

Realty Tech Talk Series

Business Anywhere, Anytime With Google Drive

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Google Drive has evolved over the last few years to becoming a go-to business productivity app for real estate professionals. Google Drive is a cloud storage service that includes a word processor (Google Docs), a spreadsheet program (sheets) and a presentation tool (Slides). Google Drive also includes 15GB of free space that includes Drive documents, Mail, Photos etc. as they are all linked to one Gmail account.

Here are some of the top features of Drive:

- The ability to insert Google Drive files into your Gmail messages provides a few significant advantages over uploading files as attachments from your hard drive especially very large files. You can also share multiple files by grouping them into a folder and sharing with a group.
- Forms in Google Drive are a great way to collect data quickly and easily. Forms can be shared via a link, embedded into Web pages, and emailed to specific users.
- Google drive app is very well done and not just provides access to all your files but also gives you the ability to do light collaboration on the go.
- If you are using the Chrome Browser, it offers a number of extensions to integrate the browser more tightly with Google Drive. Go to the [Chrome Web Store](#) and search for Drive. Once such extension is [Save to Drive](#) that will allow you to save any web content while browsing right to your google drive with one click.
- We've all been there. You delete content from inside a file, save the file, and later realize you did it by mistake. Fear not as Drive Revision History will help recover an earlier version. All you have to do is open a file from the Google Drive Web interface and hit **Ctrl + Alt + G** in Windows or **Command + Alt + Shift + G** on a Mac. This will bring up the Revision History sidebar, where you can see all revisions and easily go back to an earlier version.
- There is a plethora of drive keyboard [shortcuts](#) that will make you a drive power user!

Many of us have been using Gmail and some other google features but using Drive takes your business productivity to a whole new level.