

**TCEA**  
CONVENTION & EXPOSITION

convention.tcea.org + #TCEA

# TCEA

Convention and Exposition

San Antonio, TX ♦ Jan 30-Feb 2, 2023

Convention.tcea.org ♦ #TCEA

## Game-Changing Google Hacks



TCEA 2023

Presentation

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INTRO

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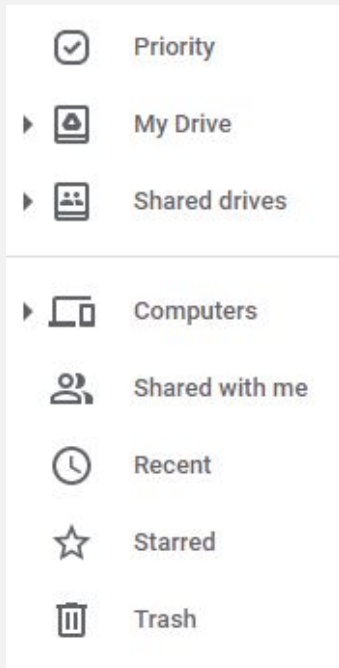
CHROME Extensions

CHROME Search



# DRIVE

## Layout



**Priority** is a workspace that allows you to organize frequently accessed files for short-term projects or for ongoing workflow.

**My Drive** contains all your files and can be organized with color-coding, naming conventions, and shortcuts.

**Shared with Me** is like your inbox. To organize, add shortcut to drive, or move to trash.

**Starred** items: If everything is starred, then nothing is starred. Use judiciously.

**Trash** keeps files for 30 days before permanently deleting.



**Private** - folders in block color are only for you.



**Shared** - folders with person icon shared with others

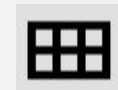


**Shortcut**- folders with arrow have been added to your drive or in multiple locations.

## Views

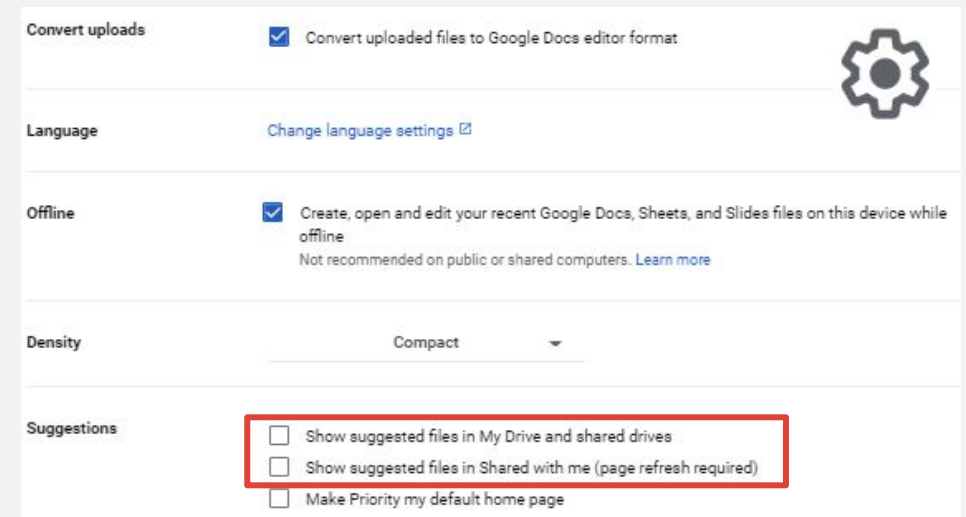
👁️ See your files in **Grid View** or **List View**.


List view shows details.



⚙️ **Settings** options:

- **Auto Convert** uploaded files, prevents duplicate formats of same file.
- Work **offline** without internet connection
- Show **suggested files** along the top of Drive & Shared with Me.



