

2011 ABA TECHSHOW

Live Tweet Review – Google Tools and Apps

From <http://twitter.com/#!/OreLawPracMgmt>

- Create free Google account to use tools, most apps are free.
- Create Google accounts that are customized to yr (your) domain.
- 30 day free trial for paid version of Google apps.
- Under Google terms and conditions leave “enable new services” checked.
- Google Docs includes all office docs, presentations, spreadsheets, etc.
- With Google Docs can edit Word, Excel, and PPT files.
- Can see revisions to docs in Google Docs. Can do comparisons, revision history. Can edit docs with others real time.
- Formulas, links work same in Google docs as in Excel. Formatting from Word may suffer. Can create in Docs then open in Word.
- To work in Google Docs from Word: File, then browse to open Google Docs Web page.
- Use Google docs to create online forms. Google hosts. Can embed on your Web site too. Answers are embedded into spreadsheet.
- Can create public and private calendars in Google Docs. Use Google calendar sync to bring Outlook calendar into Google.
- Can upload to Google Docs, file save as PDF, then save back to your desktop.
- Google Voice will forward incoming calls from multiple sources to one number. Messages go to inbox.
- Can embed Google Calendar to your Web site or blog in XML format.
- Use AROUND 4 (for) proximity searches in Google. Beverly AROUND(2) Michaelis tells Google 2 (to) find my 1st & last name w/n 2 characters (of each other).