

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

Last Updated:
Spring 2018

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