Gladiator CMO

GUIDE

G Suite Collaboration Tips

GETTING THINGS DONE TOGETHER:
THE GLADIATOR WAY

GIVE FEEDBACK VIA THE COMMENTING FEATURES

Communication in context is best way to be specific in order to reduce the chance of miscommunication and increase efficiency.
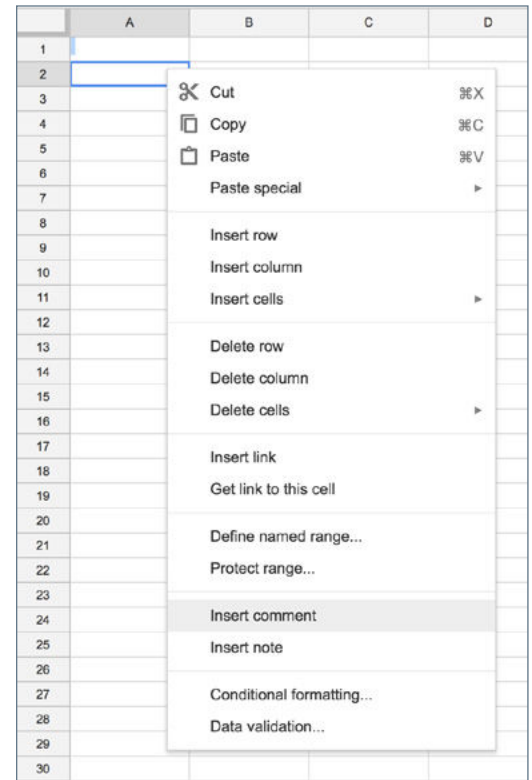
G Doc Floating Comment Icon
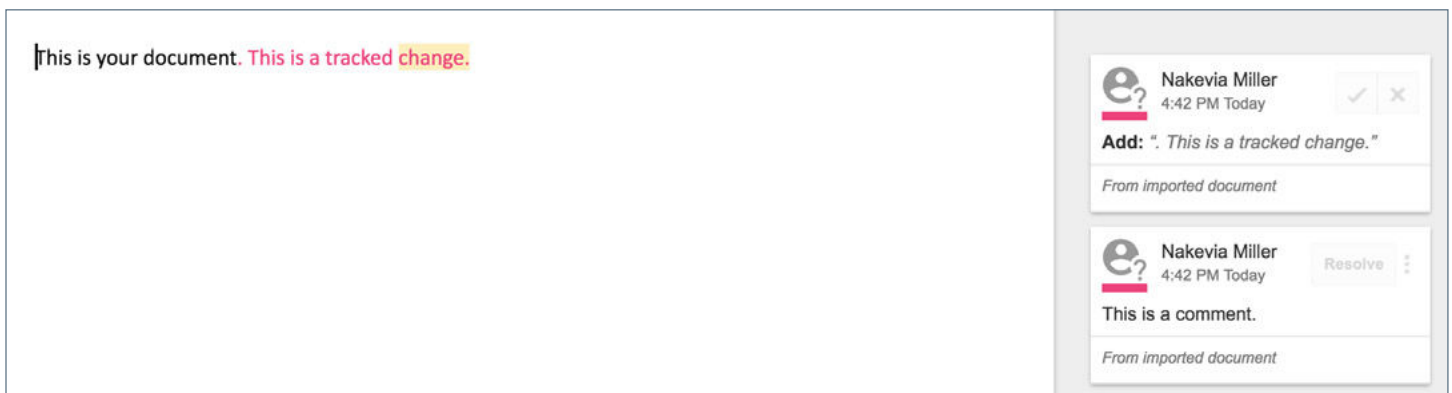

Google Slides Image Comment

Google Sheets Right-Click Comment Access

GOOGLE APPS ACCEPT COMMENTS AND TRACKED CHANGES FROM ADOBE AND MICROSOFT OFFICE PRODUCTS

Google Drive recognizes comments made in Adobe Reader/Acrobat and Microsoft Office, so even if your team hasn't fully adopted G Suite, as long as the files make it back to Drive, the team can continue their communication procedures. Simply upload the file to Google Drive and open the file in the appropriate app.

