

FSU | ITS

GOOGLE FOR EDUCATION



Florida State University

2025

Florida State University is excited to announce a partnership with Google for Education. Google for Education supports and enhances academic and professional experience for FSU students, faculty and staff. With Google for Education, you will have access to a suite of tools that foster collaboration, streamline communications and boost productivity.

Google Docs

Collaborate, share feedback, and work together with students, classmates, and colleagues in real time on documents.



GET STARTED WITH GOOGLE DOCS

[How to Use Google Docs](#)

[Switch from Microsoft Word to Google Docs](#)

[Create, View, or Download a File](#)

[Share Files From Google Drive](#)

[Encrypt Files Drive, Docs, Sheets, & Slides](#)

[Collaborate on Encrypted Files](#)

CREATE & EDIT YOUR DOC

[Create, View, or Download a File](#)

[Use Templates](#)

[Change the Color of Text, Objects, and Backgrounds](#)

[Copy and Paste Text and Images](#)

[Delete a Document, Spreadsheet, Presentation, or Video](#)

[Add or Delete Columns in a Document](#)

[Use Document Tabs in Google Docs](#)

[Change Page Settings on Google Docs](#)

[Change a Document's Page Setup: Pages or Paperless](#)

[Change Paragraphs & Fonts Look](#)

[Work with Links & Bookmarks](#)

[Use Headers, Footers, Page Numbers & Footnotes](#)

[Add a Title, Heading, or Table of Contents](#)

[Add Page Breaks & Move Margins](#)

[View Outlines, Rulers, & Non-printing Characters](#)

[Use Line Numbers in Google Docs](#)

COLLABORATE ON YOUR DOCUMENT

[Share Files from Google Drive](#)

[Suggest Edits in Google Docs](#)

[Find What's Changed in a File](#)

[Send Signature Requests & Sign Documents with eSignature](#)

[Add Meeting Notes to Google Calendar Events](#)

[Assign Tasks from Google Docs](#)

INSERT ITEMS

[Add Items with the @ Menu](#)

[Learn How to Use Drawings and Markups](#)

[Add & Edit Tables](#)

[Insert or Delete Images & Videos](#)

[Insert Emojis & Special Characters](#)

[Link a Chart, Table, or Slides to Google Docs or Slides](#)

[Use Equations in a Document](#)

[Add Citations & a Bibliography](#)

[Insert, Edit, or Delete Watermarks](#)

[Insert Custom Building Blocks](#)

[Insert Building Blocks in Google Docs](#)

SPELL CHECK, SHORTCUTS, AND TOOLS

[Check your Spelling & Grammar in Google Docs](#)

[Manage Autocorrect in Google Docs](#)

[Count the Words in a Document](#)

[Search & Use Find & Replace](#)

[Translate Documents or Write in a Different Language](#)

[Use Smart Compose & Smart Reply](#)

[Use Markdown in Google Docs, Slides, & Drawings](#)

[Type & Edit with Your Voice](#)

[Keyboard Shortcuts for Google Docs](#)

[Troubleshoot errors while you edit Google Docs, Sheets, Slides, & Vids](#)

[Use add-ons, Apps Script, AppSheet & Looker Studio](#)

[Google Workspace Add-ons](#)

[Use Google Keep in a Document or Presentation](#)

PRINT, PUBLISH, OR CHANGE VIEW SETTINGS

[Zoom or Change Your Document View](#)

[Make Google Docs, Sheets, Slides & Forms Public](#)

[Print a File](#)

Google Drive

Securely store and organize assignments, documents, or class curriculum securely and access them from any device.



