CCR Users' Guide to File Storage

From the Central California Region (CCR) Technical Services Committee (TSS)

Introduction
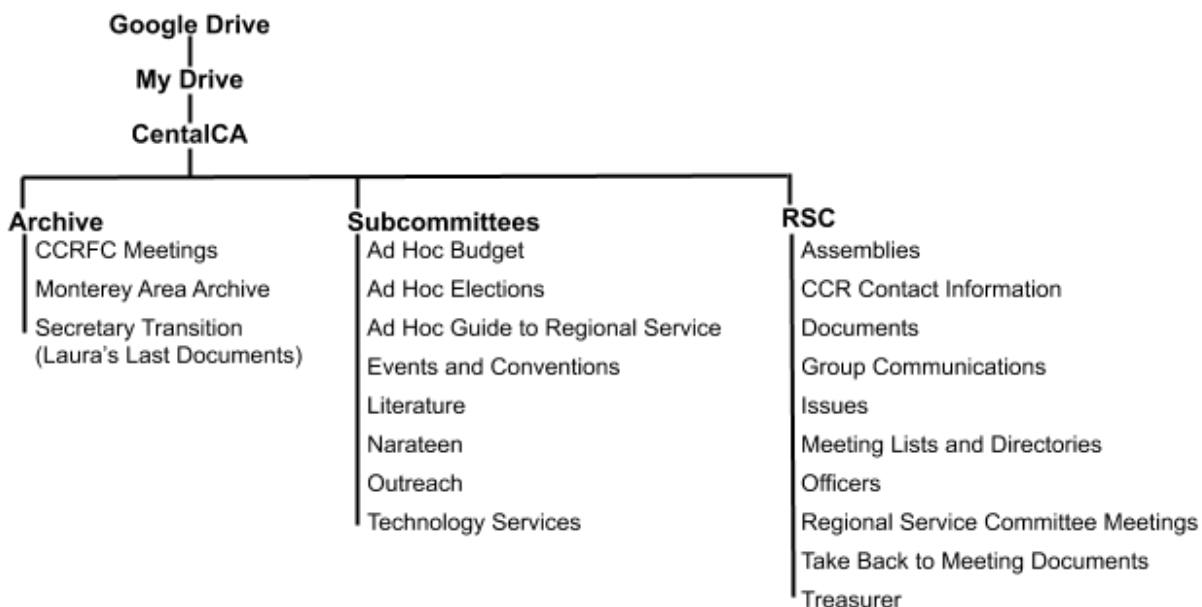
The Central California Regional (CCR) Technology Services Subcommittee (TSS) plans to begin defining the permissions within our new file storage space. The overall plan for our new space is shown below:

As a member of the RSC, we will give you permission to use the RSC folder, and all of the folders underneath it. In addition, if you are a committee chair, or, if you are the Treasurer, you will be made the administrator of the folder for your committee. (Note there is a folder called Narathon underneath the Events folder.)

Please look over this diagram and let us know if you think there should be a folder for any other committees or service positions. For example, do the Delegate and Alternate Delegate have files they would like to store? If so, let us know and we can create a folder for that purpose as well.

As a committee chair, you will be the administrator of your folder. You will then be able to add people to your folder or keep your folder private so only you and the TSS can see what is in it. As the administrators, the TSS will always have access to all files and folders.

