

Google Docs and Team Drive Tips

Using Mac Automator program, create "apps" that open a specific URL. You can even create an app for creating a Google Document, Sheet, or other file within a specific folder.

Use Google Team Drives and Google Documents. Note that a top-level Team Drive's permissions will then trickle down through every folder within it. Why use Google Docs and Drive? Rather than create multiple versions of a Word document and email it back and forth and drop it in and out of folders, just use a single Google Document and keep track of changes through two methods: Reviewing versions (it's very robust with Google) or using "Suggesting" mode (just like MS Word's track changes). And Google Drive functions seamlessly with Google Docs.

In Google Docs, you can use the "+" symbol to call out a user and request they do a task. This is useful if you highlight text, add a comment to it, and in the comment do something like "+amedeo Amedeo, come on, make this sentence better."

In Google Drive, create stage-like structure to folders within a topic with numbers to simplify archiving and tracking process and fit the pattern of most things going from stages of **1-idea** to **2-working** to **3-done**.

Create a "1inbox" folder in various services, Google included, where you can capture notes or documents you will file later.

In a Google Doc, you can change its folder location by clicking on the folder icon to the right of the file's name. You can also view the folder in which the document is stored by clicking on the upper-right-facing arrow icon that appears when you click on the same folder icon. Finding this folder is handy if you want to see where it is stored in the larger collection of folders for your team or project. **BE CAREFUL ABOUT MOVING FILES IN TEAM DRIVES:** Doing so can change people's access.

General Tips

Use right click on different images and text on a web page to reveal things you can do with them.

In Chrome browser, use option-command-I to bring up Google Developer View or go to View > Developer > Developer Tools. Click the arrow icon there and then float it over items on the page to see info about them.

MS Word

Create a "hyperlink-hidden" style. Basically a "character" type style based on default paragraph (which should not have any color). Apply that and links remain without colorization.

Gmail

Set up email automoving to Gmail from Outlook. Use Gmail labels. Occasionally delete a few hundred emails from Outlook to keep storage under control.

Print an email to "Google Cloud Print" to save it into your Drive as a PDF. Or just save as a PDF, then open that PDF with Google Docs to convert it to text you can edit (button at top of page when you preview the PDF in Google Docs).

Writing Emails

People's inboxes are like their tasks lists. It's incredibly nice when a subject line reads like an informative task title and communicates a lot of the critical information (who, what is the request, when due, priority). Needing to open an email to understand what it's about and make a decision on its priority becomes very frustrating when you get dozens of emails a day from different people. Name files in a similar way. For example, if you send someone a resume, include your name and job position in it. If you send a story proposal, include the fact that it is a proposal, your name, pub name, and topic; calling it "story idea" isn't helpful and requires opening and parsing info.

Forwarding giant email chains: Consider taking a moment to summarize the critical info in the batch of info you're sending on, since you likely already have read it and can make the next person's job of understanding it easier.

Password Manager

We all have dozens if not hundreds of passwords. It is impossible to remember them. LastPass and 1password are both good. Stanford offers Dashlane for free (<https://uit.stanford.edu/security/password-manager>).

Automatic Action Programming

Use zapier.com (like ifttt.com) to hook into Gmail to send items to Zenkit.

Google Chrome Extensions

Use extensions to perform routine actions. I won't include ones attached to handy services like Bear Writer, Evernote, Google Drive, Asana, LastPass, BuzzSumo, Google Analytics. But I'll note odder ones you may not have encountered.

Image Downloader

ColorZilla

goo.gl URL shortener

ToggleCase text transformer

FreeDictionary

Create Link

Hypothesis (free service to mark up pages and share with your group)

OneTab

Just Read

Useful Mac Menubar Apps

FormatMatch: strips all styling from text when you copy it.

aText: for text snippets you use over and over and watch accessible within any program on your computer.

Cleanshot: Better screenshots and screen video capture.

Clocker: Timezone help and also shows calendar events.

Google Accounts

Add multiple accounts

Text and Code Editing

Sublime Text

Zenkit Tips

Get the apps for desktop and phone.

Use the "Send to Email" feature to get items in it.

Use reference fields to create a database like experience. Useful!

Use the @name symbol in comment field to call out

Check your notifications. You can get a million. You can also subscribe to projects. I don't understand subscribe totally.

Fill out the fields! This is a way to centralize very basic info that allows everyone to work on an item at once and move it through the stages of production.

Name tasks in this convention: Action-Slug. So if an article needs to be written, use "write-tumolillo-online-communities-article" or "write - tumolillo online communities." The goal is to see, at a glance, what the most pressing task is.

If using the desktop app, hold down shift or command and then click on a task to open it in a window in your browser. This will then give you a URL you can copy and share with others, if you want to direct people via chat or email to a specific task (though you should always be assigning tasks if someone has responsibility for doing something within it).

Keep one person as the one assigned to a task. This tells us all who has responsibility for it at whatever stage the task is in. To change the person, remove yourself and add someone. When you do so, also write a note in the task's comment field using "@" to alert that person that it's they're taking over the task now.

You can view single tasks as pop-ups or side pain.

Each task, collection, person, and team name can be clicked on. This presents meta-level options to adjust the settings. Be careful! Your changes will go to the entire team.

Mark things as favorites if you use them often. You can create different labels for favorites, too, by clicking on the three dots to the right of its name in the left menu bar, "My Favorites," when you hover over it.