

Google™ Docs

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Part 3:

In the past we've looked at what Google Docs and Google Drive are and what cloud computing is. Today we'll go a step further and see how we can practically apply this to our business.

Most businesses in the area need to create documents of some form at some time. You may have to write letters on a frequent basis that are either mailed out to customers and other businesses, or you may have to write documents that keep track of information internally within your business. You may need to maintain account information or inventory in a spreadsheet. You might even need to present information in a visual way using presentation software. Even if you have Microsoft Office, Google Docs is a feature-packed alternative.

By clicking the red 'Create' button in the left sidebar, you'll be able to create documents, spreadsheets, presentations, and more. You can also use the Create button to create directories and keep your online storage organized.

When you go to drive.google.com, you're greeted with a screen that shows all of your files and documents. By clicking the red 'Create' button in the left sidebar, you'll be able to create documents, spreadsheets, presentations, and more. You can also use the Create button to create directories and keep your online storage organized.

After you've created your document, you'll find an interface similar to desktop office software. You can format Word style documents with ease using the toolbar, and Google Docs will automatically save your files after you've given them a name, preserving your work even if the power goes out mid-sentence. If you have any trouble learning how to use Docs, just click 'Help' in the file menu to find tons of user-friendly documentation.

Whether you've finished a document or are still working on it, you'll definitely find use in sharing them with others in your workplace so that everyone can contribute. Simply click the blue 'Share' button in the top right corner of any document in the editor to change the share settings and invite others.

We've hope you've enjoyed these articles. Now it's time to do your part and leverage Google Docs and online cloud storage and computing to make your business more efficient and your files safer! ■

Part 4:

In the past we've looked at how Google Docs gives you a powerful office suite for free in your browser. Central to Docs' ability to taking your work online is its ability to store your files in the cloud, so let's take a look at what your cloud storage options are!

Two great online file storage systems are Dropbox and Google Drive. Each one has its own place in the online world, with respective pros and cons. Broadly speaking, Dropbox has a better system if you're just looking for file storage, but Drive can be much nicer if you're using Google Docs, especially since you'll already have an account there.

Dropbox has been around for five years now, so it's had a lot of time to grow and pickup compelling features that users want and need. It gives you control over how you sync, what you sync, and gives you a public downloadable link with a single right-click of a file on your desktop. Drive, however is the newcomer with exciting sharing features, but it's still missing some that Dropbox made popular.

The strongest feature Drive offers is tight integration with Google Docs, making it easy to keep up with the documents that you've created online. If you've got friends or a small team that needs to help you work on your files, you can easily share them and work together in real time. Drive can push your online office to the next level.

At the end of the day, it's up to you to decide how to store your files in the cloud. Both services achieve the same thing, with small differences scattered around. If you're already using Docs, Drive's familiar interface and lower price point (for the paid storage tiers) can be very compelling. However, if all you need is to store your files in the cloud with a smooth desktop and web interface, then Dropbox may be a better fit for you.

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