To make use of your folders, you will need to open drive.google.com. The drive application works in both the Chrome and Firefox browsers. We do not recommend other browsers.
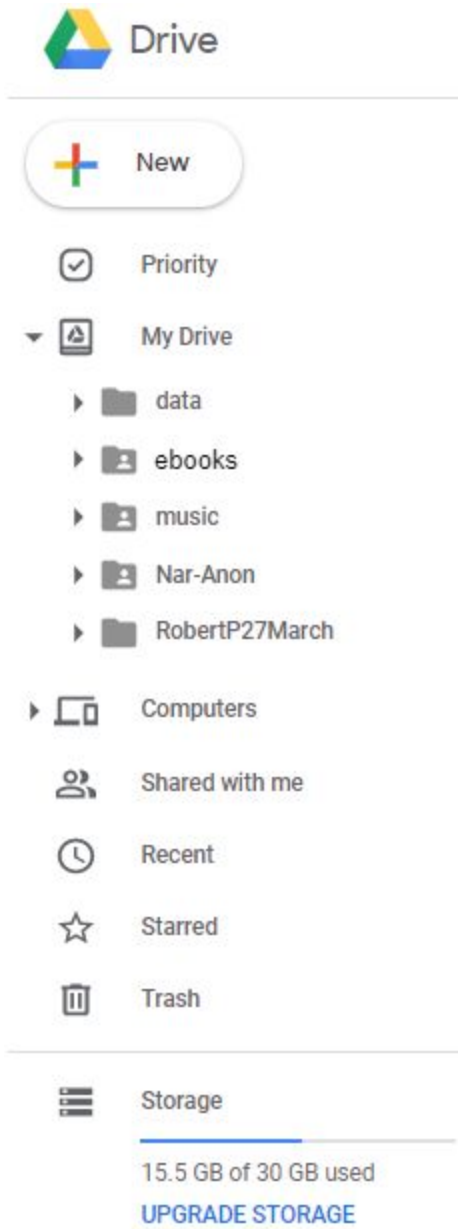
The image shown above is an example of what you might see when you open Google drive.

We recommend that you create a new folder inside My Drive named something meaningful - such as Nar-Anon, or CCR-folders. The new folder should be named uniquely, and be named meaningfully.

When the TSS grants you permission to your folders in the new CCR space, you will receive an email saying a folder has been shared with you.

If you then click on "Shared with me" you will see the shared folders.

You can access the folders there, however, "Shared with me" often becomes very crowded. Instead we recommend you find the shared folders under "Shared with me" and drag them over to the folder you created for this purpose.

You will receive a share for the RSC folder and for your committee folder. For example, the chair of the Outreach Committee will receive a share for the RSC folder and for the Outreach folder. Separately, drag both into your folder so you can find them quickly when you open Google drive. We recommend you not put one inside the other. Instead, both should be visible at the same time.

If you have any problems or concerns, feel free to call or email one of the members of the TSS - our contact information is included at the end of this document.

Using Google for file storage

You are welcome to use Google just like you were using Yahoo. You can create files on your computer and upload them to Google. You can then download the file from Google, change it, and upload it again. Google is capable of much more, uploading, however, is often a good place to start.

