



Learn the basics of viewing and updating Drive files.

In this section, you learn how to:

- 3.1 Preview and download stored files on the web
- 3.2 Open your files
- 3.3 Update Drive files
- 3.4 Delete your files
- 3.5 Restore deleted files

3.1 Preview and download stored files on the web

To take a quick look at a Drive file, right-click it and select **Preview**.

In the overlay, you can:

Scroll down or up in your file.

Click Left arrow < or Right arrow > to see the previous or next file in Drive.

Open your file to edit it.

Print your file.

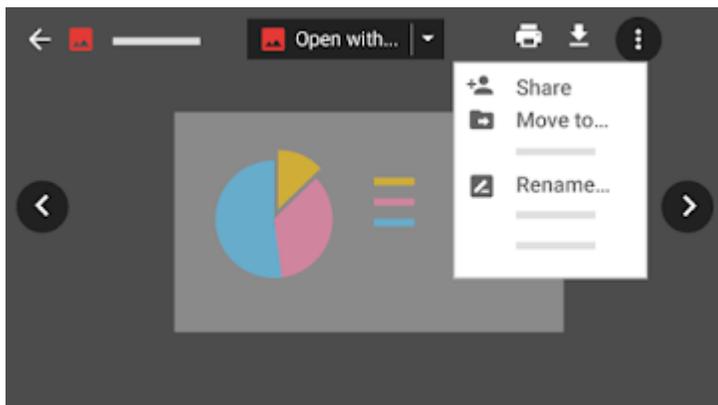
Click Download ↓ to download your file.

Click More ⋮ to share, move, rename a file, and more.

To save a file to access later, download it one of the following ways:

From the preview screen, click Download ↓.

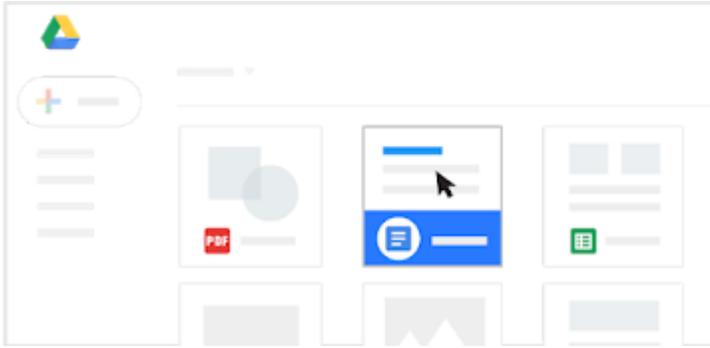
From Drive, select a file, click More ⋮, and select Download ↓.



3.2 Open your files

On the web

1. Open [Drive](#).
2. Double-click the file you want to open.



On your computer

1. Click Drive File Stream .
2. Click Open Google Drive .
3. Double-click the file you want to open.

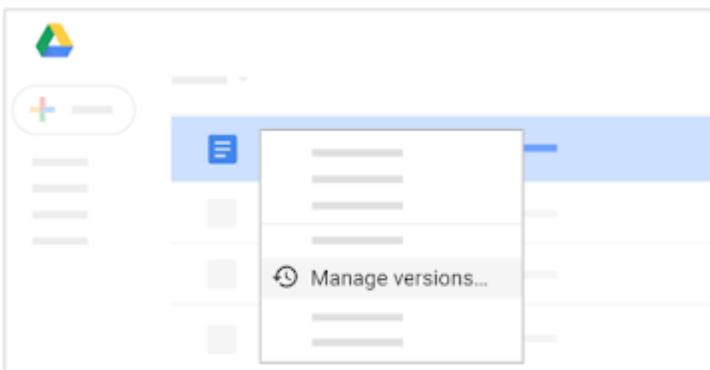
Files created by Docs, Sheets, Slides, or Forms open in your browser.
Other files open in their regular applications on your computer.

3.3 Update Drive files

On the web

To restore an earlier version of a file that wasn't created in Docs, Sheets, or Slides:

1. Right-click the file and select **Manage versions**.
2. Click **Upload new version** and select a file from your computer.
3. When the new version is done uploading, click **Close**.



On your computer

To update a file:

1. Open your file from Drive File Stream  on your desktop.
2. Make your changes.
They'll automatically update to Drive on the web.

It works the other way around, too. Changes you make in Drive on the web sync back to your computer. Your files and folders are now up to date everywhere.

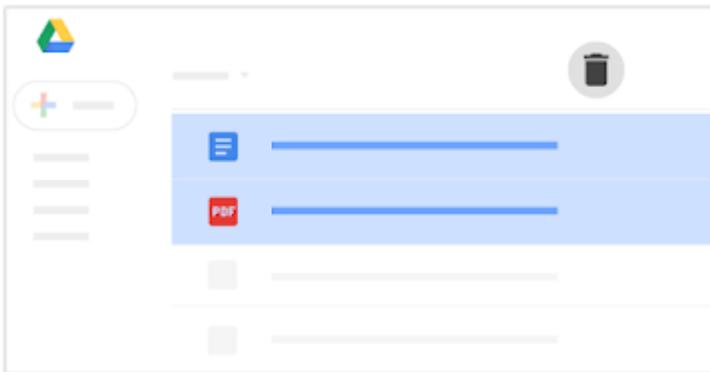
3.4 Delete your files

If you remove a file you own in Drive on any device, it's automatically removed from Drive on all of your devices and on the web.

Note: Removed files you own are moved to Trash in Drive and still count towards your total storage, until you permanently delete them on the web.

On the web

1. Select the files or folders you want to remove and click Remove .
2. (Optional) To delete files permanently, do one of the following:
 - When you're in Trash, select a file and click **Delete forever**.
 - To permanently delete all your Trash files, click **Trash** and select **Empty trash**.



On your computer

Just select the files or folders you want to remove and delete them as you would any other file on your computer.

3.5 Restore deleted files

If you change your mind after deleting a file or folder, you can restore it to Drive. Whether you delete it from Drive on the web or from your computer in Drive File Stream, you restore it the same way.

On the web

1. Open [Drive](#).
2. Click Trash .
3. Select the files you want to restore and click **Restore**.

