

BCHA Shared Drive Help

Web Browser Basics

A web browser is a software application that is available standard on every computing device, smartphone, tablet Chromebook or PC. It is the primary tool used to view documents, web sites, and access Web based Applications over the internet. The BCHA Shared Drive is accessed using the Google Drive App.

On a MAC PC or iPhone the standard web browser is Safari. On the latest Windows 10 PCs the standard Web browser is now the new Microsoft Edge (based on Open source Chromium which is the base building block for Google Chrome). On Android smartphones the default web browser is Google Chrome. The Google Chrome web browser is currently the most popular used in the world today and can be installed on any computing device. Another Web browser installed today is Firefox.

Note: The Google Drive App works best when using the Chrome Web Browser, but the others mentioned above will also work, but some features may not be available, such as drag and drop of files and folders. For MAC users you should install Chrome to use and setup a Google Account for best results.

Here are some important components of the Chrome Web browser to be aware of and the proper way to use them to get the best experience when using internet resources and applications.



1. Address Box - enter a web address such as www.google.com, to take you directly to the specified web site.
2. Search Box - Primary window to enter web search text. When you enter a web address here it will take you to a search page showing links to the web site, not the actual web site. You must still click on the correct web link to take you to the web site.
3. Google User Status & Apps Launcher - Shows the user is logged in for the current open window and clicking on the Launcher icon enables you to start other Google free web apps. If you are not seeing this in your current window, then go to the web address www.google.com.
4. Chrome User Login - for other web browsers this may be different (See Note

Below - Remembering Internet Usernames and Passwords). This online login account, typically your personal Gmail account is used to store history, web logins (with passwords) and bookmarks of your web browser sessions. It remembers your passwords for you so the next time you are prompted to enter a username and password it will auto fill the correct information for you. If you choose not to login you will need to manually remember all your account passwords and usernames.

Remembering Internet Usernames and Passwords

Built in to all major Web browsers is the ability to remember your internet usernames and passwords for a particular web address/site. For Firefox this is done very similar to Google Chrome, When you launch Firefox for the first time it provides you an opportunity to set up an online account to store history, web logins (with passwords) and bookmarks of your web browser sessions. For details on Chrome see Item 4 above. For Windows PC when you run the new Microsoft Edge web browser history, web logins (with passwords) and bookmarks are saved automatically now to the Windows user account logged in when you first turn on your PC Make sure your are running the latest version of Microsoft Edge. For Apple users who use the standard Safari Web Browser this is saved to your iCloud account. This applies to Apple PCs, Tablets and the iPhone. Lastly for Android users, this information is saved to your primary Gmail user account. There are also specific other applications you can buy to manage your usernames and passwords.



For the best seamless user experience between your Smartphone, Table and PC/MAC it is best to keep the types the same from similar manufactures, unless you want to become an IT wizard or become frustrated researching answers on the web.

- If you use an iPhone, then it is best to use an iPad and Apple MAC type PCs for easy transition between devices by using the Safari Web Browser. For these devices you will pay more for the devices themselves, online storage associated with your iCloud account and Apps. If you have an iPhone and you mix it with other non-Apple PC devices be prepared for additional headaches related to your internet experiences. The latest version of Windows 10 has made some inroads bridging the incompatibility gap with iPhones.
- If you use an Android based Smartphone you will have more options. These and related devices tend to use more open source software solutions making them more compatible with the different manufacturers other than Apple. Android based smartphones pair best with Windows PC's and Chromebooks or Chrome or Android tablets. If you use the Edge or Chrome web browser on your Windows PC then use Chrome on your Android smartphone, which generally is standard anyway. If you are a Firefox fan then run it on both your Windows PC and Android smartphone devices. If you have Chromebooks and Windows PCs with an Android smartphone it is best to use the Chrome Web browser on all devices. Using the same Gmail account on all devices will make your web history, web logins (with passwords) and bookmarks of your web browser sessions seamless between devices.
- If you have a Chromebook and an iPhone then you better become an Information Technology Wizard. <https://www.aboutchromebooks.com/opinion/can-you-happily-use-a-chromebook-and-an-iphone-yup/>

Online Accounts

Online Accounts keep others from seeing your personal information. What if your Bank did not provide a Login to access your bank account. Everyone could see and access all accounts.

