Google Documents

Google Docs

http://docs.google.com

With Google documents, you can easily create, share, and edit documents online. You can:

- Upload Office files, create documents from scratch, and download your online ones.
- Edit documents online with anyone you choose and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.
- Publish documents online to the world as webpages or post documents to your blog.
- Email your documents out as attachments.

There are 3 ways to get started with Google Docs.

- Create a new online document
- Upload an existing one
- Use a template from Google's templates gallery

Creating and Saving a Document

1. Click the **NEW** drop-down menu, and select **DOCUMENT** (for a Word type file), **PRESENTATION** (for a PowerPoint type file), **SPREADSHEET** (for an Excel type file), or **FORM** (for an online survey)
2. As you're working on your document, click the **SAVE** button in the top right corner of the document, enter a name for the document in the window that appears, and click **OK**. Then, you'll see your document in your Docs list.
3. If you'd like to save and close a document, click the **SAVE & CLOSE** button.
4. To save a local copy of a document, you can download it to your computer. To do this, open your document, click **FILE** and **DOWNLOAD FILE AS (EXPORT** in a spreadsheet**)**. Choose the appropriate file type (Word for a document, PPT for a presentation, and .XLS for a spreadsheet) and click **OK** in the window that appears.
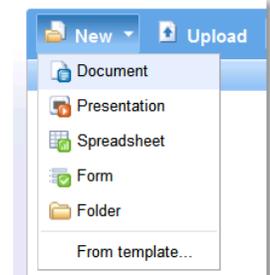
Uploading a Document

1. Click the **UPLOAD** button at the top of the sidebar in your Docs list page.
2. Click **BROWSE** and select the document.
3. Click **OPEN**.
4. Click **UPLOAD FILE**. The uploaded file appears in your Docs list.
   Size limits: Each document can be up to 500K, plus up to 2MB per embedded image.

Types of files that you can upload:

Documents (up to 500KB)
- HTML files and plain text (.txt).
- Microsoft Word (.doc, .docx), Rich Text (.rtf), OpenDocument Text (.odt) and StarOffice (.sxw).

Presentations (up to 10MB from your computer, 2MB from the web, 500KB via email)
- Microsoft PowerPoint (.ppt, .pps).

Spreadsheets (up to 1MB)
- Comma Separated Value (.csv).
- Microsoft Excel (.xls, .xlsx) files and OpenDocument Spreadsheet (.ods).

PDF Files (up to 10MB from your computer, 2MB from the web)

Using the Templates Gallery
Click **NEW** and **FROM TEMPLATE...**
Or go to http://docs.google.com/templates

Editing and Formatting
Edit your file just as you would in Office by using the toolbar buttons for font, size, color, etc.

Setting Style Defaults
1. Click **EDIT** and **DOCUMENT STYLES**.
2. From the window that appears you can:
   a. Change the font and text size from the drop-down menus.
   b. Change the spacing in between lines by selecting an option from the **Line-space** drop-down menu.
   c. Preview your changes within the window.
   d. Apply these changes to all your new documents.
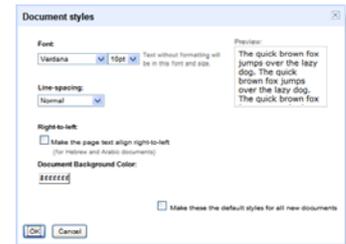
Inserting Images
1. Click **INSERT** and **IMAGE**.
2. Select **FROM THIS COMPUTER** or **FROM THE WEB.**
3. Depending on what radio button you selected, choose an image file from your computer, or enter a URL and preview the image.
4. To specify the size of your image and where it appears in the document, click **MORE IMAGE OPTIONS.**

Adding Links
1. Type or paste the desired text for your link.
2. Highlight the text.

