

## How To For Regional Online Storage

### Google Drive

In response to requests from the New England Regional Service Committee for online storage, the website committee has implemented a solution using Google Drive, part of our Google G-Suite account. G-Suite contains our newenglandna.org email addresses and storage for our files. We also use add-on software on our website to interface to the storage. With these, we can have a folder structure to organize our files. We have arranged the storage to correspond with the structure of our Regional Service Committee. Only people who have a newenglandna.org login can access this regional storage (more on this below).

### NERNA Website

The NERNA website (<https://nerna.org>) is powered by WordPress. A WordPress website can be compared to a house. WordPress itself is like the basement of the house that contains the electrical, the plumbing, the HVAC, and all the basics. Every WordPress site has a theme, which is like the frame of the house, and determines the overall structure. The plugins – the add-on software - are like appliances of the house, that are added in to do useful work and become, in effect, part of the house. To interface to the Google Drive storage, we are using the Google Drive Embedder plugin. With this, on the regional website, we can:

- View files
- Upload files
- Download files

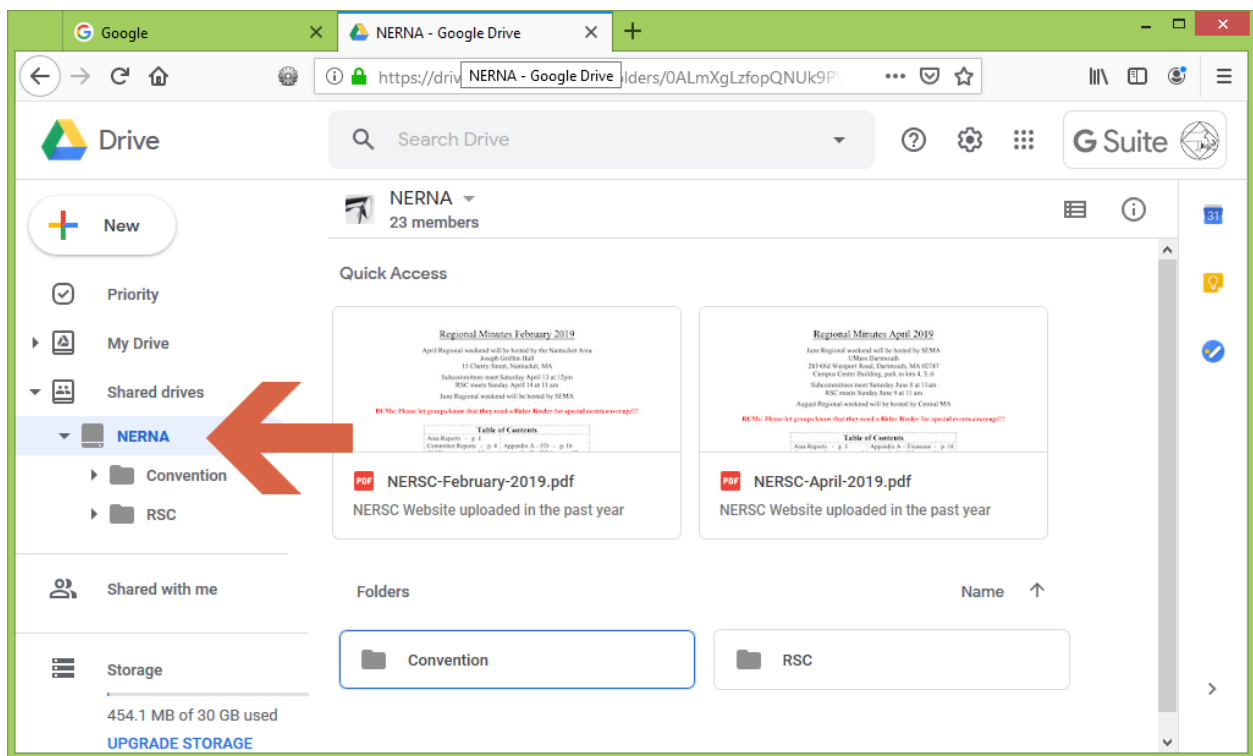
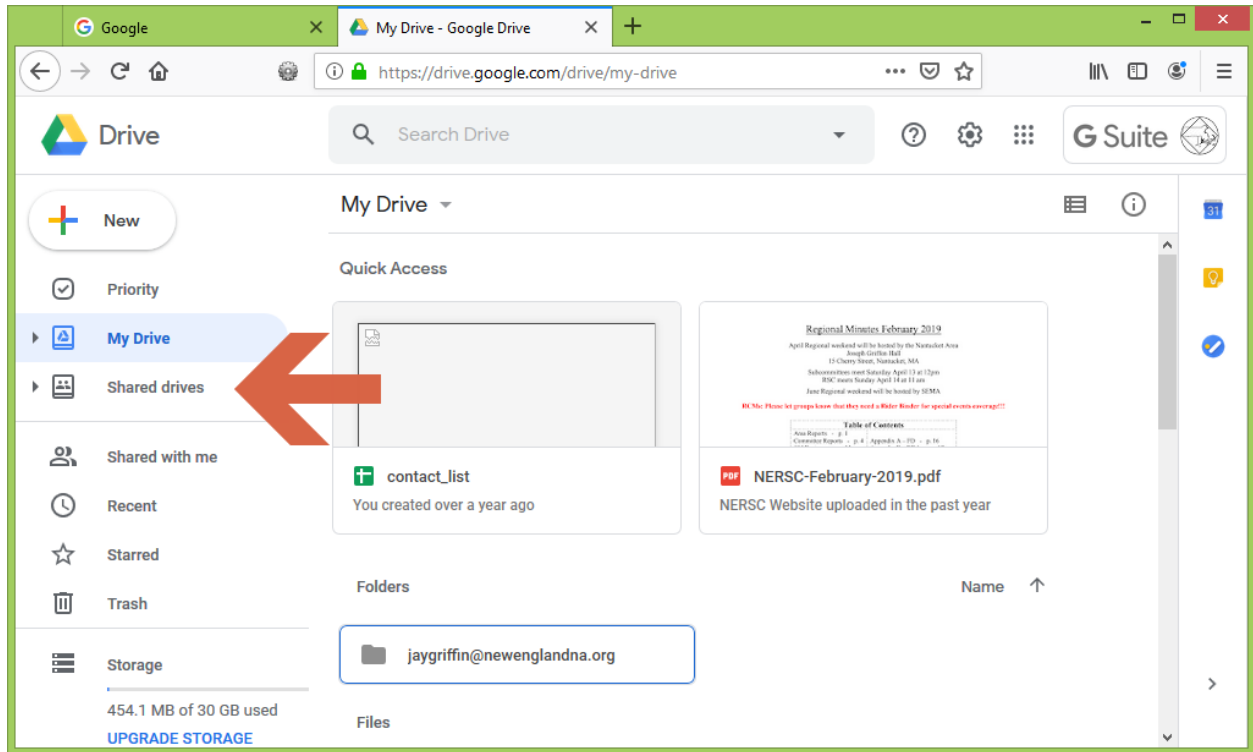
To do more, we must log in to Google Drive. Once in there, we can:

