

# IGR GOOGLE DRIVE TRAINING

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# AGENDA

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- THE BASICS / TIPS AND TRICKS FOR USING TEAM DRIVES
- PROPOSED TEAM DRIVE ORGANIZATIONAL SCHEMA
- ADVANCED SEARCH FUNCTION
- IGR DOCUMENT NAMING PROTOCOL

# GOOGLE DRIVE: THE BASICS

## **SORTING FILES:**

- Alphabetically
- By most recently changed

## **COMMENTING:**

- Tagging others
- Assigning tasks

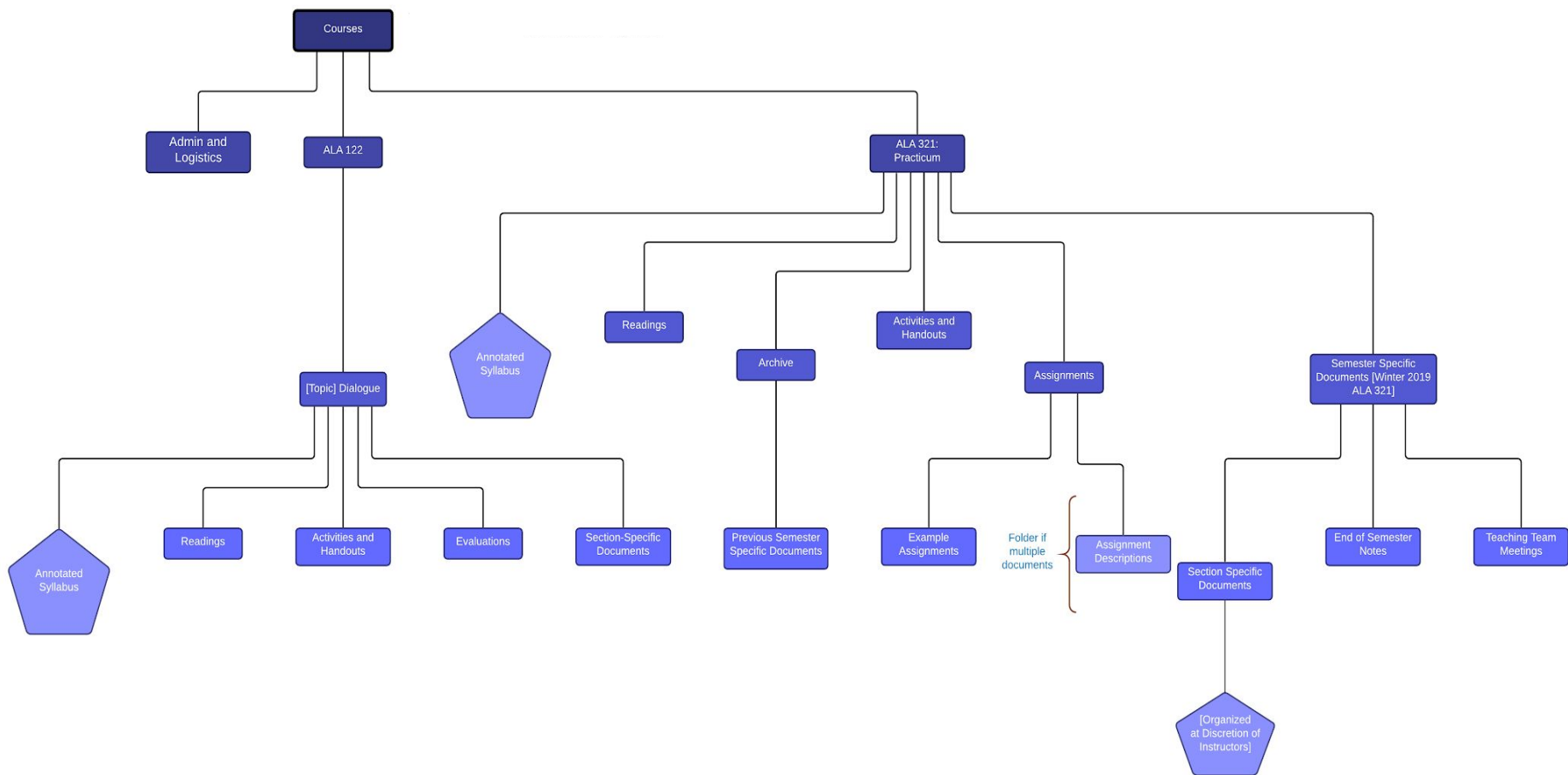
## **MOVING FILES:**

- Copies of documents

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FULL FILE PATH:	“GO TO”:	COPYING FILES:
-View the specific location of a document, beyond a specific subfolder	-Jump to the folder where a specific document is located	-Templates  -Create alternative/modified documents without directly changing the original

# PROPOSED ORGANIZATIONAL SCHEMA



# USEFUL FEATURES

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- [Access and Permissions](#)
  - Create a “to be deleted” folder
- Directory Document or Google Site
- Draft Versioning
- Utilize Running Documents, Working Documents
  - Process for migrating information



# FUNCTION: ADVANCED SEARCH

# FEATURES

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-Search Operators

-Filters

# DOCUMENT NAMING PROTOCOL