GET STARTED WITH GOOGLE DRIVE

[How to Use Google Drive](#)

[Use Google Drive Files Offline](#)

[Manage your Storage in Drive, Gmail, & Photos](#)

[Recover a Deleted File in Google Drive](#)

[How your Google Storage works](#)

[Use Google Drive with a Screen Reader](#)

FIND DELETE AND RECOVER FILES

[Recover a Deleted File in Google Drive](#)

[Search for Files in Google Drive](#)

[Find Lost Files in Google Drive](#)

[Delete Files in Google Drive](#)

[Learn What Happens When you Delete a file in Google Drive](#)

STORE FILES IN GOOGLE DRIVE

[Upload files & folders to Google Drive](#)

[Download a File](#)

[Store & play video in Google Drive](#)

[Save Web Content to Google Drive](#)

[Convert PDF & Photo Files to text](#)

[Export Stack Documents to Google Drive](#)

ORGANIZE YOUR FILES

[Organize your files in Google Drive](#)

[Check Activity & File Versions](#)

[Use Google Drive apps](#)

[Get Google Drive Notifications](#)

[Find Files & Folders with Google Drive Shortcuts](#)

[Move Files & Folders into Shared Drives](#)

[Apply Labels to Files in Google Drives](#)

SHARE FILES WITH GOOGLE DRIVE

[Share Files from Google Drive](#)

[Stop, limit, or change sharing](#)

[Make someone else the owner of your file](#)

[Share folders in Google Drive](#)

[Store & Share Files or Folders with Shared Drives](#)

[Anonymous or unknown people in a file](#)

[Share documents with visitors](#)

[Get approvals on files in Google Drive](#)

[View security limitations on Google Drive files](#)

[Send signature requests & sign documents with eSignature](#)

DRIVE FOR DESKTOP

[Use Google Drive for Desktop](#)

[Use Drive for Desktop on MacOS](#)

[Stream & Mirror Files with Drive for Desktop](#)

[Customize Drive for Desktop Settings](#)

Google Sheets

Track projects, analyze data, and perform calculations with smart spreadsheets.



GET STARTED WITH SHEETS

[What you can do with Sheets](#)

[Create your first spreadsheet](#)

[Share & collaborate on a spreadsheet](#)

SHEETS CHEAT SHEET

[Google Sheets training and help](#)

[Get started with Sheets for Google Workspace](#)

[Switch from Excel to Sheets](#)

[Google Sheets cheat sheet](#)

[Create project plans with Sheets](#)

[Tips to add & import data](#)

[Tips to format & clean up data](#)

[Tips to analyze data](#)

[Use Google Workspace keyboard shortcuts](#)

SHORTCUTS AND TROUBLESHOOTING

[Use Google products side by side](#)

[Automate tasks in Google Sheets](#)

[Troubleshoot errors while you edit Google Docs, Sheets, Slides, & Vids](#)

[Keyboard shortcuts for Google Sheets](#)

[Manage your notifications](#)

[Use Smart Fill in Sheets to automate data entry](#)

[Use Dark theme in Google Docs, Sheets & Slides](#)

[Use Sheets Smart Cleanup to prepare your data for analysis](#)

[Troubleshoot error message in Google Sheets:](#)

["Can't save your changes. Please copy your recent edits then revert your changes."](#)

Google Vids

Create, edit, and share engaging videos to collaborate, tell stories, and communicate ideas.



GET STARTED WITH VIDS

[What you can do with Google Vids](#)

[Create your first video in Google Vids](#)

[Add narration, music & multimedia](#)

[Customize timings, transitions & audio](#)

[Share & collaborate on videos](#)

BEST PRACTICE FOR GOOGLE VIDS

[Google Vids training and help](#)

[Get started with Vids in Google Workspace](#)

[Best practices for Google Vids](#)

[Troubleshoot errors while you edit Google Docs,](#)

[Sheets, Slides, & Vids](#)

Google Meet

Connect with students, classmates, or colleagues virtually through secure video calls to continue learning away from the classroom.



GOOGLE MEETING TRAINING AND HELP

[Meet quick start guides](#)

[Meet cheat sheets](#)

[Meet productivity guides](#)

[Meet troubleshooting & more resources](#)

[Google Meet cheat sheet](#)

[Meet Companion mode cheat sheet](#)

[Google Meet in Gmail quick start](#)

[Use Meet keyboard shortcuts](#)

[Google Meet training and help](#)

[Get started with Meet for Google Workspace](#)

[Switch to Google Meet](#)

[Tips to collaborate during video meetings](#)

[Tips to manage your audio & video](#)

[Tips to share content in a video meeting](#)

[Tips to set up business meetings](#)

[Tips to control meeting access and participation](#)

[Use Companion mode for collaboration equity in
hybrid meetings](#)

[Troubleshoot Google Meet issues](#)

GET STARTD WITH MEET

[What you can do with Meet](#)

[Hold your first meeting](#)

[During the meeting](#)

[See all Meet training and help](#)

Google Forms

Use forms, quizzes, and surveys to collect and analyze responses with the help of machine learning.