First, open the file explorer on you computer - see an example below.
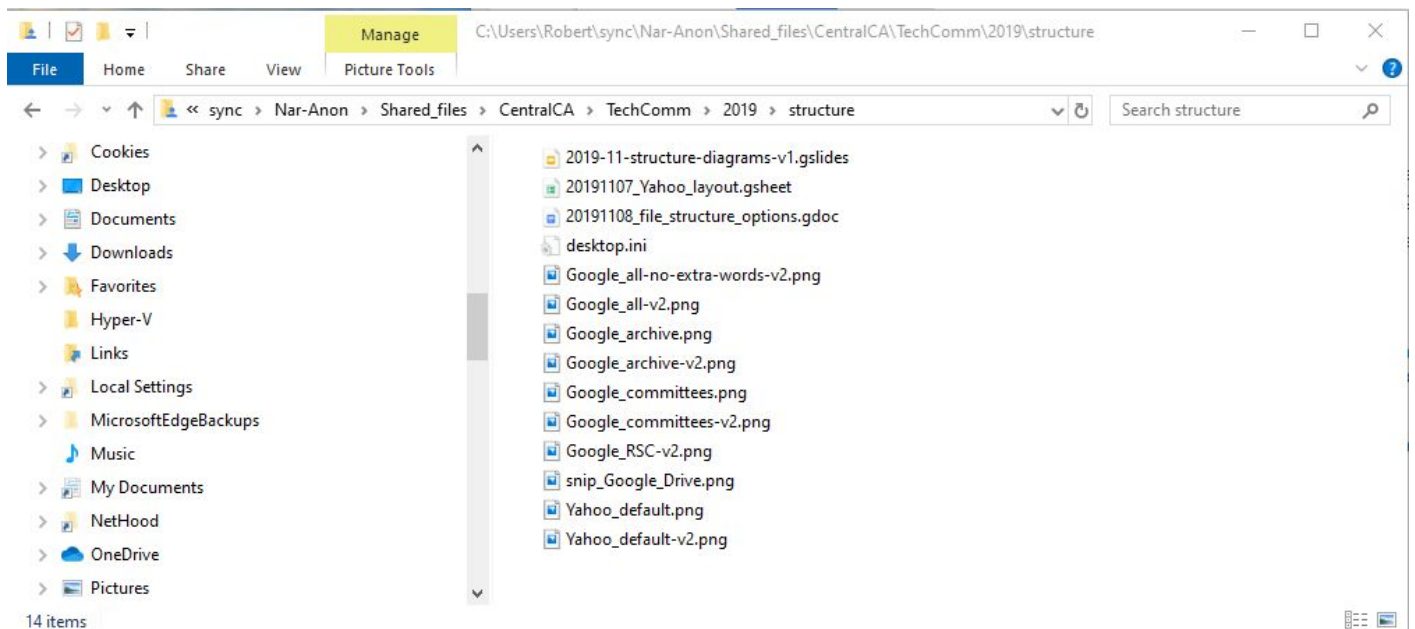
Then open Google Drive and click on the folders until you get to the place where you want to store your document.
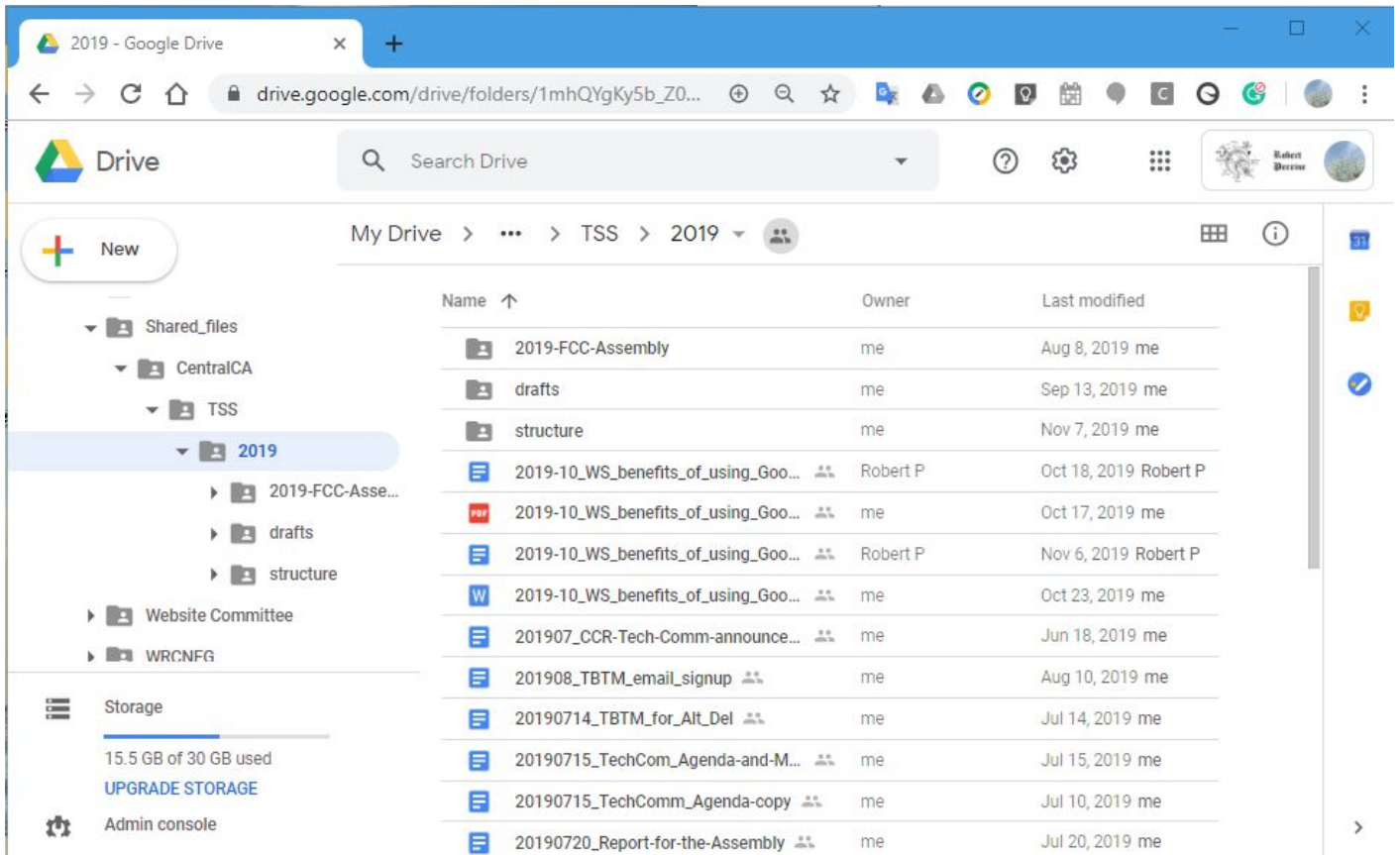
Then click on the file or folder in your computer's file manager and drag that file or folder over to the Google folder. Google will automatically upload the file or folder.

