

Google Tools, Templates, & Tips You Wish You Knew About Yesterday!

Evan Osgood

Google Certified Educator Level 1 & 2





Tools



Applications, extensions, and other tools to make your day-to-day operations a little smoother and a little quicker!

1. Grammarly (for Chrome)



Receive real-time grammar feedback, analysis of tone, plagiarism detection, and tips to improve fluency and readability.

Targeted For: Volunteers and Program Managers

Compatible With: Google Docs, Gmail

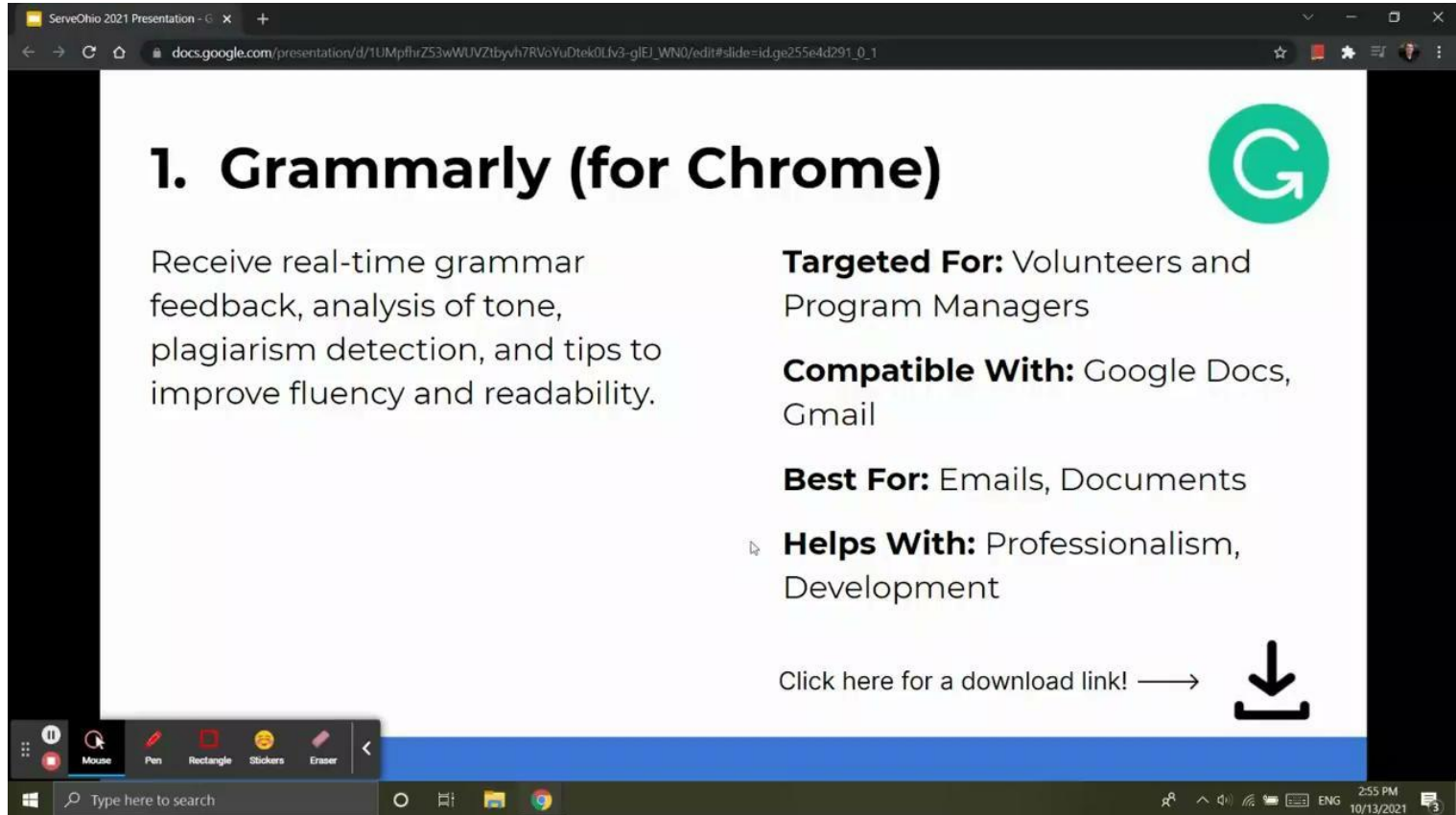
Pricing Plan(s): Free & Premium

Helps With: Professionalism, Resource Development


Click here for a download link! --->



How to add an Extension in Chrome



The image shows a Chrome browser window displaying a Google Docs presentation slide. The slide is titled "1. Grammarly (for Chrome)" and features the Grammarly logo (a green circle with a white 'G'). The slide content includes a description of the extension's features, its target audience, compatible applications, best use cases, and the types of help it provides. A download link is also present with a download icon.

1. Grammarly (for Chrome) 


Receive real-time grammar feedback, analysis of tone, plagiarism detection, and tips to improve fluency and readability.

Targeted For: Volunteers and Program Managers

Compatible With: Google Docs, Gmail

Best For: Emails, Documents

Helps With: Professionalism, Development

Click here for a download link! → 

The browser window shows the URL: docs.google.com/presentation/d/1UmpfhrZ53wWUNZ1byvh7RV6YuDtek0Lv3-glEJ_WN0/edit#slide=id.ge255e4d291_0_1. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date 10/13/2021 and time 2:55 PM.

2. Save to Drive

Send images, videos, and links directly to drive folders without downloading and uploading.



Targeted For: Program Managers

Compatible With: Web, Articles

Pricing Plan(s): Free

Helps With: Resource
Development, Marketing



3. Dictation for Gmail



Dictate your emails and save time.
This also works on your phone!

