Google Drive 201

See presentation in Google ideas folder in my google drive

* Tools and Research
  + Click on tools
  + Drag to research
    - New menu opens on right
      * Choose type
    - Automatically footnotes what you have used
    - Can change type of citation format
      * Note: MLA is not always correct
  + Add ons
    - Gmath
    - Easybib
    - Speech to text
    - Table of Contents
    - Lucidchart
    - URL shortener
    - Open clip art
    - Kaizena mini
    - Suggested edits (coming soon)
      * Make a copy of the document
      * Share with others
        + Set to “make suggestions” only
      * Click on those suggestion boxes and the edits will be automatically made for you!
* Google Slides
  + New
    - Slides
* To pin tabs
  + Right click on tab
  + Select pin
  + Tab moves to right and is pined
    - You won’t accidentally close it!