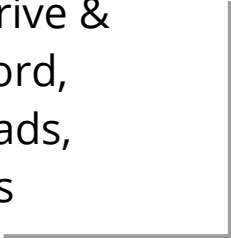# Get Organized With Google

Using Mail, Google Drive &
Sharing, Docs & Word,
Uploads & Downloads,
Photos & Images

# User Poll: Which Google Apps Do You Use?
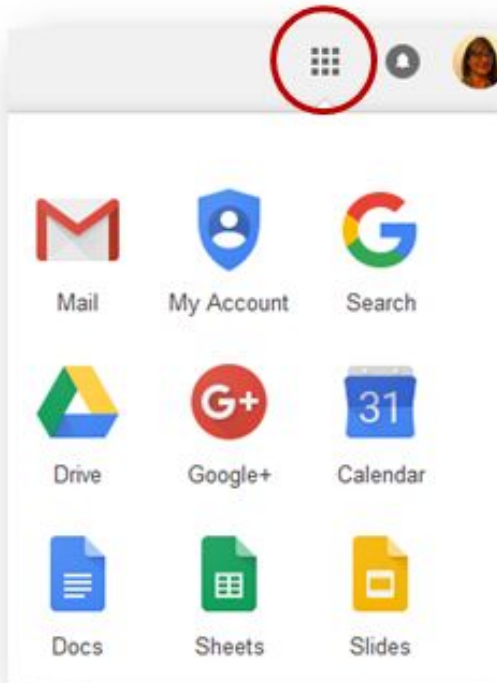
Use Google Suite in ANY browser
- Firefox
- Chrome
- Safari
- Internet Explorer

"Show windows and tabs from last time" or "Continue where I left off" option will open your last used tabs
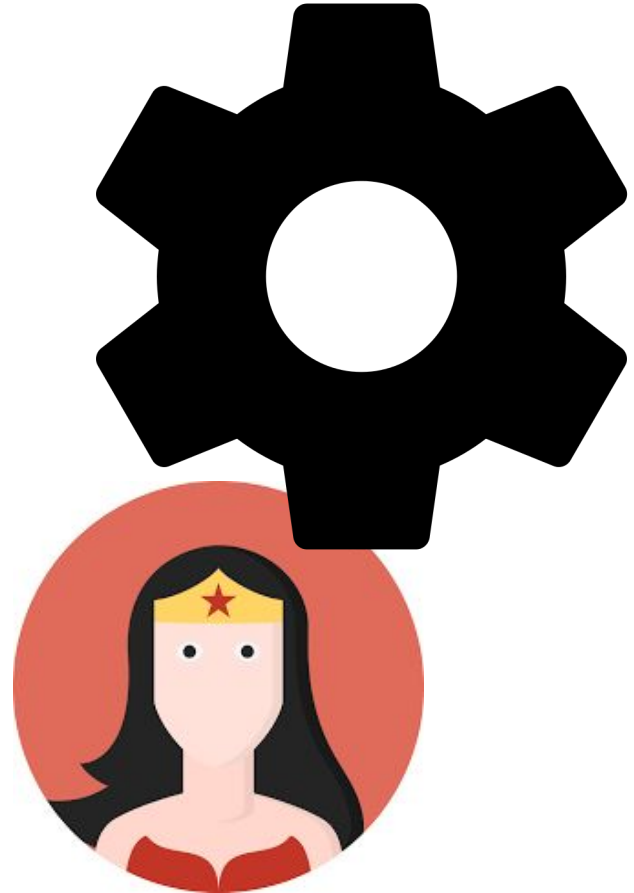
- Search
- Maps
- Gmail

- Calendar
- Google+
- Drive
- Docs
- Sheets
- Slides
- Forms
- Photos
- Drawings

