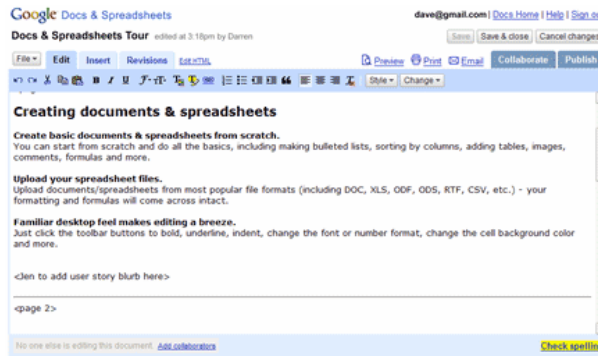


# HOWTO: use google documents



## Introduction

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

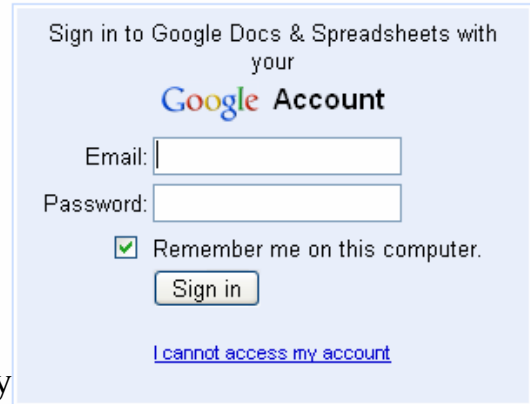
## Considerations

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

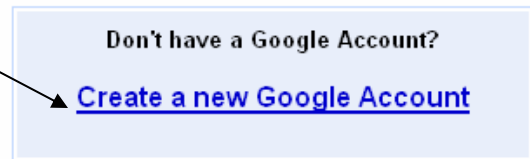
2) Note the login page



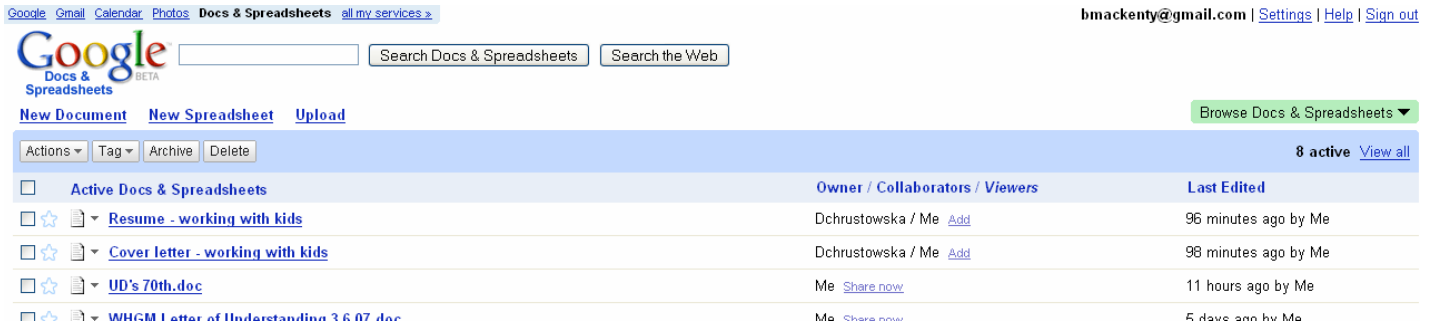
3) If you have a google account, login

4) If you do not have a google account simply click on Create a new Google Account

The process is pretty simple!



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

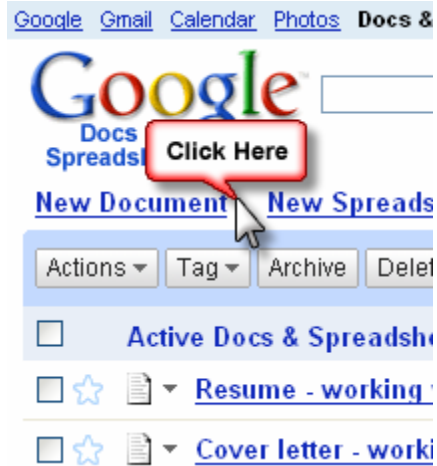


We'll cover individual topics below.

