folders can be a helpful way of organizing your files and Google Documents within Google Drive. You can assign folders specific colors and even create folders within other folders to design your own organizational system. You can even share entire folders with other people to make collaborating on a large number of Documents simple.

CREATE A FOLDER

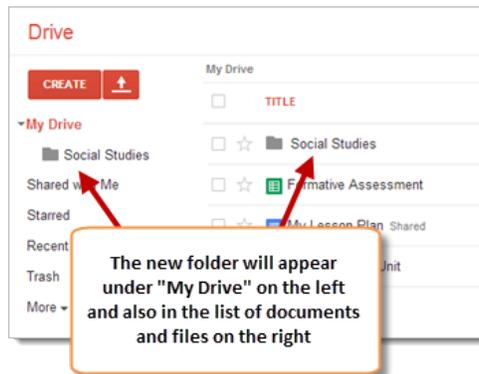
1. When in Google Drive, click the "Create" button on the left and click on "Folder"



2. Enter a name for the new folder and click "Create"



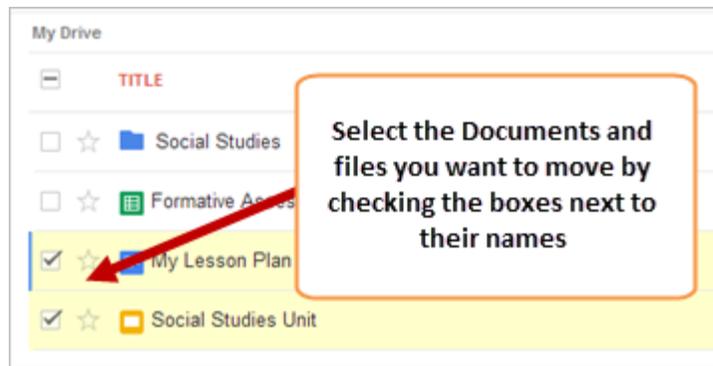
3. The new folder will appear under "My Drive" on the left and also in the list of Documents and files on the right
4. You can open the folder either by clicking on its name under "My Drive" on the left or by clicking on it in the list of Documents and files on the right



ADD DOCUMENTS AND FILES TO A FOLDER

Once you've created folders, you can add Documents and files to the folders to organize them. There are a number of different ways to move Documents and files into a folder, but here's the most straightforward method.

1. In the Documents and files list, select the Documents or files to add to a folder by clicking the checkboxes next to their names

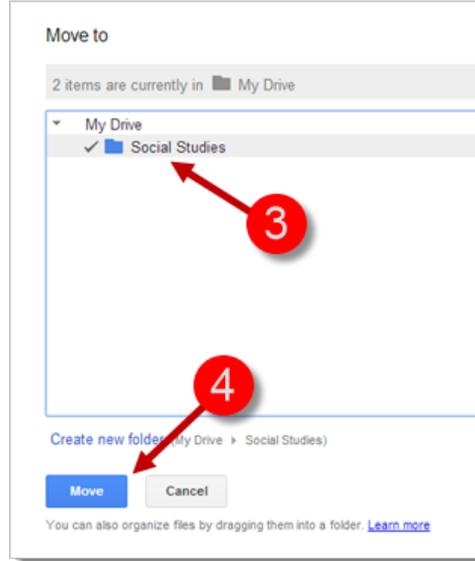


2. Click the "Move to" button (with the Folder icon) that appears at the top of the list

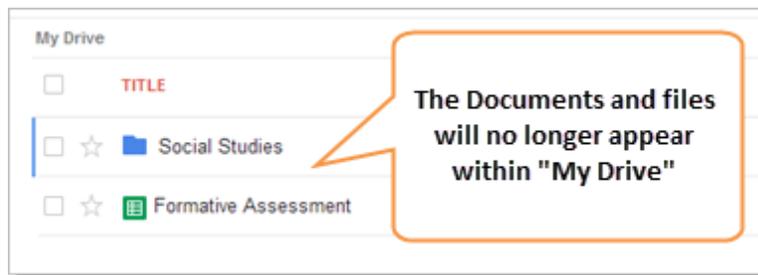


3. Select the folder where you would like to move the Documents or files

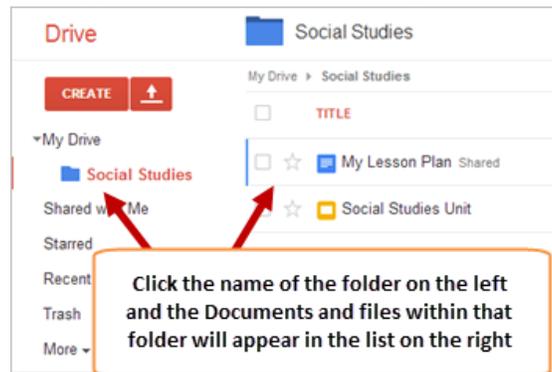
4. Click "Apply changes"



5. The Documents and files that were moved will no longer appear within "My Drive"



6. If you click on the name of the folder on the left, the Documents and files that are within that folder will appear in the list on the right



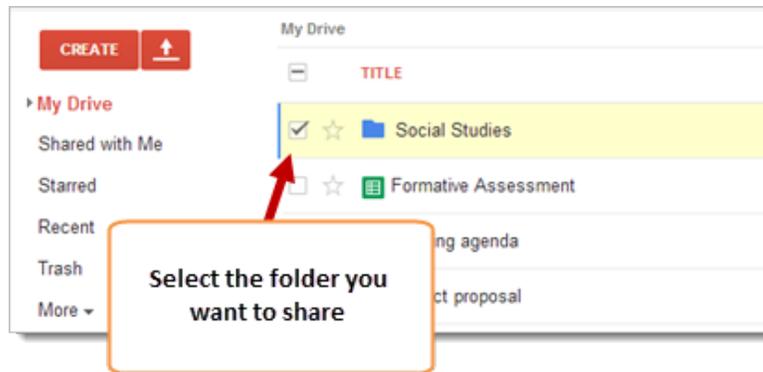
Google Tip 11

Sharing a Folder

You can also share entire folders within your Google Drive. The advantage of sharing an entire folder is that all Documents and files within that folder will be shared with the people that you choose. Also, any new Documents or files that you create in the shared folder or move into that folder will automatically be shared.

