

# Gmail and Drive Tips

## Gmail

- **Using Gmail Effectively**
  - **Search!**
    - Searching for keywords (person who sent email, subject, phrase or specific word you remember) will search through contacts, subjects, body of text to help you find what you're looking for
  - Message Details
    - Arrow by name: when and why
    - Star: allows you to denote with a specific star or symbol that you can search for later
      - search "red star" or "blue star"
    - Drop-down tab on right side
      - reply, forward, delete, filter, block, print, mark as unread, etc
    - Print button: brings up in printable view
  - Settings
    - General: change how many messages appear, how big they are, signatures
    - Labels: create labels to quickly organize
    - Inbox: can allow you to display certain messages on your main inbox
    - Filters: allows you to filter and organize messages as they come in
      - Search for certain words or people, automatically label them, and organize them

## Google Drive

- **Opening Google Drive**
  - To get to Google Drive (where you should save all your documents, etc), do either of the following things
    - 1. Go to your gmail (you can do this by just going to [mail.google.com](mailto:mail.google.com)) and after logging in, you should see a button that looks like a bunch of little squares (the apps button). Click on it, and you should see drive in there.
    - 2. Go to [drive.google.com](https://drive.google.com) and sign in just as you would for your email...it's the same username and password.
  - If you have the Google Drive app installed (and you should), you can also access Drive files through your Finder window on your Mac. Everything you create and whatever you do to organize in the Drive folder will be synced to Google Drive. Since it's stored in the cloud, you won't lose it.
- **Organizing in Google Drive**
  - **Searching**
    - Searching for keywords (person who sent file, heading, phrase or specific word you remember) will search through document titles as well as text to help you find what you're looking for.
  - Google Drive allows you to create folders to organize items as you like.
  - Google Drive also allows you to quickly find the following items

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- **Shared with Me** quickly brings up items that were created by someone else but shared with you
  - **Recent** brings up items you have opened or edited recently, in chronological order
  - **Starred** - “starring” an item allows you to denote it as important. You can then quickly find it later by clicking on this button.
- **Creating a Google Doc (word document)**
    - To create a new document, do the following things:
      - 1. Click “create”
      - 2. Click “document” for a word document
      - 3. Click on the name (untitled document usually) and rename it
      - 4. Type away!
        - Remember, Drive saves your work as you go along, so you don’t have to. We’ll cover how to go back to an earlier version of a document if you need to later.
- **Sharing a Google Doc**
    - To share a document, do this:
      - Go to “file” and click “share”
      - Type in the email address of the person you are sharing it with
      - Decide what level of sharing...remember:
        - “Can View” means just that...they can only view
        - “Can Comment” means they can insert comments, but not change the document itself
        - “Can Edit” means they can change whatever they want....BE CAREFUL WITH THIS ONE!!!
      - If you want to email them a notice, make sure that box is checked. You can also insert a message there.
      - Then, click “send”
    - You can also do this in the home page of drive by checking a box next to a document, then clicking on the “Share” button (the little guy with the plus sign).
- **Editing your Google Doc**
    - Under ***“File”*** are these important features:
      - Share
      - Rename
      - Create a copy
        - This is useful to share a copy of something for group work, but maintains the original.
      - See Revision History
        - Allows you to see what changes have been made, and who made them. Also allows you to revert to an earlier document if you need to.
      - Download As
        - Allows you to download your doc in different formats, such as Microsoft Word (docx) or a PDF file.
      - Email as Attachment

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- Since you're already logged into your email account, it can attach it and send it right from the document.
- Under **Edit** are the following useful features:
  - Undo/Redo
  - Cut/Copy/Paste
  - Web Clipboard
    - Kinda like clipboard in microsoft office...allows you to copy large pieces of text from other sources, then insert them when you need them.
  - Find and Replace
    - If you're looking for a particular word or phrase, type it into "find" and it'll find every instance of it for you.
- Under **View** are the following features:
  - Mode
    - Allows you to only edit or only view if you're reviewing a document and scared to screw it up.
  - Full Screen
- Under **Insert** are the following features
  - Image
  - Link
  - Drawings
  - Table
    - If you need columns, you'll have to use tables to fake it...
  - Headers/Footers
  - Lots of other stuff
- Under **Format** you'll find
  - Bold, underline, and italics
  - Paragraph adjustment
- Under **Tools** you'll see
  - Spelling
  - Research
    - Allows you to research through Google without going to a new window or tab
      - Either highlight text and click "research" or just open the research window and type what you're looking for.
  - Translate
- **Table** inserts tables
- Under **Help**, you can find a list of helpful keyboard shortcuts.

Remember, Google Drive can help you create other types of documents:

- Presentation is like Powerpoint or Keynote
- Drawings allow you to create text with pictures, diagrams, and symbols
- Sheets is for spreadsheets (like excel)