

The



Universe

Discover Google Drive II

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

G. William James

Handheld Computer Solutions

How To Keep In Touch

www.gwilliamjames.com

william@gwilliamjames.com

@MyGWilliamJames



Handheld Computer
Solutions



G. William James



GWJ2000



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 1st 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

william@gwilliamjames.com

Subject Line Only!!!

Google Drive Two

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.



Sites



Backup & Sync



Docs



My Maps

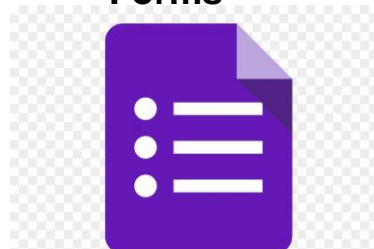


Sheets

Drawings



Forms



Slides





What's So Special About Google Forms?

As a customer-oriented business, Forms is a valuable tool for engaging with your audience, finding out their needs and expectations from you, and to gauge your performance and satisfaction.

- **Create forms for people to complete online, no paper to distribute or collect**
- **Questionnaires and poll taking**
- **Quizzes and tests with instant grade reporting**
- **Response data is automatically compiled and analyzed**
- **Response data is in real-time in form, spreadsheet, or graphic formats.**



What I Learned About Google Drawings

If you have used Publisher or a handful of other software packages to create graphic content, you will come to appreciate some aspects of Drawings, but not all;

- Create flyers, posters, other graphics- based projects
- Insert documents or images directly from Drive
- Add links to video or Google Photo albums
- Sharing Drawings is a snap- no paper required
- Share as an image, or a link to social media, websites, blog pages
- Insert image into a YouTube video as an enhancement



Google My Maps

If you have ever used Google Maps you will like what My Maps adds to the experience. It's easy to use it to plan trips with custom maps, share them and use in the app.

- **Create maps with specific locations, drop pins**
- **Identify places by type (house, restaurant, park, school)**
- **Customize locations with photos, details, etc.**
- **Measure distances, and travel times by travel method**
- **Share maps with others, who can open on their mobile navigation apps**
- **Saves your map information in Google Drive**



Single-Page Websites from Google Sites

Google offers one of the very few opportunities to create one-page websites that can get plenty of views with very little effort on your part.

- **Create a page like you would any website.**
- **Add images, video, text boxes, links to other sources**
- **Customize and tailor for specific audience**
- **Use keywords that lead Google searches to your Site**
- **Share the link to the site via social media, email, text, blog pages or other websites**
- **Your Sites activity greatly assists your Google SEO profile.**

The



Universe

A Special Exclusive Webinar Event



Google My Business, Ads and SEO

- Learn how to create and manage your Google My Business profile
- How to get your My Business site to the top of the search results
- Add your current listings and other info for instant access
- Discover how to choose the right keywords and tags that get results
- How to make your website and online content Google-friendly
- Learn the secrets of the SEO pros and increase your visibility



**MOBILE
TECHNOLOGY
FOR REAL
ESTATE**



How To Keep In Touch

www.gwilliamjames.com

william@gwilliamjames.com

@MyGWilliamJames



Handheld Computer
Solutions



G. William James



GWJ2000



THANK YOU!



william@gwilliamjames.com