Google Keep
and Other Google Apps
with Tom Vorves

Capture what's on your mind with ease. Add notes, lists, photos, and audio to Keep.

Keep works on your phone, tablet and computer. Everything you add to Keep syncs across your devices so your important stuff is always with you.

Need to remember to pick up some groceries? Set a location-based reminder to pull up your grocery list right when you get to the store. Need to finish a to-do? Set a time-based reminder to make sure you never miss a thing.

Quickly filter and search for notes by color and other attributes like lists with images, audio notes with reminders or just see shared notes. Find what you're looking for even faster, and let Keep do the remembering for you.

Help with Keep and other Google Apps:

https://gsuite.google.com/learning-center/tips/keep/
https://gsuite.google.com/learning-center/tips/
https://gsuite.google.com/learning-center/
https://www.google.com/keep/
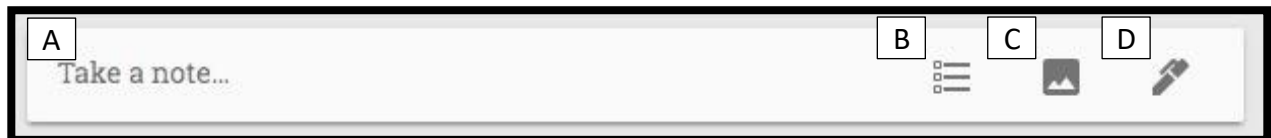
Google Keep via Web Browser

Menu
A – Menu On/Off

Start a Note
A   New QUICK Note
B   New LIST Note
C   New IMAGE Note
D   New DRAWING Note
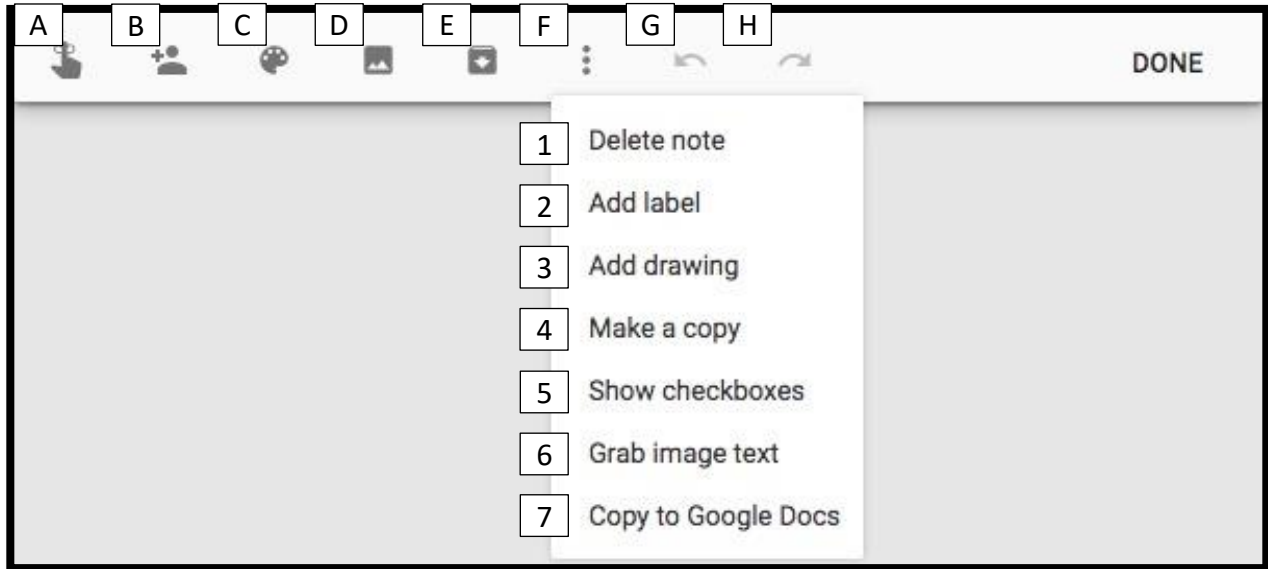

Note Reminders

Note Toolbar

|			
A	Set REMINDER for this note	1	Delete note
B	Share this note with COLLABORATORS	2	Add a LABEL to get organized
C	Change note COLOR	3	Add a DRAWING
D	Add an IMAGE to a note	4	COPY this note
E	ARCHIVE a note	5	Convert note to LIST
F	MORE note options	6	Convert image text to REAL text
G	UNDO changes	7	Copy this note to DRIVE and DOCS
H	REDO changes		

