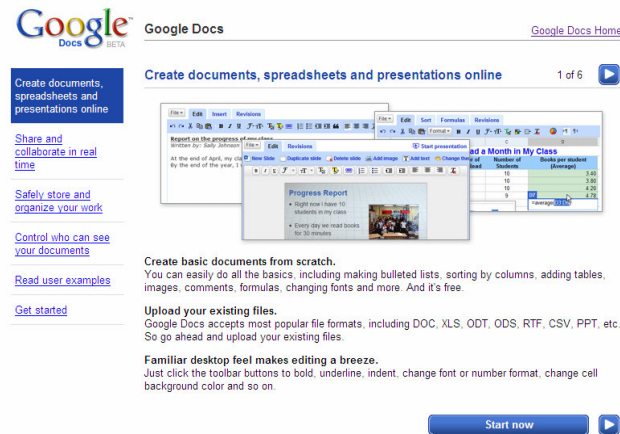


# Using Google Docs



Google docs allows users to **save, edit, and share** documents online.

## Advantages for Educators and Students

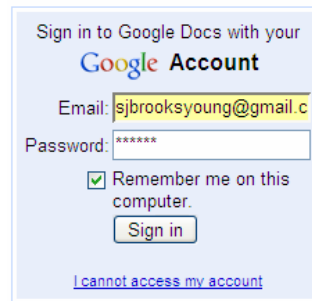
- Ability for groups to work on documents (word processing, spreadsheet, and presentations) collaboratively
- Simultaneous editing capability
- Store files online
- Anytime, anywhere access

## Potential Drawbacks

- Requires an internet connection (however, offline access is being tested)
- The browser you use makes a difference. You need a recent version of Internet Explorer (PC), Firefox (PC or Mac), or the most recent version of Safari (Mac).

## Getting Started

- 1) Enter the following url in a web browser: docs.google.com.
- 2) Note the login box.
- 3) If you have a Google account, login.
- 4) If you do not have a Google account, click on Create a new Google Account.



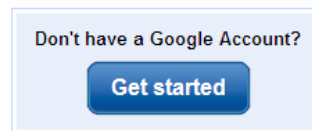
Sign in to Google Docs with your Google Account

Email:

Password:

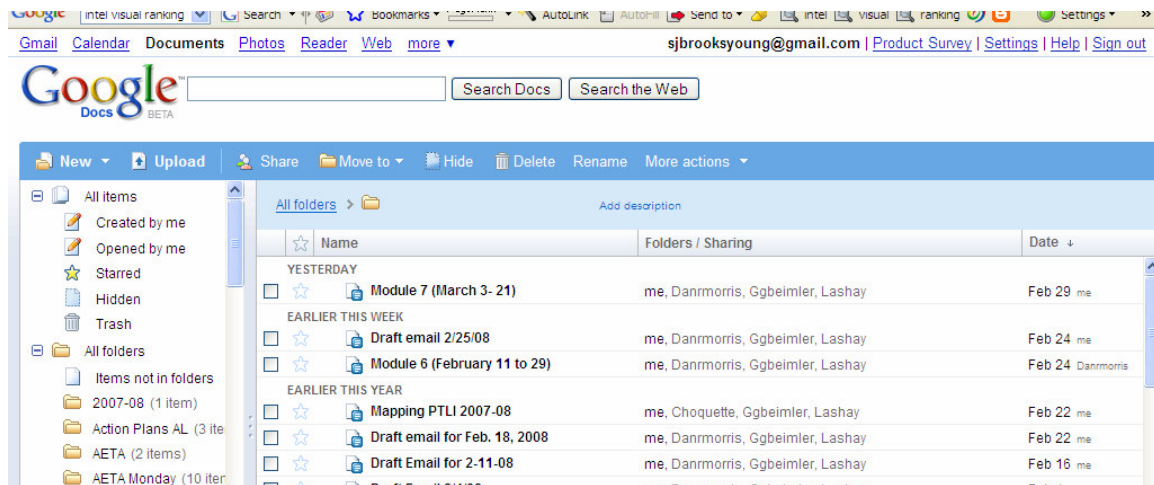
☒ Remember me on this computer.

[I cannot access my account](#)



Don't have a Google Account?

Once you have logged in, look at the Google desktop.

