

The



Universe

Master Your Google Drive, Part II

How to master online document management

**Google's Web Based Tools for improved
Productivity and Communication**

**Handheld Computer Solutions
G. William James**

How To Keep In Touch

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Handheld Computer
Solutions



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Subject Line Only!!!

Google Drive Two

How Google Drive Is An Essential Part Of Your Mobile Office

As a file storage and sync service, Drive provides a way to open/edit documents, share and collaborate with them from the office or anywhere worldwide .

The ability to be better responsive and more prepared to meet a client's needs is an essential process of a successful business.

- **Open and edit documents, spreadsheets, etc.**
- **Send/receive updated files from phone or PC**
- **A synchronized backup protects your files**
- **Share documents with others and collaborate in real time**
- **Files can be linked to post online in social media, blog posts, etc.**

How Google Drive Is An Essential Part Of Your Mobile Office

Create documents primarily for the purpose of sharing content online, to provide easy access to information, and to improve your ranking in a Google search.

- **Create forms for real-time data collection, surveys, evaluations, etc.**
- **Develop graphic materials, flyers, posters, etc. for distribution**
- **Create pre-determined map routes and share with prospects**
- **Create single-page websites of your listings, advertisements, etc.**
- **Post/share content online, in social media, blog posts, email, etc.**



Sites



Backup & Sync



Docs



My Maps

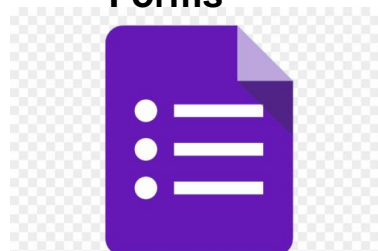


Sheets

Drawings



Forms



Slides





Google Forms

Google Forms is very useful to create registrations, surveys, questionnaires, data collection forms, even quizzes.

- Send the forms by email or text, or share on your website, blog page and all compatible social media platforms
- Responses are compiled in real-time, and can be shown as in chart form, individual responses or CSV spreadsheet
- Forms are great to collect client information, for customer service surveys, HOA questionnaires, even having fun at social gatherings!
- Build a contact database, using forms to grow your list with social media connections (LinkedIn, Twitter, Facebook, Instagram)



Google Drawings

With Google Drawings, create visual content that is impactful, informative and conveys your message effectively.

- Use your creativity to design flyers, bulletins, posters and more
- All drawings files are stored on the cloud, and can be viewed or shared on mobile devices
- Use Drawings to create marketing materials to be displayed on the Internet, as visual posts on social media and blogs, and as content on your website.
- Add active links to drawings to connect to documents, maps, sites and more



Google My Maps

Google My Maps blends the power of Google maps and GPS data to create a travel experience you can rely upon and share with others.

- Google My Maps can easily create a travel itinerary of multiple destinations
- Add multiple locations as destinations, create a travel route connecting all locations. Select between driving, walking, cycling or public transportation.
- Share the saved map with others by email, text or social media.
- End users can import the saved map into Google Maps on their mobile phone for point-to-point navigation.



Google Sites

Google Sites is an easy to use yet powerful tool

- Use Google Sites to create and publish fully functional web pages, ready to post to the Internet
- Easy to use with plug-and-play components, it is a simple process to create a separate web page for each of your listings, complete with links to other content such as websites, contact information, video or photo galleries
- These Sites, once published on the Internet can impact your Google SEO



A Special Exclusive Webinar Event



Google My Business, Ads and SEO

- Learn how to create and manage your Google My Business profile
- How to get your My Business site to the top of the search results
- Add your current listings and other info for instant access
- Discover how to choose the right keywords and tags that get results
- How to make your website and online content Google-friendly
- Learn the secrets of the SEO pros and increase your visibility



Wednesday
June 30, 2021
1:00 pm Eastern

www.gwilliamjames.com/events

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THANK YOU!

That was fun,
let's do it again
sometime 😊



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