

## Google Apps for you, your patrons and your organization

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Google Apps is a suite of web based applications which includes calendars, email, drive, word processing, spreadsheets, presentations, web sites, and groups. The applications synchronize and flow seamlessly together and create an intranet for your organization and provide for integration and collaboration among users. Google Apps is open only to the users you specify for your domain. The applications collection can be modified for the specific needs of a domain. Google offers customized versions of the application suite for education, business, government, and nonprofit organizations. Google Apps is available wherever and whenever you have an Internet connection and a browser. It is backed by Google security and 24/7 tech support is available.

### Benefits of Google Apps

- Accessibility:** Applications are available anytime, anywhere with an Internet connection and a web browser. It extends productivity outside the brick and mortar building.
- Security & Protection:** Provides centralized storage with access open only to those within the organization's Google Apps domain [protection of secure servers, blockage of spam, no outside interaction]
- Collaboration:** Increases participation within your organization
- Ease of use:** Intuitive interfaces are found with all applications
- Automatic upgrades:** Eliminates licensing expenditures
- Storage capacity:** 5 gb storage in Google Drive, 25 gb in GMail
- Control:** Services and access managed within the domain
- Cost Saving:** Software licensing & upgrades, paper, ink toner cartridges, server space

		
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Looking for more information about Google Apps?  
Please go to <http://bit.ly/apptechspeeddating>

## Why use Google Apps not just Docs or GMail?

- When members of the domain are working within the Apps environment, work flows between users. There is no need for hard or flash drives. Users can tap into their work wherever and whenever they are on the Internet.
- Online collaboration becomes a 21st century reality with no confusion over email attachment versions. Products can be created collaboratively with ease. Users can communicate and work on the same document online.
- Eliminates incompatibility issues between operating systems and software versions.
- Eliminates hard drive crashes
- Work product flows between applications
- Cuts costs in paying for software licenses and upgrades for word processing, spreadsheets, presentations, and email as well as server space. Updates are free and are handled seamlessly.
- The domain name identifies your organization

## Individual Applications

		
<p><b>Calendar</b> lets you manage events, staff schedules, room bookings, etc. Calendars can be share with an entire organization or with select colleagues.</p>	<p>With <b>Drive</b>, you can store, access and share your files anywhere and anytime you are on the Internet on any device. You have 5 GB of storage capability. 3 major components of Drive are:</p>	<p><b>Gmail</b> gives you 25 GB of storage per user, spam filtering and there are POP/IMAP features for forwarding, organizational tools and there is no advertising.</p>
	 <p><b>Docs</b>-Word processing online which lets you create documents with images, tables, equations, drawings, links and provides collaboration.</p>	
	 <p><b>Sheets</b>-An online spreadsheet editor lets you track projects, analyze, keep and share data.</p>	
<p><b>Groups</b> allow you to create online and email-based groups to organize meetings, social events or discuss policy.</p>	 <p><b>Slides</b>-Create slides with embedded videos, animations and dynamic slide transitions. Publish your presentations on the web so anyone can view them, or share them privately.</p>	<p>With <b>Sites</b>, you can build web sites without using any code. Its easy to use features let you upload videos, documents, and images to your site within minutes. Sites can be viewed publicly on the web or shared with who you choose.</p>