Mail   My Account   Search
Drive   Google+   Calendar
Docs   Sheets   Slides

Google Drive

# Gmail Settings

General

- Use different color stars to categorize messages
- Turn on notifications for important or all new emails
- Add a profile picture
- Set up a signature
- Use a vacation responder
  - Only send a response to people in my Contacts?
  - Only send a response to people in Westchester Library System?
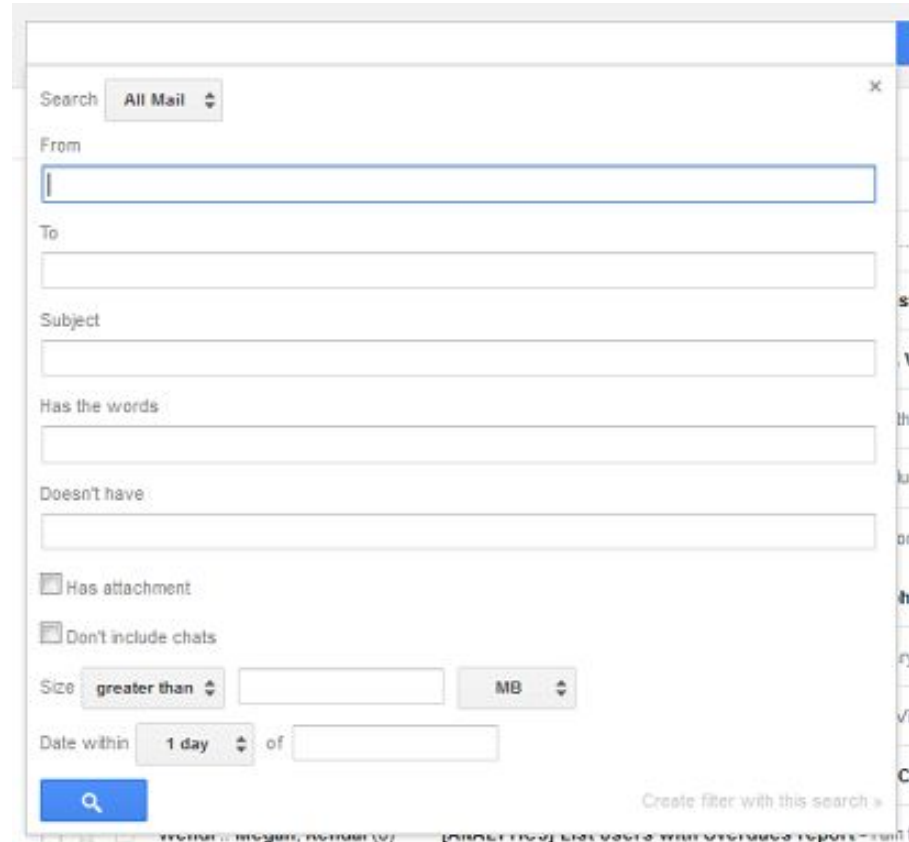
# Gmail Tips

Labels
- Add ahead of time or on the fly
- Nest

Inbox
- Inbox type
- Importance markers

Search and Filters
- By sender
- By subject
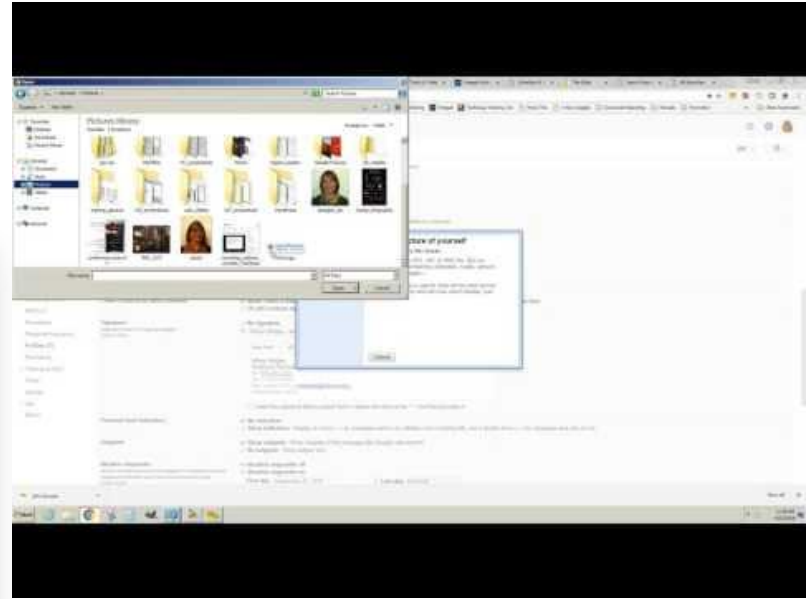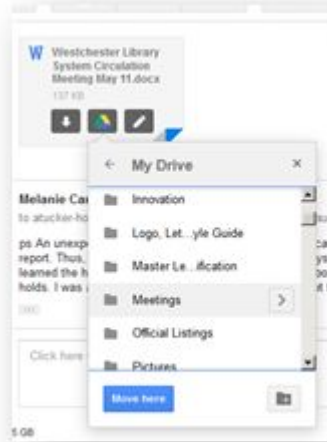- By age
- Create filters from searches

