



westchester
LIBRARY SYSTEM

Empowering libraries. Empowering communities.

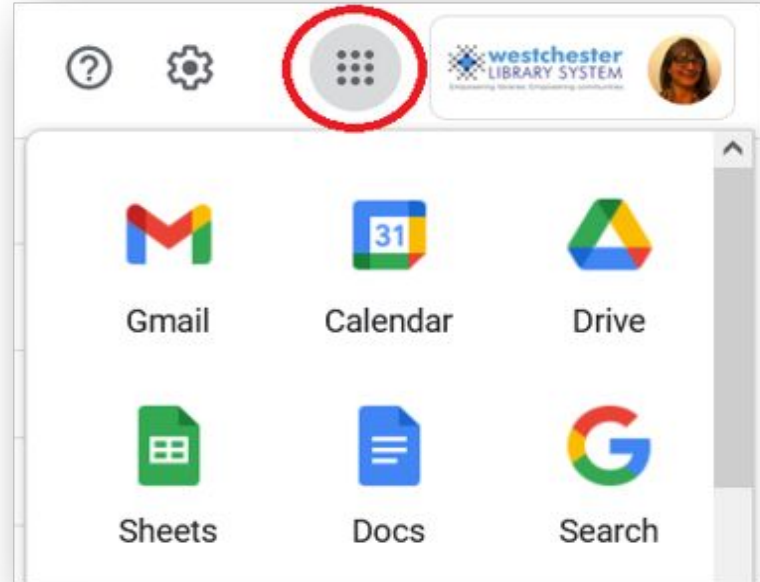
Google Workspace

A WLS TECH TUNE-UP

Our Goals Today

In today's session, you'll learn

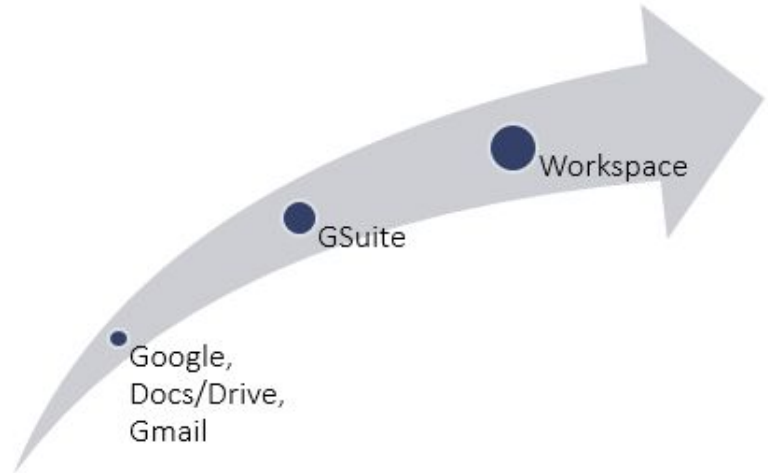
- what Google Workspace is
- how the “Googleverse” has expanded
- how to create on your own, share files, and work with others
- key integrations to simplify your work and collaborate with others
- tips and techniques



What is Google Workspace?

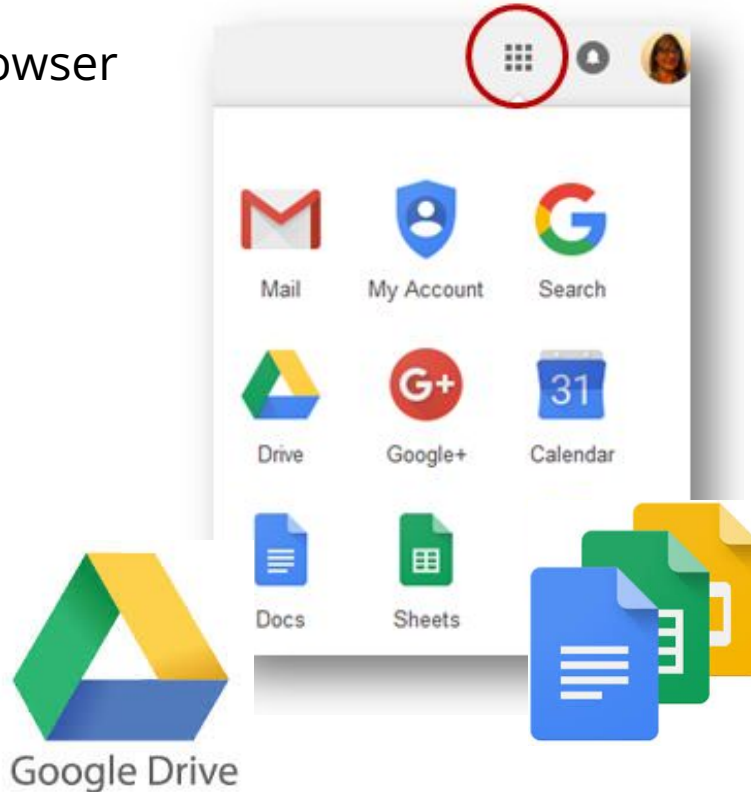
Productivity and collaboration tools

- Gmail
- Drive
- Doc, Sheets, Slides
- Calendar
- Chrome
- Forms, Drawings
- Hangouts, Meet
- Add-ons and extensions



Poll: Which Workspace Products Do You Use?

