

# TERMS TO KNOW FOR GSUITE

...

# THE CLOUD

Online storage accessible through signing in to an online account.

You can access your saved items on any device as long as you have internet connection.

No space is taken up on your computer/device when you save to the cloud. Think of the cloud as external storage.

# DOWNLOAD

When you save an online file (from a webpage, the cloud, or anywhere online) to your computer/device.

This means the file is taking up space on your device.

AND you can only use this file on the device which it is downloaded to. The file is **SAVED** to your computer/device.

# SHARE or COLLABORATE

When you share an online file with someone, they are able to see and edit it. This is real time editing, so you can see the changes they have made, or see the changes as they make them.

This is done through online programs only, this is not the same as sending a word document to someone and them editing it and sending it back.

Sharing/collaborating can be done by either making a file public, sharing the link, or sending the link to someone.

# FORMATS

## & why they matter

A format or file extension is the type of file that has been downloaded. They can only be opened with programs that support that file type.

For example, Microsoft Word (.docx) can't open and edit a Google Doc (.GDOC) that is why we download the file to a different format for sending, or for storage on our devices.

# FORMATS

## & why they matter continued

The rule of google suite and file formats:

You CAN open a Microsoft Office document with G Suite, it will automatically change the file format for you!

You CANNOT open a G Suite file with Microsoft Office! You must save the Gdoc as a Office friendly doc first!

# FORMATS

& why they matter continued

## G Suite

.GDOC

.GSLIDE

.GSHEET

.GTABLE

## Office/Other

.docx

.txt

.pdf

.xls

.epub