Be sure the files you upload are Nar-Anon related and reflect our Nar-Anon Principles.

Granting access to your committee members

We recommend you grant access to your committee folder to the members of your committee. You can do this by first selecting the folder. In the diagram shown below, the "TSS" folder has been selected.
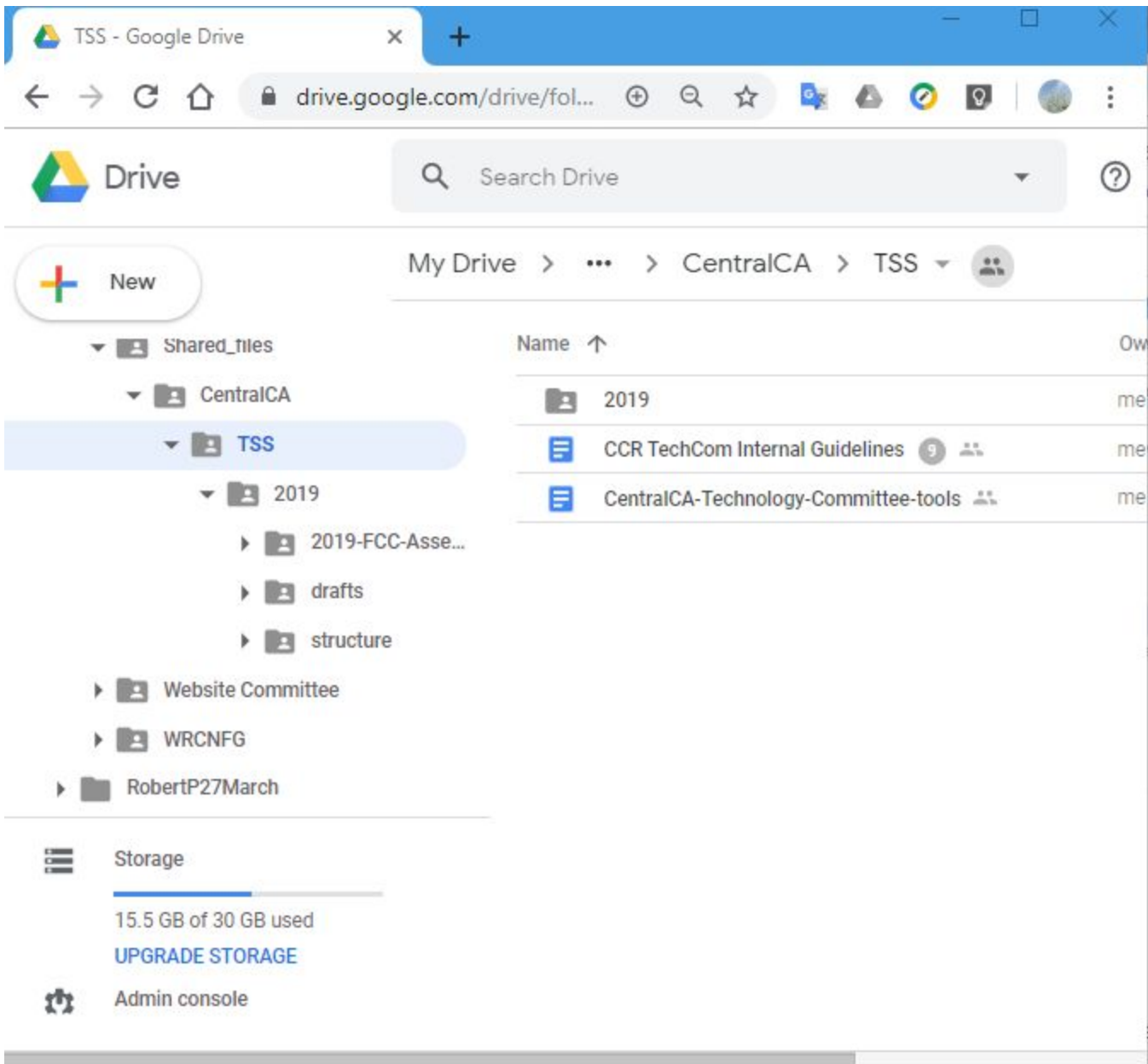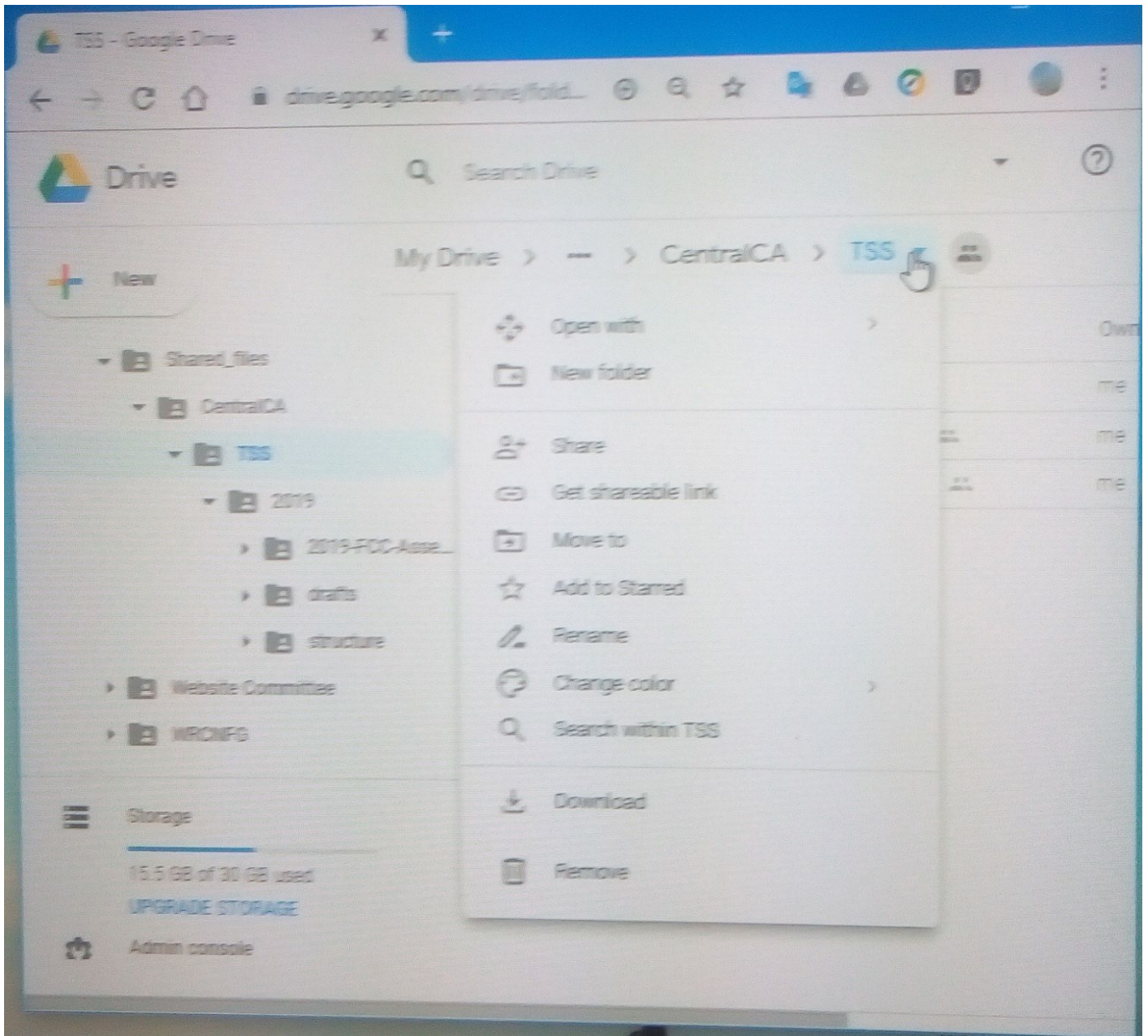
