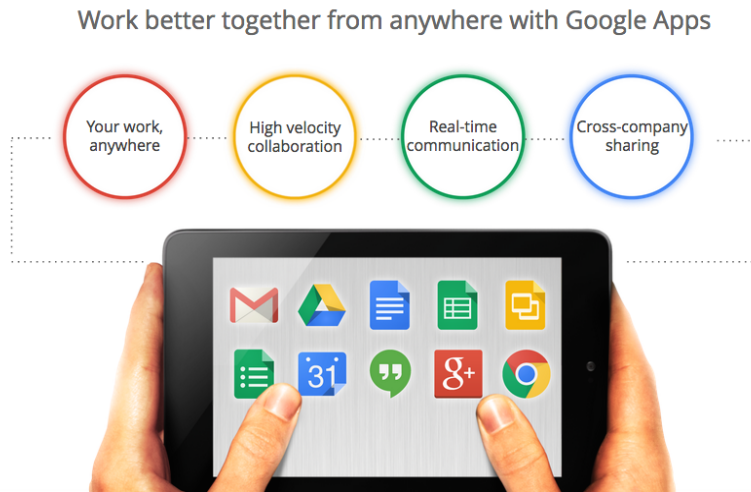


GOOGLE COLLABORATION TOOLS

by Gail Tan and Robin Moroney
Google

Consider this your starting point to tap into Google's suite of digital tools that can enhance newsgathering, information sharing and collaborative news reporting.



Here is a list of online resources on steps on how to use Google Drive and other apps like Google Docs, Sheets and Slides and Google Forms.

- Drive - <http://learn.googleapps.com/drive>
 - Offline access - <https://support.google.com/drive/answer/2375012>
- Overview of Docs, Slides, Sheets - <https://support.google.com/docs/answer/49008?rd=1>
 - Getting started on Docs - <https://support.google.com/docs/topic/21008>
 - More on Docs - <http://learn.googleapps.com/docs>
 - Things you can do with Slides: <http://goo.gl/JsKUXP>
 - Getting started with Sheets - <http://goo.gl/TP7KEB>
- Forms - <https://support.google.com/docs/answer/87809?hl=en>
 - Editing your form - <https://support.google.com/docs/answer/2839737>
- Calendar - <http://learn.googleapps.com/calendar>
 - Tips & Tricks for Calendar - <http://learn.googleapps.com/tips-and-tricks/tips-and-tricks-1>
- Hangouts - <http://learn.googleapps.com/hangouts>
 - Video calls basics - <http://goo.gl/CckyLc>

Those who are really keen can subscribe to some product blogs

- Gmail - <http://gmailblog.blogspot.com.au/>
- Drive - <http://googledrive.blogspot.com.au/>
- Google Enterprise - <http://googleenterprise.blogspot.com.au/>

For more advanced tools (Trends, Analytics, Maps API, etc) - <http://www.google.com/get/mediatools/>