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## Creating a new document

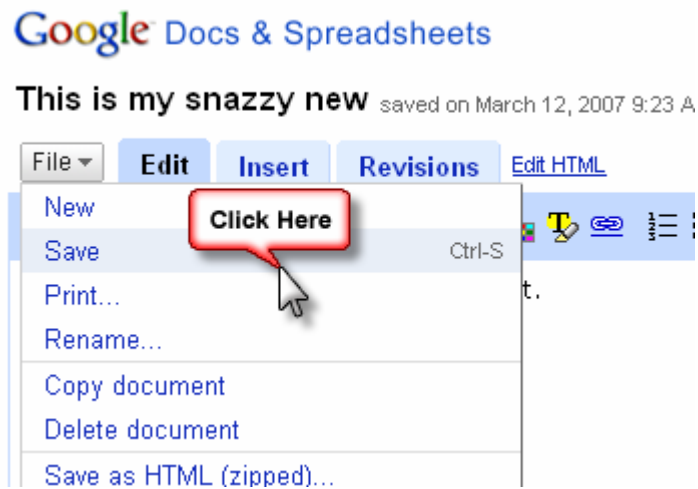
1) Click on the New Document Link (shown below)



2) That's it!

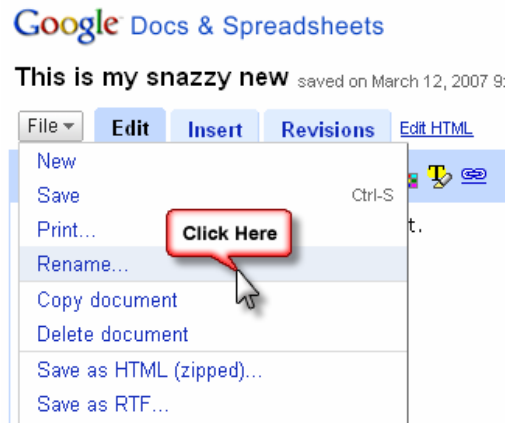
## Saving a document

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

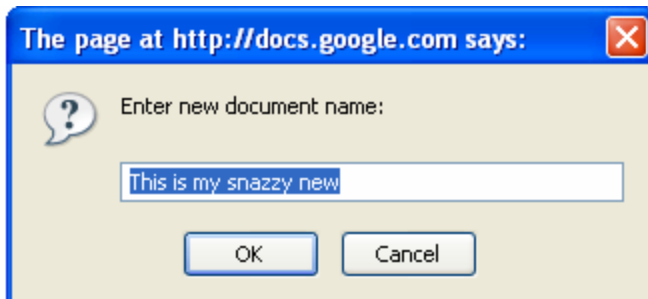


## Renaming a document

1) Click on the File button and choose rename.



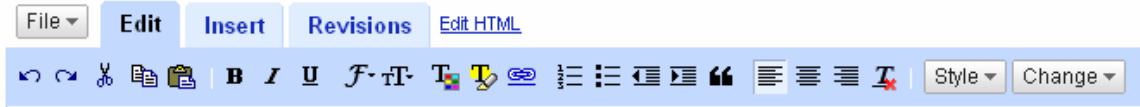
2) Type in a new document name and click ok.





3) That's it!


## Basic Editing


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





 - undo


 - redo

 - cut

 - copy

 - paste

 - boldface


 - italics

 - underline


 - change font type


 - change font size

 - change text color

 - change text background color


 - create a link

 - create a numbered list

 - create a bulleted list

 - indent less


 - indent more

 - quote some text

 - alignment left

 - alignment center

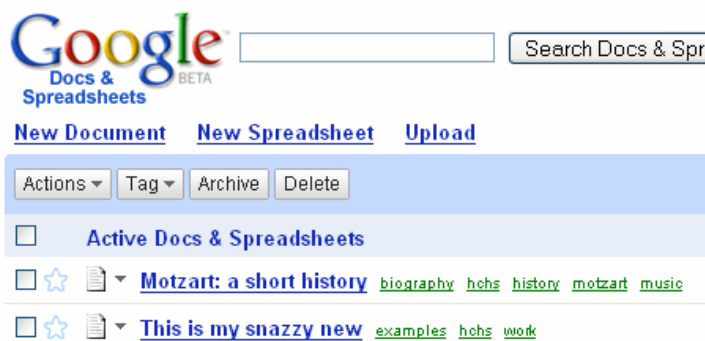
 - alignment right

 - remove all formatting

## 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:



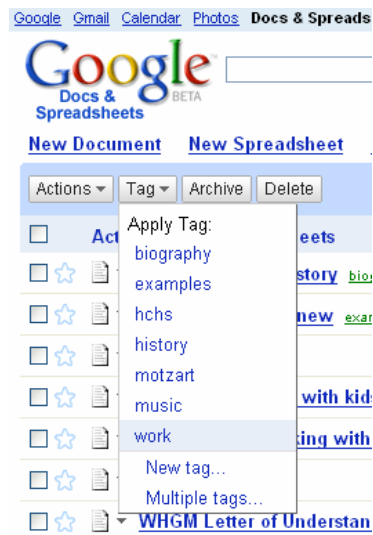
Note the tags on the right side of the file name. **If I click on a tag**, I will see all the documents with the tag I clicked.

