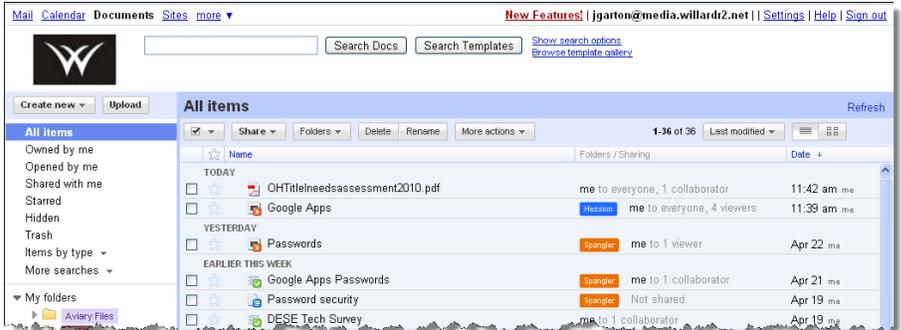


# Google Docs: Getting Started

## What is Google Docs?

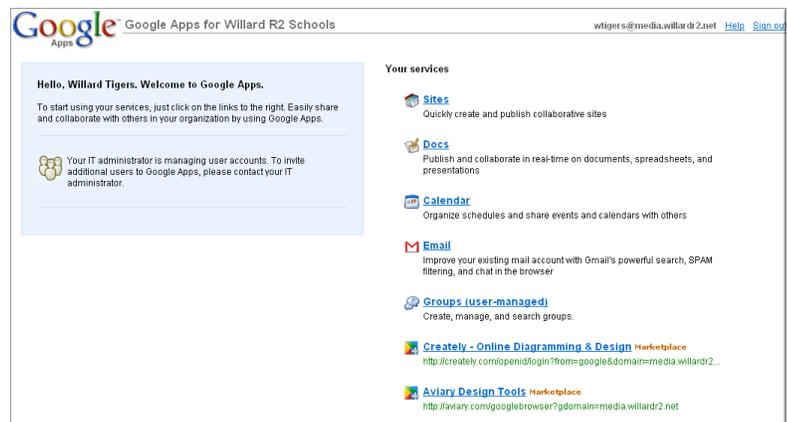
Google Docs is a free, web-based program that you can use to create, publish, and collaborate on publications. Your files can be stored online, as well as downloaded to your station. The share, revisions, and publish features make this a powerful instructional tool.

- Create documents, spreadsheets, slideshows, drawings, and online forms.
- Upload any type of file up to 100 MB
- Invite others by e-mail address or using a Shared Folder, to edit or view your documents, presentations, forms and spreadsheets.
- View your documents', presentations' and spreadsheets' revision history and roll back to any version.
- Publish documents online to the world as Web pages, or post documents to your blog.
- Download documents to your station to open in MS Office.



## What is Google Apps?

Google Docs is one of the tools in our Willard Google Apps account. Some of the other tools in our Google Apps account include: calendar, website creator, and discussion groups.



## Advantages

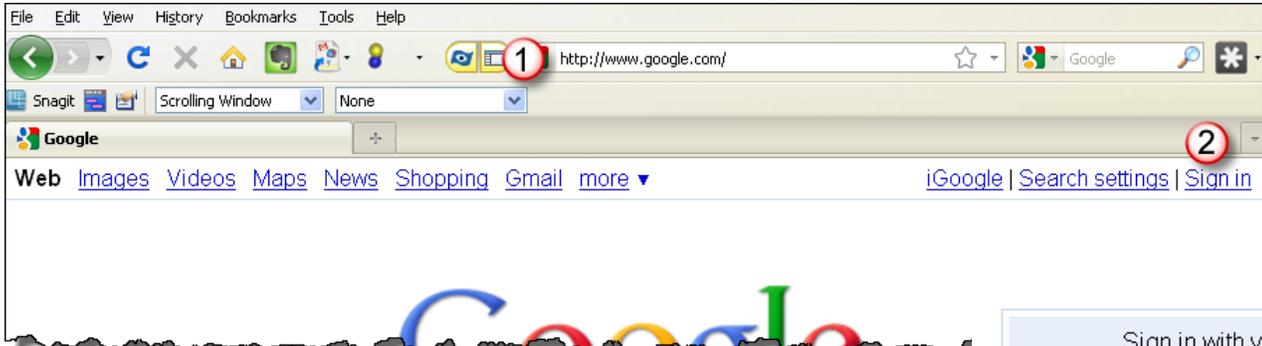
- Helps to promote writing as a process, group work, and peer editing skills.
- Easily share and publish work
- Access documents from any computer that has Internet access
- Saves automatically
- Monitor student work easily from any computer with Internet access
- Leave comments and suggestions at any point in the assignment
- Use Revisions History to see which student contributed what, when
- Gives students an authentic audience for their work
- Improves students' attitudes toward writing and revision.
- Access any file from any station.

