

Navigating Google Drive



What do you want to do?

Work on the **Print Issue**

Folder:
Current Issue Content

What You'll Find:

- Articles
- Brainstorming Sheet
- Teams for the month
- Tracking Sheet
- Work Reports
- Templates for both the above
- Archive of past content

Work on the **Blog**

Folder:
Blogging Pieces

What You'll Find:

- Blog Tracking Sheet
- Blog Article submission folders by month

Work on other **Class Projects**

Folder:
Current Semester Content

- What You'll Find:
- Semester Projects
 - Event Planning
 - Author Bios
 - Headshots

Looking for Something Else?

Folder: ***Social Media Content***

- for Instagram visuals, tracking, and photo tips

Folder: ***Procedure Docs***

- for how-to's on all things ing

Folder: ***Media***

- for stock images, logos, and blog videos

Folder: ***Archive***

- for old content from past semesters

*Last Updated:
Spring 2018*