# More Gmail Tips

## Receiving and saving files to Drive

- Organize in Drive
- Navigate to a folder
- Move

## Composing

- Attach files
- Insert link
- Insert Drive file
- Format text

Set your browser to open Gmail when you click a link to send an email

# Google Drive Overview

- Storage includes gmail
    **Google Docs, Sheets, and Slides, and Maps don't use any of your Google Drive storage quota.
    **Upload files that you'll need, not just Google files
- Your files are separate from Shared files
- Organize Files and Folders
    - NEW
        - Docs = Word
        - Sheets = Excel
        - Slides = PowerPoint
    - [Templates](Templates)
    - Blank Document
    - Upload a document or image
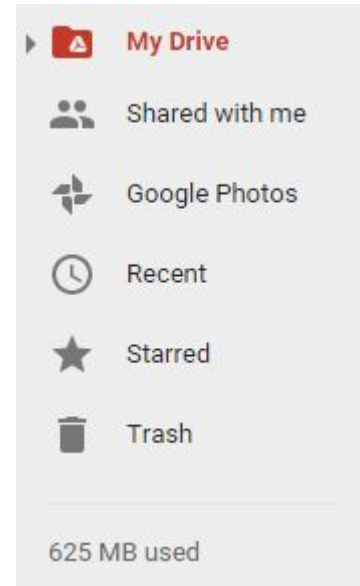
# Google Drive Files

- Can be organized in Files and Folders
  - NEW
    - Docs = Word
    - Sheets = Excel
    - Slides = PowerPoint
  - Templates
  - Blank Document
  - Upload
    - A document, like Word or Excel
    - Image
- Are saved automatically with access to Revision histories
- Converting a PDF to a Word Document
- Some files create processes, eg. forms -> gmail -> sheets
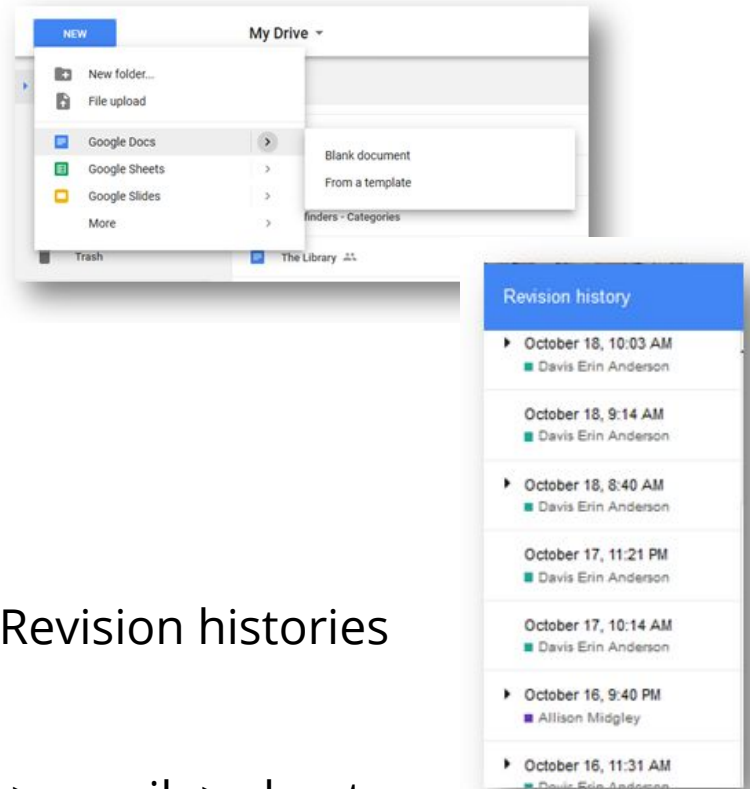
# Google Docs

