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!