Week of February 17, 2014

Google Drive / Google Docs, It's the Same Thing...

Access Docs from Anywhere - One of the coolest things about Google Drive is that you can access your documents (those you created and all that have been shared with you) from anywhere you have an Internet connection.

Wait!!! What about the Google Drive app that can be added to your computer, phone, etc…? On your home devices that is entirely up to you. But on the machines with DeepFreeze here at school that would mean that each time your machine is turned on it would need to download all the contents of your Google Drive in order to be synced properly. If we do that everywhere it would be a strain on the network (kind of like the DropBox fad that we went through a while back at one of the schools).

Anyway, if you read the first paragraph on this section… one of the cool things about Google Drive is being able to access your documents from the cloud (from anywhere)... with an Internet connection.

Keyboard Shortcuts - Google Drive applications utilize most of the common shortcuts used in most word processors (copy, paste, cut, select all, save, undo, bold, italics, and underline using CTRL+C, CTRL+V, CTRL+X, CTRL+A, CTRL+S, CTRL+Z, CTRL+B, CTRL+I, and CTRL+U, respectively). You can also do the following: CTRL+J - Full Justify, CTRL+SHIFT+L - Bulleted List, CTRL+L - Left Alignment, CTRL+E - Center Alignment, CTRL+M - Insert Comment, and CTRL+SPACE - Remove Formatting)

Cool Tools - Under the Tools menu in Google Drive you can find several neat built-in utilities (a spell checker, a word counter, a word definition tool, etc…)

File Types - Need your document saved into a different format (ie. .PDF, .DOCX, etc…)? Simply choose "Download as" from the File menu and choose your new file type.

Templates - Need help getting started with a document? Check out the Template Gallery for Google Drive (Docs) at https://drive.google.com/a/dadecs.org/templates?view=public.

Share, Don't Email - Instead of sending documents back and forth you can simply share the document with other users and give them one of three levels of access (the ability to just view, to make comments, or to edit). NOTE: Several users can edit the same document in real time.

Fonts - Want to use fonts not listed on the toolbar? Check out the very bottom of the Font menu… "More fonts…"

There are many categories to choose from and you can even submit your own templates.

Please send any questions or comments about this installment of Tips & Tricks to technology@dadecs.org.