

GOOGLE WORKFLOW

TIPS & TRICKS

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

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