

11-19-2012

# Google Apps Beyond Gmail

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## Recommended Citation

Ginsberg, Debbie, "Google Apps Beyond Gmail" (2012). *Presentations*. 18.  
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## November 19, 2012

Debbie Ginsberg and Emily Barney

### Google Drive

Google Drive is an online space where you can store up to 5 GB of files. Files you create with Google apps do not count toward that.

Use Google Drive to:

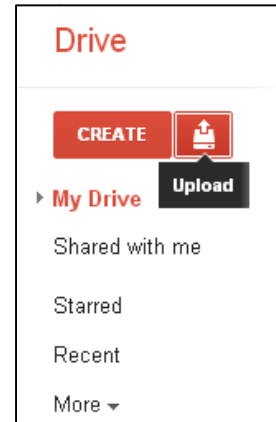
- Create Google Docs files
- Upload and access other files – upload any type of file
- Create folders
- Save / Reduce email attachments – upload a file and get a link to the file you uploaded.

Good for:

- Sharing files
- Accessing files from anywhere

Not good for:

- Storing all of your files (storage is limited)
- Accessing files when not online



### Google Apps

Use Google Apps to create and edit documents, spreadsheets, presentations, and drawings.

Good for:

- Collaboration – share with others and edit the document at the same time.
- Accessing files from anywhere – the files are stored in Google Drive
- Comparing versions – you can review versions of files from the last 30 days
- Save automatically – Google saves your work every few seconds.

Not good for:

- Highly formatted documents (e.g. a finished law review article)
- Complex spreadsheets
- Presentations with complex animation and formatting