There are a number of different ways to share a folder, but here's the most straightforward method.

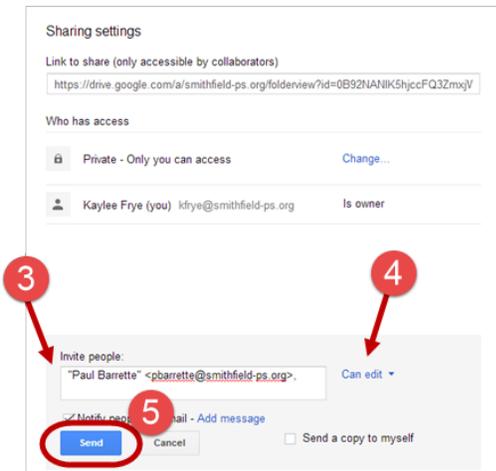
1. In the Documents and files list, select the folder to share by clicking the checkbox next to its name



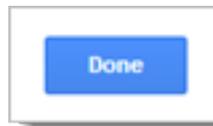
2. Click the "Share" button (with the person icon) that appears at the top of the list



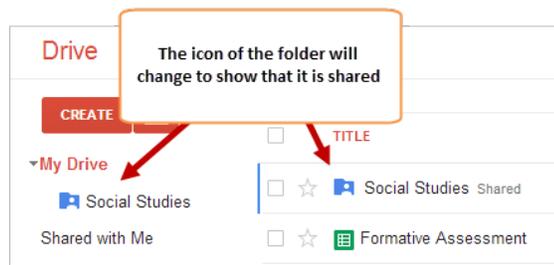
3. In the "Invite people" field, enter the email address of the person you would like to share the folder with
4. Choose whether they "Can edit" or "Can view" the folder and its contents
5. Click "Send"



6. Click "Done"



7. The icon of the folder will change to show that the folder is shared



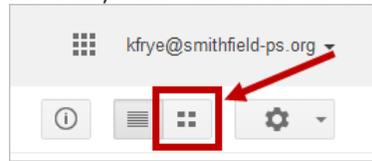
Any Documents or files that are moved into the shared folder will automatically inherit the sharing settings of the folder. This makes it simple to share Documents and files with specific or groups of people (colleagues or students).

Google Tip 12

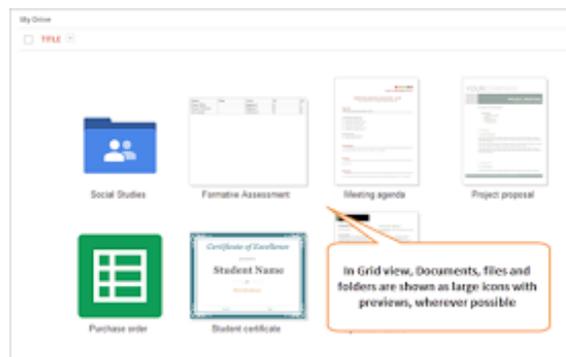
Grid View

Viewing Google Drive in Grid view displays all your Documents, files and folders as large icons, rather than as a list. Even better, Grid view displays thumbnail "previews" of your Documents, making it easy to visually scan your Drive and find exactly the Document that you're looking for.

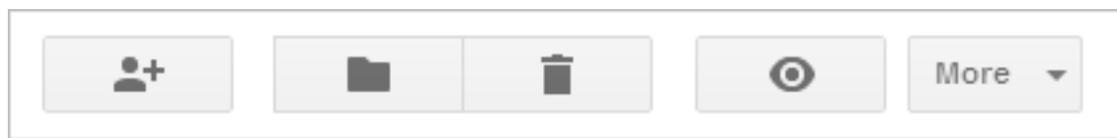
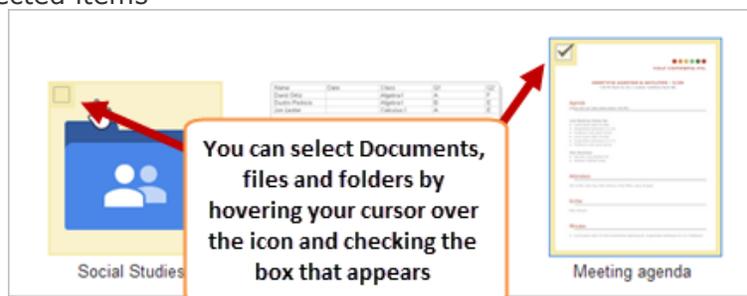
To switch Google Drive to Grid view, click the "Switch to Grid" button



In Grid view, Documents, files and folders are shown as large icons with previews, wherever possible



You can still do the same things with your Documents, files and folders when in Grid view. Hover your cursor over an icon and click the checkbox that appears to select an item. Then, use the buttons that appear at the top of the page to share, move, and delete the selected items

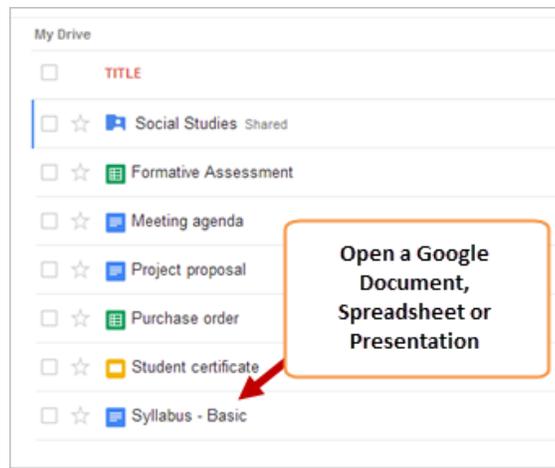


Google Tip 13

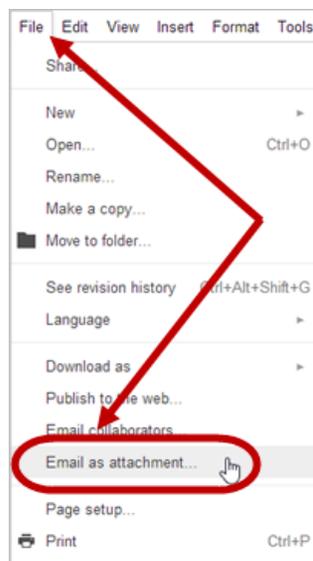
Email as Attachment

Sometimes, you may need to email a copy of a Google Document, Spreadsheet or Presentation to someone in a specific format (PDF, Word, Excel, PowerPoint, etc.) Google Drive has a built-in feature called "Email as attachment" that allows you to convert your Document to another format and email it to whomever your choose. Here's how:

