

# Google Drive Tips and Guidance Notes

## Create a Naming Convention

Use nouns and dates only

For dates use this system: 26Jun21 (not 6\_27\_21 or 27\_6\_21).

Abbreviate with capital letters

You can use the description to say who created the folder

## Highlighting Content

Colour-coding is like this: every section is colour coded so you can find your way to and from the main folders.

Number System: Use numbers to create folder order.

Emojis: Not in use. See: <https://emojipedia.org/> or [cypastecharacter.com](http://cypastecharacter.com),

Hashtags for special projects #edcamp, #dataset. Not in use.

## Shared with Me (do not clean up)

“Shared with Me” is will never be tidied up. This is a feed showing you what files you have access to that are not your own.

## Searching Google Drive

When you have the shared file open, you will see a Drive icon near the top left.

Once you click that icon, the file will be added to your Google Drive, and you can organize it into a folder. (Note: This is not making a copy. It is just giving you access to the file in your Drive.)

You can also add the files from the “Shared with Me” section of Google Drive by right-clicking on the file and choosing “Add to Drive.” Or select the file and click on the “Add to Drive” icon from the menu.

To learn how to make the most of these features, see this post: [8 Ways to Find Anything in Your Google Drive](#).

Remember that the **file size of a folder** will not tell you whether that folder is empty or not. Only files have the correct file size. If in doubt, click into the folder to see if it is full or not. Alternatively, use the folder document below. Please stick to the following naming convention and do not remove folders or change this structure except for in your own “Personal Space” folders.

**Reference:** <https://shakeuplearning.com/blog/13-tips-to-organize-your-google-drive/>

# Google Drive Overview of Files and Folders 4 Jun 21

## 1 GOVERNANCE

Credentials ESTS Document

### 1 EC Meets / Docs

ECMeet #Minutes #Actions Dec 21

EC Meet Audio Record Dec 21

EC Meet Audio Record Jan 21

EC Meet Audio Record Feb 21

EC Meet Actions Dec 21

EC Meet Actions Jan 21

EC Meet Actions Feb 21

### 2 EB Meets /Docs

### 3 Policies

## 2 JOURNAL ISSUES

### 1 Current ESTS Issue

MSWord

By author name:

Pdfs

By author name:

### 2 Archived ESTS Issues 2021-2026

Galleys Pdfs

2017

By author name:

Galleys Word / Pages

2017

By author name:

Pdfs

2017  
By author name:  
Word / Pages  
2017  
By author name:

### 3 Archived Legacy ESTS Issues 2015-20

Galleys Pdfs  
2017  
By author name:  
Galleys Word / Pages  
2017  
By author name:  
Pdfs  
2017  
By author name:  
Word / Pages  
2017  
By author name:

### 4 Copyediting

Copyediting Rules Apr 21

## 3 WEBSITE

### Website Upgrade 2.0 to 3.1

#### 1 EB Assets

EB Email list/txt  
EB Web List Mar 21

#### 2 Graphic Assets

##### Banner

ESTS-header-background.jpg

##### Favicon

.DS\_Store  
ESTSfavicon.png  
favicon.indd  
Screenshot 26 Mar 21 v1.png  
Screenshot 26 Mar 21 v2.png

##### Fonts

Merriweather  
Merriweather\_Sans

.DS\_Store

### Inspiration

#### Logo Sketches / Drafts

1 Sketches 26 Mar  
2 Sketches for 4S May 6  
3 Sketches for Twitter OJS Apr 30  
.DS\_Store

### Powerpoint

ESTS PPT ideas.pptx

### Sliders

Sliders.indd  
Sliders.pdf

### Thumbnail 4S Website

.DS\_Store  
4S logo for 4SWebsite 480729.jpg

### Thumbnail Twitter

FINAL ESTScircularthumbnail.jpg  
FINAL TwitterESTSlandscapelogo.jpg

### 3 ESTS Website Images

EC Portraits B&W Mar 21  
Ests-team-portrait00001.jpg  
and so on.  
OAServer links.rtf

EC Portraits Col Mar 21  
.jpgs

### 4 Wireframes

Editorial Page

### 5 CSS Files

### 6 Comparative Review

### 7 Workflows

### 8 Training

### 9 Website Copy

### 10 Templates Backend Emails

## **4 PRESS PROMOTIONS ANALYTICS**

### **EB Invitations**

### **Google Analytics**

### **OJS Analytics**

### **Twitter Analytics**

**Mailchimp Promotions**

**Mailchimp Analytics**

5 PECE

6 PERSONAL SPACES

Aalok

Ali

Amanda

Duygu

Emily

Grant

Noela

Sujatha