Word document with a tracked change and a comment

The same document after being uploaded to Google Drive and opened in Google Docs

TAG THE RESPONSIBLE PARTY AND/OR ASSIGN THE COMMENT TO THEM AS AN ACTION ITEM

By default, the individual who created the file will automatically be notified, but when in doubt, tag the person you are speaking to.
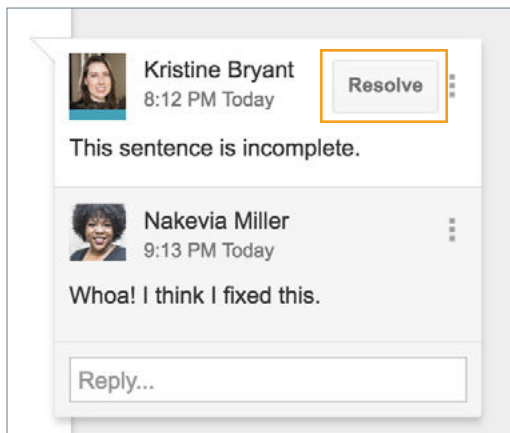
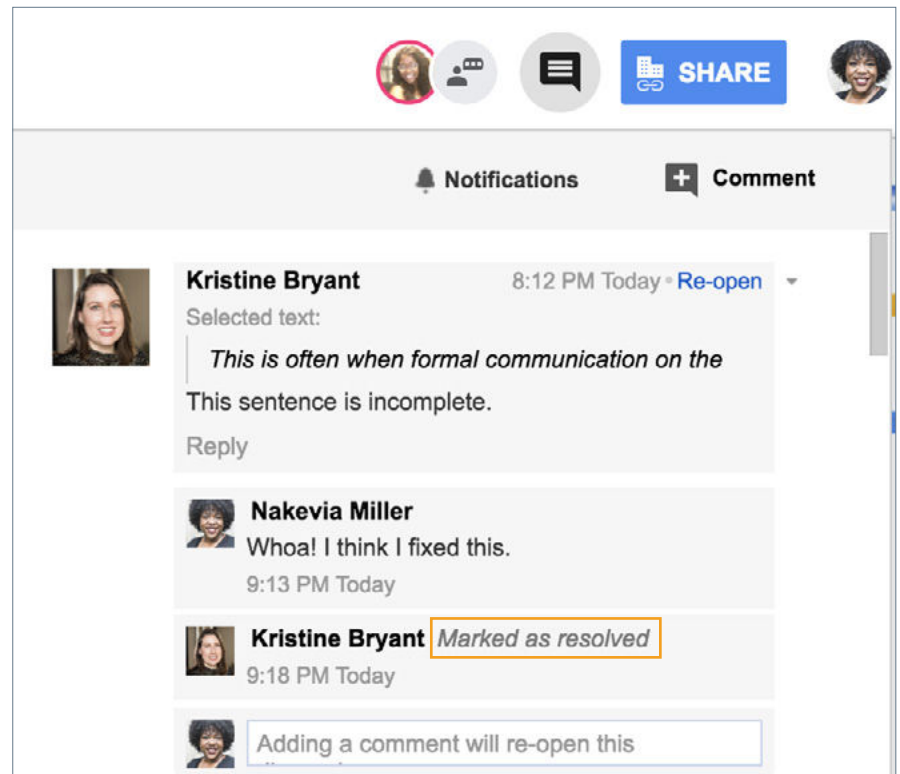The commenting feature will pull contacts from your Gmail address book when you type "+" or "@."
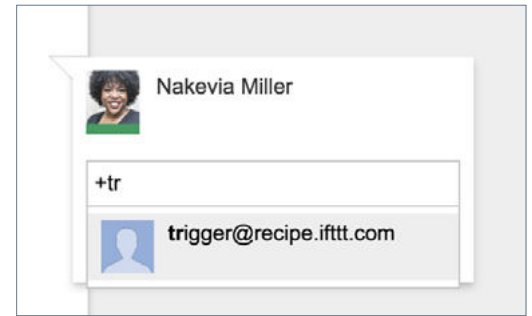
Tagging Feature using the "+" method