 [Learn More >>](#)  
[Google Drive Help](#)



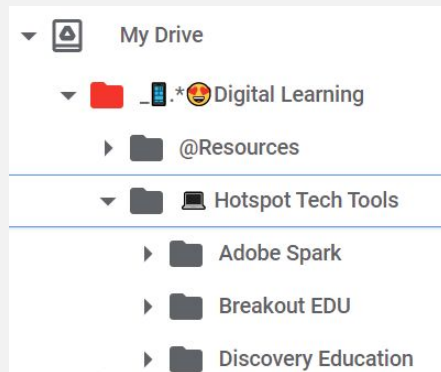
# DRIVE

## My Drive Dropdown

▶ Use the Dropdown arrow on the left navigation pane.




- Expands folders on
- Drag and drop folders to easily organize loose files.



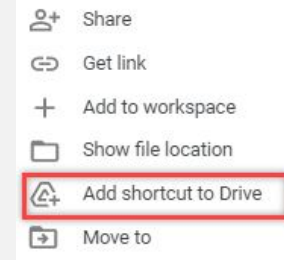
- **Shift Click** to select all consecutive files
- **CTRL Click** to select specific files
- **Click and drag** multiple files to a folder


 [Learn More >>](#)  
[Google Drive Cheat Sheet](#)

## Add a Shortcut


 **Add shortcut to Drive** saves files to multiple locations.


- Select files
- Rt Click and select **Add shortcut to Drive**
- Select destination folder
- Click **Add Shortcut.**




 [Learn More >>](#)  
[Drive shortcut](#)

## Drive Keyboard Shortcuts

 Improve productivity by using keyboard shortcuts. Highlight the file(s) by clicking once then try these:

- **“”**  ) - opens file sharing settings
- **P** - previews the file without opening it
- **N** - renames the file
- **Z** - moves the file to new location
  - **Shift Z** adds a shortcut

 [Learn More >>](#)  
[Keyboard Shortcuts](#)

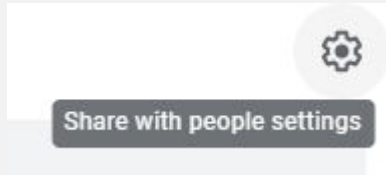


# DRIVE

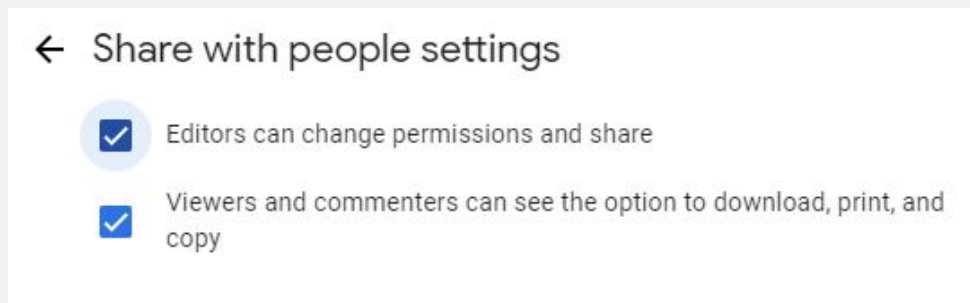
## Restrict File Access

### Limit ability to Download, Print or Copy Files

- In **Share** settings, click the Settings gear 



- Uncheck **Viewers and Commenters can see the option to download, print, and copy**
- Click Done



Learn More >>

[Hotspot: Google Drive](#)

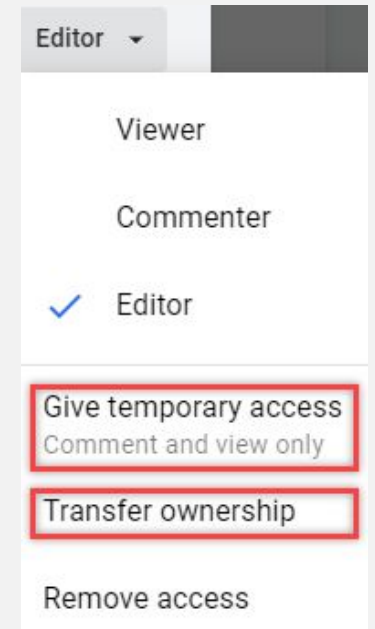


## Manage Permissions

### Temporarily Share files

Great for time-sensitive projects, non-district access, temporary assignments, etc.

