HOWTO: use google documents

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Preview Print DEmail Collaborate Publish
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ted lists, sorting by columns, adding tables, images,
ng DOC, XLS, ODF, ODS, RTF, CSV, etc.) - your
t or number format, change the cell background color

Introduction

Google documents allows users to <u>save, share, and edit</u> documents online. The advantage for educators is the ability for groups of students to collaborate on a paper, to safely save important documents online, and to have universal access to your stuff.

Considerations

If you do not have an internet connection, this will not work. You also should have a pretty new browser, like Firefox or Explorer.

HOWTO

1) Enter the following url in a web browser: docs.google.com

2) Note the login page	Sign in to Google Docs & Spreadsheets with your Google Account
3) If you have a google account, login	Email: Password: Remember me on this computer. Sign in
4) If you do not have a google account simply click on Create a new Google Account	Leannot access my account
The process is pretty simple!	Don't have a Google Account?

5) Once you have logged in, note the Google docs:

Google Gmail Calendar Photos Docs & Spreadsheets all my services »		bmackenty@gmail.com Settings Help Sign out
Search Docs & Spreadsheets Search the Web		
<u>New Document</u> <u>New Spreadsheet</u> <u>Upload</u>		Browse Docs & Spreadsheets 🔻
Actions Tag Archive Delete		8 active <u>∀iew all</u>
Active Docs & Spreadsheets	Owner / Collaborators / Viewers	Last Edited
🗋 🏠 🖹 🔻 Resume - working with kids	Dchrustowska / Me Add	96 minutes ago by Me
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We'll cover individual topics below.

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Creating a new document

1) Click on the New Document Link (shown below)



2) That's it!

Saving a document

1) Click on the File button and choose Save. Note you can also use Control + S

Google Docs & Spreadsheets

This is my snazzy new saved on March 12, 2007 9:23 A



Renaming a document

1) Click on the File button and choose rename.



2) Type in a new document name and click ok.



3) That's it!

Basic Editing

1) Note the formatting bar - click once to turn on, and twice to turn off.



Tagging a document

Google doesn't use folder to organize stuff. Google uses tags. Think of a tag like a keyword which describes a file. Files can have multiple tags. You can sort your documents by tags - which is very handy if you have many documents.

Here's a screengrab of some tags:



Note the tags on the right side of the file name. **If I click on a tag**, I will see all the documents with the tag I clicked.

So, to tag then...

1) Click on the checkbox next to the file(s) you want to tag.

🗹 🚖 📄 🔻 On blogging and such things...

2) Click on the Tag menu, and choose a new tag, or simply click an existing tag. You can also choose multiple tags (I suggest you always use multiple tags it makes it easier to organize files).



Collaborating and sharing a document

In order to share a document, the person with whom you are sharing must have a google account.

1) Open google documents and note the list of documents

<u>New Document</u> <u>New Spreadsheet</u> <u>Upload</u>	
Actions - Tag - Archive Delete	
Active Docs & Spreadsheets	Owner / Collaborators
🗌 ☆ 📄 🔻 Motzart: a short history biography hebs history motzart music	Me Share now
🗌 🎲 📄 🔻 This is my snazzy new examples hohs work	Me Share now
□ ☆ 🖹 ▼ Untitled	Me Share now

2) Click share now on the document you want to share. Note the sharing dialog:

Motzart: a short history edited on March 12, 2007 10



Note you can invite people as viewers or as collaborators.

invite people	
💿 as collaborators	🔘 as viewers

3) Type a brief message, and click Send



Publishing a document

Publishing a document makes it visible to the entire world. Google adds it to the google-index, so if you add your resume, and someone googles your name, your resume might turn up!

Publishing is ridiculously easy.

1) On the upper-right side of the screen, please note the "publish" tab.



2) Note the publish screen. Simply click publish, and you are done!



Printing a document

There is a very simple file -> print operation to print.

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However, I have found a slightly more reliable manner of printing.

1) Click on file and then Save as PDF

2) Click OK when you see this dialog and print from inside Adobe Reader!





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Copying a document

1) Simply click on File and then Copy document.



2) Note the confirmation dialog.



3) The file is saved as "copy of <filename>"