

ART BORUPS CORNERS

# Google Drive and Docs



artsincubator.ca



ONTARIO ARTS COUNCIL  
CONSEIL DES ARTS DE L'ONTARIO  
an Ontario government agency  
un organisme du gouvernement de l'Ontario

A Beginner-Friendly Workshop for Artists



# What Is the Cloud?

Storing files online instead of your computer

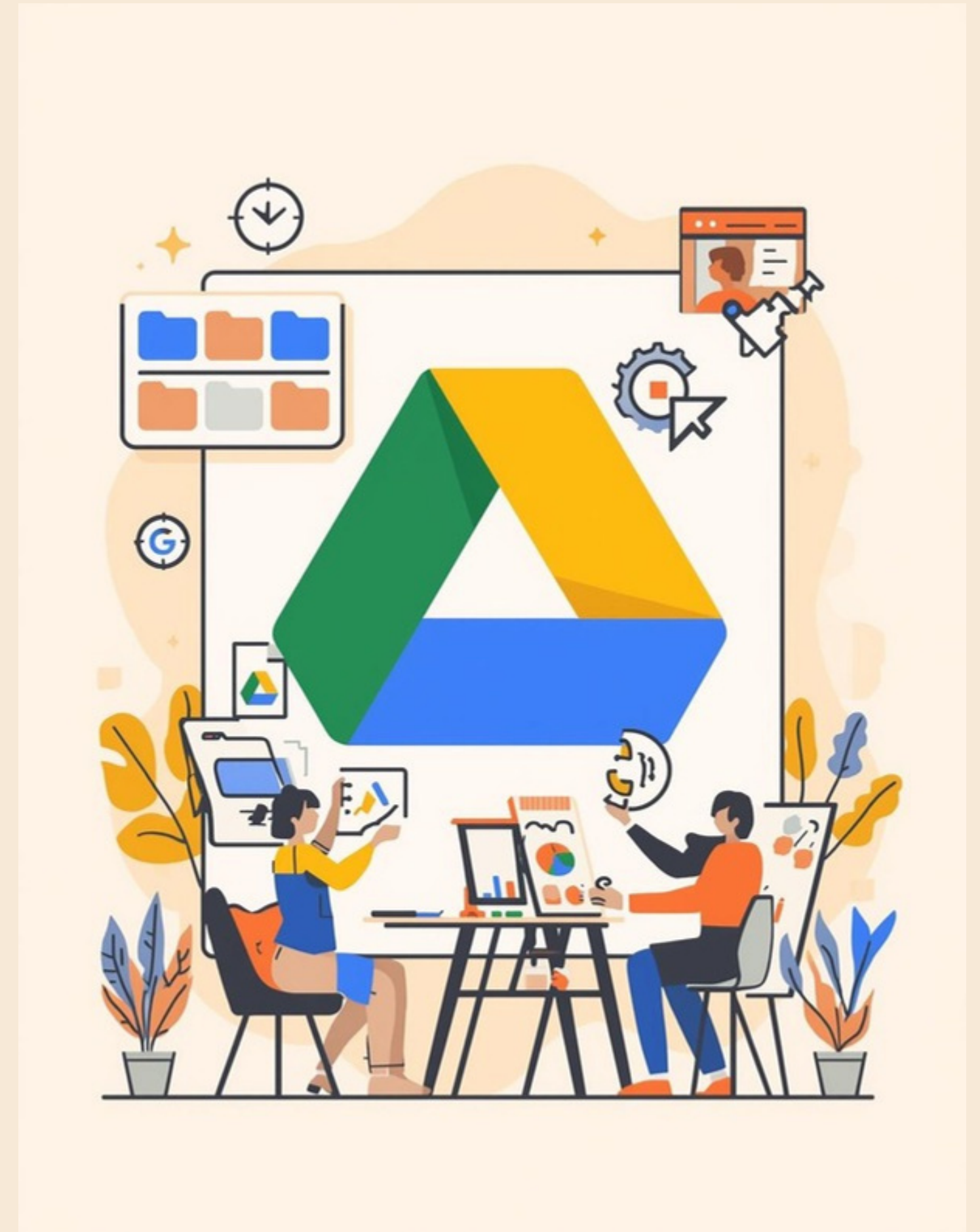
The cloud allows you to store files online, making them accessible from any device. Your work is safe, backed up, and ready for collaboration whenever you need it.