- In **Share** settings, click on role dropdown next to name.
- Select **“Give Temporary Access.”**  
\*\* For viewers or commenters



### Transfer File Ownership

Great for teachers changing roles, moving campuses, or leaving the district.

- In **Share** settings, click on role dropdown next to name.
- Select **“Transfer Ownership”**  
\*\* For editors.



Learn More >>

[Share folders](#)

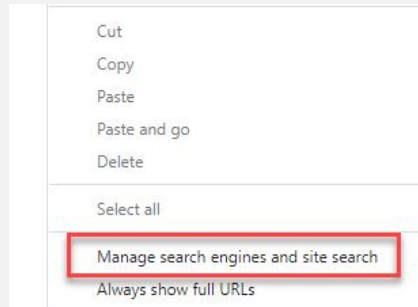


# DRIVE

## Search Drive via Omnibox

🖥️ Add Google Drive as a site search shortcut to search your Drive right from the address bar.

- Rt-click in the omnibox
- Select **Manage search engines and site search**.
- Go to **Site search**, click **Add**
- Enter the following fields:
  - Search engine: **Google Drive**
  - Shortcut: **Drive**
  - URL with %s in place of query:  
<https://drive.google.com/drive/search?q=hacks>  
<https://drive.google.com/drive/search?q=%s>
  - Copy revised url & paste in field.
  - Click **Add**
- To search Drive, type **Drive** (space) into the omnibox. Then enter desired search criteria.



🔍 Search Google Drive |

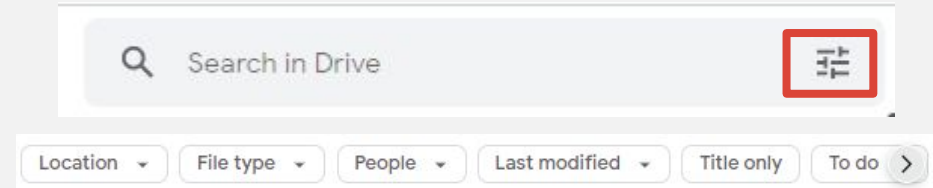


Learn More >>

[Search Drive via Omnibox](#)

## Advanced Search Moves

🔍 Leverage the tools in the Advanced Search Options icon, which allows you to narrow the search to quickly locate the files you need.



- Type keyword in the search bar.
- Click on dropdowns under search bar to filter the search by
  - **Location**
  - **File type**
  - **People**
  - **Last modified**
  - **Title only**
  - **To do**
- Click on the **Search Options** icon on the right of bar for even more options to filter your search.



Learn More >>

[Search Google Drive](#)



# SLIDES

## Template Resources

🐱 Find templates for all types of educational needs: interactive notebooks, graphic organizers, weekly planners, drag-and-drop activities, hyperdocs, choice boards, bitmoji classrooms, & more!

➕ **Websites:** [slidesmania](#) [slidescarnival](#)

Google Slide add-ons improve the functionality of the tool. A few helpful add-ons for slides below:

➕ **Add-ons:** [Unsplash Images](#) [Insert icons for Slides](#) 🐼

 [Learn More >>](#)  
[Hotspot: Slides](#)

## Slides “Views”

🎬 Maximize your screen real estate when you project slides like station rotations, directions, or visuals. Go to Views tab and uncheck the following view options:

- Show **Filmstrip** (left side)
- Show **speaker notes** (bottom)
- Show **comments** (right side)

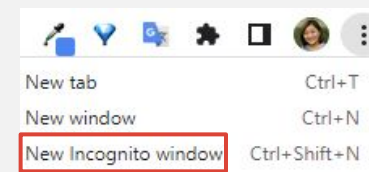
 [Learn More >>](#)  
[Hide Filmstrip](#)


## Manage Access

### 🕶 Incognito Mode

Allows you to check url links before posting, login as another user, or search privately.