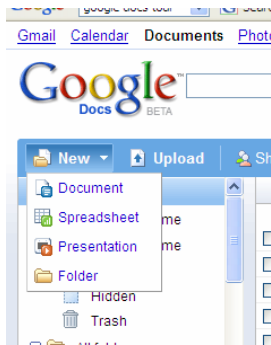


We'll cover the following topics:

Creating new files.....	Page 3
Saving and renaming files.....	Page 3
Basic editing.....	Page 4
Organizing files.....	Page 4
Sharing files.....	Page 5
Publishing files.....	Page 6
Printing and copying files.....	Page 7

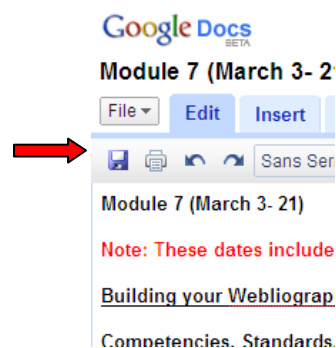
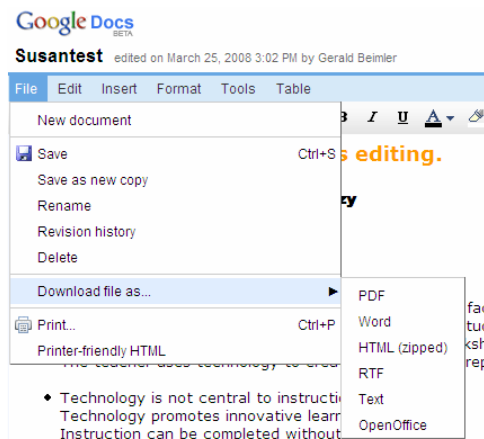
## Creating new files

1) Select the type of file you want to create using the drop down menu (shown below). Click.



## Saving and renaming files

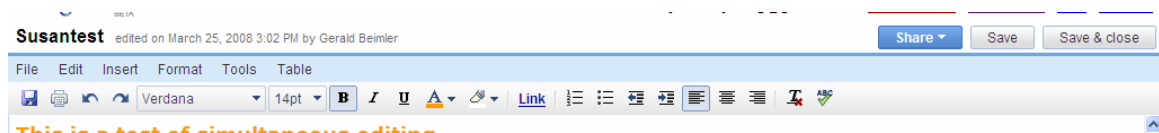
Click on the File button. Choose Save or Rename from the drop down menu. Note: You may also use the Save icon that appears in the upper left side of the toolbar when a file is open. Note: in Spreadsheet and Presentation files, Save buttons are found on the right side of the screen.



## Basic Editing

Each type of document includes an Edit bar. If you do not see the toolbar, click on the Edit tab. These tools function in the same way as editing tools in traditional application programs.

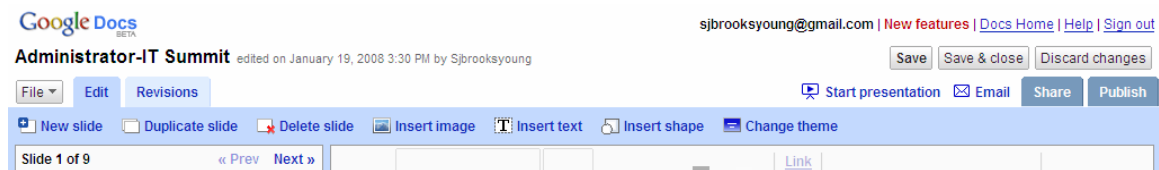
### Word processing file



### Spreadsheet file

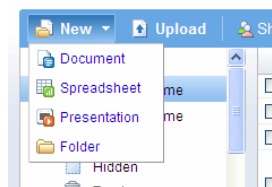


### Presentation file

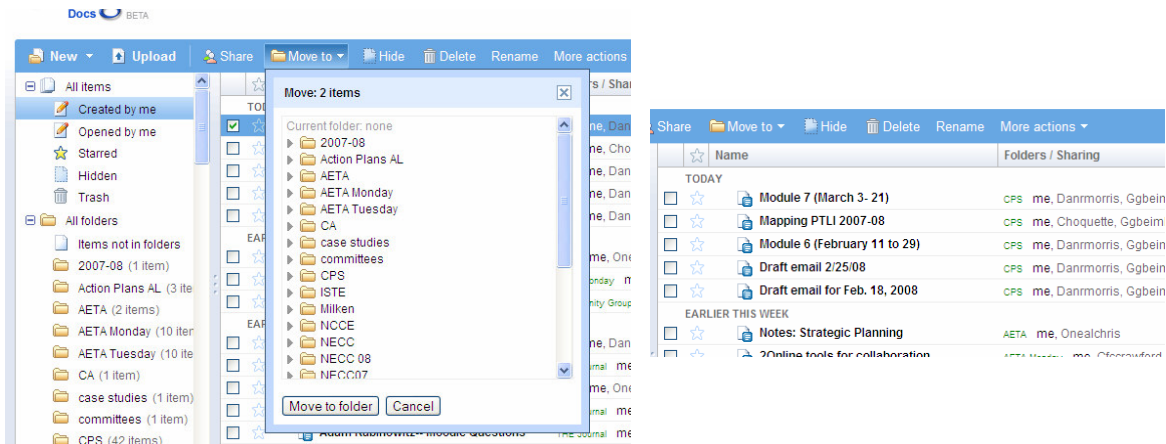


## Organizing files

Google Docs uses folders to organize files. Create a new folder by clicking on New and selecting Folder. Follow the prompt to name the folder.