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# Logging in

It's possible to view a document, spreadsheet or presentation without a Google Account (via an invitation), but an account is required to edit. Email your building's Instructional Specialist to request a teacher account be created for you.



# Homepage

This screenshot shows the Google Docs homepage interface with several callouts explaining key features:

- Search your documents.**: Points to the search bar at the top right.
- Select/Unselect listed files.**: Points to the checkboxes next to the file list items.
- Place selected files in a Folder.**: Points to the 'Folders' dropdown menu.
- Delete or Rename selected files.**: Points to the 'Delete' and 'Rename' buttons.
- Share selected files.**: Points to the 'Share' button.
- Sort displayed files by name.**: Points to the 'Name' column header in the file list.
- Filter file list.**: Points to the left-hand navigation menu.
- Check to select a file.**: Points to a checkbox in the file list.
- Click to open file.**: Points to a file name in the list.
- Access your Folders**: Points to the 'My folders' section in the left menu.

# Start a New Document

This section illustrates the process of starting a new document:

- 1 Create new**: A red circle highlights the 'Create new' button in the top left.
- 2 Select the correct type.**: A red circle highlights the 'Document' option in the dropdown menu.

Below the menu, a screenshot of the document editor shows the menu bar and toolbar. A callout states: **Use the menus and toolbar to format your text.**



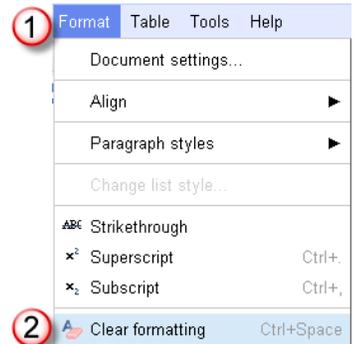
# Copy, Cut, and Paste

When working in a browser, you often must use keyboard shortcuts to copy, cut and paste, as opposed to using menus.

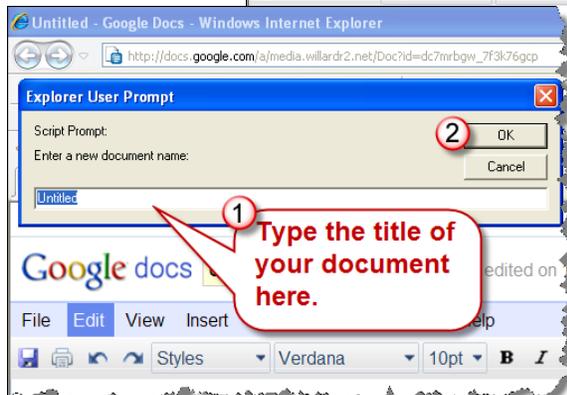
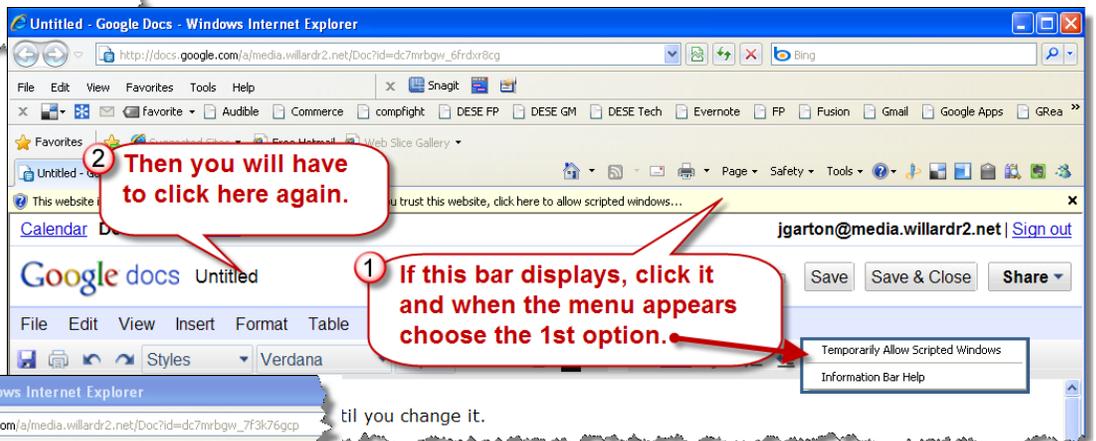
- Copy    Ctrl C
- Cut     Ctrl X
- Paste   Ctrl P

If the formatting of your pasted content is messed up, or the text doesn't respond when you attempt to format it, erase the hidden formatting by first selecting all the text. Then click the Format

## Document & Spreadsheet



# Name a New Document



## Save

Google automatically saves your file every few minutes.