# What Is Google Drive?

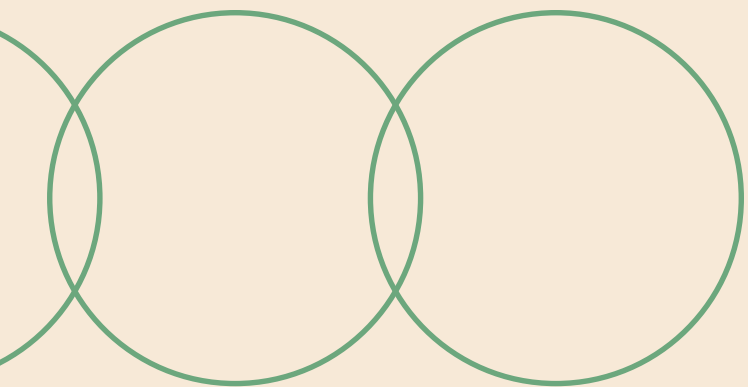
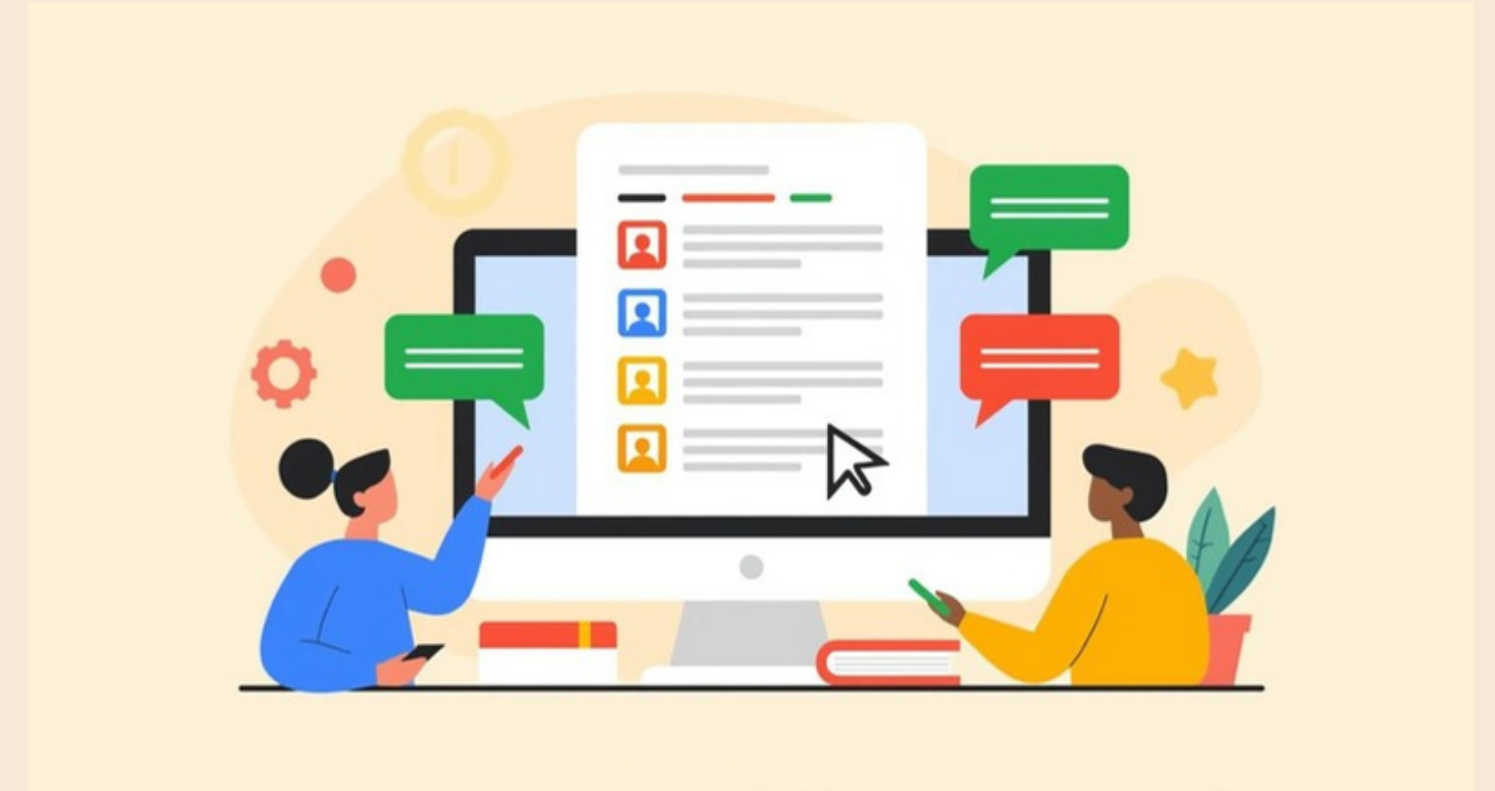
Free Online Storage

Google Drive offers **secure cloud storage** for files, enabling easy organization and sharing, making collaboration seamless for artists working on various projects together.