RESOLVE COMMENT THREADS THAT ARE NO LONGER ACTIVE

Clicking the "Resolve" button removes the comment from the pasteboard and sends it to the archive. Project Owner should be responsible for ensuring that all comments have been followed up on and resolved. It is also good practice to resolve a comment that has been assigned to you after the task is complete.
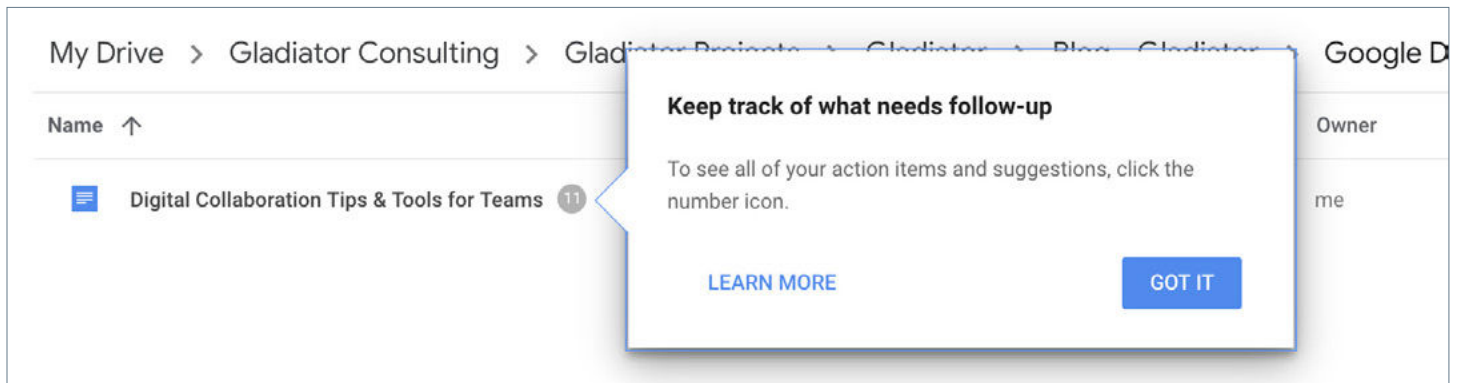

All conversations are tracked in the Comments Thread

Resolve button to archive threads

NEW FEATURE: GOOGLE DRIVE NOW DISPLAYS THE NUMBER OF UNRESOLVED COMMENTS IN THE BROWSER

Unresolved comment count in Google Drive browser view

ADD A LIST OF TEAM MEMBERS TO DRAFT DOCUMENTS

In collaborative documents, it is extremely helpful to create space to list the team. If external clients and teams are involved, provide contact information.