Accounts provide security separating Users private Information.

- ★ The Norm Today is Having Many Accounts Requiring Users to Remember Logins

- ★ Web Tools To the Rescue - Most Web Browsers today Remember your many Usernames and Passwords

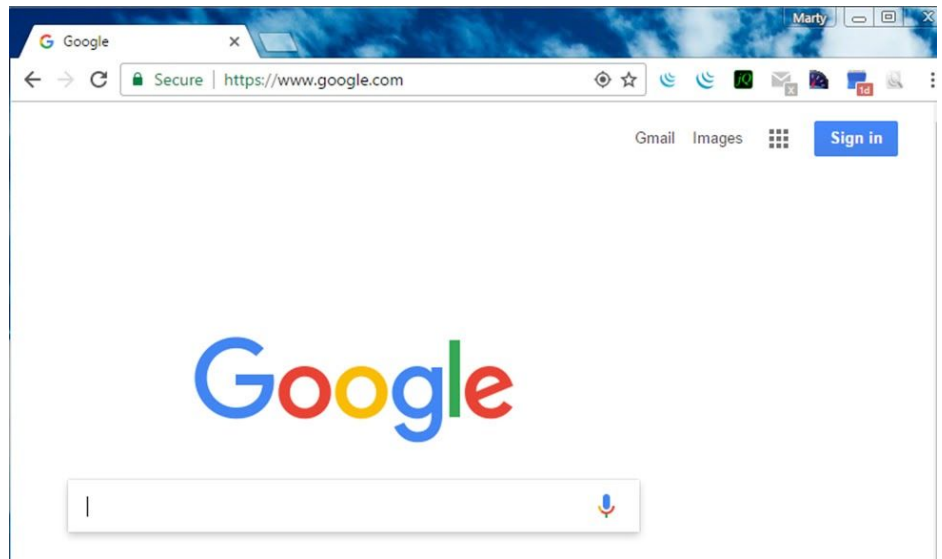
Why Sign-in (#4 Above) to Chrome : Signing into Chrome connects your Google Account to your browser for a more personalized browsing experience. All your Chrome data, like your bookmarks, history, passwords, and other settings, is synced to your Google Account and available on any device where you sign in to Chrome. You'll also be automatically signed into Gmail, YouTube, Search, or other Google services.

Logging in to Access the BCHA Shared Drive

To access the BCHA Shared Drive does require you to have a Google user account and this account needs to already be given access to the BCHA Shared Drive file folder. You can create a Google account for free and your username can be anynone@gmail.com, anyone@domain where domain is managed by Google or ANY email address you currently already use. Once you have a Google account, Login.

- Open a web browser and Go to www.google.com by typing the web address in the address field 1.

If not already logged in click “Sign in” the Upper Right corner of the Web Browser Window. If you Don’t see “Sign In” then you are logged in. What Account are you logged in as? The Sign In box is replaced with an icon or image to symbolize the account you are logged in under.



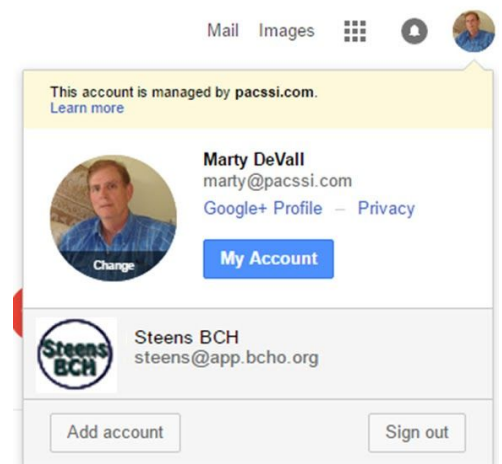
Also note you can login to multiple Google Accounts, allowing you to be logged in as a different user for each Web Browser tab you have opened. It is best to have multiple tabs open so you can easily switch between windows and stay signed in to your online accounts. If you close and then open new windows or tabs you will be required to sign in again.