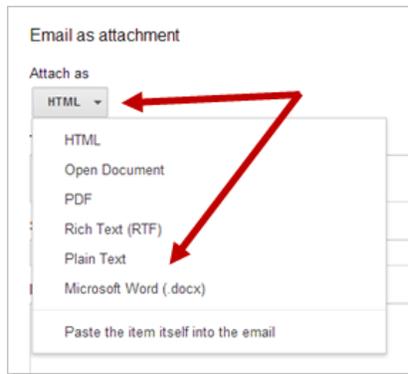
1. Open a Google Document, Spreadsheet or Presentation



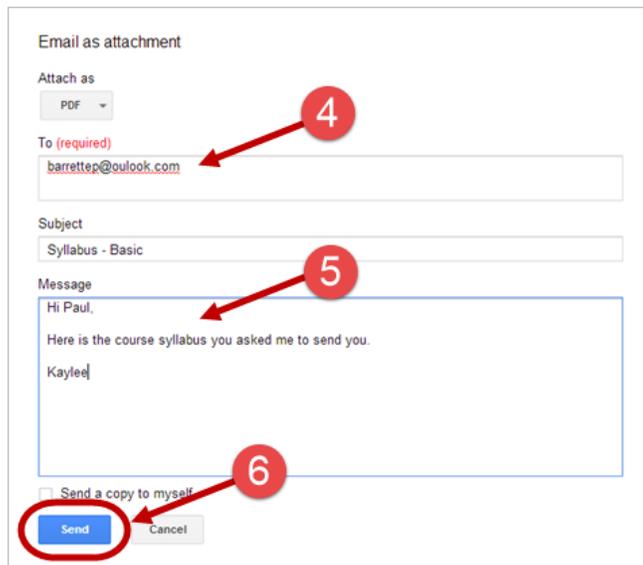
2. Click the "File" menu and select "Email as attachment"



3. Choose the format to use to email the Document



4. Enter the email address of the person to send the Document
5. Enter an accompanying message
6. Click "Send"



Google Tip 14

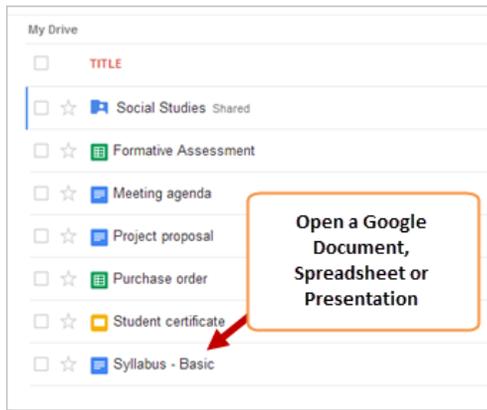
Download as

This tip goes hand in hand with Tip 13: Email as attachment".

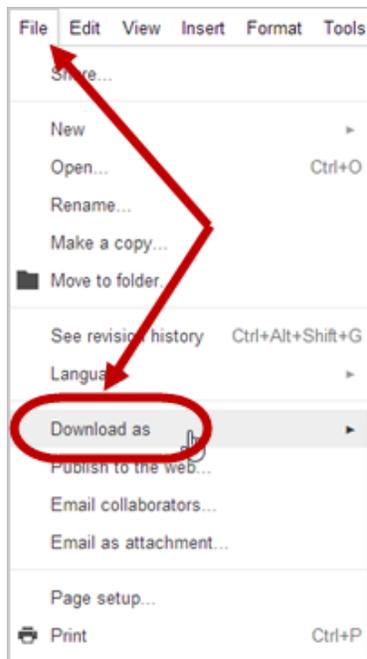
If you ever need to export a Document, Spreadsheet, or Presentation from Google Drive, there is a built-in feature that allows you to download any Document. Even better, the "Download as" function provides a number of different choices of file formats, including PDF. Essentially, Google Drive can act as a very versatile (and free) file exporter!

Here's how:

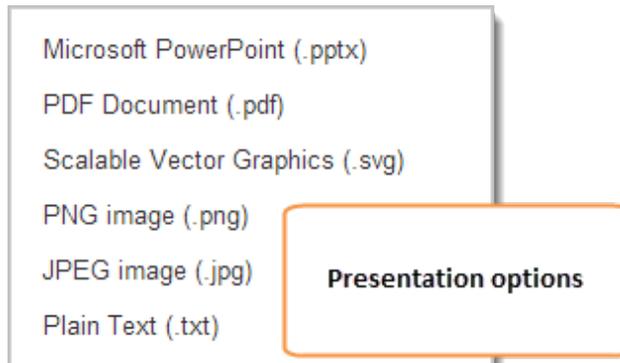
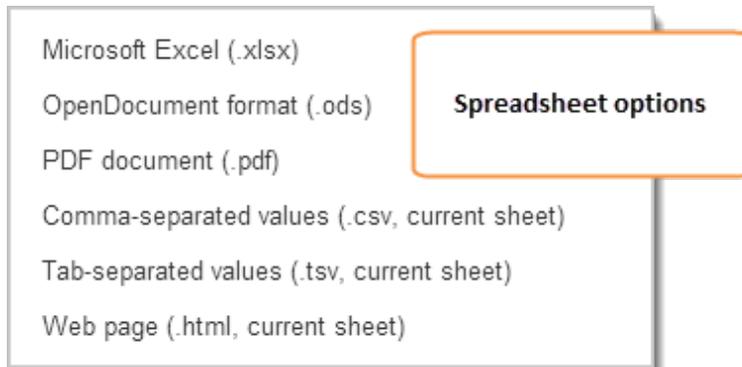
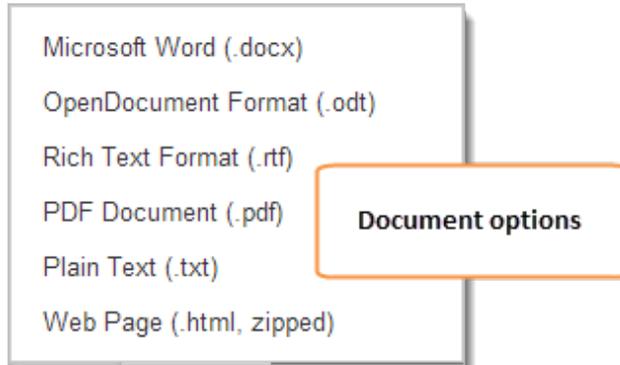
1. Open a Google Document, Spreadsheet or Presentation