- Chrome Browser
- Gmail
- Calendar
- Drive
- Docs
- Sheets



- Slides
- Forms
- Drawings
- Meet
- Hangouts
- Extensions

Workspace Overview

Storage

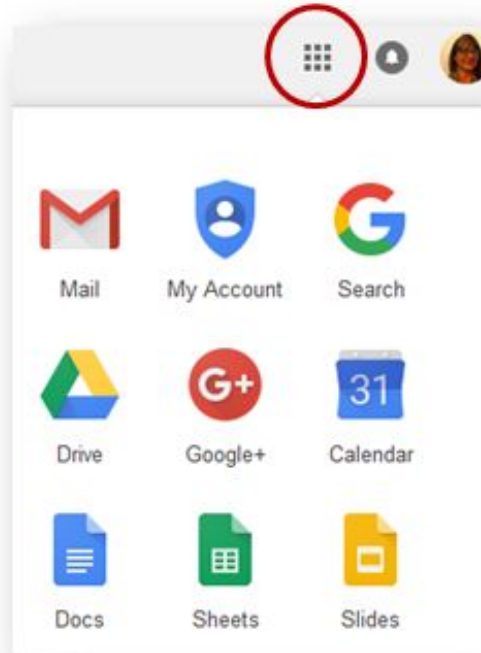
- Drive

Creation

- Docs
- Sheets
- Slides
- Forms
- Drawings

Communication

- Gmail
- Contacts
- Meet
- Calendar



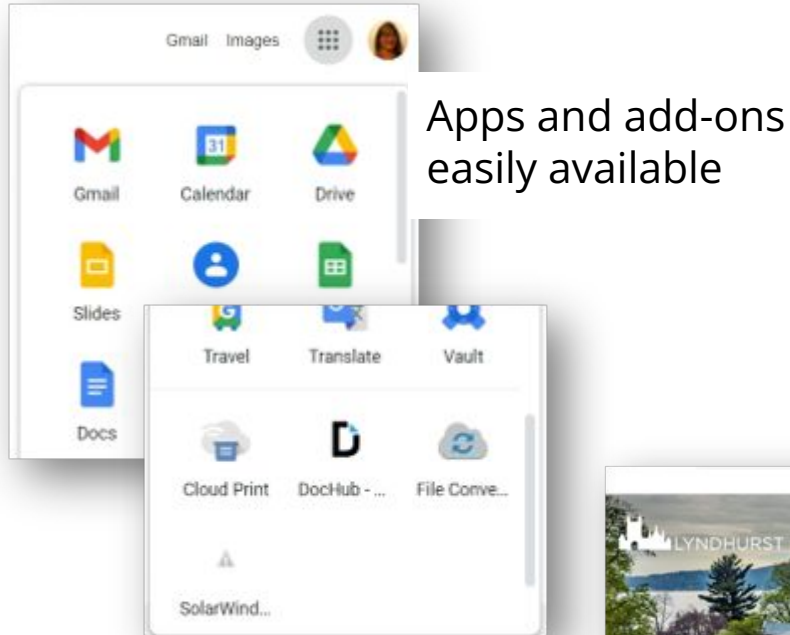
Use Workspace in ANY browser

- Chrome
- Firefox
- Safari
- Internet Explorer

Plus

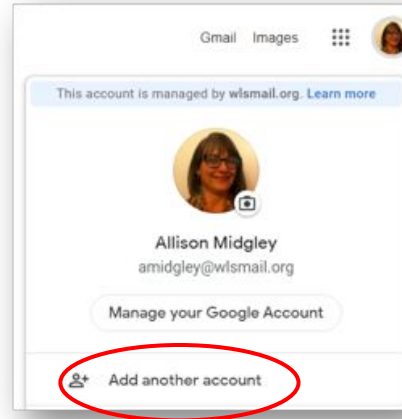
- Maps
- Classroom
- Marketplace
- Jamboard

Chrome Features



Apps and add-ons easily available

Right-click to create a QR code for any page

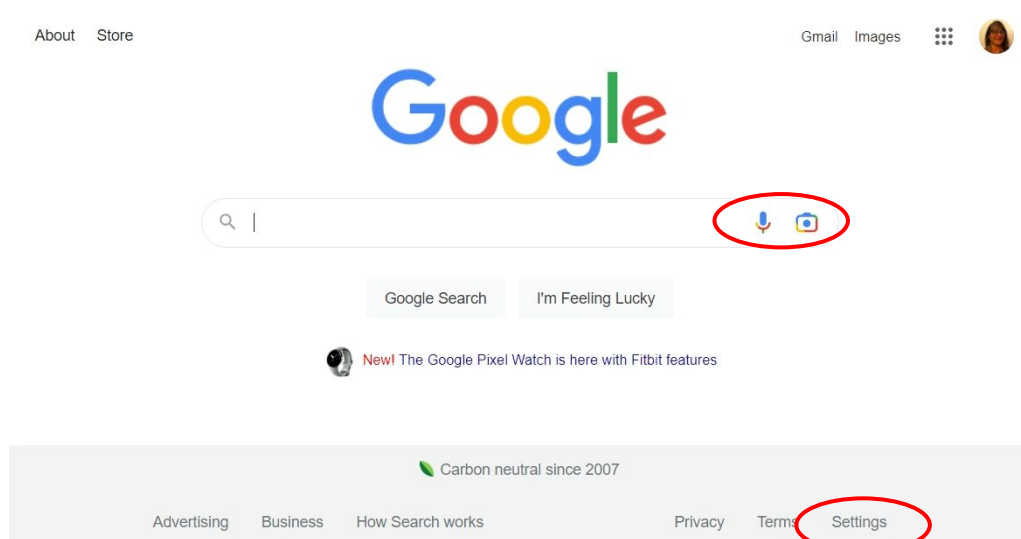


Sign into your Google account to have all settings, bookmarks, and apps sync across devices.

Set up and switch between multiple accounts

1. Click Add another account or person
2. Enter a name, choose an image and click Add
3. Sign in with the Google account you added. All settings and bookmarks automatically sync
4. Choose a color or theme for each profile

