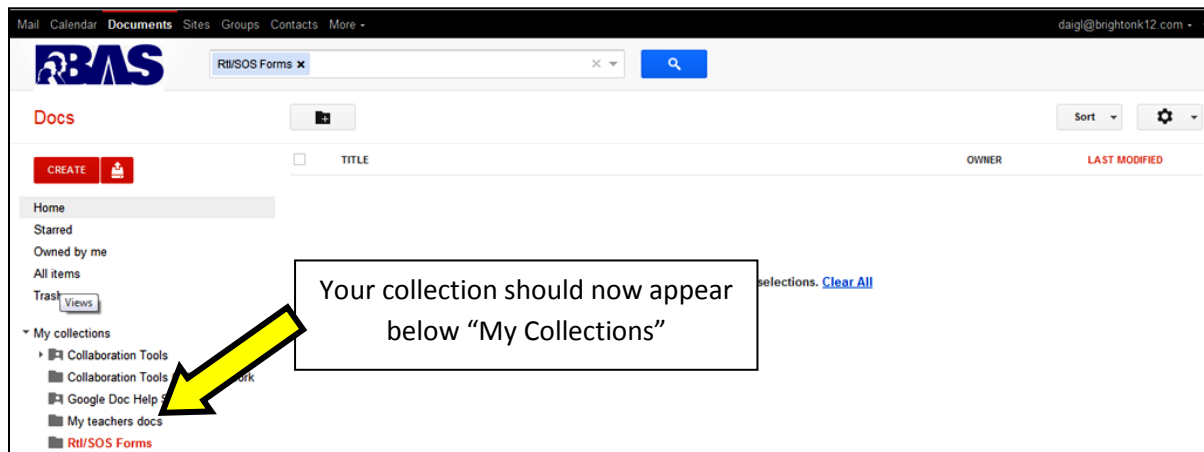
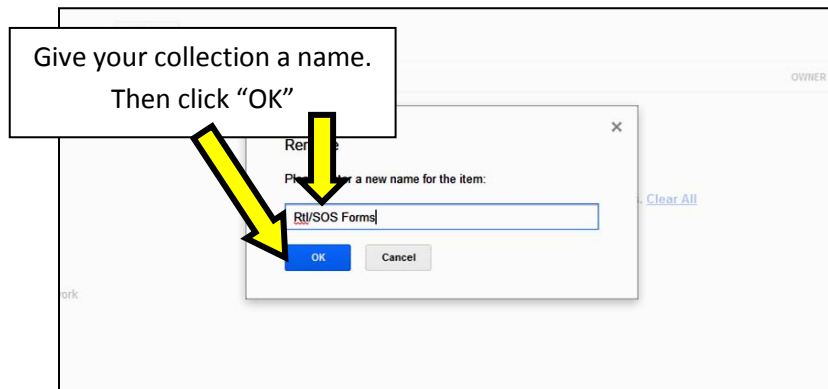
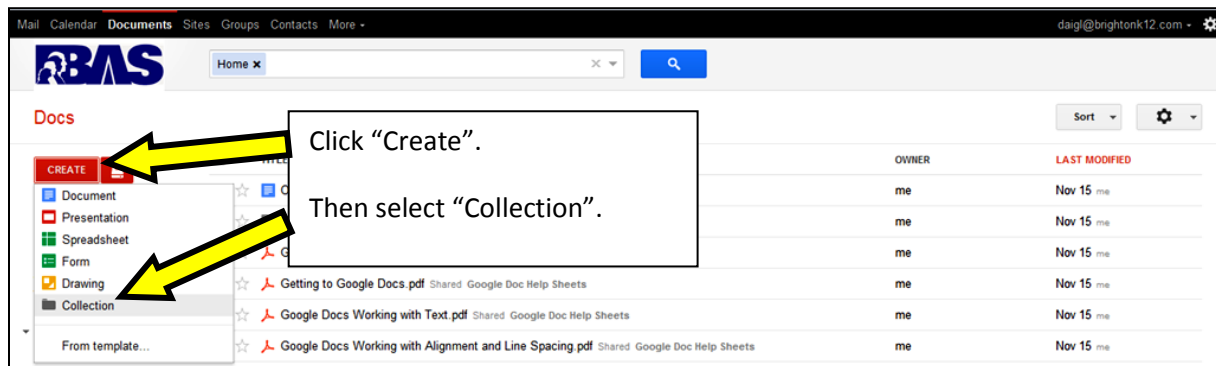


# GOOGLE DOCS BASICS: CREATING GOOGLE COLLECTIONS

Just like folders can help organize the documents on your computer, “Collections” can help organize your files in the Google cloud.



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