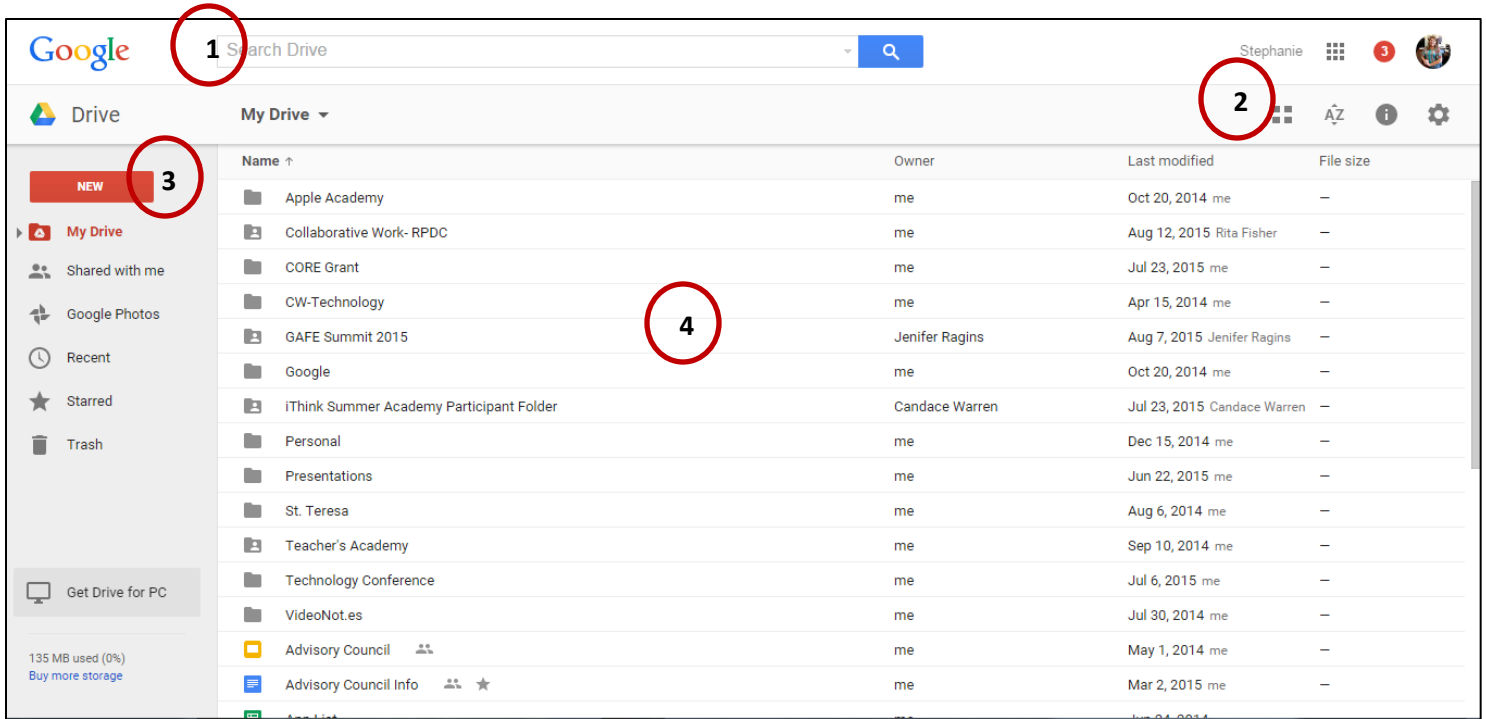
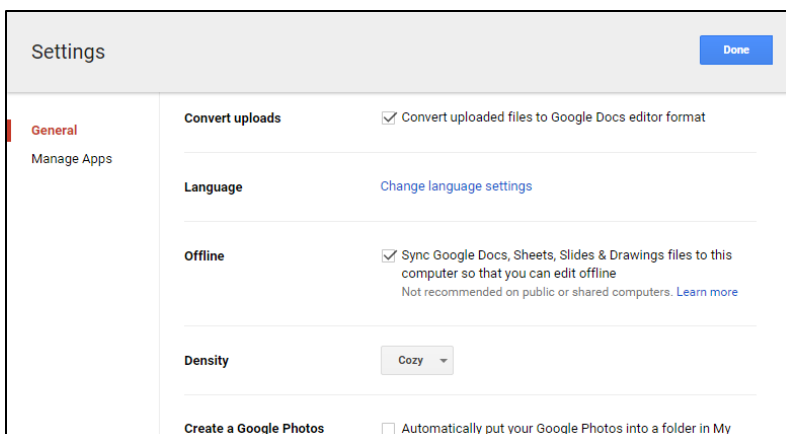