When the Saved button is grayed out, that indicates what is currently displayed has been saved.

If needed, you can use the File menu to save your document.

The screenshot shows the Google Docs interface for a document titled "Moodle Course Planner". The status bar at the top right indicates "Updated 10 minutes ago by jgarton" and a "Saved" button. The "File" menu is open, showing options like "New", "Open...", "Upload...", "Save now", and "Print settings...". A red callout points to the "Save now" option.

## Save a Copy of a File

1 File Edit View Insert Format Tab

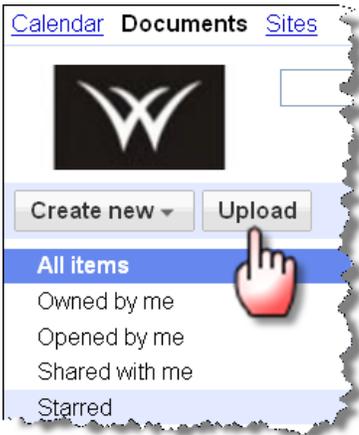
2 Make a copy...

The screenshot shows the "File" menu in Google Docs. A red circle with the number "1" is next to the "File" menu header. A red circle with the number "2" is next to the "Make a copy..." option, which is highlighted in blue. Other options in the menu include "New", "Open...", "Upload...", "See revision history", "Rename...", "Download as", "Save", "Save and close", "Print settings...", "Print preview", and "Print as webpage...".



# Upload a File

You can upload, store, and share any file in Google Docs.



2 **Checked: you will be able to edit and collaborate on these files.**  
**Unchecked: the files can be stored and shared only.**

3 **Checked: Uploaded images or PDF files are used to extract text parts, which are converted into a Google document.**

4 **Choose a folder if desired.**

5 **Set Sharing Preferences.**



« [Back to Google Docs](#)

**Upload Files**

journalism.doc

Upload complete. [Upload more files](#)

**Google Docs - All items - Windows Internet Explorer**

http://docs.google.com/aj/media.willardr2.net/#all

**If you don't see the file, click the browser's refresh button.**

**The file should be listed when All items is selected.**

Create new | Upload

- All items
- Owned by me
- Opened by me
- Shared with me
- Starred
- Hidden
- Trash
- Items by type
- More searches

Share | Folders | Delete | Rename | More actions

▼	Name	Folders / Sharing
TODAY		
<input type="checkbox"/>	journalism	Not shared
EARLIER THIS YEAR		
<input type="checkbox"/>	Practice	me to 1 collaborator
<input type="checkbox"/>	Daily Assignment list	Not shared

## Templates

You can use the Public Templates to create your document create your own template to share with the share with the public or just our Willard R2 domain. You students can access your shared templates.

Public Templates | [Willard R2 Schools Templates](#) | [Templates I've used](#) | [My Templates](#) | [Submit a template](#)

Sort by

- Hottest
- Most users
- Highest rating

Narrow by type

- All types
- Documents
- Spreadsheets
- Presentations
- Forms

Narrow by category

- All categories
- Albums & Flipbooks
- Business

**1** Create new | Upload

- Document
- Presentation
- Spreadsheet
- Form
- Drawing
- Folder

**2** From template...

**Family Budget Planner** By [Vertex42.com](#)

★★★★★ 525 ratings [Rate it](#) [Embed](#) [Report abuse](#)

A yearly budget spreadsheet for family budget planning. Includes a detailed list of income and expense categories.

[Use this template](#) [Preview](#)

**Circles Resume** By [Google](#)

★★★★★ 651 ratings [Rate it](#) [Embed](#) [Report abuse](#)

Represent your job search clearly and effectively using this modern resume. This design is mirrored in the corresponding Circles Cover Letter. Search for "Circles" to find other templates in this set.

[Use this template](#) [Preview](#)

**Personal Monthly Budget** By [Vertex42.com](#)

★★★★★ 248 ratings [Rate it](#) [Embed](#) [Report abuse](#)

This personal monthly budget compares projected and actual expenses for a given month.