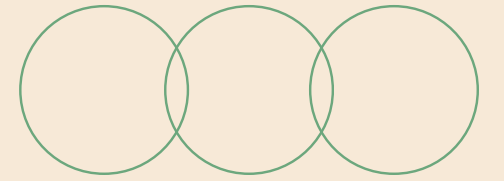


# What Is Google Docs?

Like Microsoft Word, but online



# Why It Matters

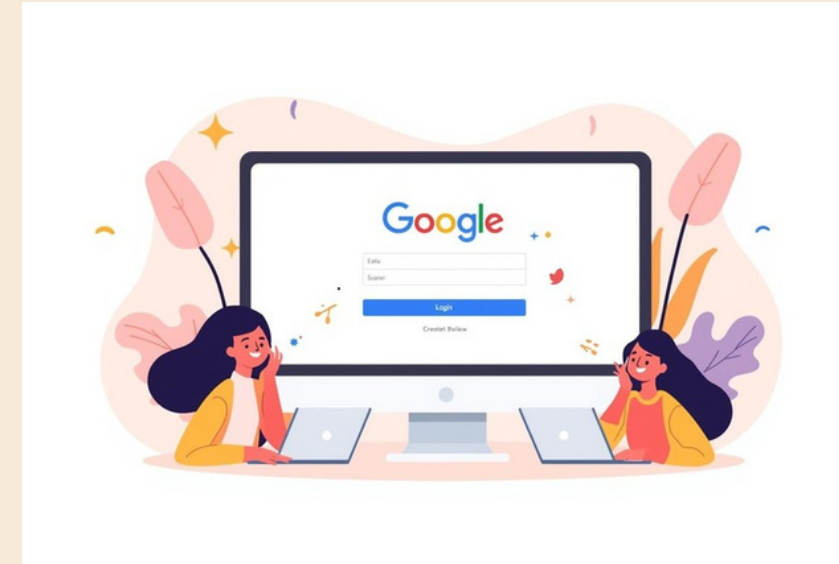


## Collaboration Across Locations

Artists can **easily connect** and collaborate from anywhere using Google Drive and Docs, enhancing creativity and broadening opportunities for collective projects and community engagement.



# Getting Started



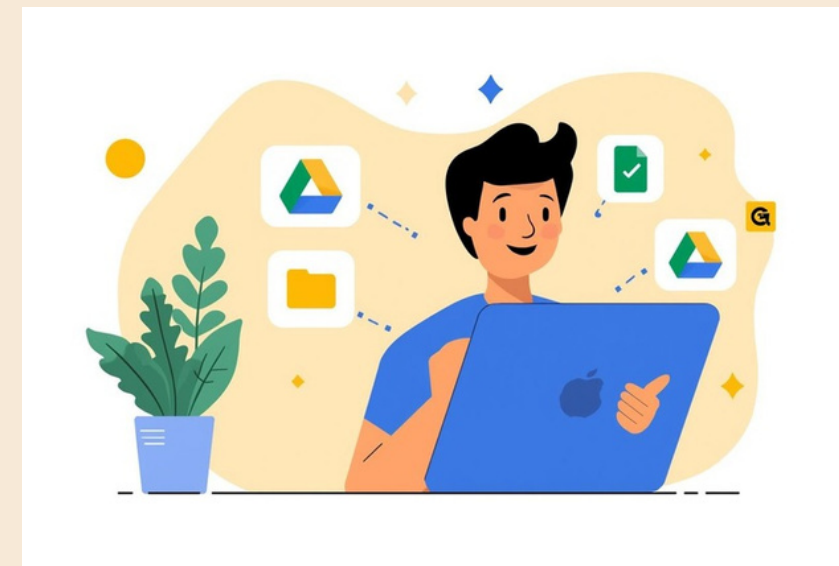
## Sign In

Create a Google account for access to Drive.



## Explore Drive

Familiarize yourself with Drive's layout and functions.



## Create Documents

Use Google Docs for writing and collaborating online.



## Share with Others

Invite peers to edit and provide feedback instantly.

# Next Steps & Resources

**Continue learning and collaborating with Google tools**