Multiple Google Logins

At www.google.com, If you Don’t see “Sign In” then you are logged in. What Account are you logged in as?

Because you may have a personal Gmail (Google) account, and another Google account to access the BCHA Shared Drive you could sign out of your Personal Account first before you log into the other account. The other option and preferred, you just login to both.

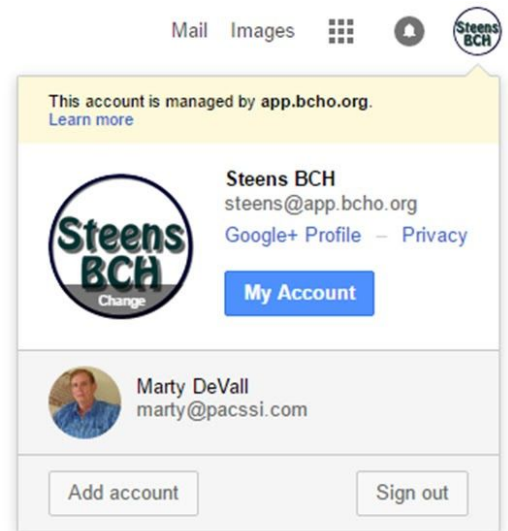
When signed into both you need to pay attention to which account is active for any given App you are using. Clicking on the account Icon, shows the usernames marty@pacssi.com and steens@app.bcho.org are both logged in with the top being the account tied to the current visible application window or tab.




Multiple Google Logins (Continued)

Each time you login with a different Google account or switch to a different account, a new Tab will open. To go back to the previous window just click the Tab you want to open at the top of the web browser window.

- ★ Click on the Icon Symbol in the Upper Right Corner to Open the Login Status Window.
- ★ The Account Listed on Top is the Current Selected Account.
- ★ To Login to Multiple Account just Click on “Add Account” .
- ★ To Switch to a Different account just Click on the Account you want to switch to.



Open the Google Drive Application

At www.google.com, Click on the App Launcher Icon:  It is located in the Upper Right Corner.

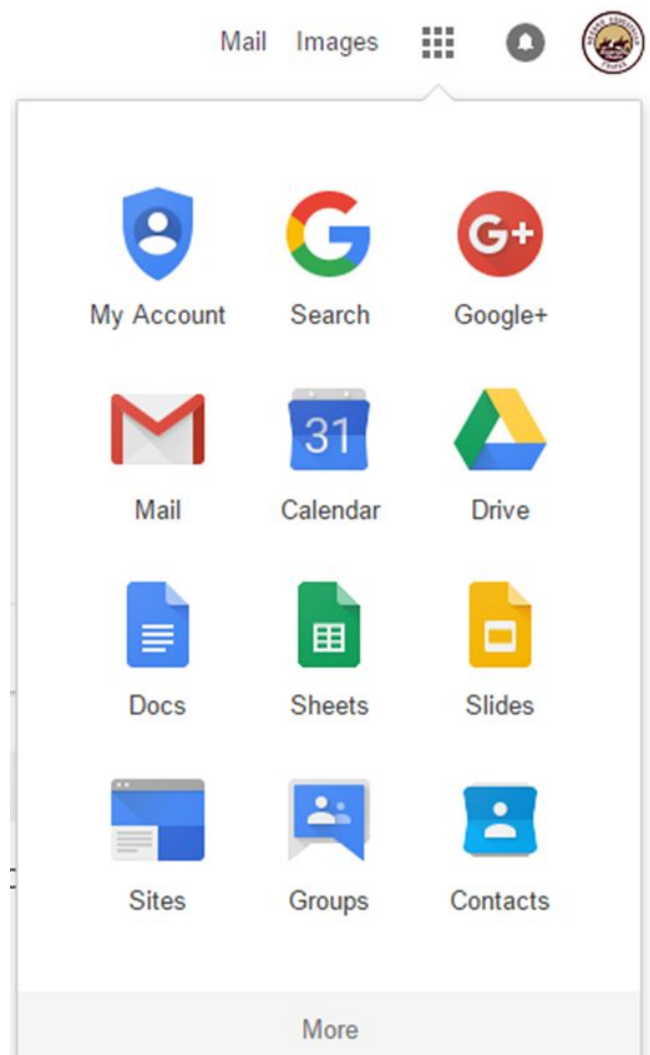
The App Launcher Window (shown on the right after clicking on the Launcher Icon) provides a long list of Apps to Open and Use. All are free for your use. The common ones you might use are Drive, Calendar, Docs, Sheets, Slides and Mail.