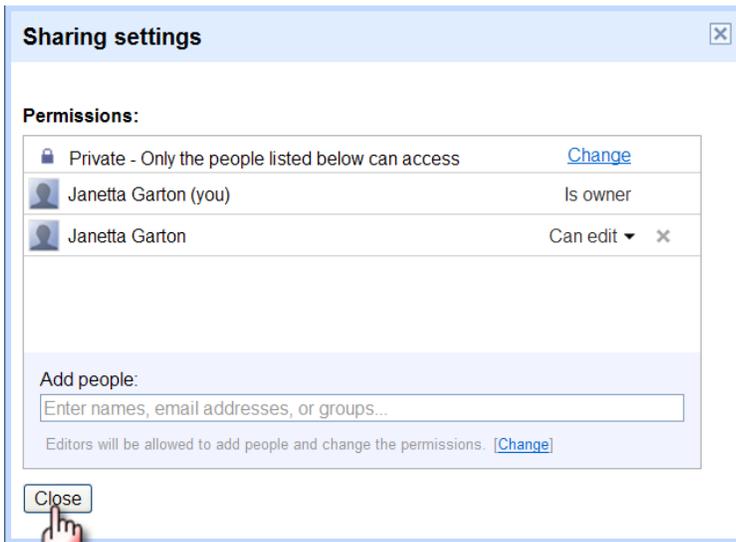
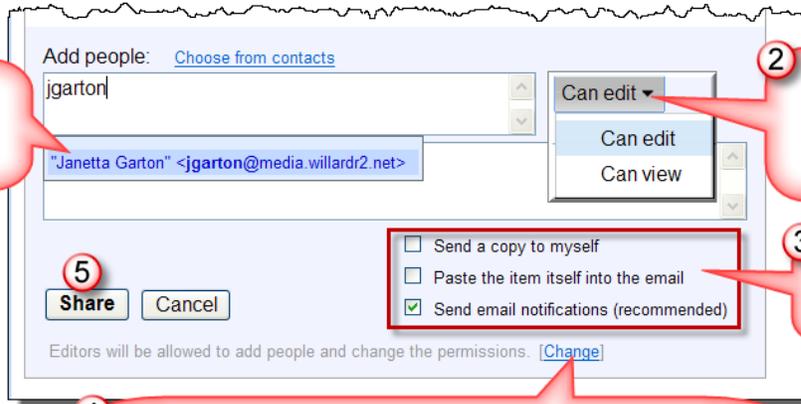


