How to Update Your CEAL Website Folder Using Google Drive

Applies to: CEAL Server folder managers (includes CEAL committee chairs, affiliated groups and OCLC CJK)

Introduction

The CEAL website is hosted on a server. On the server are folders assigned to and edited by CEAL committee chairs and chairs of other related groups (call them "folder managers"). Direct access to the CEAL server is limited to the CEAL server administrator. To make changes to their assigned folder and sub-folders, folder managers work with a backup copy of the CEAL server stored on Google Drive, in the "Cloud". After groups complete updates to their folder in Google Drive, they notify the CEAL server administrator by email (currently Tang Li, tangl@usc.edu). Then the administrator uploads the updated folder to the CEAL server.

Note: It takes two to three working days for the administrator to process updates for your website folder, so please plan accordingly.

Procedures

CEAL folder managers use *Google Drive* to edit the files and sub-folders in the backup copy of their CEAL folder. After you accept the email invitation to edit your folder, you use the Google Drive desktop app to work with your files. You may also work with your files in your browser using Google Drive.

It is very important to keep a local backup *before* making any changes to your folder on Google Drive.
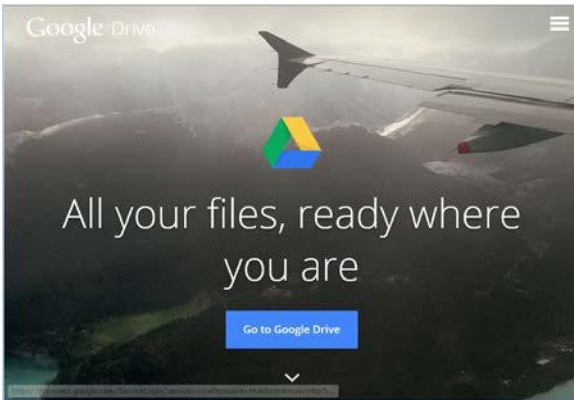
Google Drive Help

Go to the Google Drive Help Center for useful advice from Google. Also, Google provides this video, Get Started with Google Drive.
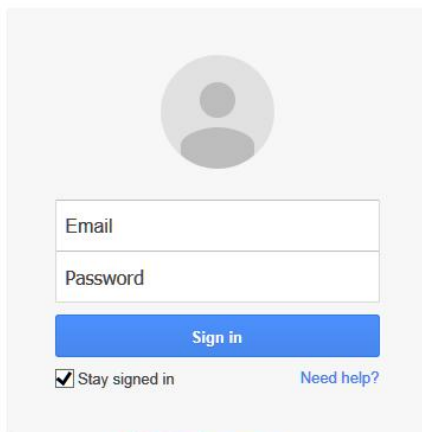
Step-by-Step Instructions

Go to Google Drive

http://drive.google.com

Sign in to Google (or sign up for a Google account)

Download and Install the desktop app for Google Drive

https://www.google.com/drive/download/

Accept the Email Invitation to Edit a Folder

Keep a Local Backup

It is important for folder managers to keep a local backup of their folder, *before* making changes to folders and files in Google Drive. That way, if problems arise, the original version can be restored. Remember, the version of your committee folder in Google Drive will be uploaded to the "live" CEAL server.

Summary

- CEAL website folder managers use Google Drive folders to update their CEAL folders.
- A Google Drive account and the Google Drive desktop app make it possible.
- After updating your files in Google Drive, notify the CEAL server administrator that your files need to be updated on the CEAL server.
- Keep a local backup of all folders and files.
- **It takes two to three working days for the administrator to process updates for your website folder, so please plan accordingly.**

Questions?

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