Simple click on the Icon associated with the App you want to Open. In this case you want to select “Drive”.

Because you may also be logged into your personal Gmail (Google) account, pay close attention to the upper right corner for the Icon representing the account you want to use for BCHA Shared Drive access. The one showing indicates which account the App will use.

All files associated with your App are not stored on your PC but on your own Cloud File System. These can all be seen from the Google Drive App. Any changes made are saved automatically, there is no save command.

To access a file locally on your computer you will need to download the file or folder. Simply right click on the file name and select download.

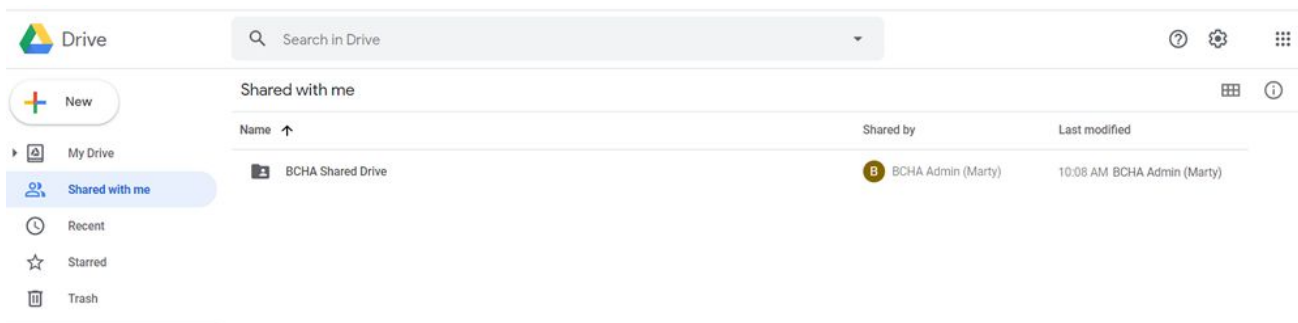
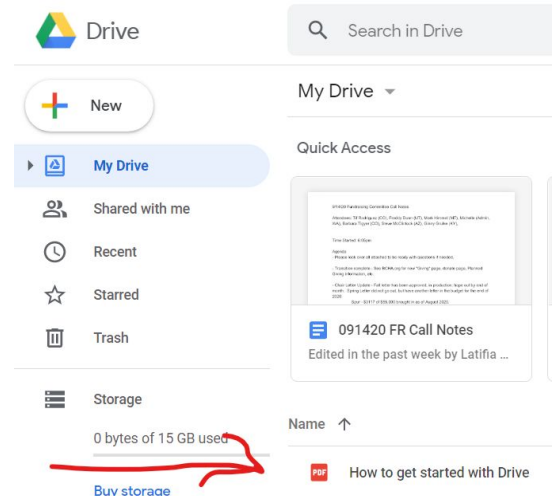


The Google Drive Window - Opening the BCHA Shared Drive

The Google Drive App is used to manage, manipulate, create documents, collaborate and share files. These files are not on your computer but always saved to the Cloud Drive. While working under the BCHA Shared Drive, these files will be saved to the BCHA Cloud for future use by BCHA leaders and members. Every Google User has their own personal Cloud Drive, but BCHA members can also be granted access to the BCHA Cloud Drive.