- Click on 3 Dots :
- Select **New Incognito window**



 [Learn More >>](#)  
[Browse in private](#)

### 🔗 Revise Links

Change the way people access your slides and how your students view your presentations


- Delete all characters after last “/”
- **Insert endings:**
  - **/copy** - force a copy
  - **/template/preview** - view file & auto-save to user’s drive when template selected
  - **/present** - present slides but still access tabs
- **Ex:**


[https://docs.google.com/presentation/d/10d9oldJxnH9HvRsPszNWp5XRRy\\_f36rUQpWI8gMICec/template/preview](https://docs.google.com/presentation/d/10d9oldJxnH9HvRsPszNWp5XRRy_f36rUQpWI8gMICec/template/preview)

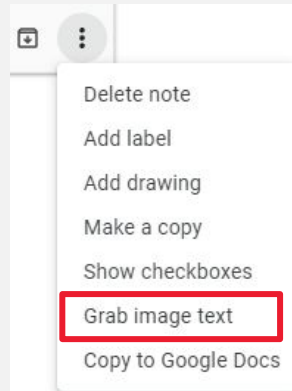


# SLIDES


## Grab Image Text

 Recreate a slide for a picture. Grabs text from images quickly and easily.

- Save image to Google Keep: 
  - Rt click on image > **Save to Keep**
- In Keep, click 3 Dots :
- Select **Grab image text**
- Copy text and paste in slide



## Keep Aspect Ratio


 Retain your image ratio integrity. No more distorted pictures!


- Hold **SHIFT** key when resizing image to maintain aspect ratio

## Shortcut Hacks



Tips to be more efficient

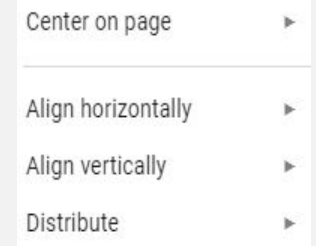
- **CTRL + M** - New Slide
- **CTRL + D** - Duplicate object 
- **CTRL + click** - Selects multiple objects
- Zoom:
  - CTRL +
  - CTRL -
  - CTRL 0


 [Learn More >>](#)  
[Shortcuts for Slides](#)

## Arrange Objects

 Select multiple objects and arrange uniformly

- Select to **Align** objects
- Select to **Distribute** evenly
- Select to **Group** to glue together
  - **Ungroup** to make edits
- Select **Center on Page**



 [Learn More >>](#)  
[Insert and arrange](#)







# SLIDES

## Fit an Image into a Shape



Create visually engaging images within shapes

- Mask an image to fit it into a shape
  1. Click the image you want to mask.
  2. Next to Crop , click the Down arrow .
  3. Select desired shape.
  4. Your shape will mask your image. Click and drag the colored handles to adjust shape.
- Format image using Adjustments
  1. Click the image, then rt-click > **Format Options**
  2. Adjust **Transparency**
  3. Adjust **Brightness**
  4. Adjust **Contrast**
- Give image depth with **Drop shadow**
  1. Click image, then rt-click > Format Options
  2. Adjust Transparency, Angle, Distance, and Blur Radius of shadow.



Learn More >>

[Crop & Adjust Images](#)



## Nudge One Pixel at a Time



Shift an image, shape, or text box in one pixel increments for precise placement.

- Select image or text box.
- Hold down **Shift**. Use **arrow keys** to nudge item in any direction one pixel.