Google Search



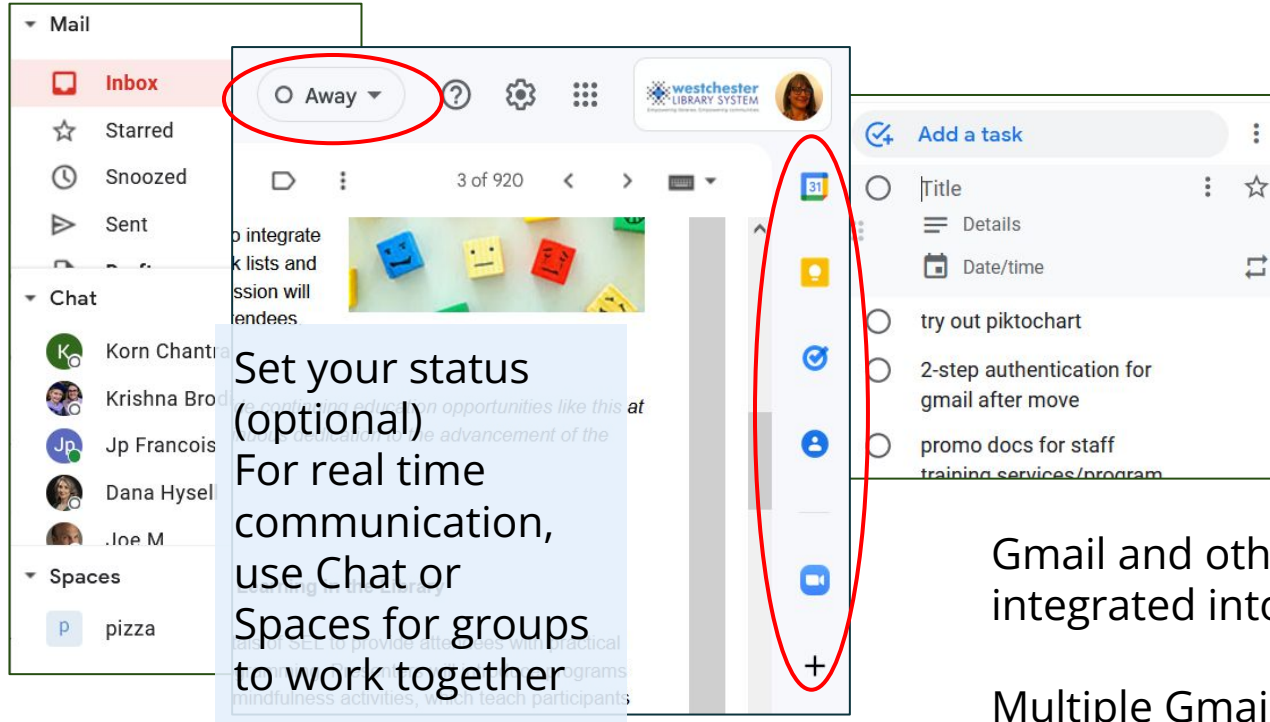
Search by

- Text
- Voice
- Image (Lens)

Settings

- Safe Search
- Number of results per page
- Voice response
- Localize results

Gmail Integrations



Easy access to frequently used apps

- Calendar
- Keep
- Tasks
- Contacts >
 - Groups
 - Contacts
- Add other connected apps, like Zoom

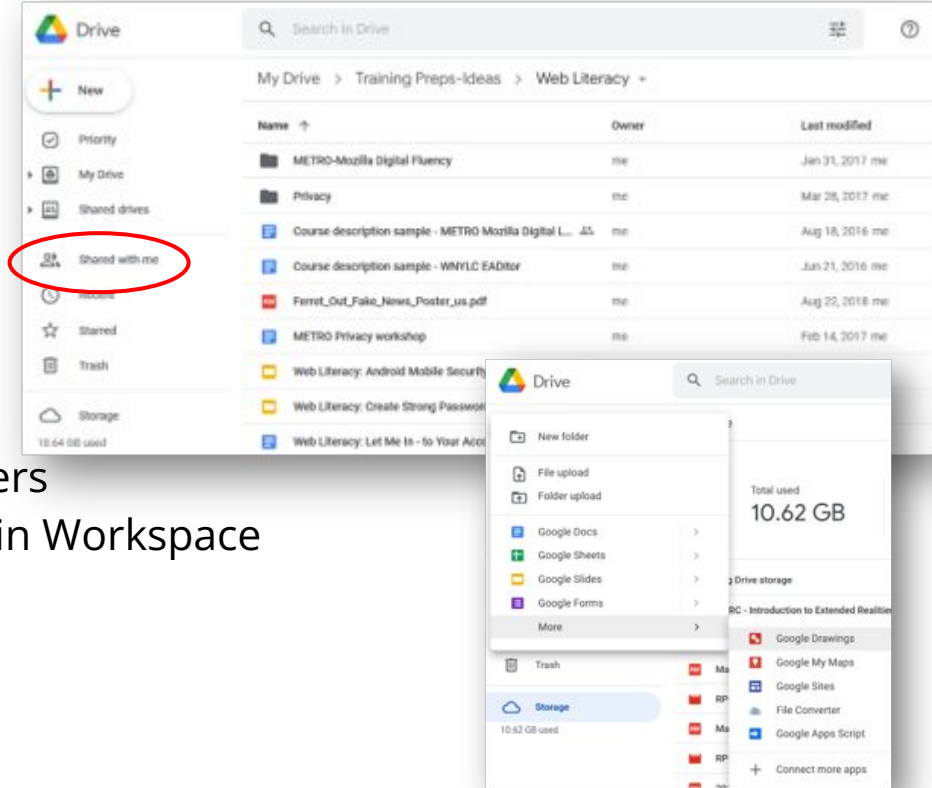
Gmail and other apps are also integrated into Docs