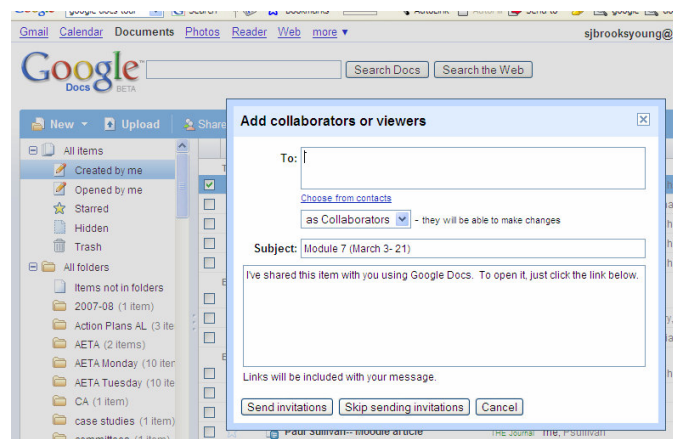
Move files into a folder by clicking on the box in front of the name of the file(s) you want to move. Click on Move To and select the appropriate folder from the list that appears in the drop down box. When a file has been added to a folder, you can see the folder name next to the file name (on the right). View just the files contained in one folder by clicking on the folder name on the left side of the screen.



## Sharing files

It's easiest to share a file with someone who already has a Google account, however, it's not mandatory. You may invite others to be full collaborators (they can see and edit the file) or just as viewers (they can see, but not edit the file). Right now the sharing feature is in flux. The most reliable way to share is:

- 1) While looking at the list of all your Google files, click in the box to the left of the name of the file you want to share.
- 2) Click on Share in the toolbar. Add the email addresses of the people you want to invite to share. Note that Collaborator is the default role.
- 3) Type a brief message, and click Send Invitations.

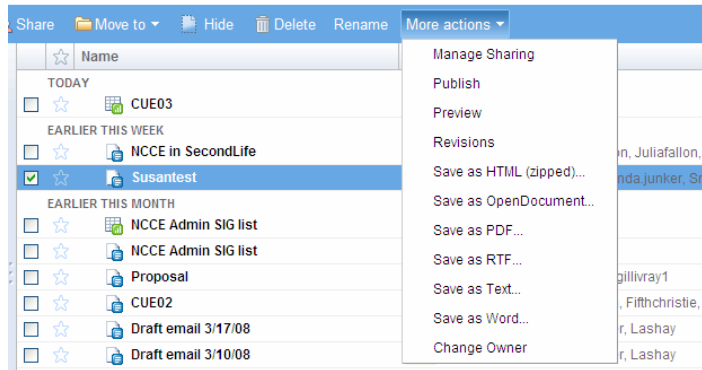


## Publishing files

Publishing files makes them visible to the entire world.

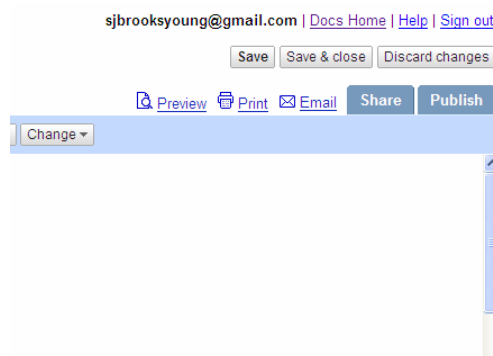
To make any Google Doc public you:

- 1) Select a file name on the Google Desktop.
- 2) Click on More Actions and select Publish from the drop down menu.



You may also make a spreadsheet or presentation file public by:

- 1) Clicking on the Publish tab in the upper right corner of the document.
- 2) When the Publish screen appears, click publish.



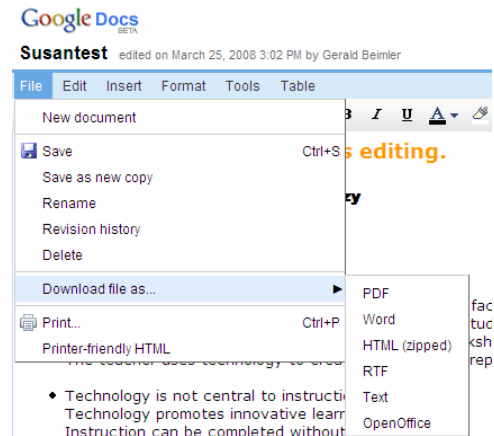
## Printing and copying files

### Printing

Select Print from the File drop down menu. However, exporting a file as PDF first, then printing it often does a better job of preserving formatting.

### Copying

Select Save as new copy from the File drop down menu. Note the dialogue box. The file is saved as "copy of <filename>"



Experiment with creating and sharing files (with a table partner).