Learn More >>

[Keyboard Shortcuts](#)

## Slides Idea Slam



Google Slides is more than a presentation tool. Ideas include:

- Bitmoji Classroom
- Choice board
- Drag and Drop activity
- Guide/Manual with linked table of contents
- Hyperdoc
- Interactive notebook
- Student-created class book
- Watch safe videos

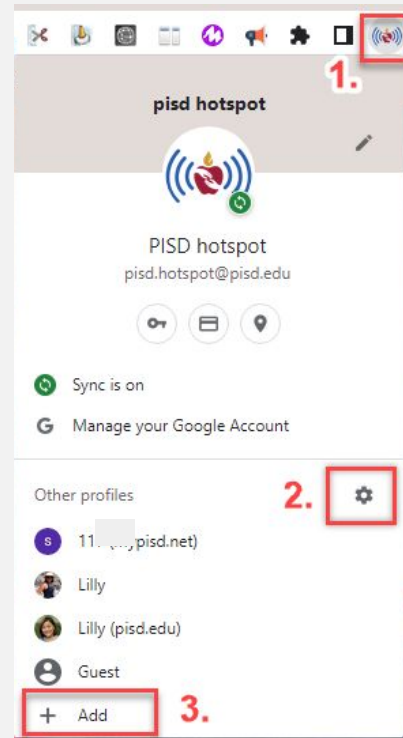


# CHROME

## Add a Profile

🔗 Sign in to Google Chrome browser with a different profile to keep your Chrome settings, extensions, bookmarks, etc. separate. Great for shared computers, switching between work and personal accounts.

1. Click your **Profile** at the top right of Chrome browser to see current profile.
2. Go to **Settings** to manage all associated profiles on your device.
3. Click **+Add** to add a new profile (your personal account, co-teacher, etc.)

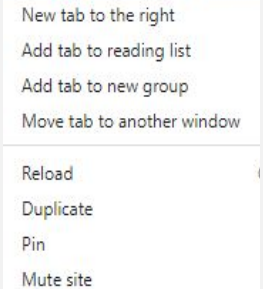


 [Learn More >>](#)  
[Chrome Add Profile](#)

## Tab Hacks

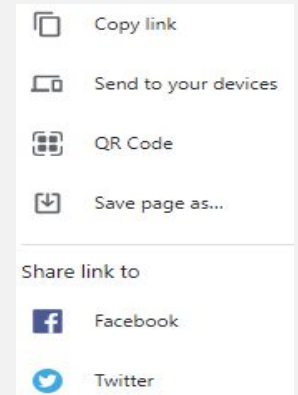
📄 Do you get a little Tab-happy? Here are some Tab Hacks to find, arrange, and navigate tabs in a snap!


- Rt-click on a tab
  - **Pin** Tab-pins tab to left side, removes the x that closes the tab.
  - **Duplicate** Tab-opens same tab again. Great for searches within a website.
  - **Group** Tab-Select several tabs to group together. Group for class period or subject.



## Page Hacks

- 🎀 Click on url in address bar,
- **Bookmark** it ☆
  - **Send** to another device 📱
  - Share with a **QR Code** 📄
  - Share to **social media**



 [Learn More >>](#)  
[Chrome: Use tabs](#)



# CHROME

## Troubleshooting Steps

Increase the performance of your Chrome browser by taking these troubleshooting steps.

### Clear Browsing Data (Clear the Cache)

- Click on menu (3 dots : ) at the top right of browser.
- Click on **More tools**, then **Clear Browsing Data**.
- Check the boxes next to "Cookies and other site data" and "Cached images and files."
- In the **Time Range** field, select "All Time"
- Click on **Clear data** at the bottom.

### Check for updates in Chrome web browser

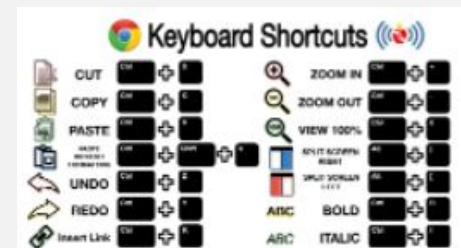
- In Chrome, click on menu (On Chromebook, click on timestamp at bottom right corner).
- Click on **Settings**.
- Click **About Chrome** (OS) on the left navigation.
- Click **Check for updates**.