Multiple Gmail accounts can be integrated to view in a single inbox

Google Drive Storage

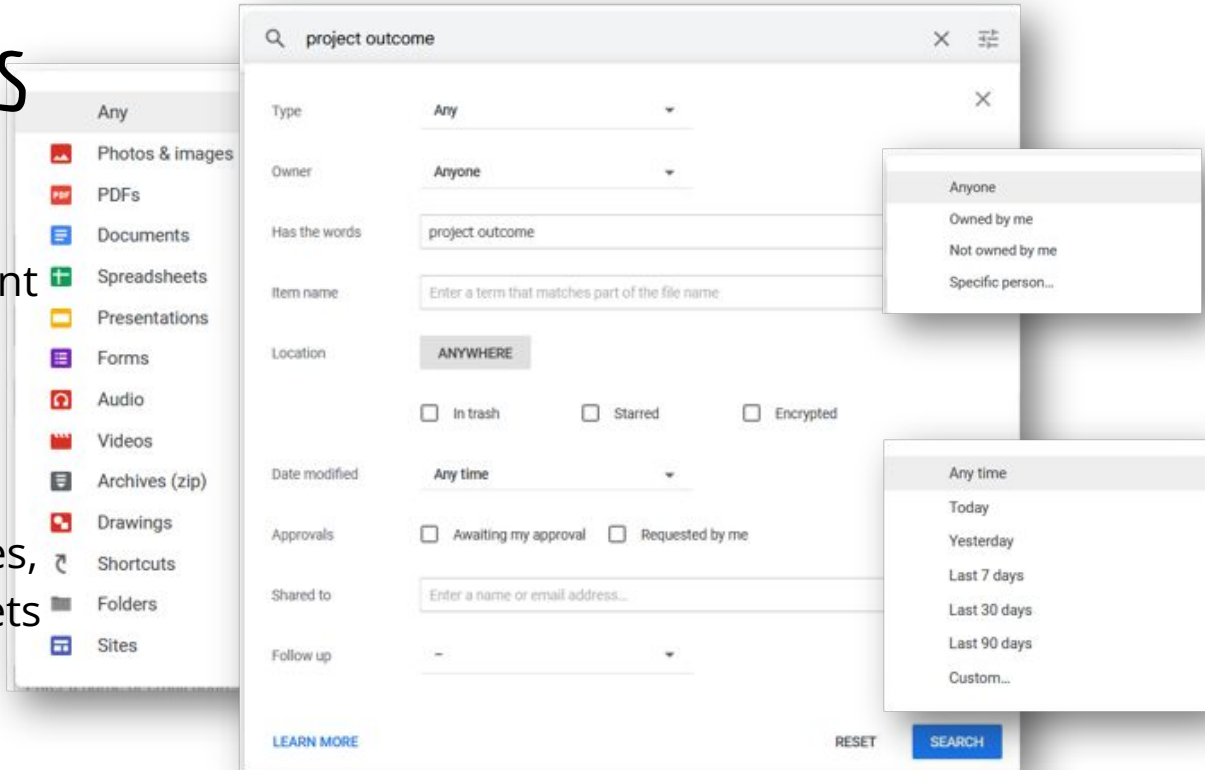
Storage includes

- Gmail, Docs, Sheets, Slides, and files created in Workspace
- Your files
 - Display in My Drive
 - Are private by default
- Create and organize in files and folders
- Uploaded files, not just files created in Workspace
- Shared Files
 - Show who the owner is
 - The owner sets access
 - Who has access
 - Kind of access: View, Comment, Edit
 - Share from an open file or from the Drive list



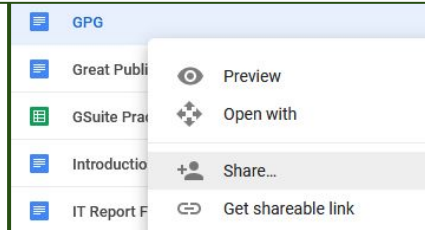
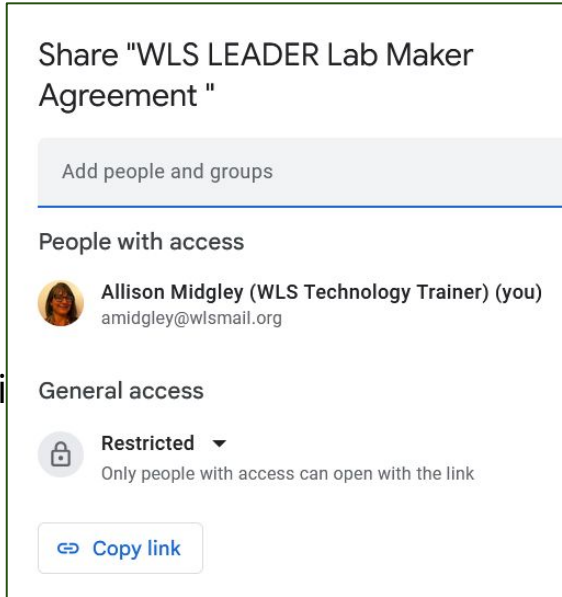
Google Drive Files

- Starting options
 - Use a [Template](#)
 - Start a blank document
 - Upload
 - A document, like Word or Excel
 - An image, pdf, etc
- Some files create processes, eg. Forms -> Gmail -> Sheets
- Search
 - Keyword
 - Type
 - Owner
 - Time
 - Approval of comments on shared files



File Sharing With Individuals

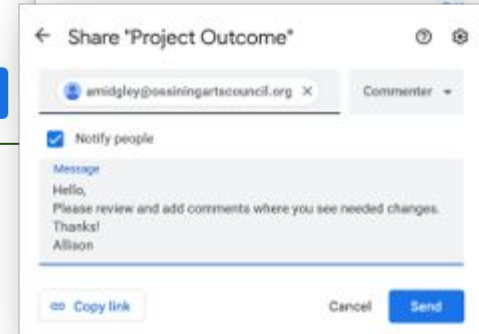
- In an open document, use the Share link
- Share with individual people
- Share from a closed file in Drive
 - Right-click the file name
 - Use Share... or Get shareable link
- Get a shareable link and copy into an email, form, other document, or webpage



Share with individuals

- Enter name or email
- Choose access: Edit, Comment, View.
- Notify and add a message
 - Optional for people in WLS
 - Required for people outside WLS

You are trying to invite amidgley@ossiningartscouncil.org. Since there is no Google account associated with this email address, you must check the "Notify people" box to invite this recipient.



Sharing With Groups or Public

Share with groups of individuals

- Choose who has access
- Set permissions - what they can do

Share with Link copied to clipboard. Link sharing is ON. [Undo](#) able link

Link sharing on [Learn more](#)

Anyone at Westchester Library Sy... with the link **can vi...** Copy link

https://docs.google.com/document/d/1W39us4iwgStyoXld9Rw1xGU1d8_BVCw_Q...

People

Enter names or email addresses...

[Done](#) Advanced

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone at Westchester Library Sy... with the link **can vi...** Copy link

OFF - only specific people can access

Anyone at Westchester Library System with the link **can edit**

Anyone at Westchester Library System with the link **can comment**

☒ Anyone at Westchester Library System with the link **can view**

[More...](#)

[Done](#) Advanced

Link sharing

☐ **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☐ **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐ **On - Westchester Library System**
Anyone at Westchester Library System can find and access.

☐ **On - Anyone at Westchester Library System with the link**
Anyone at Westchester Library System who has the link can access.

☒ **Off - Specific people**
Shared with specific people.