3. Click the **LINK** button on the toolbar.
4. Enter the appropriate information in the window that appears.

Tools Menu
Use the Tools menu to check spelling, check word count, look up word (definition, synonyms, etc.), and check revision history
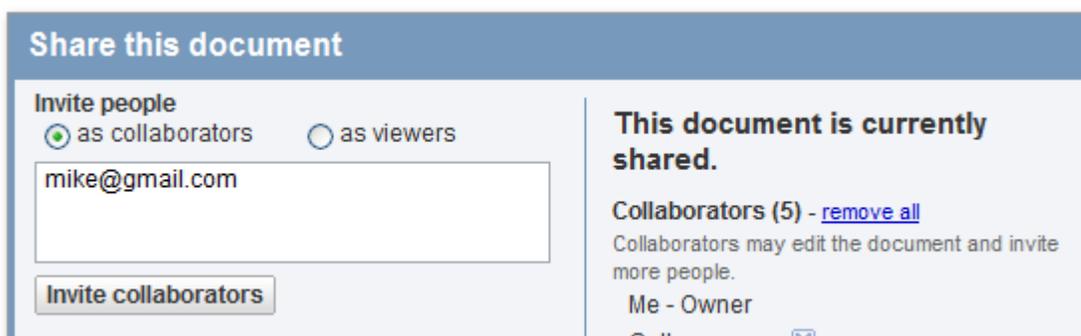
Sharing your Document
Now that you've created your Google document, you can share it with your friends, family, or coworkers. You can do this from your Docs list or directly from the document.

Sharing from the Docs List:
1. From the Docs list, select the checkbox next to the document you want to share and click the **SHARE** button.
2. Enter the email addresses of the people you'd like to add.
3. Select **AS COLLABORATORS** or **AS VIEWERS** from the drop-down list.
4. Add a message and click **SEND INVITATION** (this is optional).

Sharing Directly from a Document:
1. Click **SHARE** and **SHARE WITH OTHERS**.
2. Select **AS COLLABORATORS** if you want to allow them make changes to your document, or **AS VIEWERS**, if you want them to only view it.
3. Enter the email addresses that you'd like to add.
4. Add a message and click **INVITE COLLABORATORS**. Then you can send an invitation (this is optional), or to skip sending an invitation, click **ADD WITHOUT SENDING INVITATION**. Your collaborators and viewers will still be able to access the spreadsheet from their Docs lists, but they won't receive an email invitation.

You can explicitly share your document with up to 200 combined viewers and collaborators; however, if you publish your document, anyone will be able to access it.
Up to 10 people may simultaneously edit and/or view a document.

Publishing

Once you're done creating and editing your document, you can publish it to a webpage. Just click the **SHARE** drop-down menu on the top right and choose **PUBLISH AS WEBPAGE**. Then click **PUBLISH NOW**.

You can send your document's web address to your friends, colleagues, and family, and they can enter it in their browser address bar to view your document.

Even after you publish a document, it won't appear in any search index.

Printing

There are 2 print options under the **FILE** menu:

1. **PRINT**- will print as a regular document (just as it would within Word).
2. **PRINT AS WEBPAGE**- will print with internet headers and footers on the page

If you'd like to change the default paper size or page orientation before printing, you can select **PRINT SETTINGS** from the **FILE** menu to access the Print Settings window.
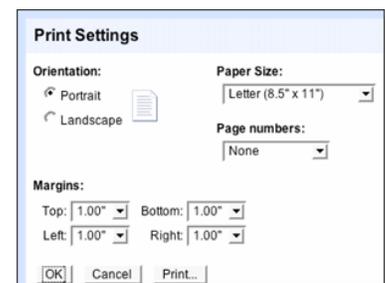
Organizing Your Docs

To create a folder:

1. Click the **NEW** button at the top of your Docs list page sidebar.
2. Click **FOLDER**.
3. In the folder screen that appears, enter a name for your folder.
4. The folder you created now appears in both the All Folders section of your sidebar, and in your Docs list.