**Instruction & Practice**

1. Type to add text
2. Insert an image
   a. From Google Drive or an upload
   b. Click on the image to Wrap text.
   c. Move the image to the right of the text.
3. Highlight the second sentence. Copy and paste it below the image
4. Click in the title box to accept or change the title.
5. Close the Doc
6. Search for and find the Doc
7. Share the Doc with amidgley@wlsmail.org so I can only view it.

My name is Sally. Today is Tuesday, a beautiful day!

Today is Tuesday, a beautiful day!

# Compare MS Office and Google "Suite"

| MS Office | Google "Suite" | **Docs, Sheets, Slides Overview Help Page** |
|---|---|---|
| ● Word | ● Docs | Getting Started |
| ● Excel | ● Sheets | Getting Started |
| ● PowerPoint | ● Slides | Getting Started |
| ● MS Office Picture Manager | ● Photos | Photos Help Center |
| | ● Forms | Forms Help |
| Pictures created within Word, PPT, etc | ● Drawing | Drawing Help |
| ● Publisher | | |

Other Google products like Maps, Sites, YouTube can be shared and integrated with each other.

# Google Docs Tips

Google Docs is better for anywhere access, collaboration, and sharing (especially to webpages).
Word or Publisher may be better for layering images, creating complex layouts, and printed materials.

| Task | Google Docs | Word |
|---|---|---|
| Create columns | Format > Columns | Layout > Columns |
| Add complex images | Insert > Drawing | Create, then group |
| Create a PDF version | File > Download as | Save as > File type PDF |
| Share formatting | Paint Format | Format Painter |

- [Tools and Add-ons increase usability: for example translation, revisions, dictation](#)
- Press Enter to start a new paragraph vs. Shift-Enter to go to the next line
- Anticipate an Office file upload: in file properties, add tags and plan to convert to pdf
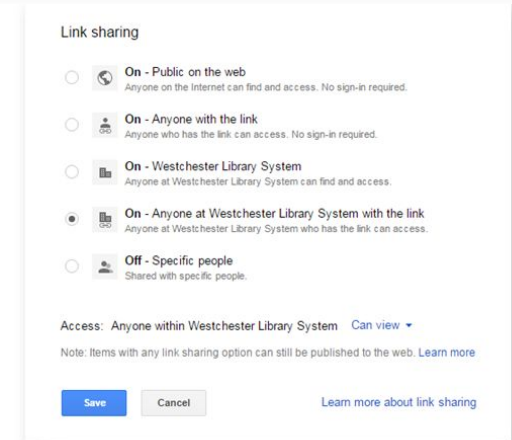
# Sharing Google Drive Files
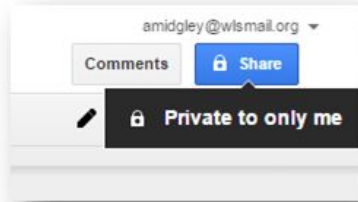
**Files are private by default**

- Share in Drive
  - Right-click a closed file
  - Use Share link in open file
- Share via email
  - In form
  - Get shareable link and copy into email