- Add files
- View files
- Delete files
- Download files
- Create folders
- Delete folders

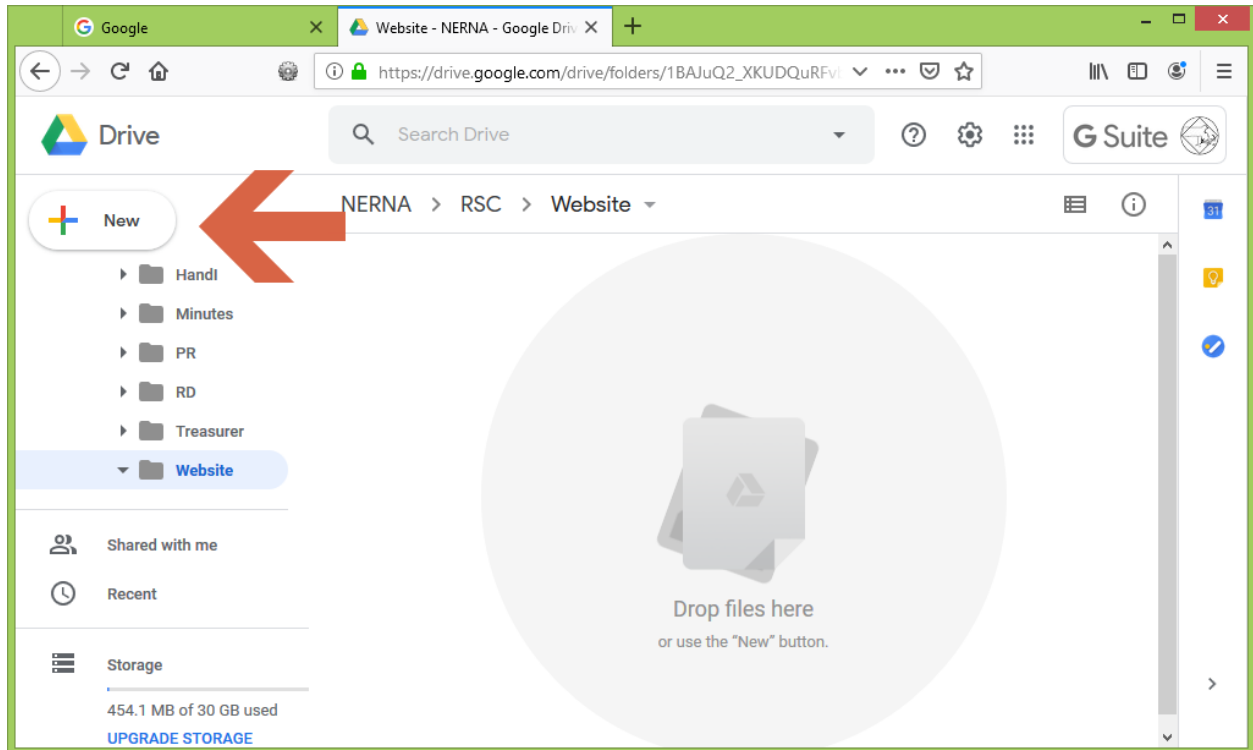
### Working With the Files in Google Drive

Our account in Google Drive is set up so only executive committee members or subcommittee chairs can access to view or add files (any one that has an email address ending in newenglandna.org). To access you can go to **<https://drive.google.com>** and login with your newenglandna.org email.

Once you have logged in, select Shared Drives and click the arrow head to its left. Under it you will see the NERNA folder. Click the arrow head to its left and you will see the Convention and RSC folders.



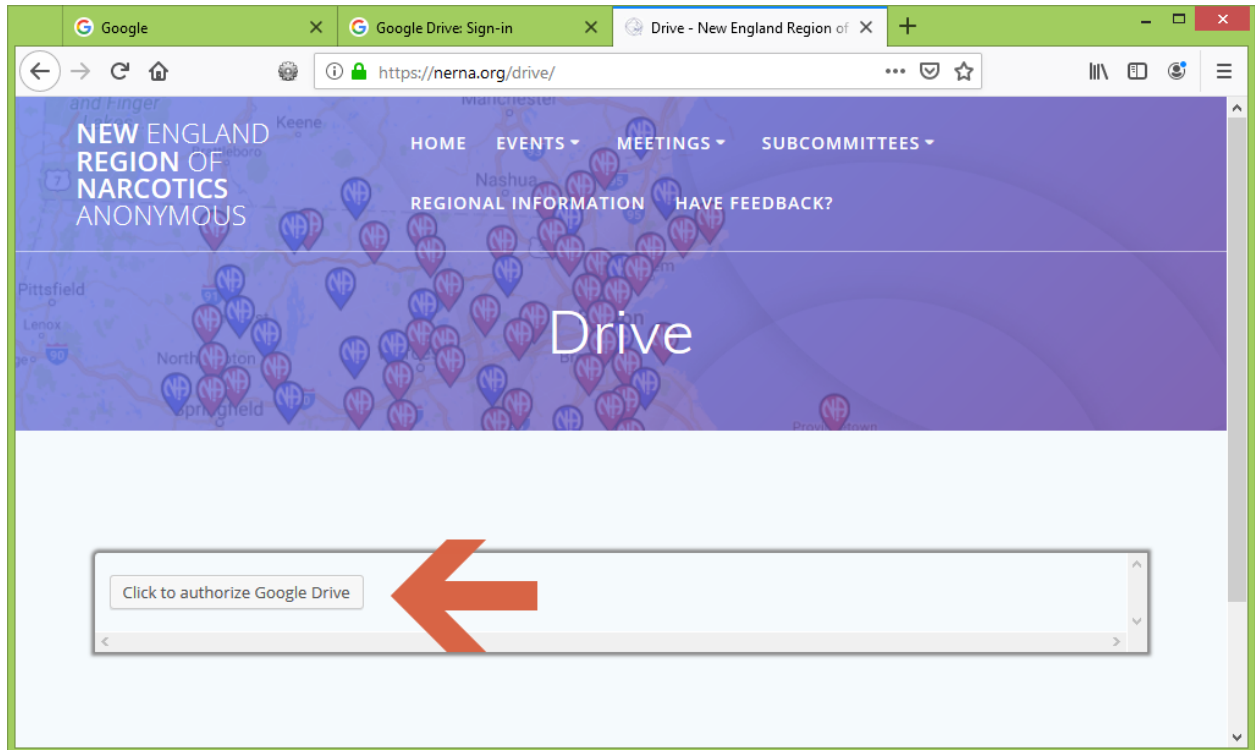
Similarly, you can click the arrows to the left of the folders to navigate down into the folder structure.