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

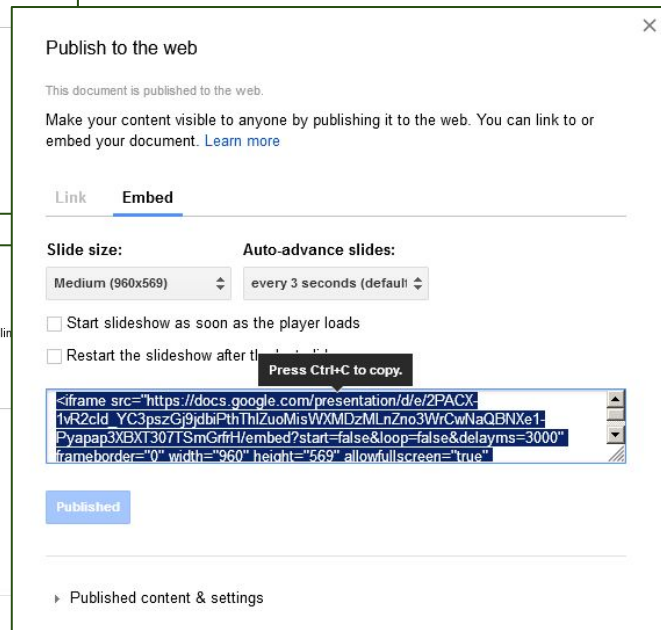
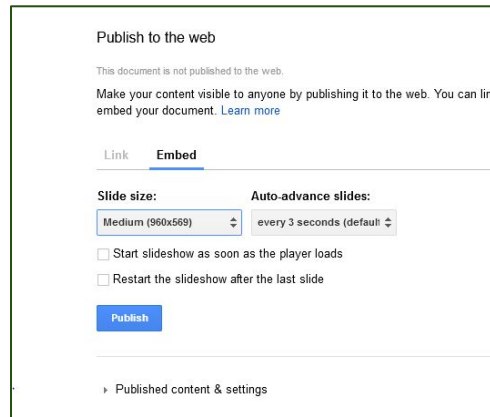
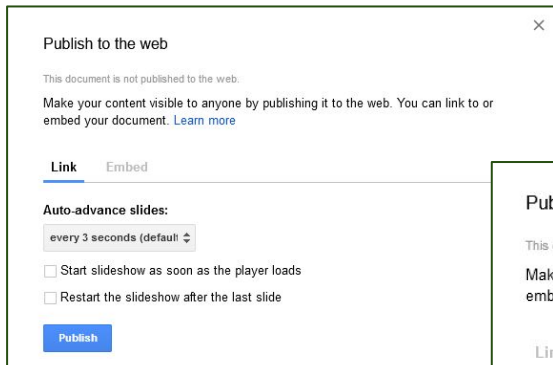
[Save](#) [Cancel](#) [Learn more about link sharing](#)

Publish Google Drive Files In Web Pages

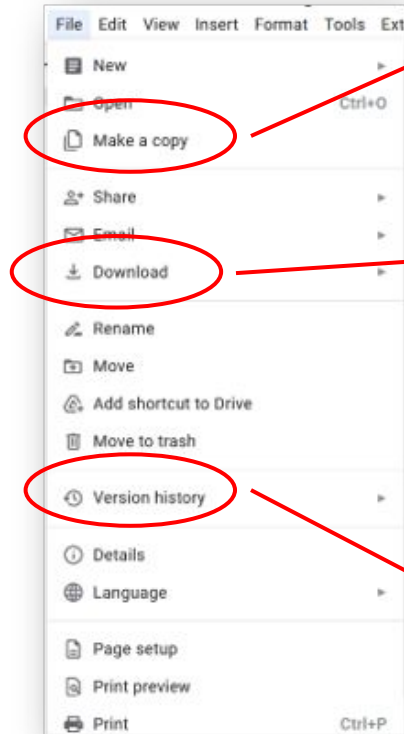
Good for Slides, Docs, and Sheets

Go to File > Publish to the web...

- Viewable by anyone by default
- Choose options to limit access and for the kind of file. For example, presentations can be set to advance automatically
- Use **Link**
- Use **Embed**
Copy and embed code in web editor (text editor view)



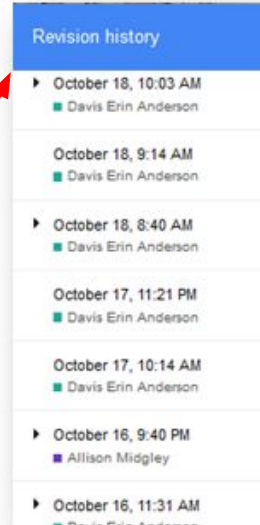
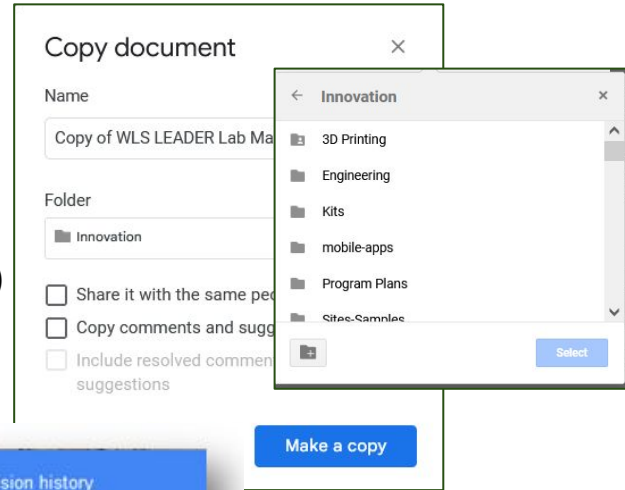
Workspace App Essentials



To "Save as," go to File > Make a copy, rename, and move (optional)

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)
EPUB Publication (.epub)

Name current version
See version history (Ctrl+Alt+Shift+H)

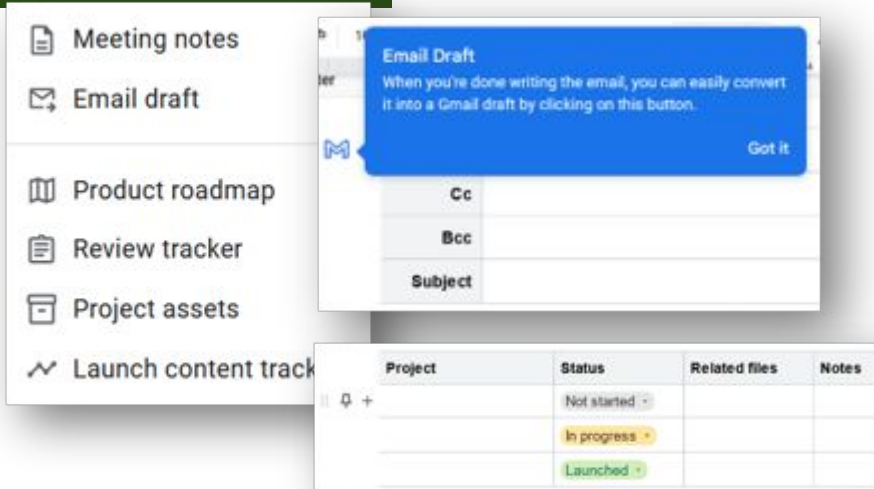


Forms don't keep a version history.