[Learn More >>](#)  
[Hotspot: Chrome](#)

## Shortcut Hacks

### Tab Shortcuts

- **CTRL** - Opens Hyperlink in a new tab
- **CTRL Tab** - Switch between tabs.
- **CTRL T** - Open New tab.
- **CTRL Shift T** - Open last closed tab(s).



[Click Sheet >>](#)  
[Keyboard Shortcuts](#)

## “.new” Shortcut

Open any Google tool on the fly!

- **Docs.new**      **Jams.new**
- **Slides.new**    **Keep.new**
- **Sheets.new**    and more!
- **Forms.new**

[Learn More >>](#)  
[Create .new files](#)

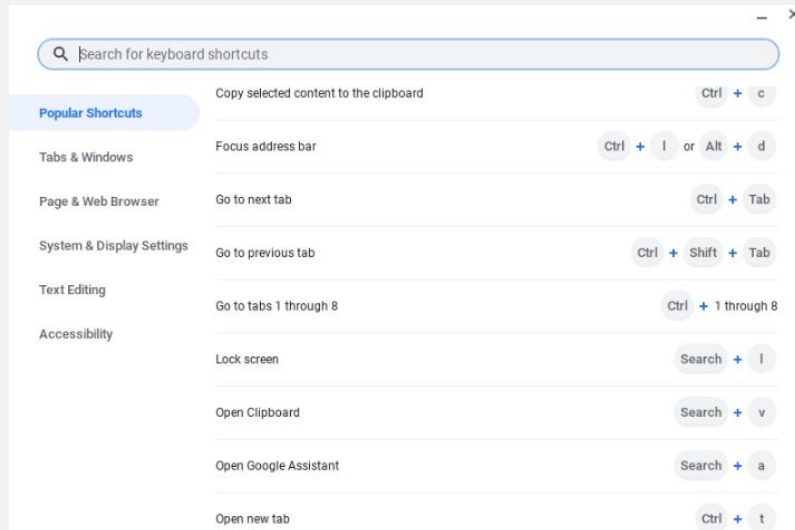


# CHROME

## Chromebook Shortcuts List

✂ Find a handy list of shortcuts on your **Chromebook**. There is also a search feature that allows you to search by keyword.

### CTRL + Alt + ?

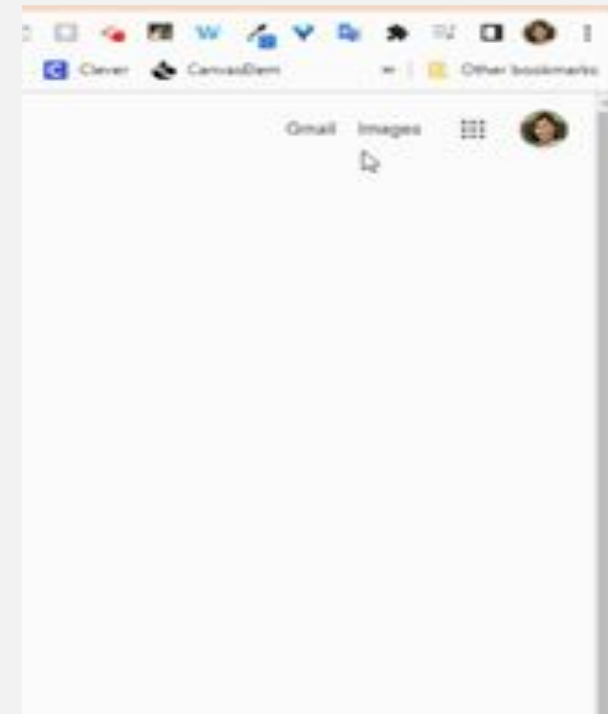


- Not a Chromebook user? We got you! Find a list of [Chrome Keyboard shortcuts](#) for PC and Mac users.