1 Once you start typing suggestions will appear.

2 Or you can use this menu to set permissions.

3 Indicate preferences here.

4 If you do not want the "Can edit" people to be able to share with other people and change permissions, click here.

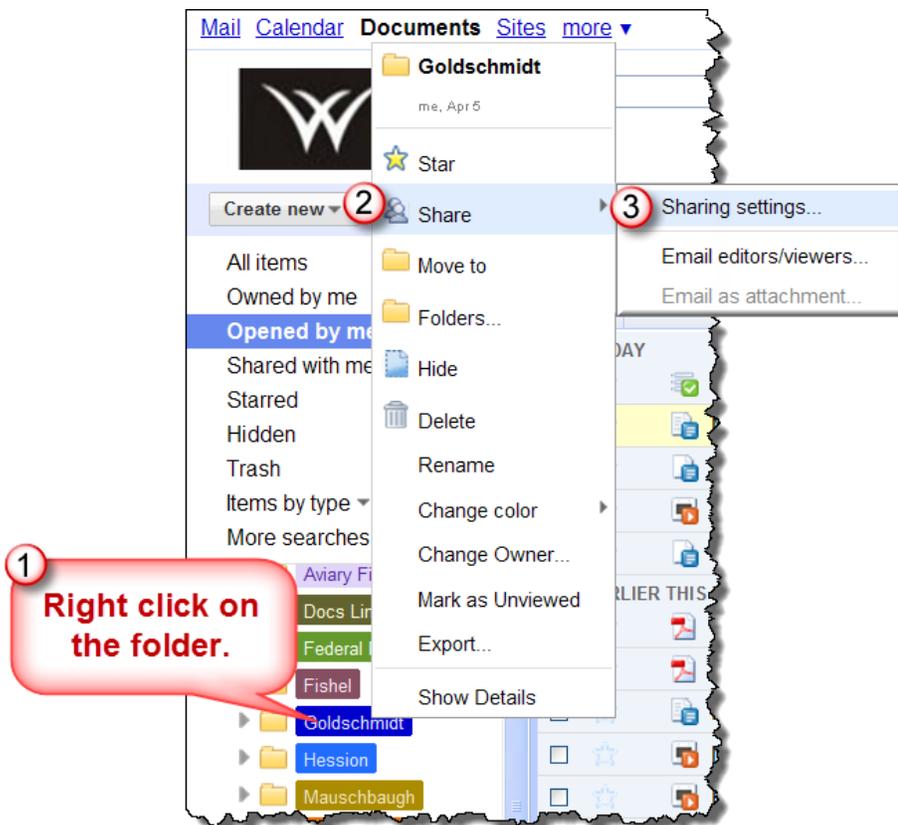


If you and another collaborator are editing the same document at the same time, a box at the bottom left of the screen will appear, showing the collaborators' names. Once the document is refreshed, or autosaved, collaborators will be able to see your changes, and you'll be able to see theirs.



## Sharing a Folder

When you share a folder, everything in that folder is shared. If you add files to the folder after it is shared, those files are shared.



# Additional Sharing Options

Click here to access the other sharing options.

**Sharing settings**

Visibility options:

- Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- Willard R2 Schools**  
People at Willard R2 Schools can find and access.
- People at Willard R2 Schools with the link**  
People at Willard R2 Schools who have the link can access.
- Private**  
Only people explicitly granted permission can access. Sign-in required.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

# Editing Share Settings

At any time you can change the permissions for a shared user, or even remove him/her.

willardr2.net | Documents settings | Sign out

ago by jgarton   1

2 Sharing settings...

- Email editors/viewers...
- Email as attachment...
- Publish to the Web...

**Sharing settings**

Permissions:

- Private - Only the people listed below can access.
- Janetta Garton (you) Is owner
- Janetta Garton Can edit  Removes user from sharing.

Can edit  
Is owner  
Can edit  
Can view

Add people:  
Enter names, email addresses, or groups



## Revision History

The revision history can be used to view edits and compare versions.

**1** File Edit View Insert Format Table Tools Help

New ▶ 12pt **B**

Open... Ctrl+O

Upload...

**2** See revision history

Rename...

Make a copy...

Download as ▶

Click here to view revision list.

Google docs Moodle Course Planner

« Back to editing « Older Newer » 10:00 PM jgarton Revert to this one

Show less detail below

10:00 PM jgarton

9:48 PM jgarton

9:45 PM jgarton

Click on a version to view it.

Moodle Course Planner

Return to editor.

Documents Sites more ▾

Google docs Moodle Course Planner Private to me + 1 more

« Back to editing « Older Newer » 9:45 PM jgarton Revert to this one

Click here to restore a previous version.

Navigate through versions.



## Creating Folders

1 Create new ▾ Upload All items

1 1 Type name for folder.

2 2 Option: Choose a color.

3 3 Option: Type a description

4 4 Save Cancel

My folders >

New Folder

Add a description

Name

## Adding Files to Folders

It's possible to assign a single file to multiple folders.

Check the boxes next to the appropriate files.

1 1 Folders ▾ Delete Rename More actions ▾

2 2 If needed, click here to drop open the folder list.

3 3 Check the folder(s).

4 4 Apply changes Cancel

Google docs beta

Search Docs Search Templates Show search results

New ▾ Upload Share Move to ▾ Hide Delete Rename More actions ▾

All items

Owned by me

2BrownB:Old Man and Sea Summary

Monday's assignment

EARLIER THIS MONTH

wal-mart aisle

Summer Tech Workshops

TIA Breakdown

My folders

My folders

Aviary Files

Fishel

Goldschmidt

Hession

Mauschbaugh

Nichols

Spangler

Student Work

Troxell

Federal Programs

Folders shared with me

Alternately, you can drag an individual file from the Docs list into the folder of your choice, located in the Docs list page sidebar.