# Google Drive Basics



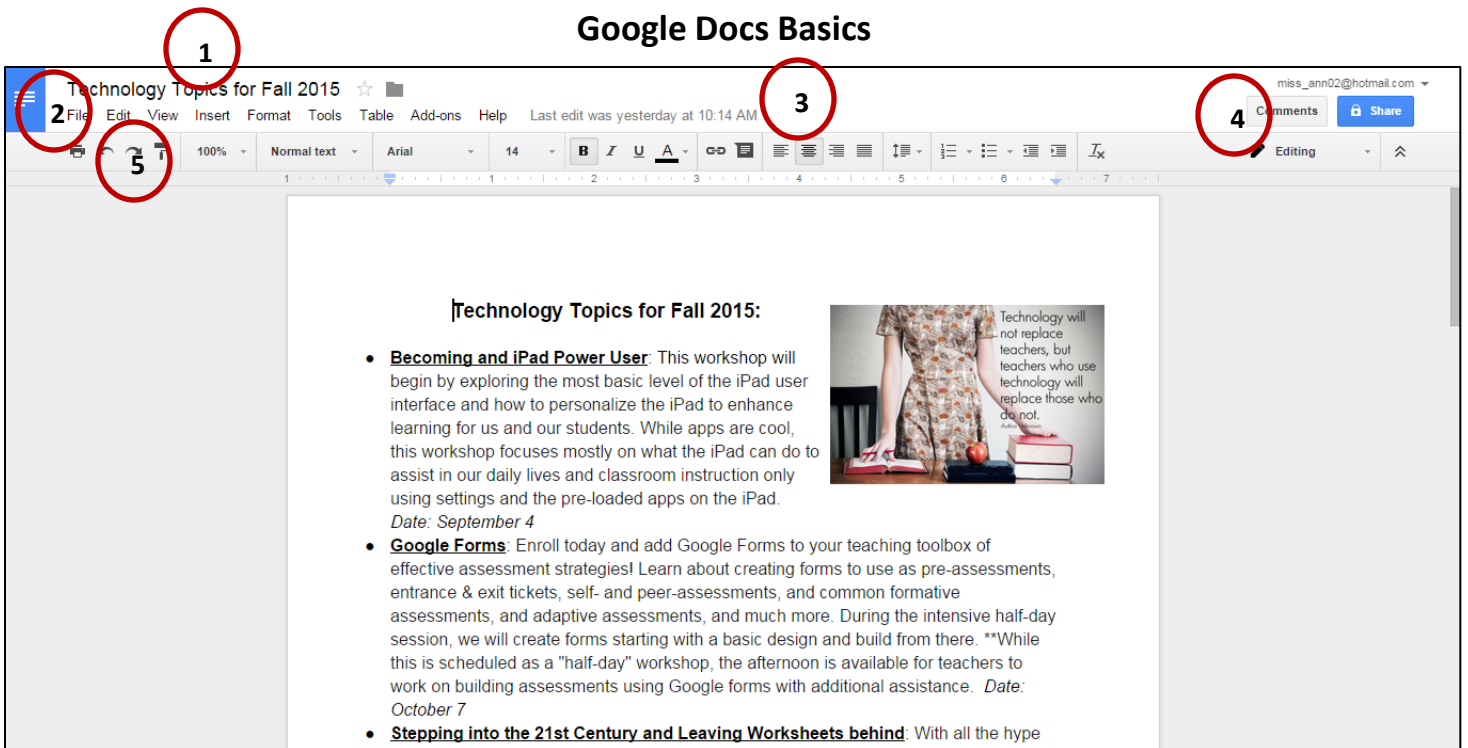
1. Search Your Entire Drive (Folders and Documents) in one location.
2. The menu at the top right corner allows you to change the layout from grid view to tile view, sort alphabetically, view details, and open the settings (the gear).
3. The menu pane on the left side of the screen has the options to:
  - a. Create new folders (or upload folders), documents, sheets, slides, forms, etc.
  - b. View drive
  - c. View documents that have been shared with me
  - d. View photos
  - e. View recently edited documents
  - f. View documents that you have starred
  - g. View documents/folders that you have trashed
  - h. The bottom shows how much storage you have used in drive.
4. The main page in drive shows all of you folders (shared and unshared), who the owner is, and when it was last edited.