- Share with individuals
  - Enter name
  - Email address
- Choose how they use the file
  - Edit
  - Comment
  - View
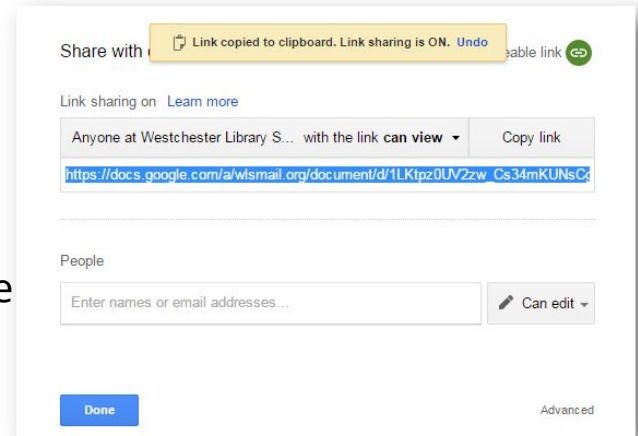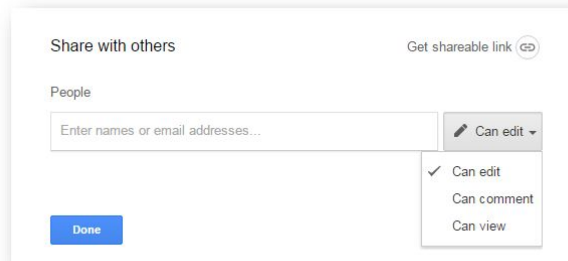
Publish to Web with embedded links and/or files in web pages

# Google Sheets and Slides

## Sheets



| 00150362435 | 2016-07-27 | $16.95 |
| 00151025205 | 2016-05-18 | $40.00 |
| 00151044255 | 2016-03-21 | $29.95 |
| 00150861196 | 2016-02-18 | $27.95 |
| 00150727868 | 2015-08-04 | $78.00 |
| 00151044230 | 2016-08-03 | $39.95 |
| 00150992900 | 2016-08-03 | $14.98 |
| 00150895582 | 2016-08-17 | $39.95 |
| 00150595612 | 2016-07-09 | $35.00 |
| 00150978362 | 2015-11-02 | $35.00 |
| 00151133876 | 2016-07-27 | $16.99 |
| 00100000770 | 2016-05-24 | $10.95 |
| 00150870742 | 2016-05-31 | $24.99 |

- Set header row View > Freeze a row
- Hide/Show columns with arrow options

## Slides

- Easy to choose themes
- Presentations embedded in webpages can update when you make changes
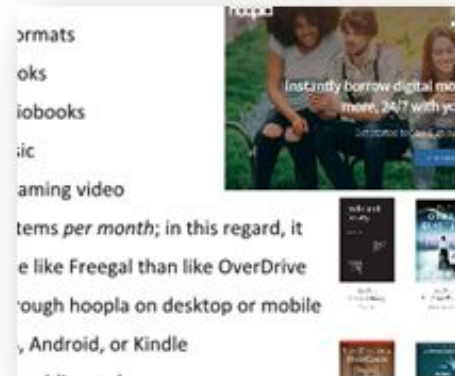
# Google Forms

**Forms**



Innovation Project Su...

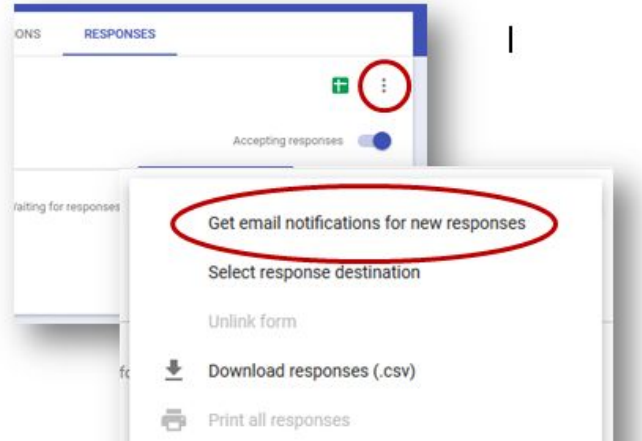Your response to this brief survey helps to improve prog...
input!