So, to tag then...

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



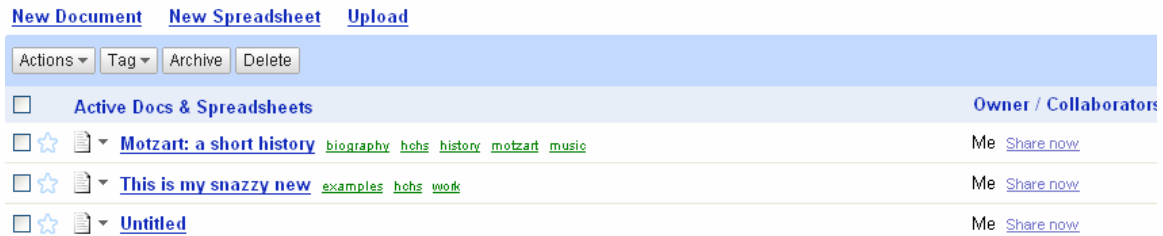
2) Click on the Tag menu, and choose a new tag, or simply click an existing tag. You can also choose multiple tags (I suggest you always use multiple tags - it makes it easier to organize files) .



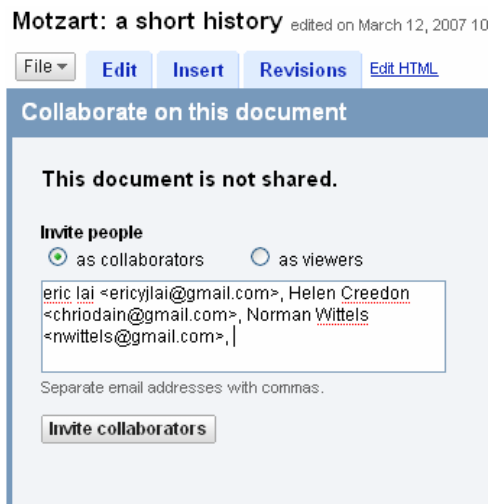
## Collaborating and sharing a document

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

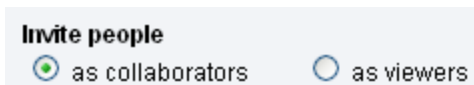
1) Open google documents and note the list of documents



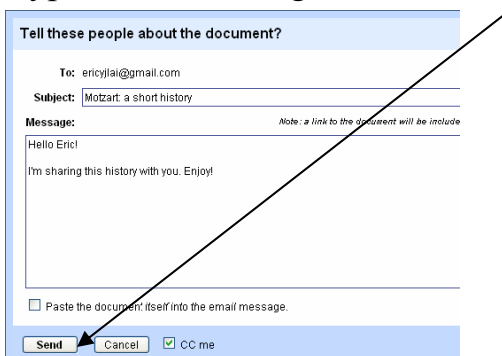
2) Click share now on the document you want to share. Note the sharing dialog:



Note you can invite people as viewers or as collaborators.