Gladiator Copy Doc Template, a document used to develop content

SHARE THE PROJECT FOLDER COMPANY-WIDE

One of the many benefits of investing in G Suite is the ability to effortlessly share files with the entire company. Individual Google Drive users have to add each person to the folder separately.
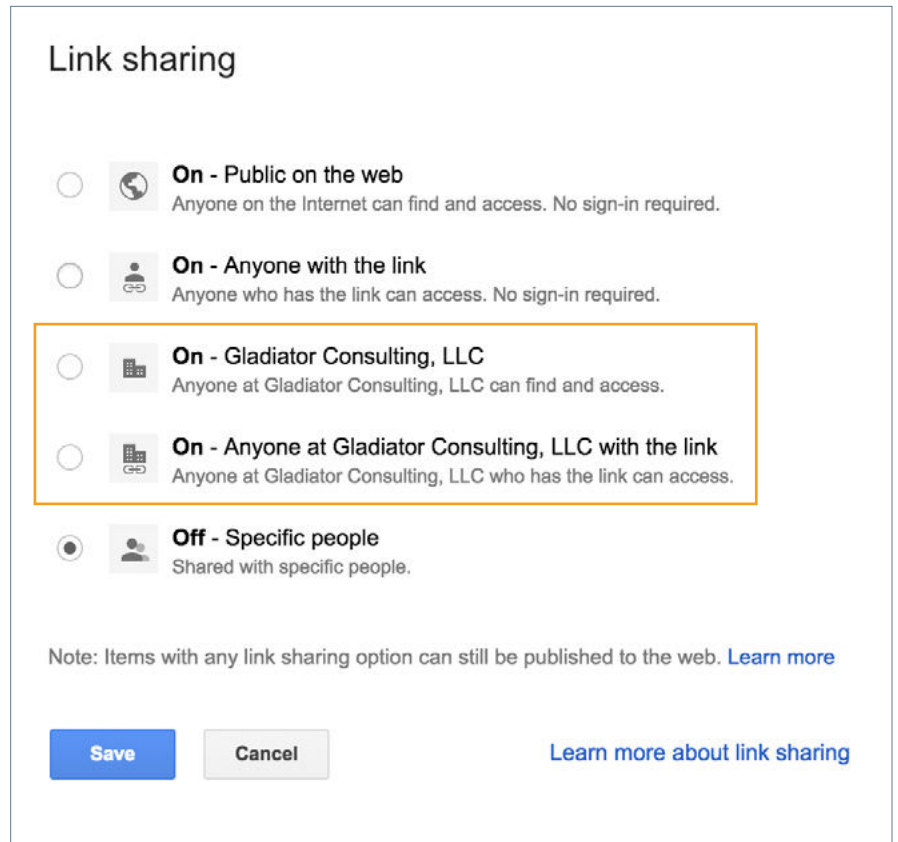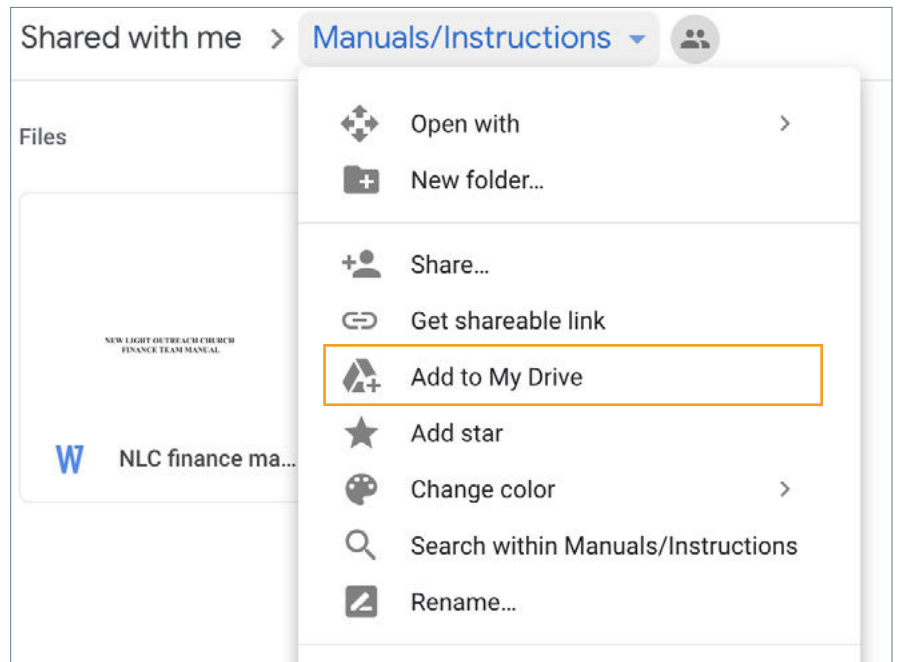

View of the Advanced Sharing settings for a Google Drive Folder in a G Suite Account

CREATE A SPACE FOR CLIENT AND VENDOR ACCESS

If you make this a standard practice, it can make review and deliverable hand-off frictionless. Create a third party review folder and have any outside parties add it to their drive.