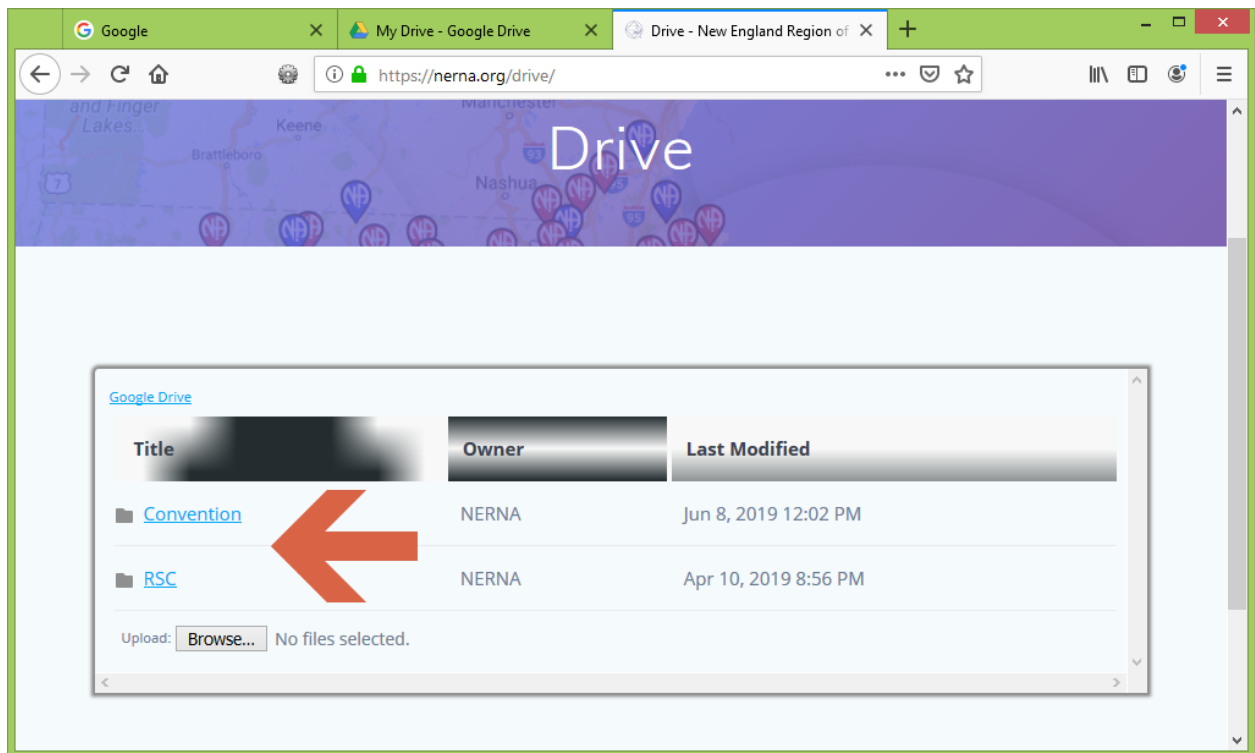
Once into the folder structure, you can use the **New** button to create folders and upload files. To download or delete a file or a folder, right-click on it and select from the menu that appears.

## Accessing Files on the NERNA Website

They can be viewed on website at <https://nerna.org/drive/> as long as you are logged in with a newenglandna.org email address.



Select "Click to authorize Google Drive" and sign in with your newenglandna.org email account. Once there you will see the same folders that you can see when logged into **drive.google.com**.



You can click on the folder names to navigate into the folder structure and use the **Browse** button to upload files. (To create a folder, you must use **drive.google.com**.) To download a file, click on it. A window will open with the file in it and you may use the Download button to download the file. On Windows, by default it will go into your Downloads folder.