Docs

Recently added functions - go to Insert and try -

Building Blocks



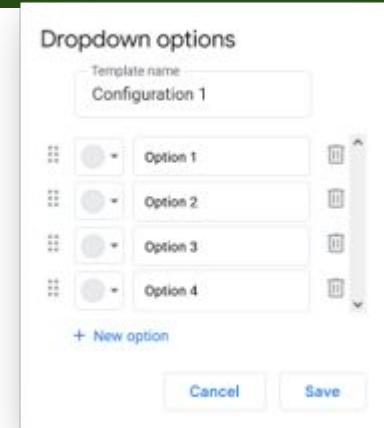
The Building Blocks menu is shown on the left, listing various templates: Meeting notes, Email draft, Product roadmap, Review tracker, Project assets, and Launch content track. On the right, an email draft interface is displayed with a blue callout box that says: "Email Draft: When you're done writing the email, you can easily convert it into a Gmail draft by clicking on this button. Got it". Below the callout is an email header form with fields for Cc, Bcc, and Subject. At the bottom, a table is shown with columns for Project, Status, Related files, and Notes. The Status column has three options: Not started, In progress, and Launched.

Project	Status	Related files	Notes
	Not started		
	In progress		
	Launched		

Smart Chips

People
File
Calendar event
Place

Dropdown Menus



The Dropdown options configuration dialog is shown. It has a "Template name" field with the value "Configuration 1". Below this is a list of four options, each with a radio button and a trash icon. The options are: Option 1, Option 2, Option 3, and Option 4. At the bottom, there is a "+ New option" link, a "Cancel" button, and a "Save" button.

Tried and True?

Press the Enter key to start a new paragraph.
Press Shift-Enter to start a new line.

Sheets

Tools to automate and collaborate with others

Insert

- Cells
- Rows
- Columns
- Sheet
- Chart
- Pivot table
- Image
- Drawing
- Function
- Link
- ☒ **Checkbox**
- ☒ **Smart chips**
- ☒ **Comment**
- Note

Meets Threshold?

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Collaboration Card

Allison Midgley (WLS Techno...)

@midgley.a@gmail.com Review statistics, clean up columns with no values, and create charts of total and average monthly circ

☒ Assign to Allison Midgley

The assigned person will be notified and responsible for marking as done.

Assign **Cancel**

Format cell text

Rotation

- None
- Tilt up
- Tilt down
- Stack vertically
- Rotate up
- Rotate down

Font size

Merge cells

Conditional formatting

Alternating colors

Split text to columns

Split text to columns

allison midgley
dana hysell
allison pryor
lindsay stratton

Separator:

- Detect automatically
- Comma
- Semicolon
- Period
- Space

allison	midgley
dana	hysell
allison	pyrior
lindsay	stratton

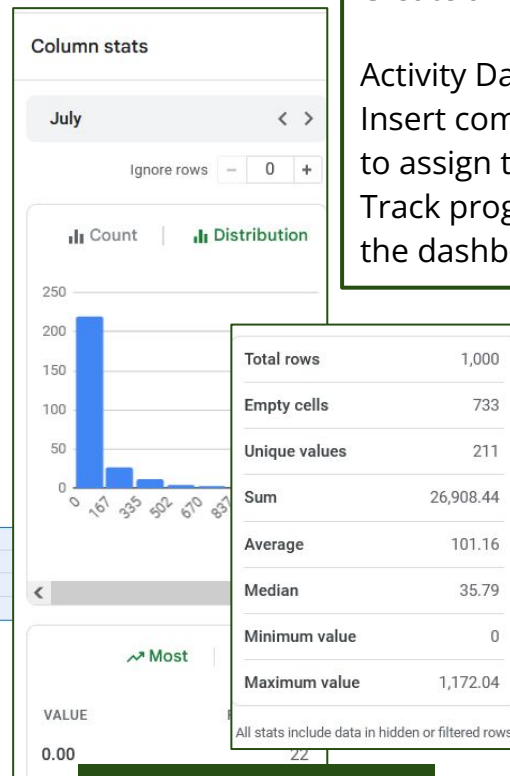
Extensions > App Sheets

Create an app, view samples, learn

Tools >

Create a new form

Activity Dashboard
Insert comments
to assign tasks.
Track progress in
the dashboard.

