



What is it?

- store files in the cloud, share files, and edit files from any device
- create new documents, spreadsheets and presentations instantly
- Preview and open up to 30 files types inside your browser, including HD video, Adobe Illustrator and Photoshop
- offers free access to Google Docs, Presentations, and Spreadsheets (similar to MS Word programs)

Integrate apps for additional functionality (photo editing software, drawing, SlideRocket, and much more). Use the Google Drive web app to take advantage of list views, thumbnail views, and the search feature which also looks through scanned documents using OCR.

Google Drive tracks every change you make.

Get started with 5 GB free. Upgrade to 25 GB for less than \$2.49 a month.

Google Drive is available for: PC and Mac, Chrome OS, iPhone and iPad, Android devices

Get Started:

Visit drive.google.com

Install Google Drive on your computer or mobile device. On your desktop, you'll have a folder which will automatically sync with Google Drive on the web. Just drag and drop your files. Most of the files and folders in your Google Drive folder are available even when you don't have an Internet connection. Your changes will be reflected in the cloud the next time your computer syncs.

Source: support.google.com/drive

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**What is it?**

Offers cloud storage for “user content.” Create a folder on your desktop and synchronize your files across devices. Dropbox tracks every change made. Files supported: MS Word, PowerPoint , Excel, image, music, movie, PDF, etc. Dropbox is currently rolling out a file preview feature.

Why Should You Use It?

- Save different types of files on your computer without a flash drive or on your mobile device
- Easily share files with collaborators by emailing a link
- 2 GB of free storage

Get Started:

Dropbox.com

Upgrade to 100GB for \$9.99/mo. for additional storage

What is it?

Enables you to archive information (notes, webpages, PDFs, emails, photographs, voice memos, image captures, etc.). Notes can be arranged into folders, tagged, annotated, edited, searched, and given comments. Now connects and syncs with Penultimate, Hello, and other apps.

Why Should You Use It?

- Save and create different types of files on your computer without a flash drive or on your mobile device
- Share notebooks with others via an email invite
- Save up to 100,000 Notes; each note can be a maximum of 25 megabytes

Get Started:

Evernote.com

Upgrade to premium for \$5/mo. to access offline notebooks

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