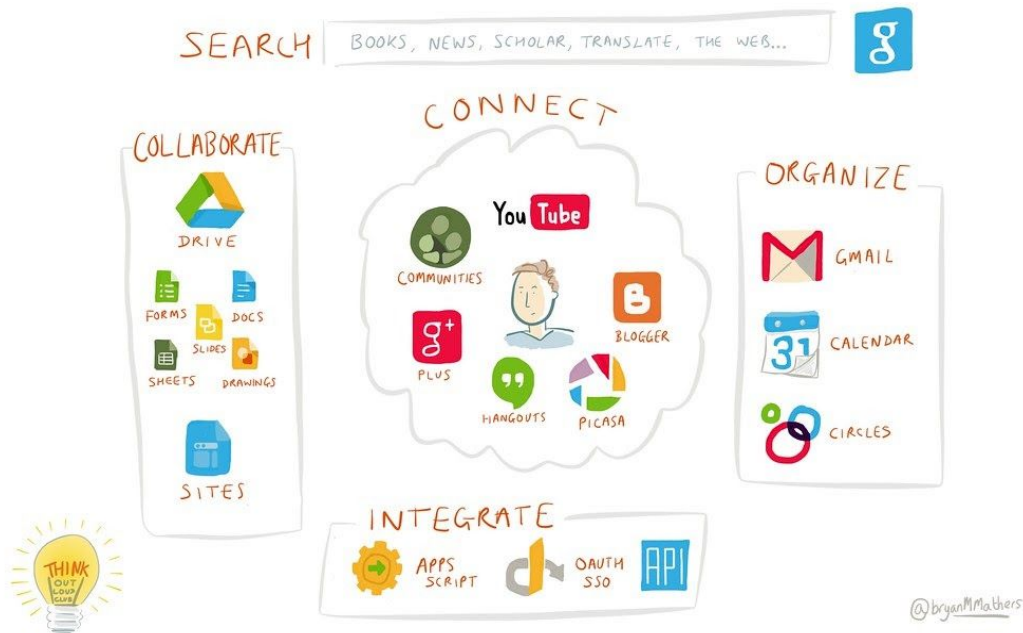
You've got GOOGLE

APPS, extensions, chrome, sites, YT, & MORE!
Having trouble keeping track of all the cool tools?
Not sure how to choose or use?

Check out these quick tips and guides to help you on your way to **GOOGLE mastery** ~ *or* ~ drop into the CTL later ***TODAY (10/8)*** for a quick review and to ask questions!

The Challenge...

- So many apps to choose from
- Takes time to learn and incorporate
- Transitioning from one platform to another is a lot of work!

WE AGREE - let the CTL help smooth out the process

The OPPORTUNITY...

- **Create easy to navigate, accessible and shareable content for your courses**
- Foster collaborative exchanges with and between students
- Provide guidance and access to MORE resources than you have time to cover in class

- **CTL Google app sessions and tutorials**
- monthly Google Apps sessions/drop in hours
- individual appointments available to address specific objectives
- **Drop us a note...** *theCTL@sunyorange.edu* for help with Google Apps

QUICK TIPS sample...

~ Manage long documents with bookmarks

Google Docs lets you put markers down inside documents so you can more easily find your way around big files. Go to **Insert** then **Bookmark** to place one and get the link to it. Use **Insert** and **Link** to link to your bookmarks (i.e. for building a table of contents).

~ Match images to your presentation

The image import feature in Slides (and Docs and Sheets) is more advanced than you might realize: head over to the Search tab inside the image import box and you can look for pictures with a particular dominant color, to fit in with the theme of your presentation.