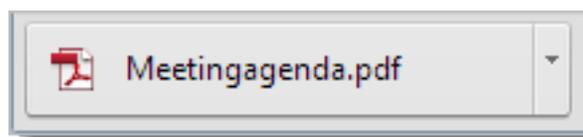
2. Click the "File" menu and select "Download as"



3. Choose from the various different download options, depending on whether it's a Document, Spreadsheet, or Presentation



4. Your Document, Spreadsheet, or Presentation will be downloaded in the format that you selected



Google Tip 15

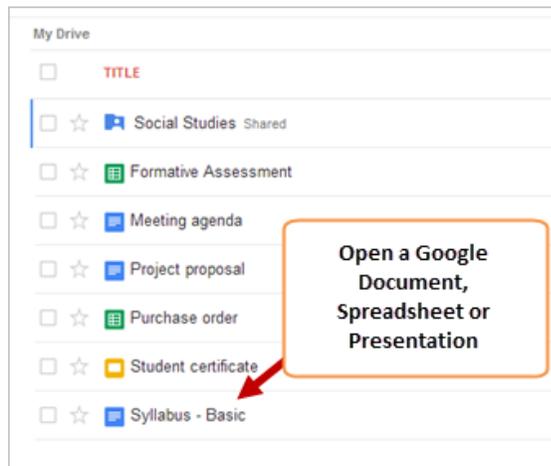
Making a Document Public

Besides sharing Google Documents with specific people, you also have the option of changing the visibility settings of a Document to make it accessible to the public. This is an excellent option for Documents that do not contain sensitive or confidential information and need to be shared with a large group of people, including some who do not have Google accounts.

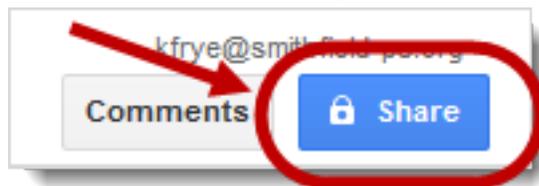
Why would you want to make a Document public? Well, it could be an easy (and paperless) way to share a classroom newsletter with parents and students, send out an informational flyer, or just post public information on the web (like meeting minutes, policy documents, etc.) The best part is, if you make a change or a correction to the Document, it is immediately available to the public!

Here's how to make a Document public:

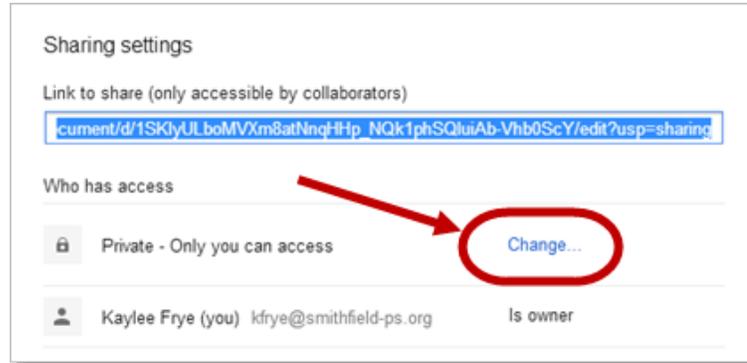
1. Open a Google Document, Spreadsheet or Presentation



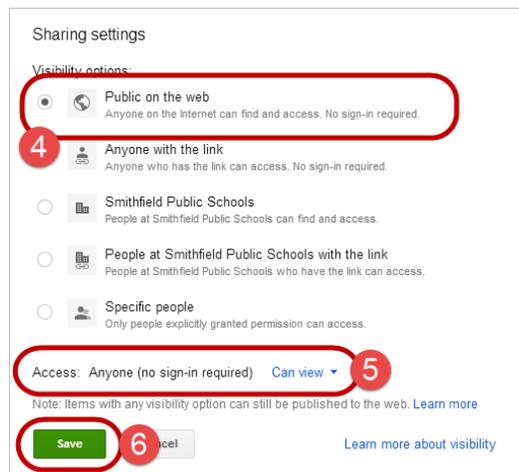
2. Click on the "Share" button in the upper right corner of the Document



3. Click the "Change" link in the "Who has access" section of the window. This will allow you to change to overall "visibility" of the Document



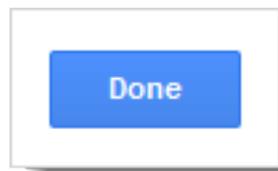
4. Select the "Public on the web" option
5. Select the level of access the Public should have (e.g. Can view, Can comment, or Can edit)
6. Click "Save"



7. The level of access or "visibility" of the Document has now changed to "Public on the web"
8. Right-click the "Link to share" to copy the link to the public Document. You can send this link to people via email, post it on a website/blog, or share it via social media.



