

Using BoardBook with Google Drive and Google Workspace

The purpose of this document is to provide information on how Google Drive can be configured so that your computer's file browser will allow you to upload and download files to and from BoardBook. Information will also be provided on working with files created in the Google Workspace programs Google Docs, Google Sheets, and Google Slides.

Overview of how Docs, Sheets, and Slides are stored by default

Overview of how your computer interacts with Google Drive

Why these things matter

Preparing your computer

Adding files from your Google drive into BoardBook

Overview of how Docs, Sheets, and Slides and are stored by default:

By default, when you create a file in Google Workspace these files are stored and accessed similarly to a web page. This means that they don't exist as a traditional file. If I copy a .gdoc, .gsheet or .gslides file to a computer it's not something the computer can open directly. You may notice that your Workspace files are all the same size. This is because they simply contain the information, essentially a link, to where the file information is stored online.

Google Drive itself is an online location. This means that unless a specific configuration has been setup, your computer's file browser cannot see your Google Drive. Google produces an app titled Google Drive for desktop which can allow you to access the files in your Google Drive through your computer's file browser.

Overview of how your computer interacts with Google Drive:

Google Drive itself is an online location. This means that unless a specific configuration has been setup, your computer's file browser cannot see your Google Drive. As BoardBook uses your computer's file browser when importing or saving files it is similarly limited.

Why these things matter:

Because gdoc, gsheet and gslides files essentially only contain the location of the file information and not the information itself they are not something that will work as an attachment in BoardBook. When you add a file into BoardBook, whether as an attachment, or an online document, this is done through your computer's file browser. If your computer's file browser cannot see a file, it cannot be added to BoardBook. This presents two challenges:

Being able to add files from Google Drive into BoardBook

Being able to use files created in Google Workspace in BoardBook.

Configuring your computer so its file browser can see and move files to and from Google Drive:

Google has an app that can be installed on a computer that allows your computer's file browser to see the Google Drive and its contents. This app is called 'Google Drive for desktop' and it can be downloaded from Google. NOTE: For a work, or networked computer your IT department may need to install this app.

Here is further documentation on Google Drive for desktop with downloads for Windows and macOS.
<https://support.google.com/drive/answer/10838124?hl=en>

Saving the Google Workspace documents so they can be used in BoardBook:

As we have discussed, the gdoc, gsheet and gslides filetypes produced by Google Workplace do not actually contain file information. To get the file information into BoardBook these files will need to be converted to files which contain the actual file information. While other options such as text or PDFs are available our general recommendation is to download the files as described below:

Google Docs	save as MS Word .docx
Google Sheets	save as MS Excel .xlsx
Google Slides	save as MS PowerPoint .pptx

Google Drive typically provides you with an option to save the 'downloaded / converted' document directly back into your Google Drive. If you do not see this option, the files will need to be downloaded as part of the conversion process. Of course, the downloaded file can simply be moved back into Google Drive as needed.