On a scale of 1 to 5, rate your knowle...
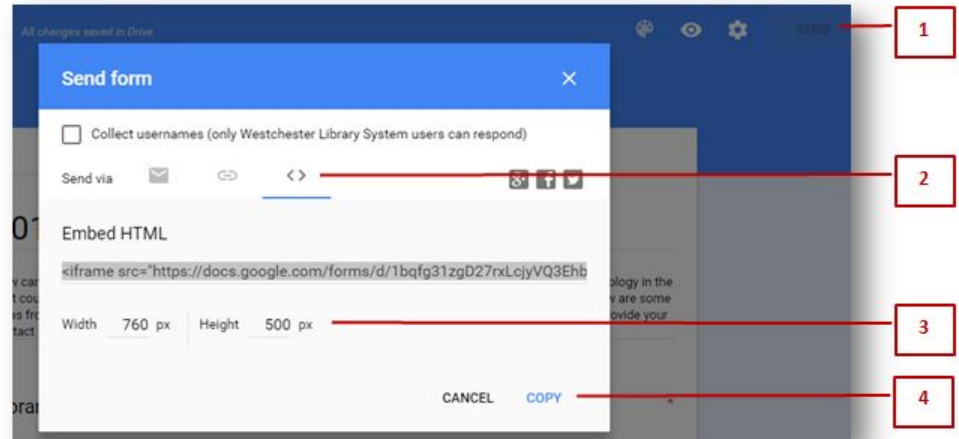BEFORE the program.

◯ 1 - I've never heard of it.

◯ 2 - I've heard of it but don't have much knowledge...

◯ 3 - I have participated in this activity once. I am a r...

- Responses are collected in Google Sheets
- Set up notifications to get an email when you get a response



RESPONSES

Accepting responses

Waiting for responses

Get email notifications for new responses

Select response destination

Unlink form

Download responses (.csv)

Print all responses

- Share links via email
- Embed forms in web pages



All changes saved in Drive                                    SEND   1

**Send form**                                          ×

☐ Collect usernames (only Westchester Library System users can respond)