9. Click "Done"



10. You'll notice that the icon on the "Sharing" button has changed from a padlock (i.e. Private) to a globe (i.e. Public). This is a good visual indicator of the visibility of a particular Document



Google Tip 16

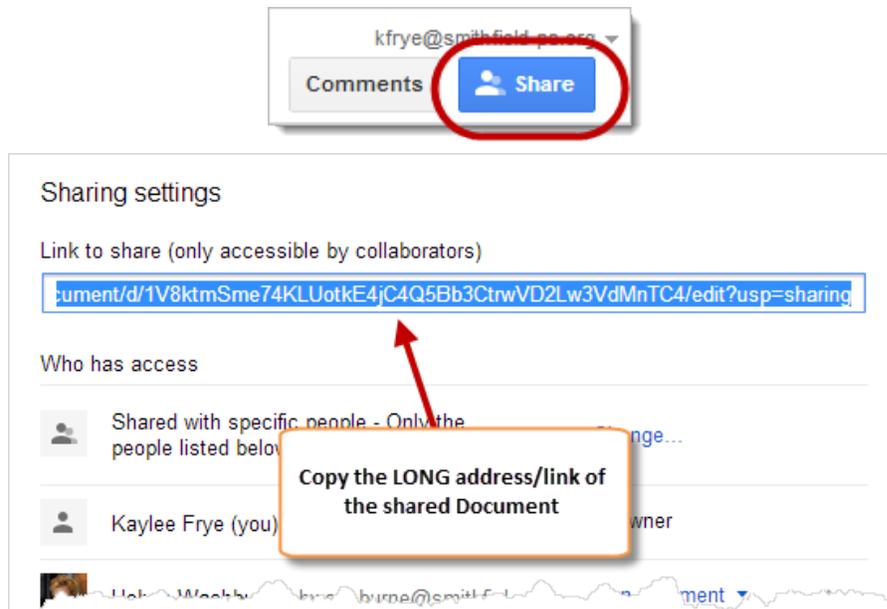
Shortening a Document's Long Sharing Link

We have learned how to make a Google Document public and how to get a link to share with others. While the link works well, it can be a little long, especially if you want to post it on a webpage or blog.

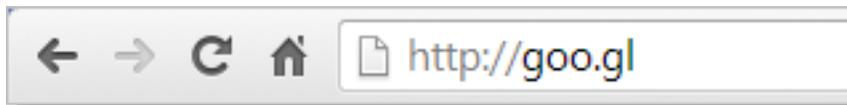
Google has an [url shortener](#) that you can use to take the gigantic sharing link for a Document and shorten it into something more manageable. I use it all the time when I share Google Documents, especially when I create Google Forms. The Google url shortener also collects some basic statistics about who how many people click your short link. It even let's you create QR codes for a link!

Here's how to use it:

1. Copy the URL/link of the shared Document. You can always find the URL/link by clicking on the "Share" button



2. Go to the **Google url shortener** at <http://goo.gl>



3. Check the upper right corner of the page and make sure that you are signed into your Google account

kfrye@smithfield-ps.org | Settings ▼ | Sign out

Check the upper right corner of the page and make sure that you are signed in with your Google account

4. Paste the long URL/address/link into the box and click "Shorten URL"

5. A short link will be created to the right. You can copy it and use it in place of the old long URL/address/link

6. The Google url shortener also keeps a history of all the short links that you create. You can go back and find them at any time

<input type="checkbox"/>	LONG URL	CREATED	SHORT URL	CLICKS	
<input type="checkbox"/>	docs.google.com/a/smithfiel...	0 minute ago	goo.gl/gQ3grp	Details	0

7. If you click the "Details" link next to a link, you will find some basic statistics as to how many visitors have clicked on the link, as well as a QR code that you can use to direct people to the link

<input type="checkbox"/>	LONG URL	CREATED	SHORT URL	CLICKS	
<input type="checkbox"/>	docs.google.com/document/d/...	7 days ago	goo.gl/V3lizZ	Details	35
<input type="checkbox"/>	21daysofdrive.blogspot.com/...	13 days ago	goo.gl/F51gEi	Details	6
<input type="checkbox"/>	docs.google.com/forms/d/1L8...	2014 Mar 5	goo.gl/EkK9VV	Details	15

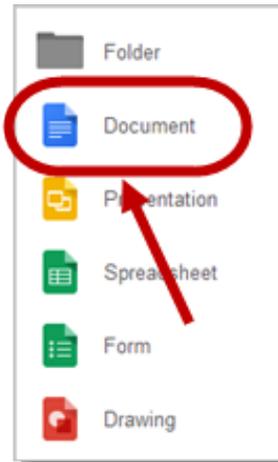


Google Tip 17

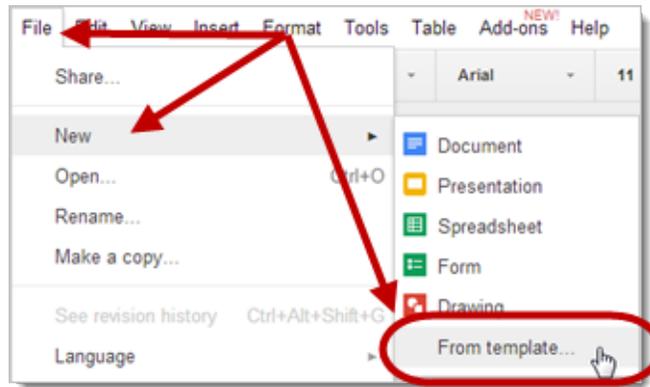
Use the Template Gallery

Like Microsoft Office, Google Drive has a Template Gallery with a large variety of templates that can help you get your Document, Spreadsheet, Presentation, or Form started. Unfortunately, this great feature in Google Drive is a little hidden and takes a few clicks to discover.