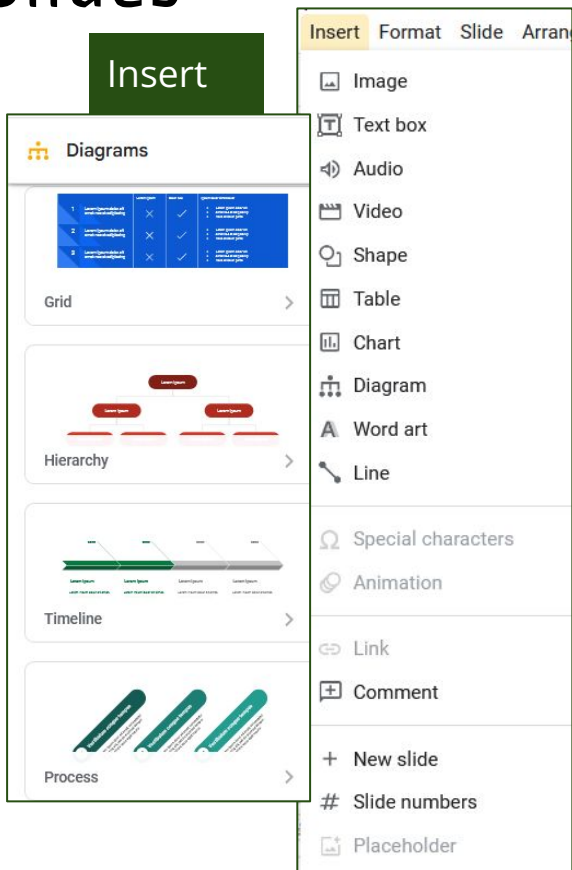


Data > Column Stats

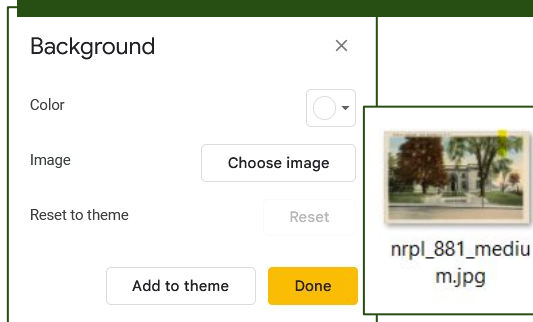
Slides

Pre-made elements and easier follow-up

Insert

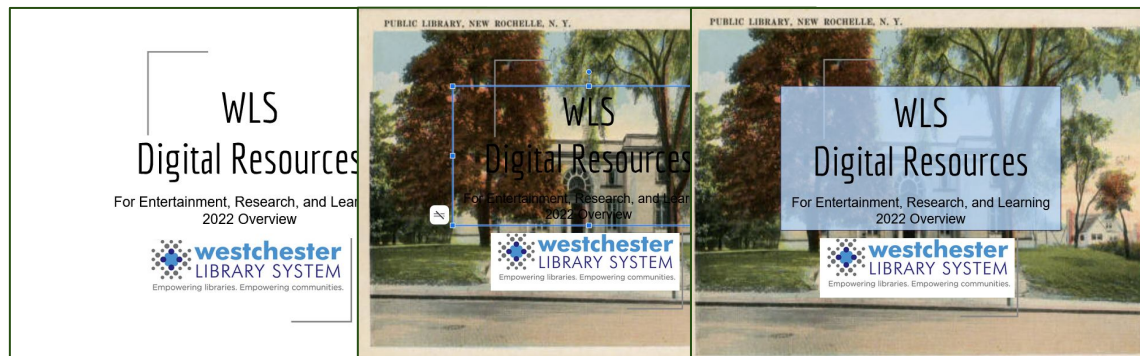
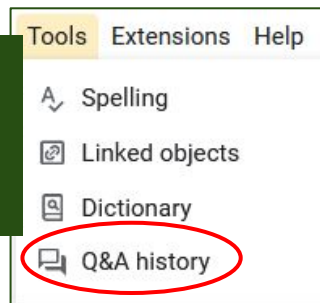


Add an image as background to a one slide or all slides (a theme)



For Accessibility,
Each slide's title should be different.
Add slide numbers

Tools
Review Q&A
from a
presentation



Forms

Getting Started

1. Open a new form
2. Add title, description, and questions
3. Check Settings and Preview
4. Send the form
5. Analyse responses

Go to the 3-dot menu to

- Make a copy
- Collaborate with others
- Print the form

The screenshot displays the Google Forms interface for a form titled "Eclipse Events". The top navigation bar includes "Questions", "Responses" (with a count of 29), and "Settings". The form description area is visible, followed by a question type selector set to "Short answer". A settings menu is open on the right, listing various question types: "Short answer", "Paragraph", "Multiple choice" (selected), "Checkboxes", "Dropdown", "File upload", "Linear scale", "Multiple choice grid", "Checkbox grid", "Date", and "Time". A green box with white text is overlaid on the form, stating "Settings that require sign in can't go to people outside WLS". Below this, a red circle highlights the "REQUIRES SIGN IN" option in the settings menu. At the bottom, a "Send form" dialog is open, showing options to "Collect emails", "Send via" (Email, Link, Shorten URL), and "Embed HTML". The "Embed HTML" section shows the form's URL and dimensions (Width: 700 px, Height: 520 px).

Survey Workflow

- Surveys and evaluations
- Program registrations
- Quizzes and tests

1. Create a Form
2. In the Responses tab, choose Get email notifications
3. Send link to respondents
4. When email notification comes, follow the link to the form responses.
5. View the responses in the form as a summary or individually
6. Select the Create a spreadsheet icon and choose to create a sheet
7. The Sheet will open in a new tab.
 - a. Create Charts or Graphs
 - b. Merge Sheets results to a Doc (install the Avery label Add-on)

The collage illustrates the survey workflow across several stages:

- Eclipse Events Form:** Shows the form title, email (amidgley@wlsmail.org), and a required field.
- Responses Tab:** Displays '29 responses' and a 'Get email notifications for new responses' toggle.
- Select response destination:** A modal window with options: 'Create a new spreadsheet' (selected) and 'Select existing spreadsheet'.
- Summary View:** A bar chart showing response counts for categories: CHA, HAR, MAM, NOR, PUR.
- Individual View:** A table of responses with columns: Timestamp, Your library code, Are you holding an eclipse event?, Who is the audience for your event?, and a checkbox for 'Accepting responses'.
- Avery Label Merge:** A window for merging spreadsheet data into Avery labels, showing 'Untitled form (Responses)' as the source.

Timestamp	Your library code	Are you holding an eclipse event?	Who is the audience for your event?
9/7/2017 15:57:23	CHA	Yes	Both
8/8/2017 11:12:48	EAS	Yes	Both
9/7/2017 16:54:38	HAR	Yes	Both
9/7/2017 17:23:00	lar	Yes	Both
9/7/2017 17:03:16	MAM	Yes	Youth
9/7/2017 16:38:30	oek	Yes	Both