3) Type a brief message, and click Send

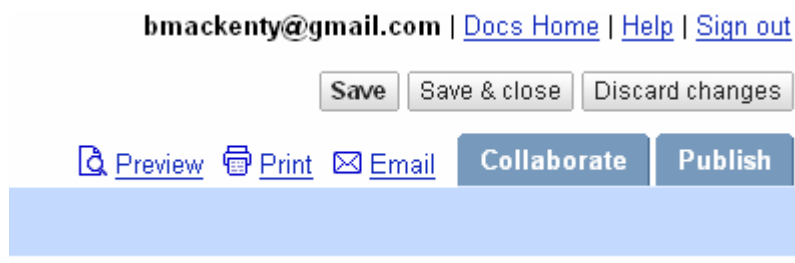


## Publishing a document

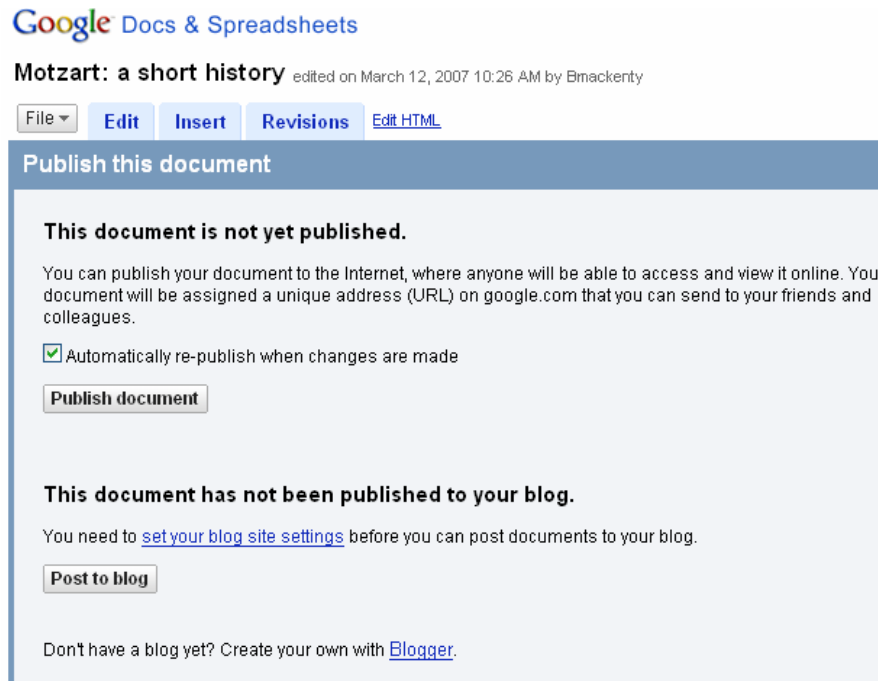
Publishing a document makes it visible to the entire world. Google adds it to the google-index, so if you add your resume, and someone googles your name, your resume might turn up!

Publishing is ridiculously easy.

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



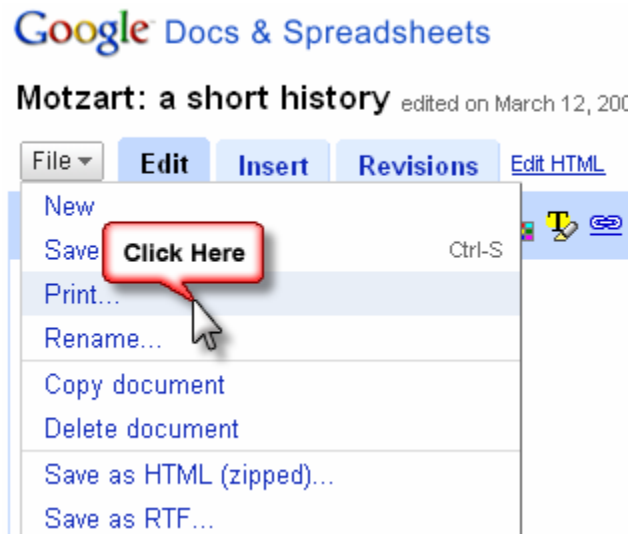
2) Note the publish screen. Simply click publish, and you are done!





## Printing a document

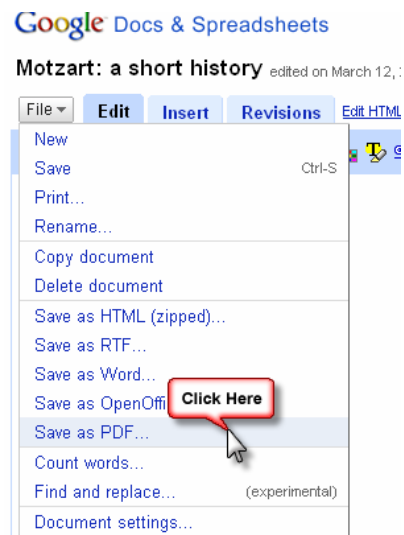
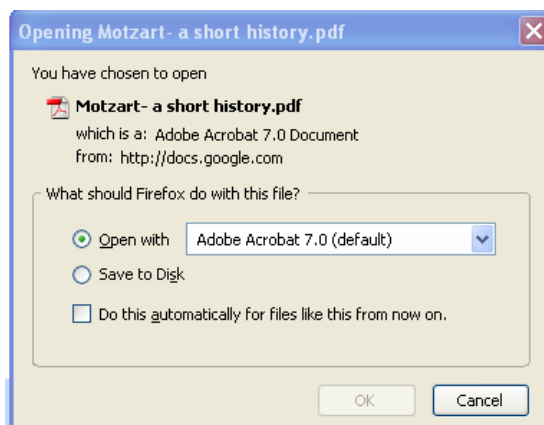
There is a very simple file -> print operation to print.



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!

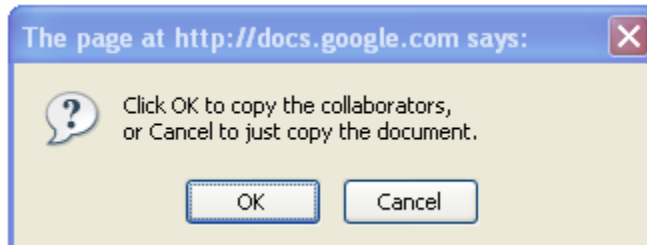


## Copying a document

1) Simply click on File and then Copy document.



2) Note the confirmation dialog.



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