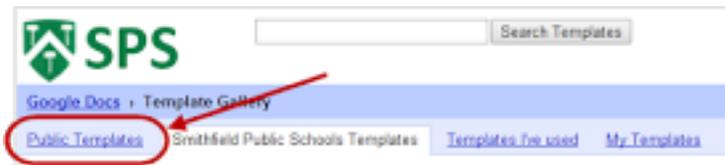
1. Create a new Document, Spreadsheet, Presentation, or Form



2. Click the File menu, select "New" and click "From template"

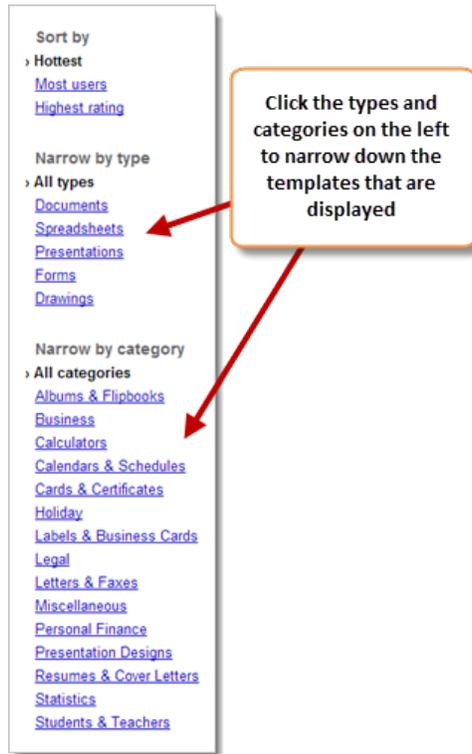


3. Click on the "Public Templates" tab at the top to view all of templates submitted to the Template Gallery



4. Click the "Types" and "Categories" links on the left to narrow down the kinds

of templates that are displayed



5. If you see a template that you would like to take a closer look at, click the "Preview" link next to that template



6. If you like the template and you would like to use it to create a new Document, click "Use this template". If you don't want to use the template, click the "Close this window" link to return to the Template Gallery



7. When you use a template, a fresh copy of that template will be created in your Drive



Google Tip 18

Uploading Files to Drive:

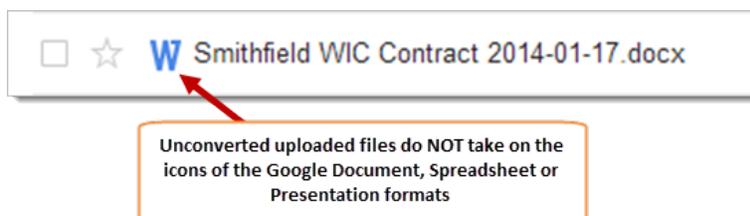
PART 1: To Convert or Not to Convert!

PART 2: Uploading Files from Your H DRIVE

If you have existing files (e.g. Word documents, Excel spreadsheets, PowerPoint presentations, PDF files, photos, videos, etc.) that you want to be able to access from anywhere, you can upload them to your Google Drive. You can think of your Google Drive as an online thumb drive that's available from any Internet connected device!

When you upload files to your Google Drive, you have two basic choices:

Choice #1 - Upload the files in their original format



Pros

- The files retain all the original formatting
- When downloaded, the files can be opened and edited using the application used to create them (e.g. Microsoft Word)

Cons

- The files cannot be edited directly within Google Drive
- When you share the files, you can only give collaborators "Can view" permissions. The "Can edit" and "Can comment" permissions will not function
- Many of the other features of Google Drive (chat, research tools, history, etc.) are not available for files that have not been converted into one of the Google formats
- The size of the uploaded files count against your combined Mail and Drive storage quota

Choice #2 - Upload and convert the files to the Google formats



Uploaded files that are converted to the Google formats take on the Google Document, Spreadsheet, and Presentation icons

Pros

- The converted files can be edited directly within Google Drive
- You can give collaborators the permission to Edit and Comment on documents
- All of the features of Google Drive (chat, research tools, history, etc.) are available for files converted into one of the Google formats
- Files uploaded and converted to one of the Google formats do not count against your combined Mail and Drive storage quota

Cons

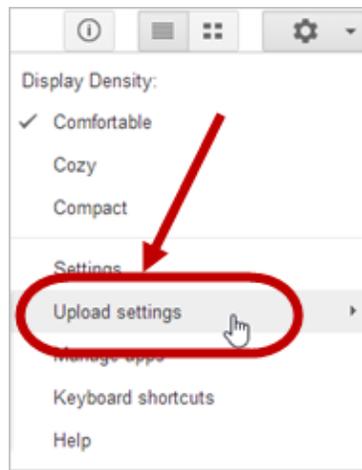
- The files MAY not retain all the original formatting through the conversion. This is especially true for more complicated documents with complex tables and columns
- When downloaded, the files may not be able to be opened and edited using the application used to create them (e.g. Microsoft Word)

You can setup Google Drive to ask you each time whether or not to convert uploaded files to Google formats. Here's how:

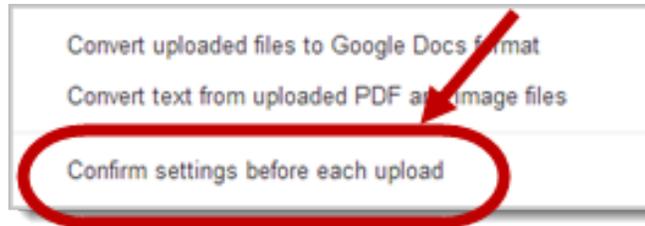
1. Click the "Settings" gear button



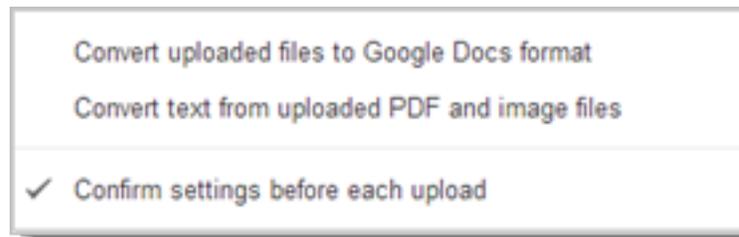
2. Select "Upload settings"



3. Click to select "Confirm settings before each upload"



4. You can verify that you selected the setting correctly. If you click the Settings gear and click Upload settings, "Confirm settings before each upload" will be checked



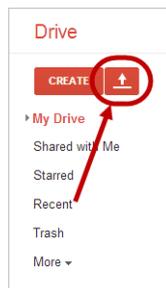
Now, each time that you upload a file to your Google Drive, you will be prompted as to whether or not to convert the file to a Google format.