Drawings

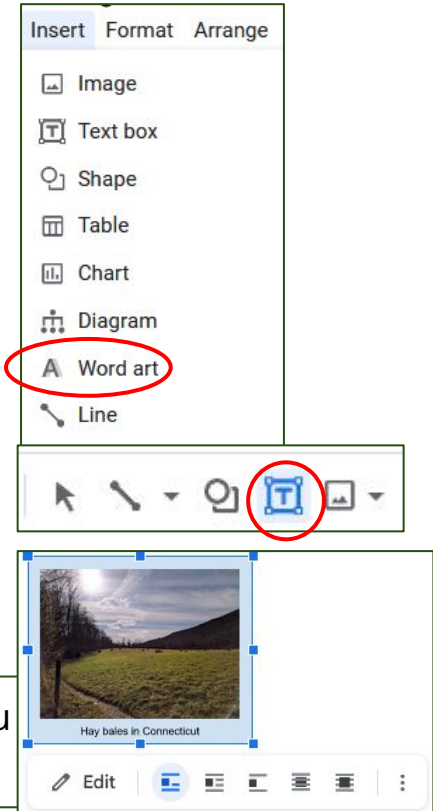
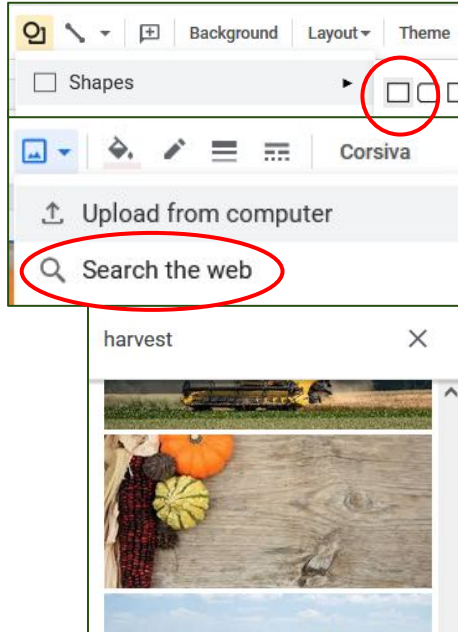
Insert

Shapes

Images

Word Art

Text boxes



Create drawings from the Drive screen in Docs or Sheets Insert menu
Select an embedded drawing to edit it

Other Integrations


Calendar

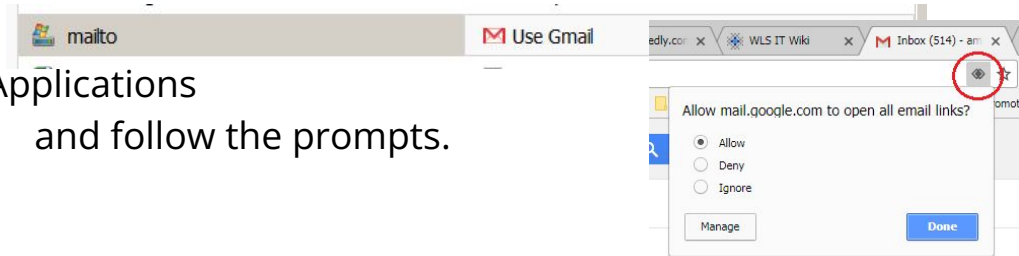
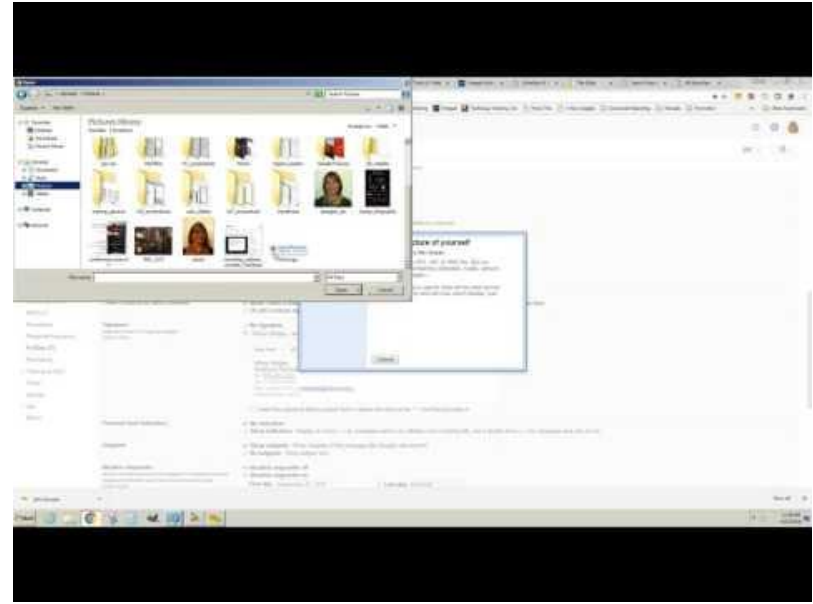
- Gmail
- Contacts
- Google Docs for Meeting Notes
- Maps

Docs

- Drawing
- Sheets
- Charts from Sheets

Added Tips: Gmail

- Set up a signature
 - Go to Settings>General> Signature
 - Add Contact information, New/Edited information, Personalizations
- Receive and save files to Drive
 - Organize in Drive
 - Navigate to a folder
 - Move
- Set up your browser to open Gmail when you click a link to send an email
 - In Firefox, go to Options>General>Applications
 - In Chrome, on a gmail tab, click the  and follow the prompts.



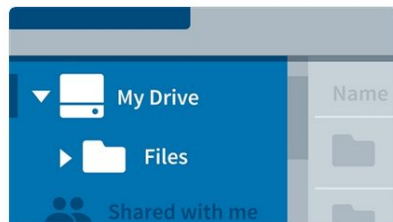
WLS Training & Help

Google Drive on LinkedIn Learning

Getting Started Learning Paths



Migrating from Google Apps to Office Home & Student 2016

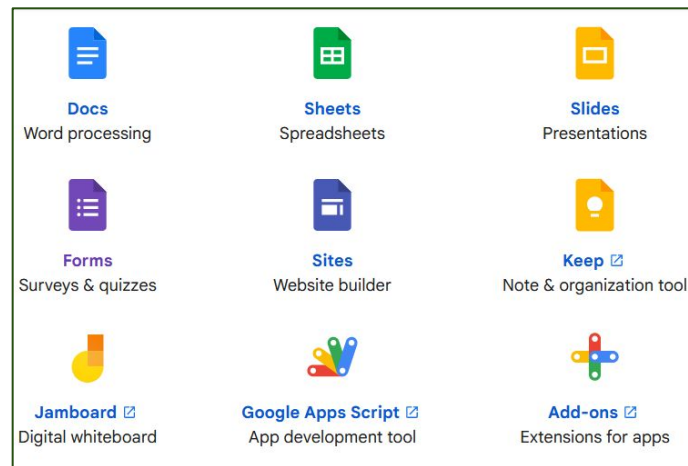


Google Drive Essential Training

Jess Stratton

IT Wiki Workspace (and Office) Helps
it.westchesterlibraries.org

Google Workspace Learning Center



Allison Midgley

amidgley@wlsmail.org

914-231-3221

