

# 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



G. William James



GWJ2000



RealGWilliamJames



# G. William James



- Black Enterprise Magazine's "Master Of The PDA"
- Google Apps For Business Affiliate
- Member, National Speakers' Association

## Career Highlights

- ❑ 1980s Executive Forums, Inc. Presented time management workshops
- ❑ 1999 Corporate speaker for Palm, Inc. on the power of the PDA
- ❑ 2004 National Presenter for the launch of the original Supra eKey & iBox
- ❑ 2008 Introduced 1<sup>st</sup> Gen iPhone as a Realtor tool
- ❑ 3-Time Presenter to The National Association of REALTORS® Conference
- ❑ 2005-Today Distinguished presenter of Google Apps for mobile business

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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**

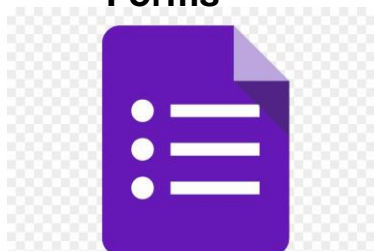


**Sheets**

**Drawings**



**Forms**



**Slides**







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# THANK YOU!

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



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