## Settings in Drive

- Convert Uploads from Microsoft documents so it won't take up your storage.
- Offline allows the user to work on documents even when not connected to Wi-Fi.

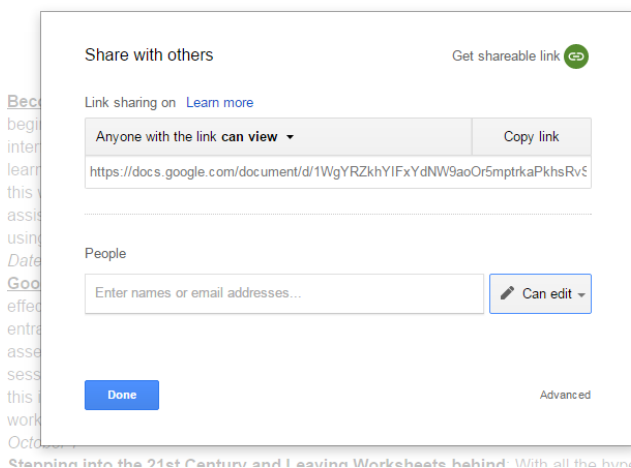
# Google Docs Basics



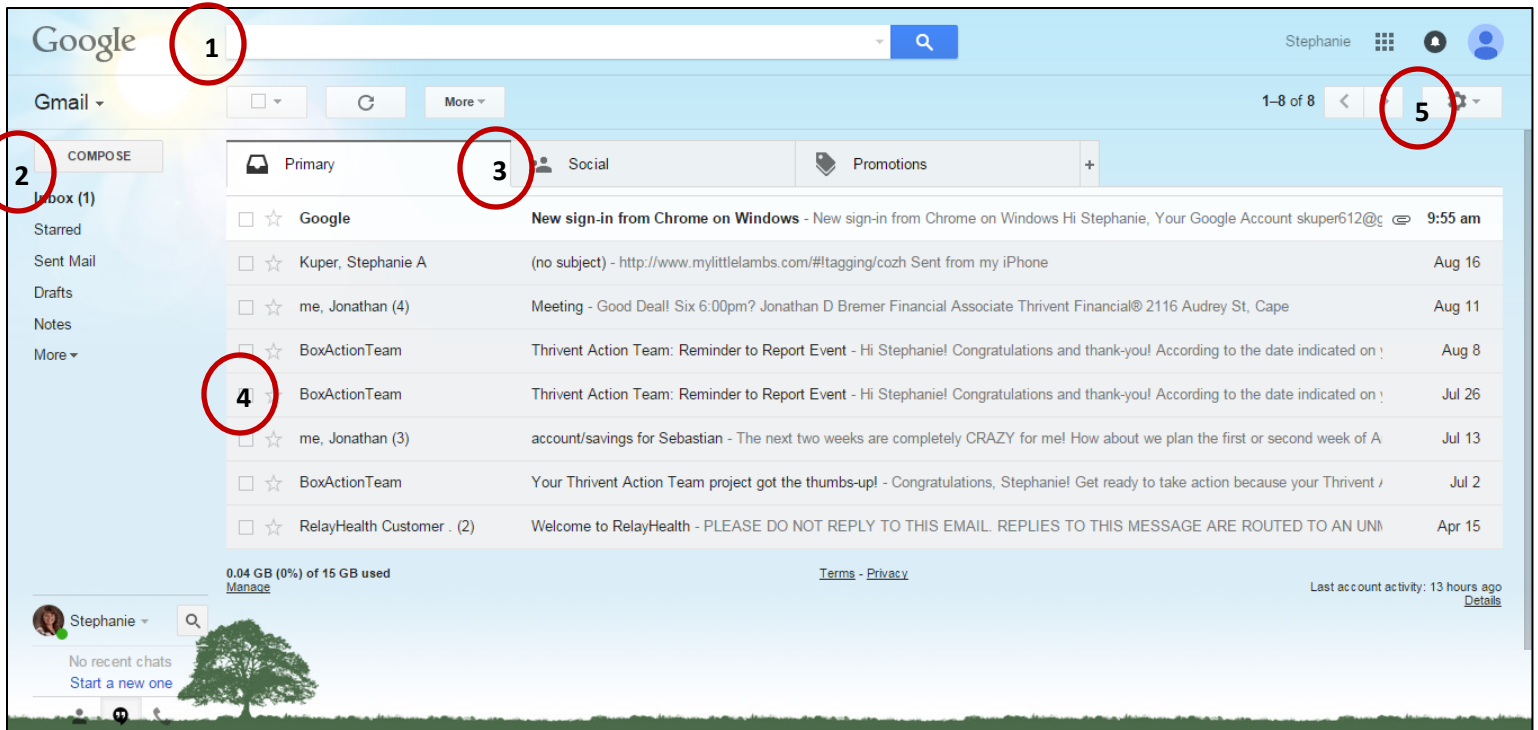
1. The top left corner is where the user can Title and edit the title, add a star, and add the document to a folder within drive.
2. The menus listed at the top left have some new features compared to Microsoft:
  - a. File: Allows you to do the following: See revision history, download the file as a Microsoft Document, Add or Email collaborators, etc.
  - b. Insert: Allows you to insert images, videos from YouTube, etc.
  - c. Tools: Allows you to check spelling, define words, and word count, and research directly within your document.
  - d. Add-Ons allows you to add features that aren't standard- they enhance Docs for you.
3. Google Automatically saves changes for you!
4. The two buttons at the top right allow the user to make comments to a document and share the document with other people. (more on this below)
5. The toolbar has all of the formatting options for the document

