

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.

Close the Feedback Loop by Communicating in Context

If the Approver cannot make the changes on their own, it is important to make it as simple as possible to give clear and specific feedback. What's more specific than providing it directly on the document? Almost every viewing, reading, writing tool has review tools and, if not they have an export to PDF function. Utilizing commenting features helps to minimize the number of revision cycles and shorten the project life cycle significantly.

G Doc Floating Comment Icon



Google Slides Image Comment

_	A	В	С	D
1				
2	97	Cut		0.0 1
3				ЖX
4		Сору		ЖC
5	Û	Paste		₩V
6		Paste special		•
7		1 doite opeoide		
8		Insert row		
9		Insert column		
10		0 00 Dr. 0-00		
11		Insert cells		Þ
12		Delete envi		
13 14		Delete row		
14		Delete column		
15		Delete cells		Þ
17				
18		Insert link		
19		Get link to this c	ell	
20				
21		Define named ra	ange	
22		Protect range		
23				
24		Insert comment		
25		Insert note		
26				
27		Conditional form	atting	
28		Data validation		
29				
90				

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.

÷

This is your document <u>. This is a tracked change.</u>	Nakevia Miller This is a comment.
Word document with a tracked change and a comment	
This is your document. This is a tracked change.	Nakevia Miller 4:42 PM Today Add: ". This is a tracked change." From imported document Nakevia Miller 4:42 PM Today Resolve This is a comment. From imported document

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 "@."

9	Nakevia Miller
+tr	
	trigger@recipe.ifttt.com

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.

This sentence is incomplete. Nakevia Miller 9:13 PM Today	
	s sentence is incomplete.
Whoa! I think I fixed this.	oa! I think I fixed this.

Resolve button to archive threads

SHARE	9
A Notifications + Comment	
Kristine Bryant 8:12 PM Today • Re-open Selected text: This is often when formal communication on the This sentence is incomplete. Reply	
Nakevia Miller Whoa! I think I fixed this. 9:13 PM Today	
Kristine Bryant Marked as resolved 9:18 PM Today Image: Adding a comment will re-open this	

All conversations are tracked in the Comments Thread

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

	Keep track of what needs follow-up	
Name 🔨		Owner
	To see all of your action items and suggestions, click the	
Digital Collaboration Tips & Tools for Teams 1	number icon.	me
	LEARN MORE GOT IT	

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.	PO Box 201754 Austin, Texas 78720 bryant@gladiator.consulting 512.497.9696
[Project]	
Client: Writer: Designer:	
Versions – Editor	
V1: V2:	
V2. V3:	
Relevant Documents	
• Link	
• Link	
PROJECT GOALS	
What are trying to communicate and to who? What do we wa	nt them to do after?
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.

Linl	k sh	aring
0	\$	On - Public on the web Anyone on the Internet can find and access. No sign-in required.
0	•	On - Anyone with the link Anyone who has the link can access. No sign-in required.
0		On - Gladiator Consulting, LLC Anyone at Gladiator Consulting, LLC can find and access.
0	œ	On - Anyone at Gladiator Consulting, LLC with the link Anyone at Gladiator Consulting, LLC who has the link can access.
۲	-2	Off - Specific people Shared with specific people.
Note:	Items	with any link sharing option can still be published to the web. Learn more
S	ave	Cancel Learn more about link sharing

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

Shared with me >	Manuals/Instructions -
Files	 Open with > New folder
	+ Share
SEW LIGHT OF TREACH CHERCH PRANCE TRAM MANGAL	G Get shareable link Add to My Drive
W NLC finance ma	★ Add star
W NEC Infance ma	Change color >
	Q Search within Manuals/Instructions
	Z Rename

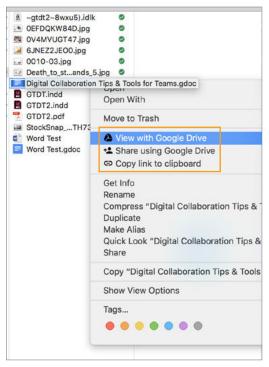
Right-click view of a folder in the Google Drive File Path

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

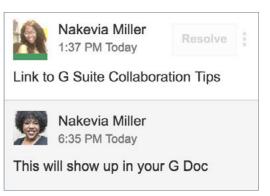
Remember: Any files that you own will count toward your personal quota and action taken in a shared folder will be reflected across everyone's account. Duplicate shared files before editing in order to avoid affecting the work of others.



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.



Resulting comment in the G Doc