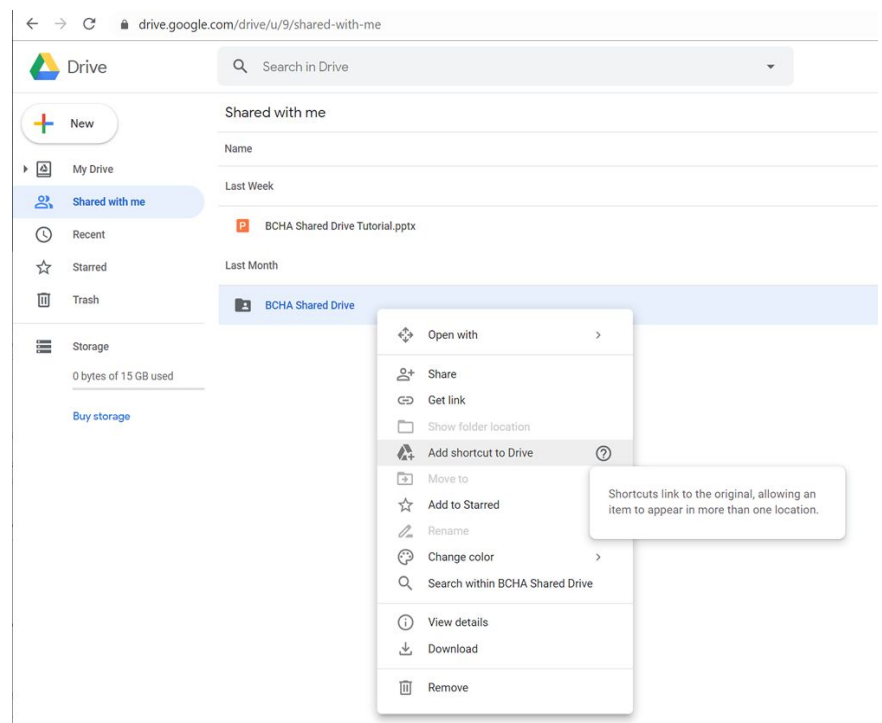
If you are new to Google Drive, the first time you open it you will see a single PDF file called "How to get started with Drive". You can read this for an introduction to Google Drive.

The user opens the Google Drive App. from their Gmail account to access the BCHA Shared Drive. If you open the link in the email you received after registering for access, it may prompt you to login, otherwise, it will show the screen below after selecting the "Shared with Me" button text on the left. The listed Folder is "BCHA Shared Drive".