## Sharing Options

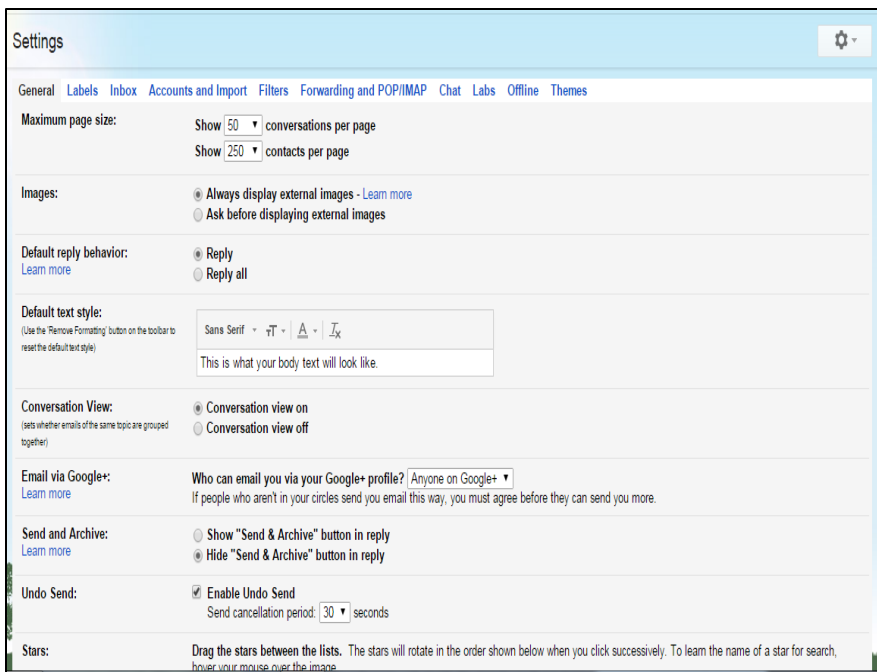
- Sharable Link
- Email collaborators to share with
- Sharing permissions:
  - Can Edit,
  - Can Comment,
  - Can View



# Gmail Basics



1. Search your mail folders (can search for attachments, mail from or to a certain person, or by subject)
2. The menu on the left side pane allows users to: compose a new message, view the inbox, view starred mail, view sent mail, etc.
3. Sort your incoming mail in to “categories”- the example has primary, social, promotions, and a + to add additional.
4. The mail mailbox view allows users to check or uncheck for deleting, star the message, view who it is from, view the subject, and date/time it was sent.
5. The top right hand corner is where settings is available. (See below)



## Gmail Settings Menu

a. Tabs at the top include; General, Labels, Inbox, Accounts, Filters, Forwarding, Chat, Labs, Offline, and Themes.

