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Other files, like Word docs or .pdf files, open in their default programs on your computer. Tip: If your Drive and "My Drive" folder is empty, you can't find the "Shared Drives" or "Other Computers" views. Customize your Drive for desktop settings Improve your Drive for desktop experience with Advanced Settings. You can: Customize sync preferences. Enable or disable real-time presence with Microsoft Office. Customize Google Photos settings. Customize general settings, such as automatic launch, hotkeys, and proxy settings. Learn how to customize you Drive for desktop settings. Open files & folders offline Search for your Drive files To find your files in Drive, search in Drive for desktop. When you search in Drive for desktop, rather than in Windows Search or macOS Spotlight, it ensures that your search includes all files from the Drive streaming location. On your computer, open Drive for desktop . Click Search . Enter your search terms. 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Tip 5: Find quick answers For many searches, Google provides answers directly in the search results. Some features, such as details about sports teams, aren't available in all regions. Weather: Search weather to find the weather in your location or add a city name, like weather seattle, to find weather for a certain place. Dictionary: Put define in front of any word to find its definition. Calculations: Enter a math equation such as 3*9123, or solve complex graphing equations. Unit conversions: Enter any conversion, such as 3 dollars in euros. Sports: To find a schedule, game scores, and more, search for the name of your team. Quick facts: Search for the name of a celebrity, location, movie, or song to find related info. Expert Search tips Post to the help community Get answers from community members