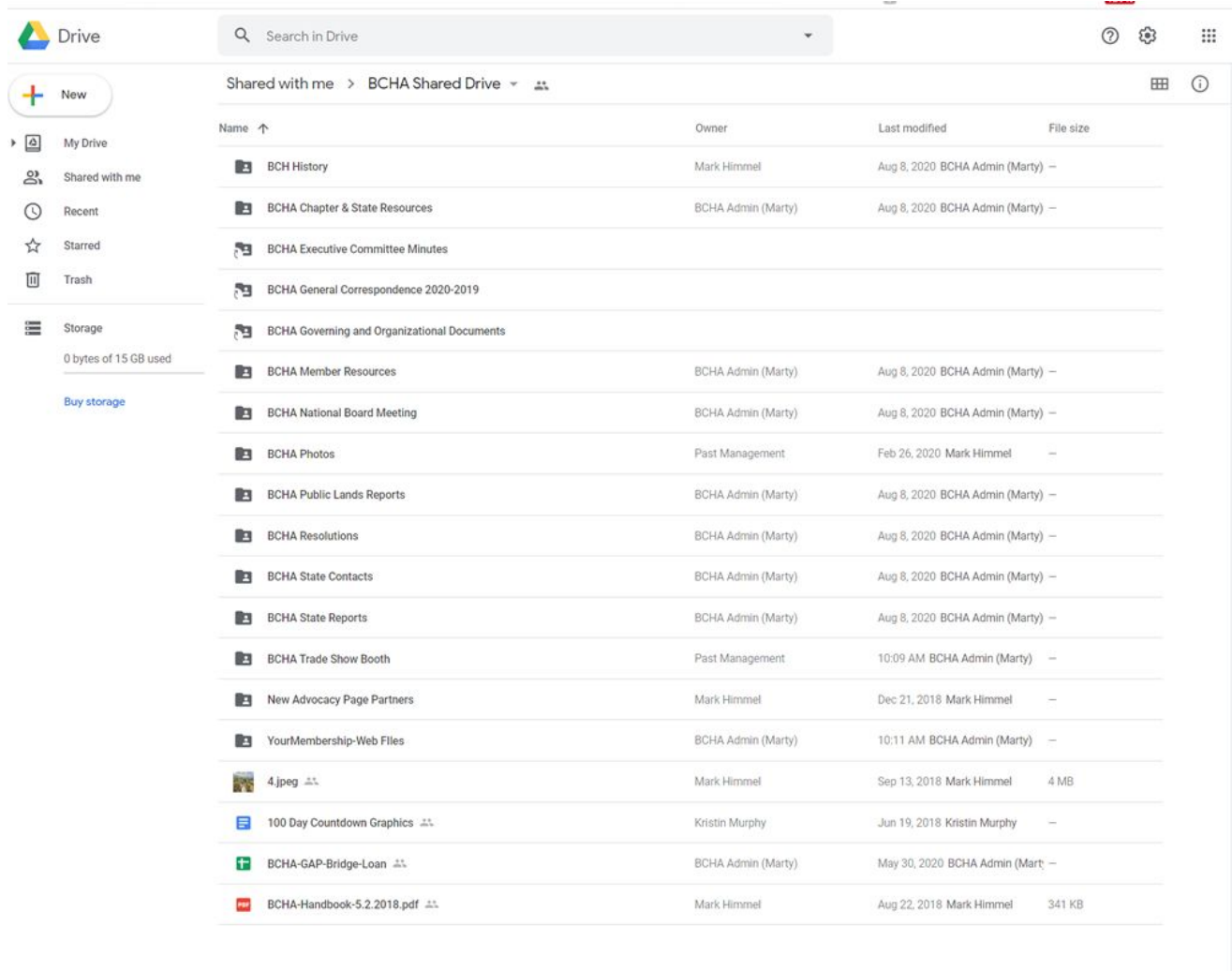


By right clicking over a file or folder it reveals additional operations that can be performed on the file or folder. The right click menu allows you to rename, move, download and other operations, but in the case of the BCHA Shared Drive you can place a Shortcut (Link) under the My Drive folder. The next time you open Google Drive the BCHA Shared Drive folder will be listed directly under My Drive.

Just select "Add shortcut to Drive" to have it added under My Drive. This is the top level of your personal cloud storage.



By double-clicking on the “BCHA Shared Drive” folder name in your Google Drive Window it opens the BCHA Shared Drive folder to reveal a list of BCHA related folders. These folders contain documents related to their folder name.



As a general BCHA member you will have read access so you can read or download any documents. If you are a BCHA Officer, are in a staff position, a committee member or chair you will have additional access to create and contribute documents under the BCHA Shared Drive folder.

For additional information or questions please email web@bcha.org or edu@bcha.org.