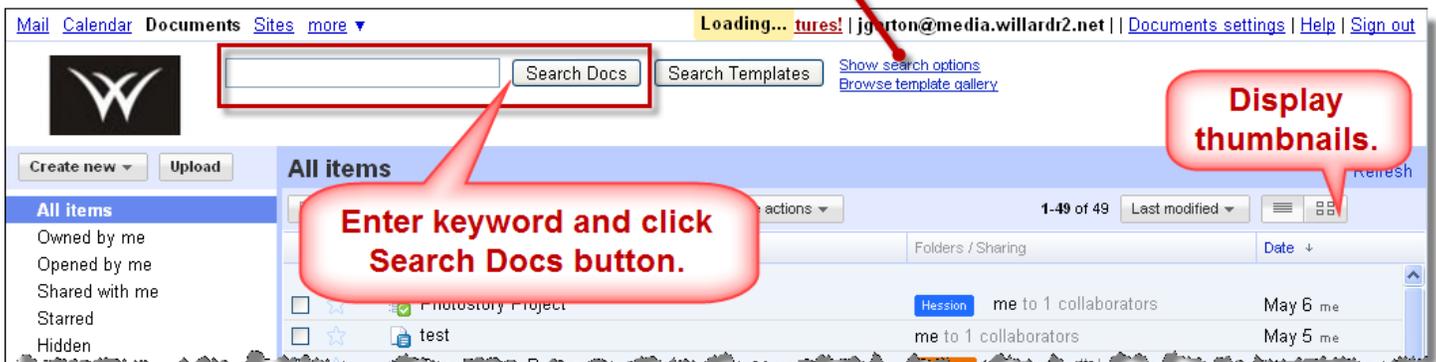


## Editing Folders

When you delete a folder you do not delete the documents in it. Your documents, spreadsheets and presentations will no longer be located within the deleted folder, but they will still be available from your Docs list.

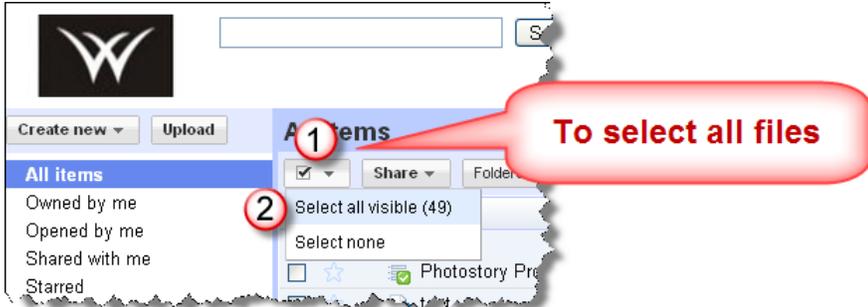


## Search for Files

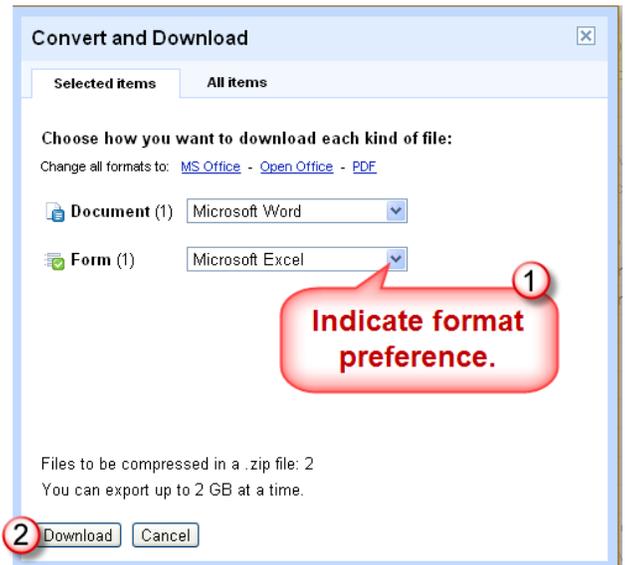
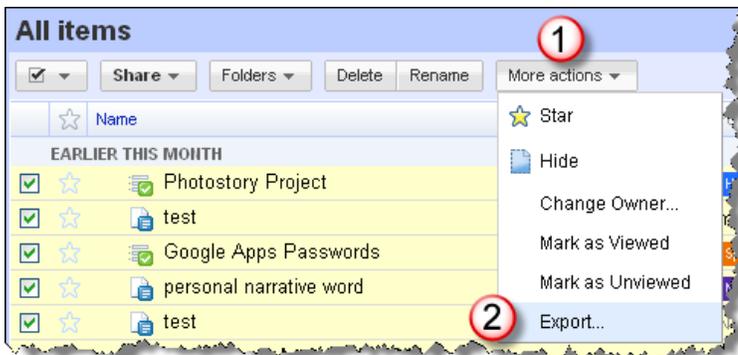


# Export Files

You can export file in Office formats, .pdf, .rtf, .html, open document, or plain text. You can backup your files by exporting all of them to your station.



**Select some files.**



# Sign Out

