

# Upload files and folders to Google Drive

You can upload, view, share, and edit files with Google Drive. When you upload a file to Google Drive, it will take up space in your Drive, even if you upload to a folder owned by someone else.

## Types of files

- Documents
- Images
- Audio
- Video

**Note:** You can upload up to 750GB a day per account.

[Computer](#)   [Android](#)   [iPhone & iPad](#)

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## Upload files & folders

On your computer, you can upload from [drive.google.com](https://drive.google.com) or your desktop. You can upload files into private or shared folders.

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. At the top left, click **New** > **File Upload** or **Folder Upload**.
3. Choose the file or folder you want to upload.

## Drag files into Google Drive

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. Open or create a folder.
3. To upload files and folders, drag them into the Google Drive folder.

## Use Backup & Sync

1. [Install the application](#) on your computer.
2. On your computer, you'll see a folder called "Google Drive."
3. Drag files or folders into that folder. They will upload to Drive and you will see them on [drive.google.com](https://drive.google.com).

## Convert documents into Google formats

If you want to upload files like Microsoft Word documents, you can change a setting to convert files.

**Note:** You can only change Google Drive settings from your computer.

1. Using a computer, go to [drive.google.com/drive/settings](https://drive.google.com/drive/settings).
2. Next to "Convert Uploads," check the box.

## Upload files with the same name

If you upload a file with the same name, Google Drive will upload the file as a revision of the file already in Google Drive.

To keep both files:

1. On your computer, go to [drive.google.com](https://drive.google.com).
2. Upload a file.
3. Click **Keep as separate file**.

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