

# GOOGLE WORKFLOW

## TIPS & TRICKS

<http://bit.ly/2rK6lnO>

Google Drive	Google Docs	Advanced
<a href="#">Create a New Folder</a>	<a href="#">Force Copy</a>	<a href="#">Creating Filters</a> (Gmail)
<a href="#">Adding New Files to a Folder</a>	<a href="#">Make Docs View Only (no print or download)</a>	<a href="#">Multiple Profiles on Chrome</a> (Chrome Browser)
<a href="#">Moving Existing Files to a Folder</a>	<a href="#">Embed Docs</a>	<a href="#">"Reply From" Emails</a> (Gmail)
<a href="#">Upload Files to a Folder</a>	<a href="#">Set Expiration Date for File Access</a>	<a href="#">Who Has Access?</a>
<a href="#">Transfer Folders Between Google Accounts</a>	<a href="#">Convert Uploaded Files (i.e. Word files) to Google Doc</a>	<a href="#">Add Emojis to Drive Folders</a>
<a href="#">Starred Folders</a>	<a href="#">Work Offline</a>	<a href="#">Chrome Extensions</a> (Chrome Browser)
<a href="#">View Activity and Details on Files</a>	<a href="#">Transfer Ownership of Files</a>	<a href="#">Google Shortcuts</a> (With permission from <a href="#">@mrs_young2</a> )
<a href="#">My Calendar of Technology To-Do's</a>		
<a href="#">Link to Padlet: <i>what's missing?</i></a>		