

# Download Google Drive Manual Upload

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: On your computer, go to [drive.google.com](https://drive.google.com). Manual upload is when you select files and folders to upload into Google Drive, which is different than the automatic syncing that happens when you use Google Drive for your Mac/PC. All manually uploaded files will show in My Drive. Access Google Drive with a free Google account (for personal use) or G Suite account (for business use).<sup>6</sup> When you want to upload a file to your Google Drive, just move it to the folder you selected as your Google Drive Sync destination. The next time you check your Google Drive, those files will ...