## Rearrange Apps in the Waffle

📦 Rearrange Google app icons to personalize your Chrome preferences in the waffle menu.


- Click the waffle
- Click and drag icons according to how frequently you access them.
- It'll automatically save.





# DOCS

## Voice Typing


 **Voice Typing** is accommodates non-readers, keyboard challenged, and students with specific needs. (Works in Slides notes, too!)

- In Tools, select **“Voice typing”**
- **Click to speak** under microphone pop-up
- Select language, if desired
- Be sure to enable microphone



Learn More >>  
[Speech to Text](#)

## Reuse Files with Version History


 Update each year without making copies that clutter your Google Drive. Great for BOY parent letters, etc.

- Click **File > Version History > Name Current Version**
- Edit document to update for new school year.
- To see previous years, click **File > Version history > See version history**



Learn More >>  
[Named Version](#)

## Bookmark

 Bookmarks help you quickly navigate around a Google Doc without scrolling.


- Click **Insert > Bookmark**
- Highlight word you would like to link, click
- Click **Insert > Link** would like work Hyperlink to any text on file
- Click on **Headings and bookmarks**, select bookmark.

Headings and bookmarks



Learn More >>  
[Bookmarks](#)

## Hyperlink to Highlighted Text

 Link directly to a quote or section of text on a page.

- Highlight a passage, quote, or text within a website.
- Rt-click and select **Copy Link to Highlight**
- When users click on the link, it will take them to the specific highlighted section on the website.



Learn More >>  
[Chrome Help](#)





# DOCS

## Insert Videos

Videos play in Google Drawings without leaving the doc! Save students from having to switch between tabs and play video without YouTube distractions.

### 1. Select video from Google Slide

- In a new tab (CTRL T), enter: Slides.new
- Insert > desired video into the slide.
- Copy (CTRL C) the video.

### 2. Insert Video via Drawings

- In a Google Doc, Insert > Drawing > +New
- Paste (CTRL+V) copied video in Drawings
- Click: Save and Close

### 3. Click image in Google Docs to view

- Video will open and play in Drawings
- Click: Save and Close when finished.

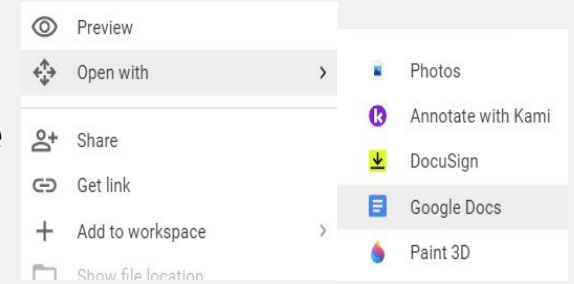


[Learn More >>](#)  
[Insert Videos](#)

## Open Image with Docs

Need the text from an image? Just open with Google Docs.

- Rt-click on file
- **Open > Google Docs**
- Docs will insert image and include text from image.

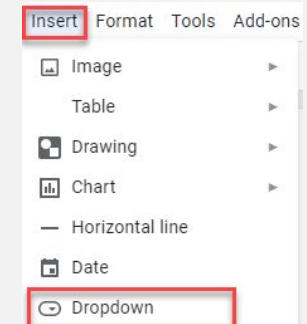


## Dropdown

▼ Keep track of the status of your document or various collaborative project milestones with the new **dropdown** option.

Great for team projects, student writing assignments or group projects.