FOR BHPS (Part 2) – Moving your Stuff from your H DRIVE

In Google Tip 18 we learned to setup our Google Drive so that it will always prompt us about whether or not we want to convert any uploaded files to the corresponding Google formats. For example, when we upload a Microsoft Word document to Drive, do we want to convert it to the Google Document format or leave it in the original Word format? We also went over the various "Pros and Cons" of each approach.

With all of that in mind, here's how to upload files to your Google Drive:

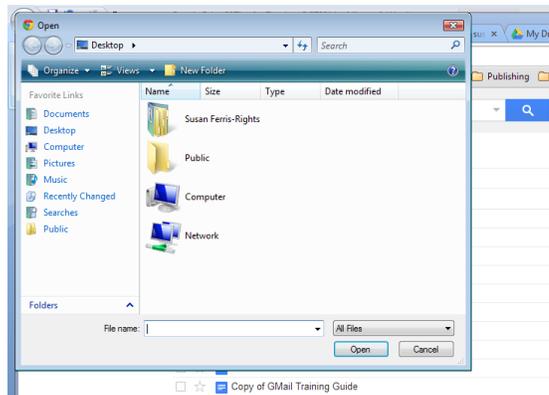
1. Click the "Upload" button to the right of the "Create" button.



2. Select "Files".



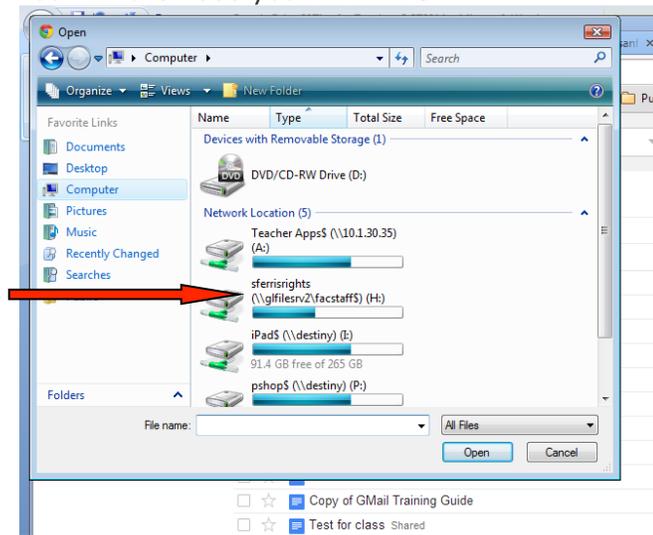
3. Once you click on "Files", you will go to this screen. You will now need to navigate to your **H Drive** to get all the files you will need.



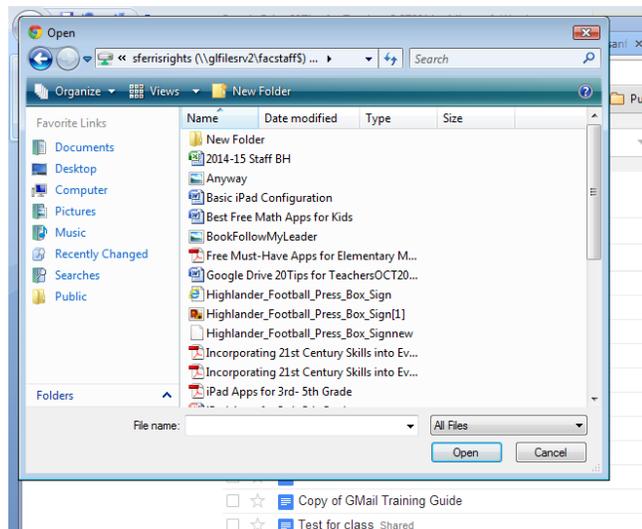


4. Click on **Computer** in the left column.

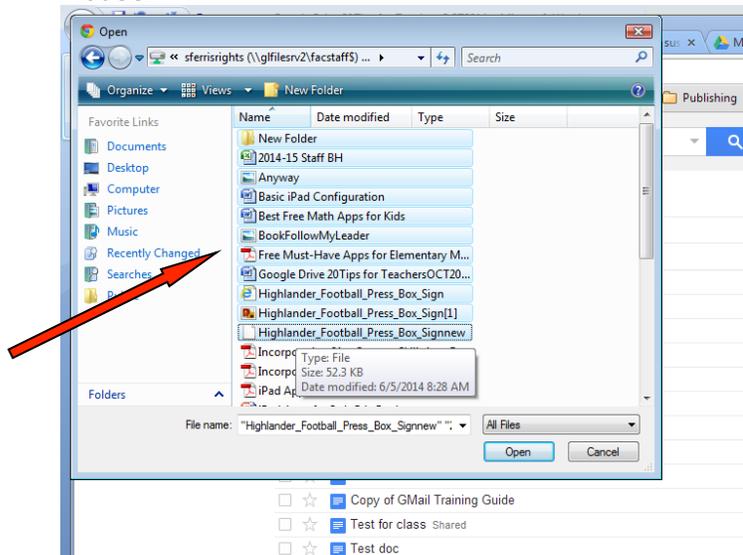
5. You will then see your **H Drive**



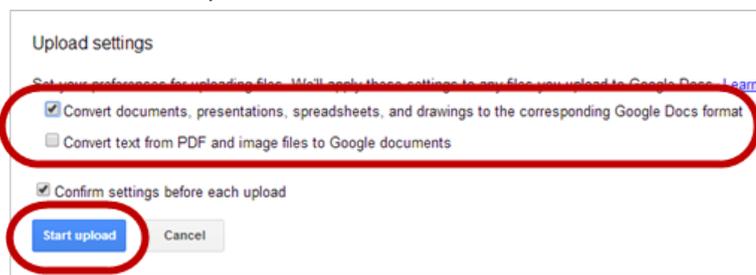
6. Double click on the **H Drive** and a list of your files and folders will appear.