Google Keep via Mobile App
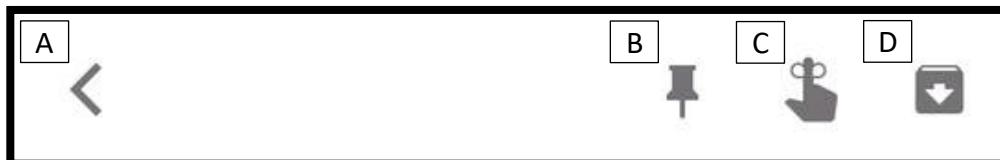
Mobile Menu

A   Mobile Menu On/Off

Start a note

A   New QUICK note
B   New LIST note
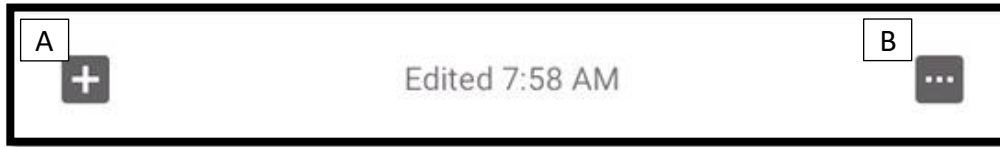C   New DRAWING note
D   New VOICE note
E   New IMAGE note
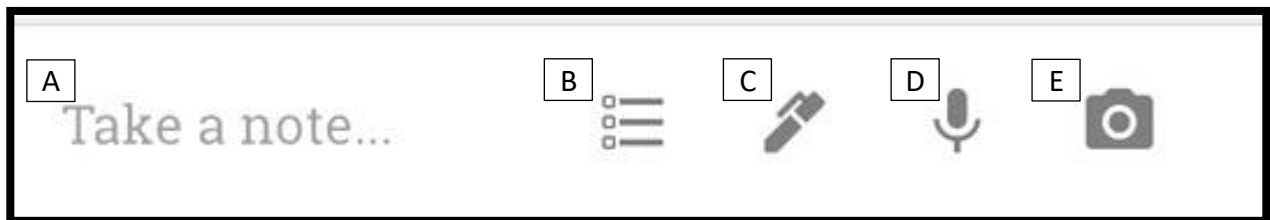
Note Toolbar Top

A   Go back to notes
B   PIN this note for easy access
C   Set REMINDER for this note
D   Send this note to the ARCHIVE
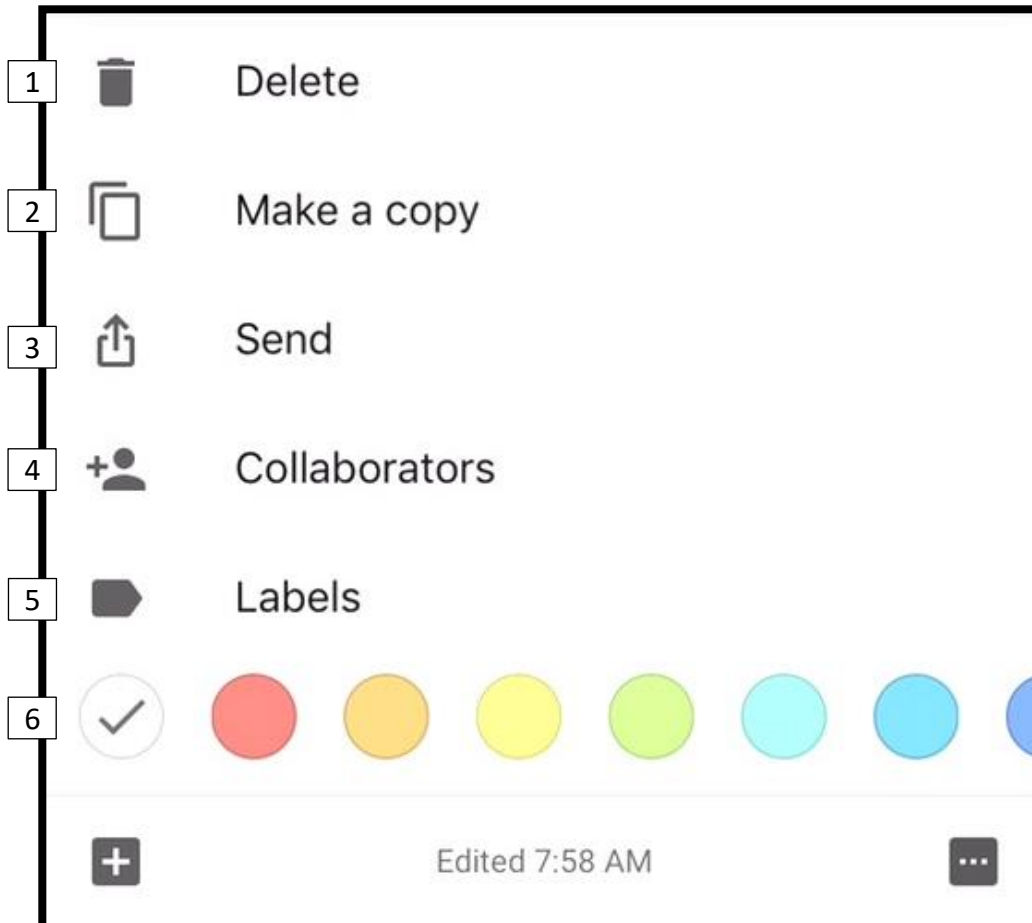
Note Toolbar Bottom

A   Add CONTENT to this note

B   More note OPTIONS

Note Toolbar MORE Bottom

1   DELETE this note

2   COPY this note

3   SEND this note via message, mail, social media

4   Share this note with COLLABORATORS

5   Add a LABEL to get organized

6   Change note COLOR

Other Google Apps

Chrome Remote Desktop

Chrome Remote Desktop allows users to remotely access another computer through Chrome browser. Computers can be made available on an short-term basis for scenarios such as ad hoc remote support, or on a more long-term basis for remote access to your applications and files. All connections are fully secured. Chrome Remote Desktop is fully cross-platform.

Google Translate

Available on both Web and Mobile, Google Translate is a dream application for those who travel the world or must interact with documents written in other languages.

Google Sites

One if the most overlooked aspects of team collaboration is making a space for the team to store not only documents and information but also the knowledge your team possesses. Google Sites give you that space allowing your team to share everything in one spot.

Google Forms with Sheets

Collecting information from your team can be hit or miss at best. The barrage of email and passing notes in IM can be overwhelming to keep track of your teams input on matters. Google Forms can help create consistent data collection for analysis and decisions.