Targeted For: Volunteers and
Program Managers

Compatible With: Gmail

Pricing Plan(s): Free

Helps With: Communication



4. Follow-Up.cc

Write Emails on your timing and schedule them to send later! This also allows for Follow-up reminders, Email Tracking, Auto Follow-up, Contacts Lookup, and Email Snooze.



Targeted For: Program Managers

Compatible With: Gmail

Pricing Plan(s): Free

Helps With: Communication



5. Clipboard History Pro



Store copied text for efficient pasting later and record text source for citations.

Targeted For: Volunteers and Program Managers

Compatible With: Web, PDFs

Pricing Plan(s): Free & Premium

Helps With: Grant Proposals, Presentation Development, Research Citations, Legal Information



6. Picture-In-Picture



Pop out videos as windows to view while taking notes, following instructions, or completing activities.

Targeted For: Volunteers and Program Managers

Compatible With: Youtube, Khan Academy

Pricing Plan(s): Free

Helps With: Volunteer Training, Presentation Development



7. ScreenCastify

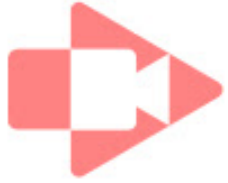
Record desktop and webcam videos to create presentations, volunteer training, supplemental materials, or reviews.

Targeted For: Program Managers

Compatible With: All

Pricing Plan(s): Free & Premium

Helps With: Resource Development, providing introductions and training



8. Web Paint



Annotate web pages and draw diagrams to more effectively communicate thinking.

Targeted For: Program Managers & volunteers

Compatible With: Web, Google Docs, Forms, Slides

Pricing Plan(s): Free & Premium

Helps With: Volunteer Activities





9. EquatIO

Great to help with virtual tutoring!
Type, write or speak to create mathematical equations and formulas

Targeted For: Program Managers, Volunteers

Compatible With: Google Docs, Forms, Slides

Best For: Math, Science

Helps With: Tutoring



Which Tool/Extension are you Most Excited About?

Grammarly

Automated writing feedback

Save to Drive

Save web resources instantly

Dictation for Gmail

Text-to-speech within Gmail

Follow-Up.cc

Automatic follow-ups and more in Gmail

Clipboard History Pro

Store copied text & sources

Picture-in-Picture

View videos as individual windows

ScreenCastify

Screen record videos & webcam

Web Paint

Annotate web pages

EquatIO

Graph & equation creator



Tips



Tips to get the most out of the Google products you use everyday

1. Dictation for Docs

Talk instead of typing!

For a list of commands you can use when dictating go [here](#)

How to Enable: Go to the Tools menu and enable "Voice Typing"

Compatible With: Google Docs, Gmail

Helps With: Productivity

2. Keyboard Shortcuts

Tired of clicking down nested menus? There's a quick and easy way to access most menu commands. To see what's available in the Google product you're using, type CTRL + /

Helpful shortcuts:

- CTRL + SHIFT + T-reopen most recent chrome tab or window
- ALT + F4-close the current application; or close all chrome tabs
- ALT + TAB-switch between windows

How to Enable: CTRL + /

Compatible With: Google Docs, Sheets, Slides, Forms, Drawings

Helps With: Productivity

3. Search a specific website

Search a specific site for a keyword of interest. Search `site:website.com {+ keywords}` where {keywords} is whatever you want to search for

For example:

- `site:craigslist.com 4 wheel cart`
- `site:forbes.com business ideas`

How to Enable: In Search Bar type: `site:website.com + keyword`

Compatible With: Google Docs, Gmail

Best For: Emails, Documents

4. Receive a Daily Agenda Email

Get your whole day's schedule via email every morning.

How to Set-Up:

1. Go to **Settings Menu** in **Google Calendar**.
(settings cog → settings)
2. Under **Settings for my calendars** select the calendar you want to receive a daily agenda for.
3. Under **Other notifications**, select **Email for Daily Agenda**

How to Enable: See description

Compatible With: Google Calendar

Helps With: Scheduling,
Organization

5. Direct URLs

Tired of clicking through multiple pages to access docs, sheets, and other google resources? Use the direct link to save time and go directly to their page. You can even add /user and more to save even more time!

Direct URLs: (resource).google.com

Works for docs, sheets, slides, drive, calendar, forms, and more!

You can also use (resource).new to get a blank google doc, sheet, or slide! (ex: doc.new)

How to Enable: Type (resource).google.com into the address bar

Compatible With: docs, sheets, slides, drive, calendar, forms

Helps With : Productivity

6. Link Sheets and Forms

Send your forms data directly to a sheet! You can link a sheet to gather all the information entered into your form. It will automatically add a new line in sheets for every question. Then, you can manipulate the data inside sheets! You can add up the number of volunteers, volunteer hours, expenditures, and more!

How to Enable: Click the green sheets icon under “responses” in a Google form

Compatible With: Google Sheets, Google Forms

Helps With : Productivity, Data/survey collection.



Templates



Prebuilt templates to help you improve your quality and efficiency with Google products

1. Infographics and Free Clip Art

[Fotor.com](#) (Free & Premium) is an online graphic design and photo editing platform, ideal for sales posters, flyers, and social media posts not only due to their massive ready-made templates but because they also offer various themed clipart!

[Infographic](#)

[Freepik.com](#) one of the topmost resource sites for vector graphics

How to Enable: Click on the link

Compatible With: Google Docs

Helps With: Productivity,
Communication

2. Templates

Here you will find lots of templates for everything from Meeting Minutes to a Liability Waiver

[Templates for Program Managers and volunteers](#)

How to Enable: Click on the link, click on the template you want to use, click in the upper right hand corner on Use Template

Compatible With: Google Docs

Helps With: Productivity, Communication