Adding docs to a folder:

- Check the box to the left of the document, spreadsheet or presentation in your Docs list, and select the folder you'd like from the **MOVE TO** drop-down menu, at the top of the Docs list.
- Alternately, you can drag an individual document, spreadsheet or presentation from the Docs list into the folder of your choice, located in the Docs list page sidebar.
- Once either of these steps is taken, your document, spreadsheet or presentation will show up in the folder you selected. Note, also, that it's possible to assign a single document, spreadsheet or presentation to multiple folders. You can see all your docs, regardless of the folder you put them in, by clicking on **ALL ITEMS.**

Ideas for Using Google Docs

- Access documents at home and school

- Collaborate with other students/classes in other schools around the world
- Collaborative stories
- Create documents at home and share at school

Tips Specific to Presentations:

Adding New Slides- Click **INSERT** (or **SLIDE**) and **NEW SLIDE**
Change Background- Click **EDIT** and **CHANGE BACKGROUND** or **CHANGE THEME**
Insert **SHAPES**, **IMAGES** or **VIDEO** with the **INSERT** Menu
Rearrange the slides by dragging and dropping the thumbnails on the left side
View/add speaker notes by clicking the speaker notes icon in the bottom right corner
Click the Start Presentation icon on the top right to view the slide show

Sharing-

Invitations- **SHARE** and **SHARE WITH OTHERS**
Publishing- **SHARE** and **PUBLISH/EMBED**

Notes about sharing- viewers can watch all at the same time at their own pace or a member of the group can "take control". Members can chat on the right side of the screen. 10 members can edit the presentation at once but 200 can view it.

Tips Specific to Spreadsheets:

Create a graph- Click **INSERT** and **CHART**

Tips Specific to Forms:

1. Click **NEW** and **FORM**
2. In the form template that opens, enter the form title and any necessary instructions.
3. Click the **QUESTION TYPE** box to pick the appropriate question type from the drop down menu
4. Enter the desired information.
5. Click the **ADD QUESTION** button at the top and select the appropriate question type from the drop down menu to add additional questions.
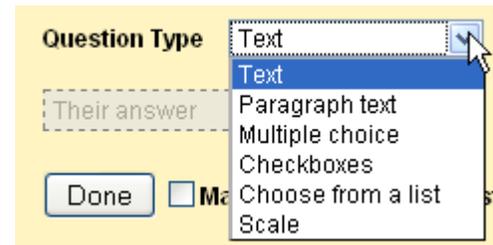
Some things you can do with your questions:
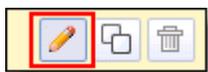
Edit: To edit an existing question, just click the **EDIT** button to the right of the question you want to edit.

Delete: To delete a question, click the **DELETE** button to the right of the question you want to delete.

Duplicate: To quickly duplicate a question, click the **DUPLICATE** button to the right of the question you want to duplicate.

Editing tips

- You can edit the confirmation message that people filling out your form see after submitting their responses. Click the **MORE ACTIONS** drop-down menu at the top-right of the form, and select **EDIT CONFIRMATION**.
- If you've edited a form and need to send it again, click the **EDIT AND RESEND** button in the lower-left corner of the **SHARE** tab.
- To see what your form looks like to the end user, click **FORM** and **GO TO LIVE FORM**

Sharing Your Form

Email Option

1. Click **EMAIL THIS FORM** once you've finished adding your questions.
2. Add the email addresses of the people to whom you want to send this form.
3. Click **SEND**.

Embedding Option

If you'd like to embed your form in a website or blog, after you create and save your form, click the **MORE ACTIONS** drop-down menu at the top of the form, select the **EMBED** option, and paste the URL into your site or blog.

Viewing Form Responses

- To see the spreadsheet with the form responses, click **SEE RESPONSES** at the top-right of the form and select **SPREADSHEET**. It's a good idea to use the same name for the form and the spreadsheet, so you can quickly find both of them in your Docs list.
- To quickly see how many users filled out a form and what their responses are, you can check the response summary. From your spreadsheet, go to **FORM** and **SHOW SUMMARY** to view it. The response summary page opens in a new window.
- You can allow those who filled out your form to see a summary of the responses. Select the option **LET EVERYONE SEE RESPONSE SUMMARY** in the **EDIT CONFIRMATION** window to make the summary viewable to everyone.