

MEMO

What	Why
Collaboration	Google Drive makes sharing your files simple. It also allows multiple people to edit the same file, allowing for real-time collaboration. But be aware – don't share anything in Google, you want to keep secret.
Use Google Drive	<p>1 Be secure where it is necessary Collaboration is about making things as easy and as secure as necessary. Don't overdo security. Keep it to the important tasks. Don't use Google for secret investigations, but use it for the rest – more or less.</p> <p>2 Take care of your smartphone Your smartphone is your biggest spy – take care. Leave it at home, when meeting secret sources. Don't leave any electronic information on these meetings.</p> <p>3 Use Google for normal collaboration When you are logged in to Google, Gmail etc. - click on the nine small squares:</p>  <p>Then on the icon for Drive:</p>  <p>Drive</p> <p>4 Organize Google Drive Google Drive makes it possible to organize your files in working groups and share access, so everybody in the group can look and edit all the time. Tipsheet: https://apps.google.com/learning-center/products/drive/</p> <p>5 Make new files and directories</p>  <p>Click on  to add files or directories. You can grant access to subdirectories and you can rewoke it to set up an area, where a specific group has access – to everything in that area. Remember to organize it, so it fits to your way of working. Don't let it grow. Reorganize from time to time.</p>  <p>Klik on the grey person at right to control access.</p>
Good extensions to Google Chrome:	<p>6 Use Extensions Gmail Offline Sync Optimizer Table Capture LastPass</p>

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	<p>Unlimited Free VPN - HOLA Find more here: https://chrome.google.com/webstore/category/apps</p>
Make Two-step verification	<p>7 Two steep verification An extra security to avoid your account getting hacked. When activated, it won't give you extra work in the daily routine: https://support.google.com/accounts/answer/180744?hl=en</p>
Use Google Offline	<p>8 Work on Google Drive Offline When you get online, files are synchronized. https://support.google.com/drive/answer/2375012 https://support.google.com/docs/answer/6388102?co=GENIE.Platform%3DDesktop&hl=en</p>
Docs and spreadsheets	<p>9 Important file types in Google Drive The most important file types are Docs, Spreadsheets and Fusion Tables. If you need other files in a drive, just upload and share, and others can download. Getting started on Docs: https://support.google.com/docs/answer/49008?rd=1 More on Docs: http://goo.gl/JsKUXP Getting started with Sheets: http://goo.gl/TP7KEB Editing your form: https://support.google.com/docs/answer/87809?hl=en</p>
Google groups	<p>10 Google groups is an easy way to start working more permanently in a group: https://apps.google.com/learning-center/products/groups/ https://groups.google.com/forum/#!overview</p>
Mediatools	<p>11 Other mediatools form Google: https://newslab.withgoogle.com/</p>
Embed documents	<p>12 Embed documents in stories – you can do it by using DocumentCloud. It's free to get an account for a news media: https://www.documentcloud.org/home It is connected to Overview Project: https://www.overviewdocs.com/</p>