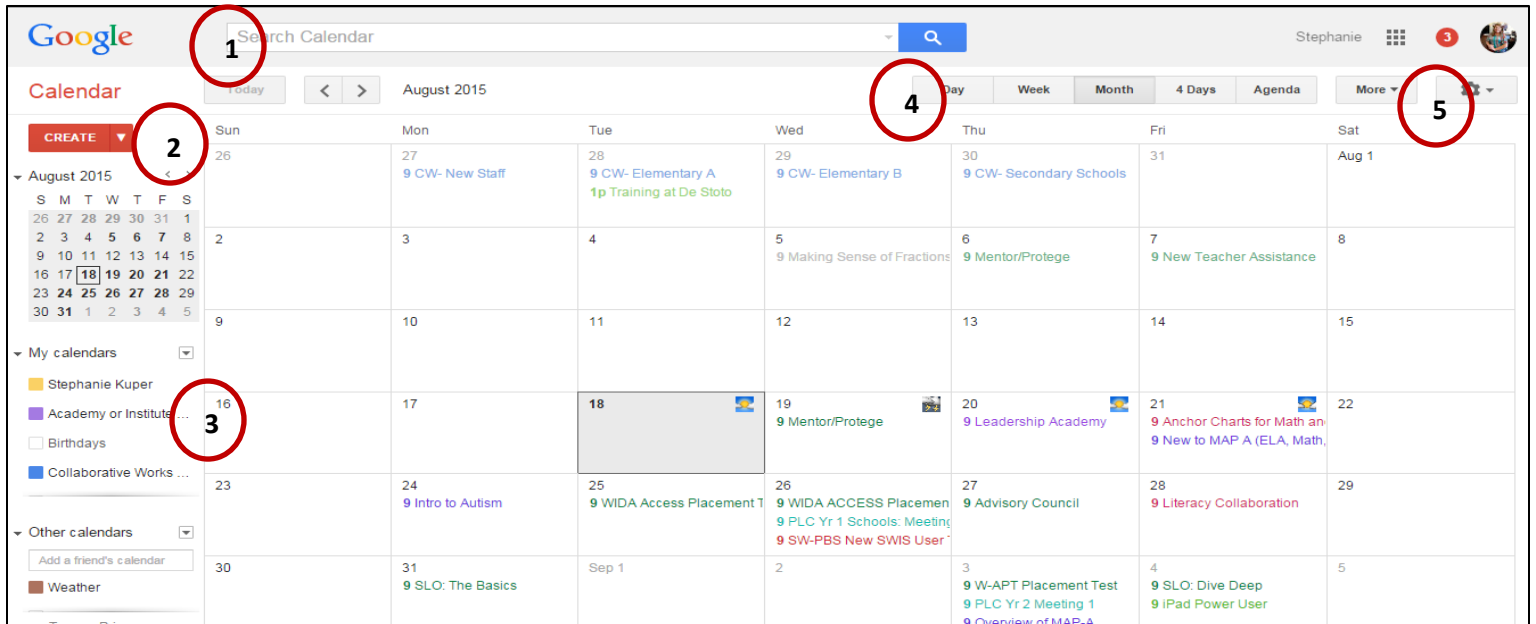
b. The main features, signature, etc. is available under the General Tab

c. Labels=folders

d. Offline allows users to compose and read emails when not connected to the internet, messages will be sent when reconnected.

e. Themes allow users to change the background of the inbox.

# Google Calendar Basics



1. Search your calendar by event, date, title, etc.
2. Create events (see more below)
3. View all calendars that you have created. Create a new calendar and edit each individual calendar settings by click the drop-down arrow next to each calendar name- separate calendar events are color-coordinated with events on the calendar, so they all show up in one calendar for me to view.
4. View the calendar by day, week, month, 4 days, or as an agenda
5. Calendar Settings in under the gear in the top right corner. (see more below)

## Create a new event

- a. Title the event
- b. Set the date and time of the event
- c. Repeat the event, add a location, assign it to a calendar, add a description, add an attachment, change the color of the event on the calendar, set notifications or reminders, add guests to the event (all optional)

## Calendar Settings

- a. General tab has the basic settings options
- b. Calendars tab allows you to set up settings for multiple calendars that you operate
- c. Labs enable additional "trial" features in calendar.