GOOGLE COLLABORATION TOOLS
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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](http://learn.googleapps.com/drive)
  - Offline access - [https://support.google.com/drive/answer/2375012](https://support.google.com/drive/answer/2375012)

- **Overview of Docs, Slides, Sheets** - [https://support.google.com/docs/answer/49008?rd=1](https://support.google.com/docs/answer/49008)
  - Getting started on Docs - [https://support.google.com/docs/topic/21008](https://support.google.com/docs/topic/21008)
  - More on Docs - [http://learn.googleapps.com/docs](http://learn.googleapps.com/docs)
  - Things you can do with Slides: [http://goo.gl/JsKUXP](http://goo.gl/JsKUXP)
  - Getting started with Sheets - [http://goo.gl/TP7KEB](http://goo.gl/TP7KEB)

- **Forms** - [https://support.google.com/docs/answer/87809?hl=en](https://support.google.com/docs/answer/87809)
  - Editing your form - [https://support.google.com/docs/answer/2839737](https://support.google.com/docs/answer/2839737)

- **Calendar** - [http://learn.googleapps.com/calendar](http://learn.googleapps.com/calendar)

- **Hangouts** - [http://learn.googleapps.com/hangouts](http://learn.googleapps.com/hangouts)
  - Video calls basics - [http://goo.gl/CckyLc](http://goo.gl/CckyLc)

Those who are really keen can subscribe to some product blogs


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