

# TIPS & TRICKS

## DADE COUNTY TECHNOLOGY

---

Week of October 28, 2013

### Working with Drafts in Your Gmail Account

As you type a message, Gmail automatically saves a draft of it. This allows you to step away from a message that you are typing and return to finish it later.

To allow Gmail to automatically save your draft you just have to stop typing for about 3 seconds. (Notice the area to the left of the trash can icon at the bottom of the compose window. It will display *Saving* while it is automatically saving your draft and then *Saved* when the draft is saved.)

You can also quickly save your draft and close the compose window by hitting the ESC key on your keyboard.

To return to a draft, simply click on the label (folder) in the left menu titled **Drafts**. NOTE: If you don't see this folder, go to your settings menu and select the **Labels** item. At this point you can choose to **show** or **hide** different labels (folders).

If you are in the draft message and want to remove it, simply click the trash can icon at the bottom of the window. If you are in the Drafts folder, you can remove a draft by placing a checkmark in the box at the left of the message and then clicking the **Discard drafts** button just above the list of drafts.

### Some other cool uses of the Gmail Drafts folder:

- 1) Messages on Demand - If you need to have a message ready to be sent at a moment's notice you can type it up and instead of hitting **Send**, simply save it as a draft and when the time is right... open it and hit Send.
- 2) Notes to Yourself - Saving notes in a draft allows you to have access to that list anywhere you can open up your Gmail account.

3) Canned Messages and/or Responses - If you have messages that you need to send to many recipients at different times, create a draft of the message and then it can be copied and pasted into a new message. This keeps a copy for later use.

4) Create Your Own DropBox for Files - If you have files that you want to be able to access from different locations, attach them to a new message and save the message as a draft. This keeps the files just a click away from any location where you can get to your Gmail account.

---

Please send any questions or comments about this installment of Tips & Tricks to [technology@dadecs.org](mailto:technology@dadecs.org).