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Here are a few tips and tricks to help you easily find info on Google. No matter what you look for, start with a simple search like where's the closest airport?. You can add more descriptive words if needed. If you're looking for a place or product in a specific location, add the location in your search. For example, bakery seattle. To search with your voice, tap the Microphone . Learn how to search with your voice. Tip 3: Choose words carefully Use terms that are likely to appear on the site you're looking for. For example, instead of my head hurts, say headache, because that's the term a medical site uses. Tip 4: Do not worry about the little things Spelling: Google's spell checker uses the most common spelling of a given word, regardless of how you spell it. Capitalization: A search for New York Times is the same as a search for new york times. Tip 5: Find quick answers For many searches, Google provides answers directly in the search results. Some features, such as details about sports teams, aren't available in all regions. Weather: Search weather to find the weather in your location or add a city name, like weather seattle, to find weather for a certain place. Dictionary: Put define in front of any word to find its definition. Calculations: Enter a math equation such as 3\*9123, or solve complex graphing equations. Unit conversions: Enter any conversion, such as 3 dollars in euros. Sports: To find a schedule, game scores, and more, search for the name of your team. Quick facts: Search for the name of a celebrity, location, movie, or song to find related info. Expert Search tips Post to the help community Get answers from community members To sign up for Gmail, create a Google Account. You can use the username and password to sign in to Gmail and other Google products like YouTube, Google Play, and Google Drive. Important: Before you set up a new Gmail account, make sure to sign out of your current Gmail account. 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When you sync, your files download from the cloud and upload from your computer's hard drive. After you sync, your computer's files match those in the cloud. Your files stay up to date and accessible, any change you make applies across devices. Save files and folders for offline use. This includes files from shared drives. Collaborate on Microsoft Office files in real time. If you use Outlook on Windows with a work or school account, send and save files with Microsoft Outlook. Important: Before you start, check that your operating system is compatible with Drive for desktop. Download Drive for desktop: DOWNLOAD FOR WINDOWS Open "GoogleDriveSetup.exe." Follow the on-screen instructions. Tip: If you use a work or school account, you might not be able to use Drive for desktop or your organization might have to install it for you. If you have questions, ask your administrator. On Drive for desktop, at the bottom right, in the system tray, you can find the Drive for desktop menu . 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Sign in to Drive for desktop Sync files and folders to Drive for Desktop For this same video with audio descriptions, go to Sync files and folders to Drive for Desktop. When you first open Drive for desktop, you receive a notification "Google Drive would like to start syncing." Click OK. On your computer, open Drive for desktop . You can sync files from your computer to Google Drive and backup to Google Photos. On your computer, open Drive for desktop . Click Settings Preferences. On the left, click Folders from your computer. Select an option: Sync with Google Drive: Files you change in the synced folder reflect on Drive. Drive changes reflect on your computer. Synced folders shows under "Computers." Back up Google Photos: Only photos and videos upload. Photos or videos you delete in one place don't delete in another. Edits upload as new images. You can find your photos and videos from any device online or on the Google Photos mobile app. Use Drive for desktop with macOS Sync to Google Drive & Google Photos Important: If you only store photos and videos, we recommend you backup to Google Photos. If you store your files in photos and videos, they upload twice and use more of your Google storage. Network Attached Storage (NAS) only supports backups to Google Photos. Important: If you have multiple Apple Photos libraries, only the System Photo Library syncs to Google Photos. You can sync all Apple Photos libraries in Drive. If you sync an Apple Photos library with Drive, everything syncs. We do not recommend you make changes to these files from another computer or in the cloud as it can corrupt your library. Your System Photo Library is the only library that works with iCloud Photos, Shared Albums, and My Photo Stream. If you only have one photo library, then it's the System Photo Library. Otherwise, the first photo library that you create or open in Photos is your System Photo Library. When you download photos and videos from your iCloud and upload them to Google Photos, it temporarily uses your Hard drive space. Learn more about backing up photos & videos. Access your files when they're synced On your computer, click your name Google Drive . You can find several options based on your Drive usage: My Drive: Contains your own personal files and folders. Shared Drives: Contains files and folders others share with you. Other Computers: Displays files synced from other computers connected to your Google Account. Double click the file you want to open. Files created in Google Docs, Sheets, Slides, or Forms open in your web browser. Other files, like Word docs or .pdf files, open in their default programs on your computer. Tip: If your Drive and "My Drive" folder is empty, you can't find the "Shared Drives" or "Other Computers" views. Customize your Drive for desktop settings Improve your Drive for desktop experience with Advanced Settings. You can: Customize sync preferences. Enable or disable real-time presence with Microsoft Office. Customize Google Photos settings. Customize general settings, such as automatic launch, hotkeys, and proxy settings. Learn how to customize you Drive for desktop settings. Open files & folders offline Search for your Drive files To find your files in Drive, search in Drive for desktop. When you search in Drive for desktop, rather than in Windows Search or macOS Spotlight, it ensures that your search includes all files from the Drive streaming location. On your computer, open Drive for desktop . Click Search . Enter your search terms. Tip: You can use the same advanced searches as in Drive web. Open your file. If the file is on your computer, it opens with the associated application. Otherwise, it opens in Drive web. Tip: To open the search window you can also use the search hotkey combination. Work on MS Outlook & Office files Mirroring My Drive Mirroring and streaming are two ways to sync your files. Folders from your computer can only be mirrored. Shared drives and other computers can only be streamed. My Drive can either be mirrored or streamed. When Drive for desktop is installed, the "My Drive" folder is streamed. You can update your preferences and choose to mirror or stream My Drive after installation. Learn about streaming and mirroring options with Drive for desktop. Learn how to find and fix errors in Drive for desktop In Drive for desktop, under "Activity," a "Some errors occurred" banner displays. To display the list of errors, you can either: Click the link in the banner. Click Settings Error list. Learn more about how to fix errors. Related resources SearchClear searchClose searchGoogle appsMain menu