You can tell TSS is selected because it is highlighted in the left navigation panel. Also, note the path which shows in the upper middle of the screen: "My Drive > … > CentralCA > TSS.
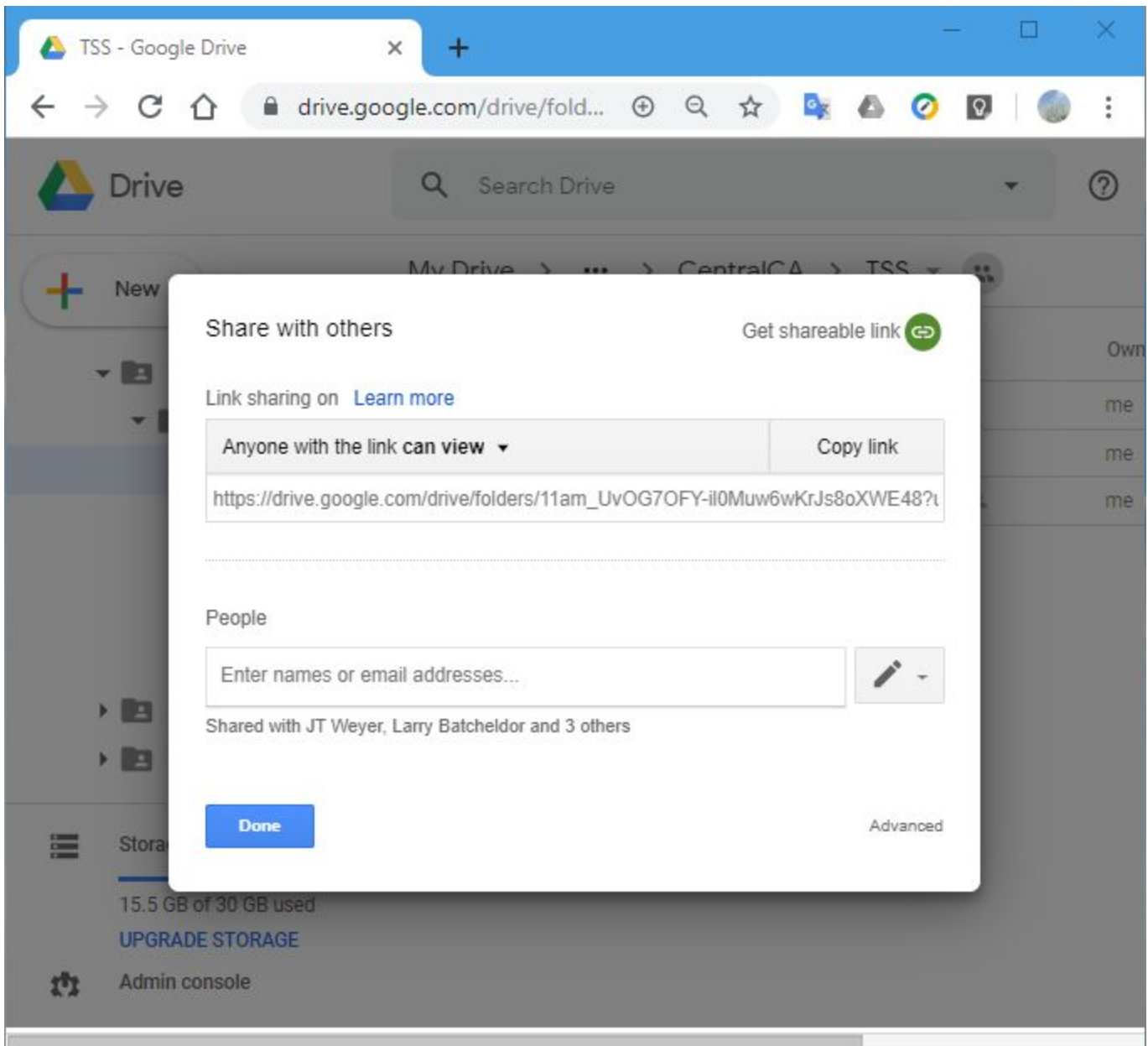
Next to the right end of the path, there is a down arrow. Click on the down arrow. (Sorry, the following image is blurry.)