CREATE, EDIT, & FORMAT

[How to use Google Forms](#)

[Create and Grade Quizzes with Google Forms](#)

[Edit Your Form](#)

[Choose a Type of Question for Your Form](#)

[Show Questions Based on Answers](#)

[Change The Theme or Font of Your Form](#)

[Format Text in Your Form](#)

SHARE FORM & COLLECT RESPONSES

[Publish & Share Your Form with Responders](#)

[Share Your Form with Collaborators](#)

[Choose where to save form responses](#)

[View & Manage Form Responses](#)

[Upgrade your Google Form to Have Better Access](#)

[Control](#)

[Share Responder Access for Users in Trusted](#)

[Domains in Upgraded Forms](#)

TOOLS & TROUBLESHOOTING

[How to Set Rules for Your Form](#)

[Autosave Your Response Progress on a Google Form](#)

[Use Add-Ons, Apps Script, AppSheet & Looker Studio](#)

[Keyboard Shortcuts for Google Forms](#)

[Get Permission to Open a Google Form](#)

[Use Locked Mode for Quizzes](#)

[Fix Common Errors While You Respond to a Google Form](#)

Google Slides

Create collaborative presentations, training modules, and more using original or pre-made templates.



GET STARTED WITH GOOGLE SLIDES

[How to Use Google Slides](#)

[Create, View, or Download a File](#)

[Use Templates](#)

[Use a Template or Change the Theme,](#)

[Background, or Layout in Google Slides](#)

[Use Google Slides with Google Vids](#)

EDIT & CUSTOMIZE SLIDES

[Add, Delete & Organize slides](#)

[Change Slide Size & Measurement Units in](#)

[Google Slides](#)

[Add a Numbered List, Bulleted List, or Checklist](#)

[See and Use Suggested Layouts in a Presentation](#)

[Change How Text Fits in Placeholders & Text](#)

[Boxes](#)

[Change the color of text, objects, and](#)

[backgrounds](#)

[Add or Change Animations and Transitions](#)

[Check Your Spelling in Google Slides](#)

INSERT SHAPES, IMAGES, & OBJECTS

[Insert and arrange text, shapes, diagrams, and lines](#)

[Insert or delete images & videos](#)

[Crop & adjust images](#)

[Add and edit tables](#)

[Link a chart, table, or slides](#)

[Use building blocks in Google Slides](#)

[Add stock media & web images](#)

COLLABORATE ON PRESENTATIONS

[Find what's changed in a file](#)

[Use comments, action items, & emoji reactions](#)

[Follow a collaborator on Google Slides](#)

[View live pointers on Google Slides](#)

[Switch view mode on Google Slides](#)

PRESENT YOUR GOOGLE SLIDES

[Present slides](#)

[Control Slides presentations in Google Meet](#)

[Accept and present audience questions](#)

[Use slides recording in Google Slides](#)

Google Keep

Create and share notes, lists, photos, drawings, and audio to save your thoughts with Keep.



GET STARTED WITH GOOGLE KEEP

[How to Use Google Keep](#)

[Use the Google Keep Chrome extension](#)

[Change list, reminder & sharing settings](#)

[What you need to use Google Keep](#)

[Use Google products side by side](#)

CREATE AND EDIT LISTS & NOTES

[Create or edit a note](#)

[Make a list](#)

[Take image notes](#)

[Save a drawing as a note](#)

[Create a list with Gemini in Google Keep](#)

ORGANIZE NOTES & LISTS

[Organize your notes](#)

[Archive notes & lists](#)

[Get notes on your Android home screen](#)

