Bolingbrook Public Library Google Drive Training Resources August 3rd, 2018



Link to Resources: bit.ly/bbldrive

Agenda

1. Sign Into Chrome

2. Help Resources

3. Sharing Drive Files

4. Organizing and Searching

5. Collaboration / Commenting

6. Apps, Add-0ns, & Extensions

A Few Quick Tips to Wow and Amaze Your Friends and Family

Ctrl + Shift + t (Open Closed Tabs)

Shift + z (Add File to Multiple Folders

. (Share Selected Items in Drive)

Shift + t (Create a New Document)

Steve Wick

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