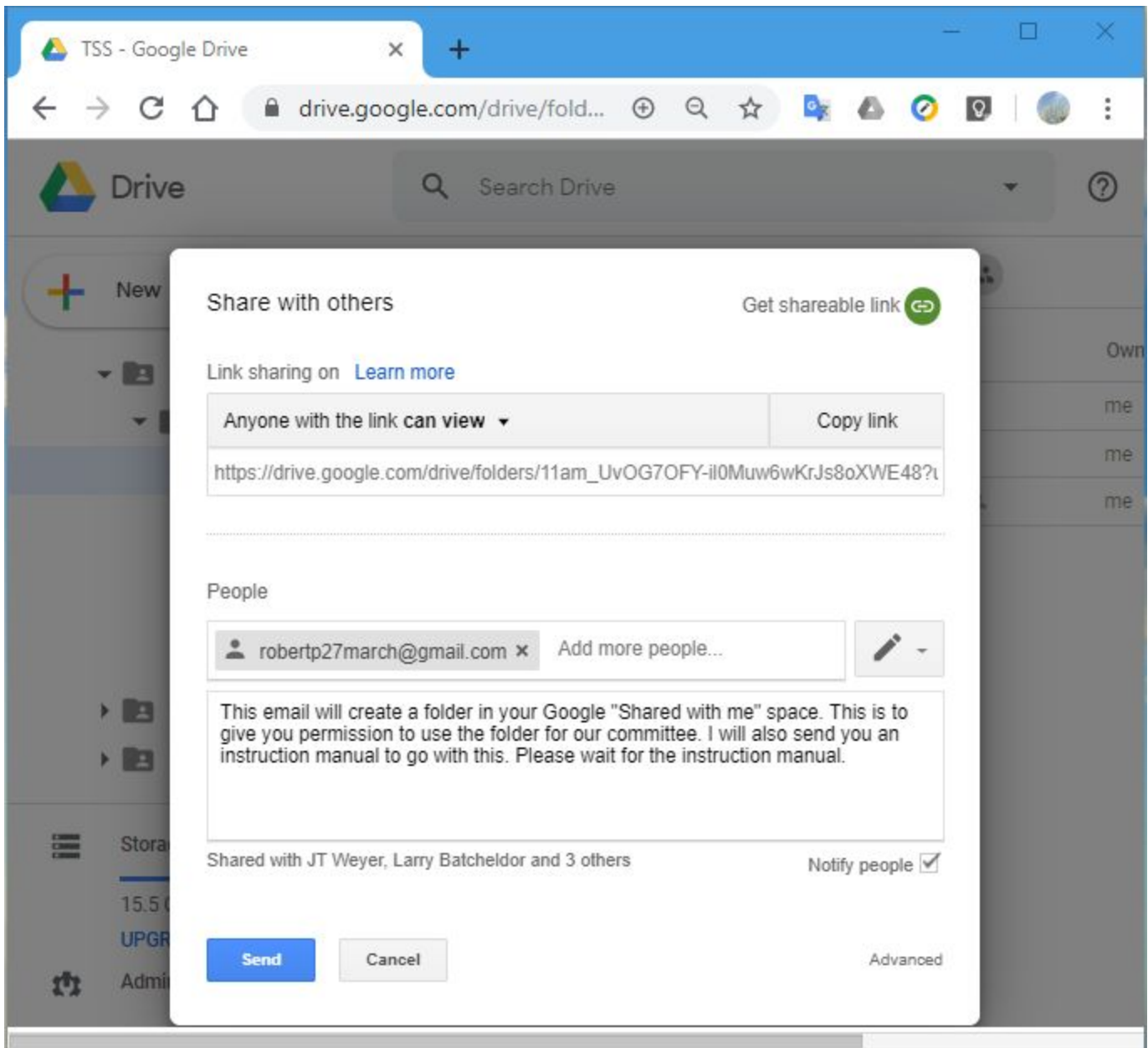
Click on the option which says "Share."

Type in the Gmail addresses for people you want to share with. Also, type in a note in the Note field to explain to the person receiving the email why they are getting this email.

The pencil to the right allows you to choose whether this person can only view or can they do everything. There is no other choice.

You can now help your committee members learn to use their access using this manual.

Contact Information

If you have any problems or concerns, feel free to call or email one of the following members of the TSS:
Robert P, 661-316-7871, robertp27march@gmail.com.
Larry B, 805-550-7159, CentralCoastLarry@gmail.com.
Scott N, 805-451-7841, Scott@nar-anon.org.