[Find version history for notes](#)

SET REMINDERS

[Set up reminders for your notes](#)

[Export your data from Google Reminders](#)

TOOLS AND TROUBLESHOOTING

[Fix problems with Google Keep](#)

[Keyboard shortcuts for Google Keep](#)

SEARCH AND SHARE NOTES & LISTS

[Search for notes & lists](#)

[Share notes, lists & drawings](#)

[Send a Keep note to another app](#)

[Share a Keep note with your family group](#)

[Use Google Keep in a document or presentation](#)

[Export your data from Google Keep](#)

NotebookLM

The AI research tool and thinking partner that can analyze your sources, turn complexity into clarity and transform your content.



GET STARTED WITH NOTEBOOKLM

[Learn about NotebookLM](#)

[Use chat in NotebookLM](#)

[Create a notebook in NotebookLM](#)

[Use public notebooks and featured notebooks in NotebookLM](#)

[Use Mind Maps in NotebookLM](#)

[Generate Audio Overview in NotebookLM](#)

[Generate Video Overviews in NotebookLM](#)

[Add or discover new sources for your notebook](#)

[Create & add notes in NotebookLM](#)

[Join the NotebookLM community](#)

[Get started with the NotebookLM mobile app](#)

CHANGE YOUR SETTINGS

[Change mode in NotebookLM](#)

[Change output language in NotebookLM](#)

FIX YOUR PROBLEM

[Report a problem or send general feedback](#)

[Frequently asked questions](#)

LEARN ABOUT UPGRADING NOTEBOOKLM

[Upgrade NotebookLM](#)

[Use NotebookLM with a work or school Google account](#)

Google Gemini

Get help with writing, planning, brainstorming, and more.
Experience the power of generative AI through this Google assistant.



GET STARTED WITH GOOGLE GEMINI

[Where you can use the Gemini web app](#)

[What you need to sign in to Gemini Apps](#)

[Use Gemini Apps](#)

[Gemini Apps limits & upgrades for Google AI subscribers](#)

[Manage your Google AI plan from Gemini Apps](#)

[Use & manage apps in Gemini](#)

[Upload & analyze files in Gemini Apps](#)

[Find & manage your recent chats in Gemini Apps](#)

[Use Deep Research in Gemini Apps](#)

[Learn about generative AI](#)

[Learn in creative ways with generative AI](#)

[Schedule actions in Gemini Apps](#)

[Use Deep Think in Gemini Apps](#)

[Get personalization in Gemini Apps](#)

USE THE GEMINI MOBILE APP

[Get started with the Gemini mobile app](#)

[What you can do with your Gemini mobile app](#)

[How your Gemini mobile app can help when your phone is locked](#)

[Talk naturally with Gemini Live](#)

[Use Gemini on your headphones](#)

[Use screen actions to chat with the mobile app](#)

[Add & customize your Gemini widget](#)

[Use Gemini on your smartwatch](#)

CREATE, LEARN & RESEARCH

[Generate videos with Gemini Apps](#)

[Generate & edit images with Gemini Apps](#)

[Generate Audio Overviews in Gemini Apps](#)

[Create docs, apps & more with Canvas](#)

[Create quizzes, flashcards & more in Gemini Apps](#)

[Create an illustrated storybook in Gemini Apps](#)

[Use learning tools in Gemini Apps](#)

USE GEMINI APPS WITH A WORK OR SCHOOL GOOGLE ACCOUNT

[Use Gemini Apps with a work or school account](#)

[Use apps connected to Gemini with a work or school Google Account](#)

CHECK, MODIFY, & SHARE RESPONSE

[View related sources & double-check responses](#)

[Regenerate or modify responses from Gemini Apps](#)

[Share your chats from Gemini Apps](#)

[Export responses from Gemini Apps](#)

[Learn about responses from Gemini Apps](#)

CHANGE YOUR SETTINGS

[Use Dark theme in Gemini Apps](#)

[Change Gemini's voice](#)

[Change Gemini's language](#)

[Gemini Apps Privacy Hub](#)

[Manage & delete your Gemini Apps activity](#)