- Go to **Insert > Dropdown**
- Select preset options or create your own dropdown.
- **Project** status: Not started, Blocked, In progress, & Complete
- **Review** status: Not started, In progress, Under review & Approved



[Learn More >>](#)  
[Dropdowns](#)

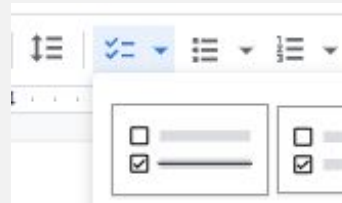


# DOCS

## Checkboxes

Help stay focused, chunk content, and keep organized with Checkboxes feature.

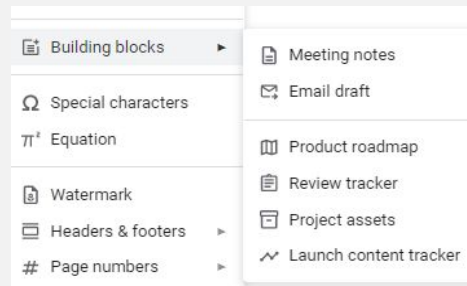
- Highlight your list
- Click the **checkboxes icon**.
- Select to cross out or check box



## Building Blocks


Save time by using pre-formatted templates such as email drafts, project maps, meeting notes and more!

- **Insert > Building Blocks >**
  - Meeting notes
  - Email draft
  - Product roadmap
  - Review tracker
  - Project assets
  - Content tracker




 [Learn More >>](#)  
[Building Blocks](#)


## Use the @ Menu

 Link to people, files, and events, and add items

- Enter **@ symbol**, then select from pop-up menu.
- Insert Building Blocks, smart chips,
- Add files, dates, calendar events and more.
- Notify people of new content and/or changes

 [Learn More >>](#)  
[Use the @ menu](#)

## Email Document

 Quickly send doc directly from the file. No need to toggle to Inbox to attach the doc.


- **File > Email > Email this file**
- Select attachment format: pdf, word, etc. or embed in body of email.
- Email all Collaborators





# SEARCH

## Image Search

 **Reverse image search** allows you to learn more about an image or the objects around you. For example, use a photo of a plant to search for info or other similar images.

On a desktop computer.

- Go to [images.google.com](https://images.google.com)
- Click the **camera** icon
- **Paste** in the URL for an image, **upload** an image from your hard drive, or **drag** an image from another window.

Search for images using **Advanced Image Search** filters to narrow by image size, color, ratio, region, site, or file type to fit your specific needs.

- Go to [Google Advanced Image Search](https://www.google.com/advanced_image_search/)
- Select filters to narrow your search



Learn More >>  
[Image Search](#)



## Search Moves



**Quotes** - Exact word/phrase search.  
Ex. "If life gives you lemons"



**Dash** - Exclude in search  
Ex. mustang -car



**Tilde** - include synonyms  
Ex. Christmas ~tree



**site:query** - search within a site  
Ex. site:pisd.edu



**link:query** - search for sites linked to url  
Ex. link:instructables.com



**Two periods** - search range of dates, measurements, or prices.  
Ex. 1960..1980




Learn More >>  
[Advanced Search](#)






# SEARCH

## Advanced Search

 Narrow your search results by filtering by specific criteria. Once you have entered key words in the search field, click on the **gear** at the top right to access quick settings and select **Advanced Search**.

- Search by exact words, range of numbers, or exclude words
- Narrow search results by
  - Language
  - Region
  - Last update
  - Site/domain
  - File type
  - Usage rights

### Bonus:


 Search in **Dark Theme** - Change the appearance of your Chrome search results page.


## More Search Moves

 Click the **Tools** button to refine results even more.

- **Any time:** Searches within a time range. From one hour to one year, and beyond. Narrow search to **custom range** you need..
- **All results:** Searches by exact keyword when **verbatim** is selected.

### Bonus:

 **Track your packages** - enter your tracking number in the search field to locate the status of your package.

 **Find a movie** and see which video-streaming services is offering it. Look for the list on a card to the right of the search results. Save for later by selecting **Watchlist**.



Learn More >>  
[Search Tips](#)