"Add to My Drive" Button in the single file view

Right-click view of a folder in the Google Drive File Path

USE THE G DRIVE DESKTOP APP, IF POSSIBLE

The "Backup and Sync from Google" App integrates Google Drive with your computer's native file management system, making uploading and sharing simpler. Here are four things you will be able to do with less than two clicks:

1. Upload Files (No clicks)
2. Open a file in the Browser
3. Open the sharing settings for a file
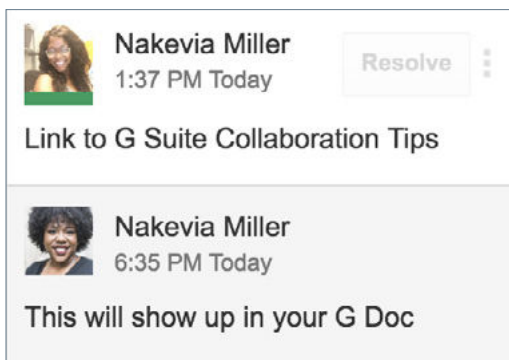4. Copy sharing link to Clipboard

Remember: Any files that you own will count toward your personal quota and action taken in a shared folder will be reflected across everyone's account. Duplicate shared files before editing in order to avoid affecting the work of others.
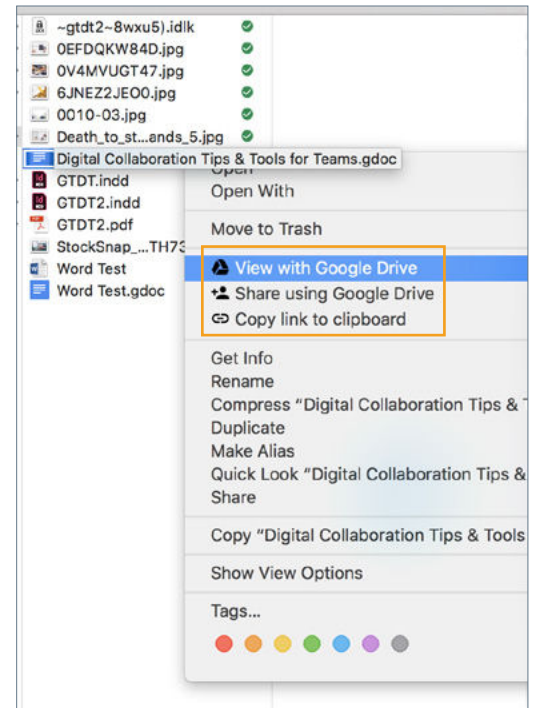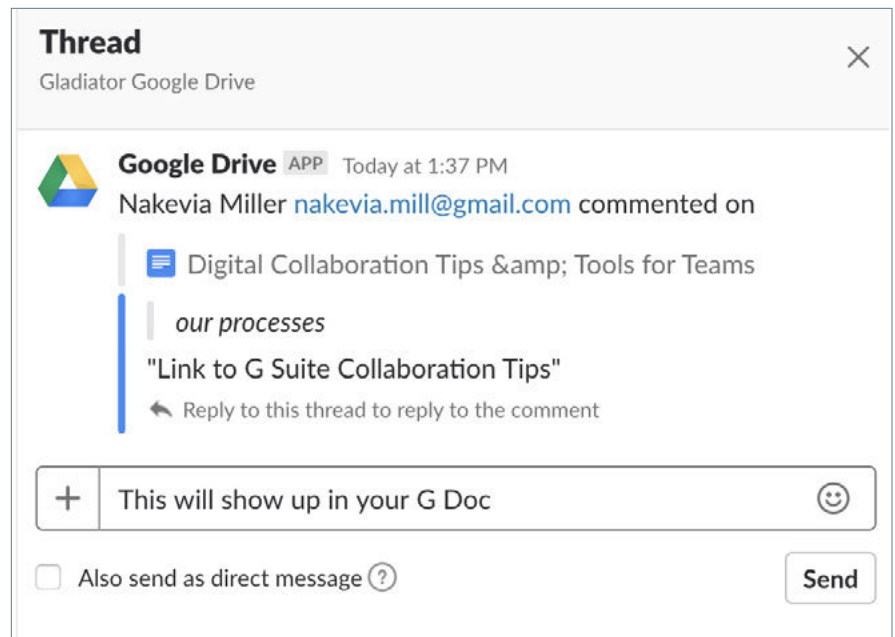
Right-click view in file browser with Google Drive menu items

SLACK + G SUITE

With Slack your informal communication can turn into quick action. Slack makes it simple to run team collaboration and monitor comments across multiple documents.

Comment thread in Slack

Resulting comment in the G Doc