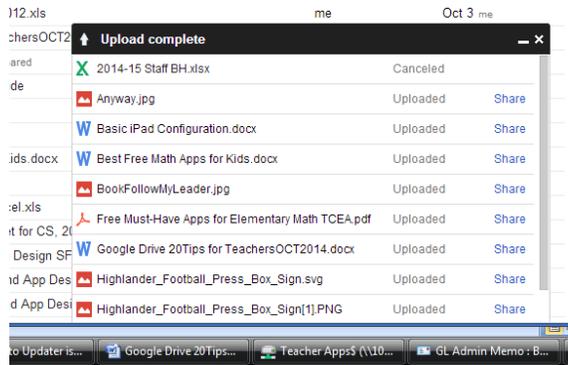
7. TIP: You can select multiple files to upload by holding down the CTRL key on the keyboard while you select the files with the mouse.



8. The Upload settings window will appear.
9. If you are uploading documents, spreadsheets, or presentations and you want to convert them to the Google Documents format, select the "Convert documents, spreadsheets, presentations..." option.
10. If you are uploading PDF files or photos and you would like Google Drive to try and extract the text from these files and insert it into a new Google document, select the "Convert text from PDF and images..." option.
11. Click "Start upload".



12. A small progress window will appear displaying the progress of the files upload and conversion



13. Once the upload and conversion is complete, the files and documents will appear in your Google Drive.
14. Files that have been converted will appear with Google Document, Spreadsheet and Presentation icons.



Uploaded files that are converted to the Google formats take on the Google Document, Spreadsheet, and Presentation icons

15. Unconverted files will NOT appear with Google icons.



Unconverted uploaded files do NOT take on the icons of the Google Document, Spreadsheet or Presentation formats



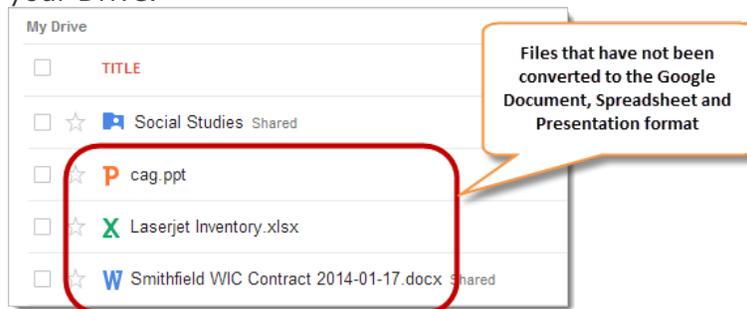
Uploaded files that are converted to the Google formats take on the Google Document, Spreadsheet, and Presentation icons

Google Tip 20

Converting an Existing File to a Google Document, Spreadsheet or Presentation

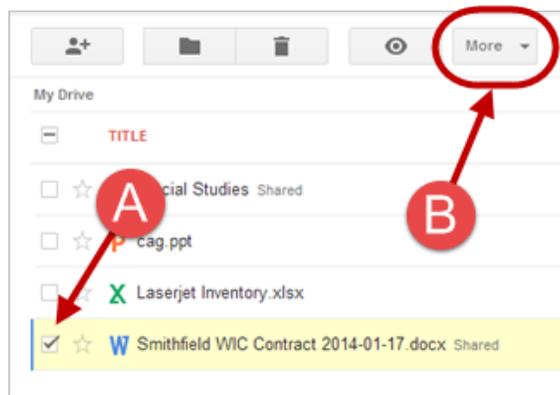
We have reviewed how to:
Upload files to your Google Drive
How to set up your drive so it will prompt you about converting files when you upload them.

However, there may be some situations in which you want to convert a file into a Google Document, Spreadsheet or Presentation that has already been uploaded to your Drive.

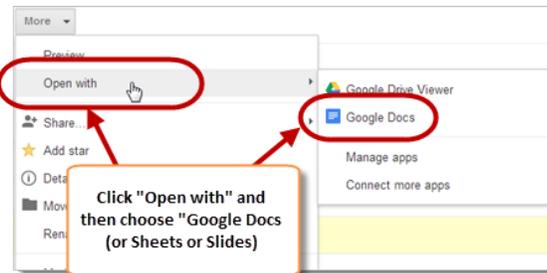


Fortunately, there is an easy way to convert files that are already in your Google Drive into one of the Google formats, allowing you to edit, collaborate and share. Here's how:

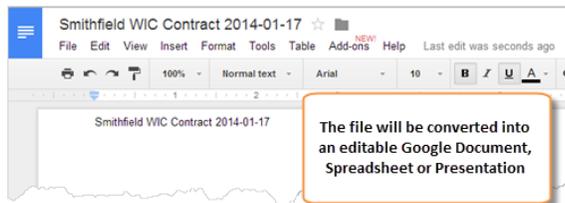
1. Select a file in your Google Drive by checking the box to the left of its name
2. Click the "More" button that appears at the top of the Drive list



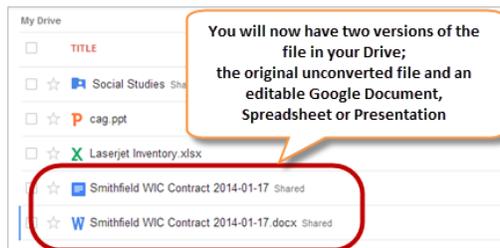
3. Select "Open with" from the menu and click "Google Docs" (or Google Sheets or Google Slides)



4. After a few moments, the files will be converted into an editable Google Document, Spreadsheet or Presentation



5. You will now have two versions of the file in your Drive;
- You will have the original, unconverted file that you can download in its original format
 - You will have an editable and shareable Google Document, Spreadsheet or Presentation



You can find more information about converting files to Google Documents, Spreadsheets and Presentations in the official Google Drive Help documentation at

<https://support.google.com/drive/answer/2407404?hl=en>.

If you run into any issues when trying to convert a file, here is some information about the size limits, as well as other limitations, <https://support.google.com/drive/answer/37603>.