

**The**



**Universe**

# **Master Your Google Drive, Part I**

**How to master online document management**

**Google's Web Based Tools for improved  
Productivity and Communication**

**G. William James**

**Handheld Computer Solutions**

# How To Keep In Touch

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Handheld Computer  
Solutions



G. William James



GWJ2000



RealGWilliamJames



# Individual / Group Consultation



- ☐ Custom design your mobile office
- ☐ Get your Google SEO optimized
- ☐ Facebook marketing strategies
- ☐ Time management/mobile organization
- ☐ Online video marketing strategies
- ☐ G Suite (Google Enterprise Apps) Integration

**Schedule an appointment today**

# G. William James



- Black Enterprise Magazine's "Master Of The PDA"
- Google Apps For Business Affiliate
- Member, National Speakers' Association

## Career Highlights

- ❑ 1980s Executive Forums, Inc. Presented time management workshops
- ❑ 1999 Corporate speaker for Palm, Inc. on the power of the PDA
- ❑ 2004 National Presenter for the launch of the original Supra eKey & iBox
- ❑ 2008 Introduced 1<sup>st</sup> Gen iPhone as a Realtor tool
- ❑ 3-Time Presenter to The National Association of REALTORS® Conference
- ❑ 2005-Today Distinguished presenter of Google Apps for mobile business

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**Subject Line Only!!!**

**Google Drive One**

# How Google Drive Is An Essential Part Of Your Mobile Office

As a file storage and sync service, Drive provides a way to open/edit documents, share and collaborate with them from the office or anywhere worldwide .

The ability to be better responsive and more prepared to meet a client's needs is an essential process of a successful business.

- Open and edit documents, spreadsheets, etc.
- Send/receive updated files from phone or PC
- A synchronized backup protects your files
- Share documents with others and collaborate in real time
- Files can be linked to post online in social media, blog posts, etc.

# How Google Drive Is An Essential Part Of Your Mobile Office

Create documents primarily for the purpose of sharing content online, to provide easy access to information, and to improve your ranking in a Google search.

- Create forms for real-time data collection, surveys, evaluations, etc.
- Develop graphic materials, flyers, posters, etc. for distribution
- Create pre-determined map routes and share with prospects
- Create single-page websites of your listings, advertisements, etc.
- Post/share content online, in social media, blog posts, email, etc.



**Sites**



**Backup & Sync**



**Docs**



**My Maps**

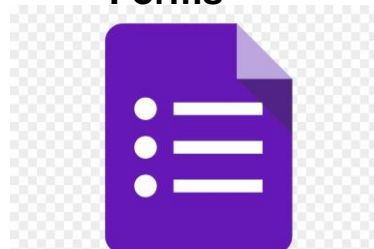


**Sheets**

**Drawings**



**Forms**



**Slides**









**MOBILE  
TECHNOLOGY  
FOR  
REAL ESTATE**

**The**  
**Google™**  
**Universe**  
**Web Series**



## Master Your Google Drive, Part II

- Learn how to replace your Office 365 paid app to the free Drive
- Create forms, flyers, maps and single-page websites
- Share and collaborate documents with colleagues and clients
- How to make drive documents interactive with other programs
- Create documents to display and share on Social Media
- Make documents available to colleagues for others to access online

**Monday, November 23, 2020**

**1:00 pm EDT**

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**Google Drive One**

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# THANK YOU!



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