Send via   ✉   ⊝   < >                          ⊠ 🅕 🐦   2

Embed HTML

<iframe src="https://docs.google.com/forms/d/1bqfg31zgD27rxLcjyVQ3Ehb

Width   760  px    Height   500  px                         3

CANCEL   COPY                              4

# Google Calendar Tips

- Schedule events
  - Add events to the calendar
    - Limit time or make all day
    - Duplicate events
  - Invite contacts
  - Send a message that will go to their email accounts
  - When they respond, the event is added to their calendar
  - Get notifications for upcoming events
- Search your calendar
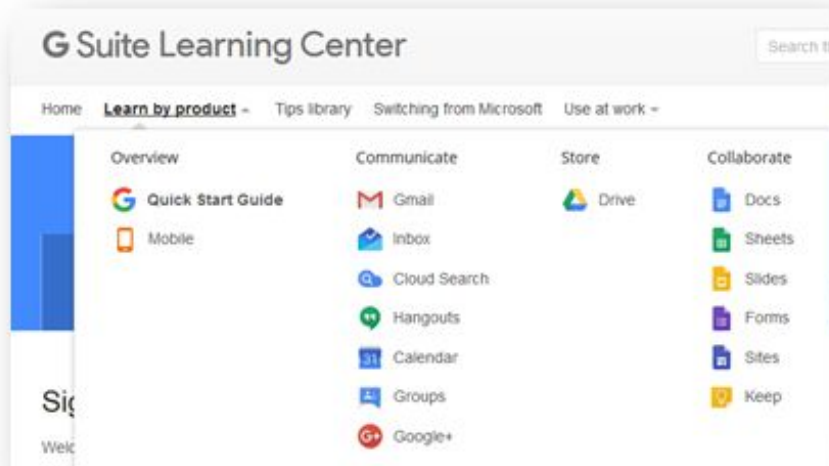  - By keyword
  - Person
  - Date
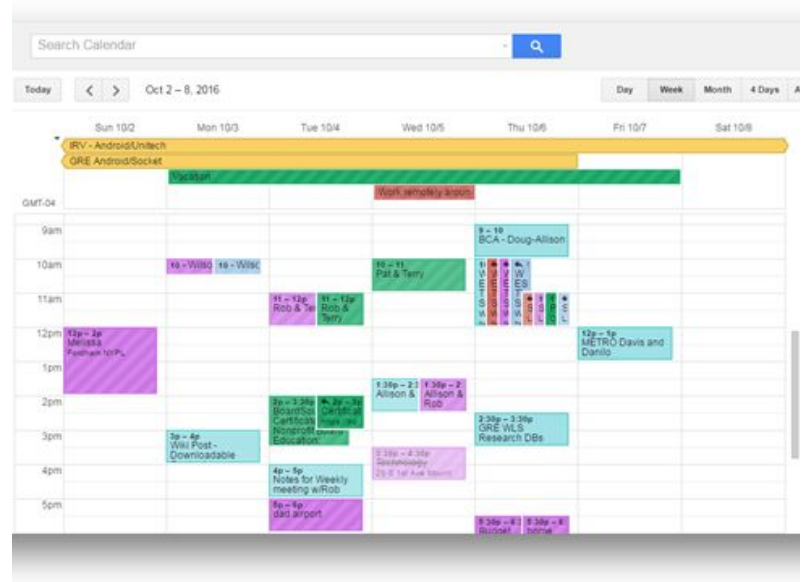
# More Google Calendar Tips

- Add multiple calendars
    - Make one public
    - Make one to share with your group
    - Make one private

- Share calendars with coworkers

- Make a task list

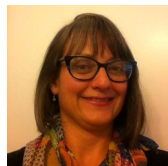- Add events from Gmail automatically in settings
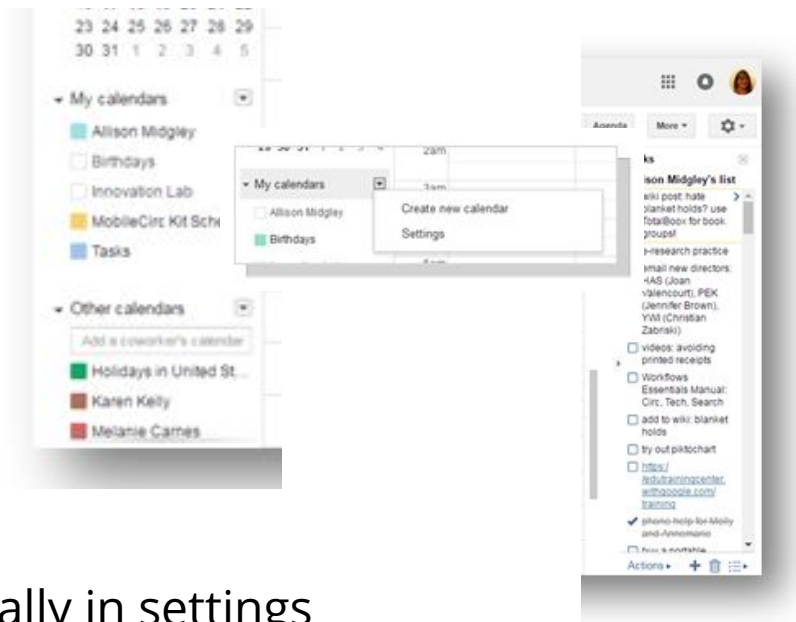
# More Google Ideas & Help

- **[Google Drive Help](#)**

- **[Google Tips List](#)**
  Subscribe!

- **[Google Help Videos - in English and Spanish](#)**
  Subscribe!



# WLS Training & Help

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914-231-3221

**IT Wiki**
[it.westchesterlibraries.org](http://it.westchesterlibraries.org)

**[Google Drive on Lynda.com](#)**