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To keep all your devices in sync, use the "Drive for desktop" tool by Google. It helps manage content across devices and the cloud easily. Changes made on one device are automatically reflected everywhere else. This means that you don't have to worry about updating files manually - just make changes on one device, and it will be synced across all others. You can use Drive for desktop in several ways: open files directly from the Cloud on your computer, find and organize files without using extra storage space, or sync folders between your computer and Google Drive. When you do this, your files will be up-to-date and accessible from any device. Additionally, you can save files and folders for offline use, including shared drives. This feature is especially useful when collaborating with others in real-time on Microsoft Office files. If you're using Outlook on Windows, you can send and receive files seamlessly. Before installing Drive for desktop, make sure your operating system is compatible. For Windows users, download the setup file from the official Google website, while Mac users should open the downloaded disk image to begin the installation process. Once installed, you'll find the Drive menu in the system tray or top right corner of your screen - pin it for easy access! When setting up sync preferences, consider choosing "Sync with Google Drive" to reflect changes on both devices and the cloud. If you have multiple Apple Photos libraries, only the System Photo Library will sync with Google Photos. However, syncing all Apple Photos libraries in Drive is also an option. Once your files are synced, you can access them from anywhere by clicking on your name in the top right corner of the Drive menu. This will display various options based on your usage - My Drive for personal files and folders, Shared Drives for shared content, or Other Computers for synced files from connected devices. By using Drive for desktop effectively, you'll always have your files up-to-date and accessible across all your devices. So go ahead and give it a try to simplify your digital life!You can open files from Google Docs, Sheets, Slides, or Forms by double-clicking on them. Files created in these applications will open in your web browser. Other file types, such as Word documents or PDFs, will open in their default programs on your computer. To access the "My Drive" folder and customize it for desktop settings, go to Advanced Settings. This allows you to personalize sync preferences, enable real-time presence with Microsoft Office, and more. To work efficiently, use Drive for desktop, which enables searching for files offline. When using this feature, search in Drive for desktop instead of Windows Search or macOS Spotlight. This ensures that your search results include all files from the Drive streaming location. If you need to access MS Outlook and Office files, consider mirroring or streaming your files with Drive for desktop. You can also find and fix errors in Drive for desktop by checking the Activity section and following the on-screen instructions. For easy searching, use simple terms like "where's the closest airport?" and add location-specific keywords as needed. You can also search with your voice using the microphone icon. In Google Slides, you can create a new slide by clicking on the "New slide" button in the top left corner of the presentation. Alternatively, you can click on the "New slide with layout" option to choose from various templates and themes. This allows you to add a slide with a different layout to your existing presentation. ###ARTICLE

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