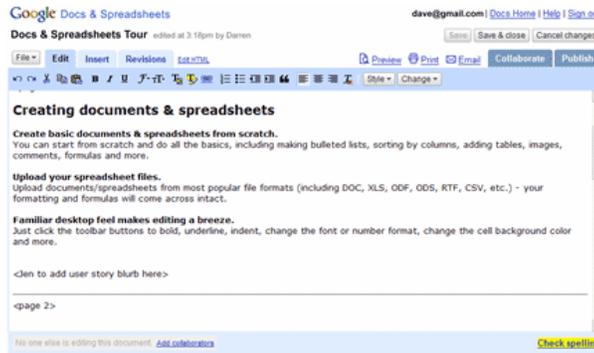# HOWTO: use google documents

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

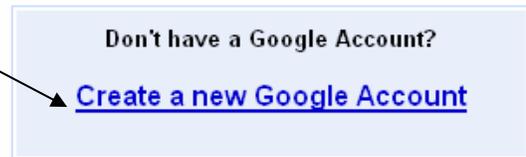1) Enter the following url in a web browser: docs.google.com

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.
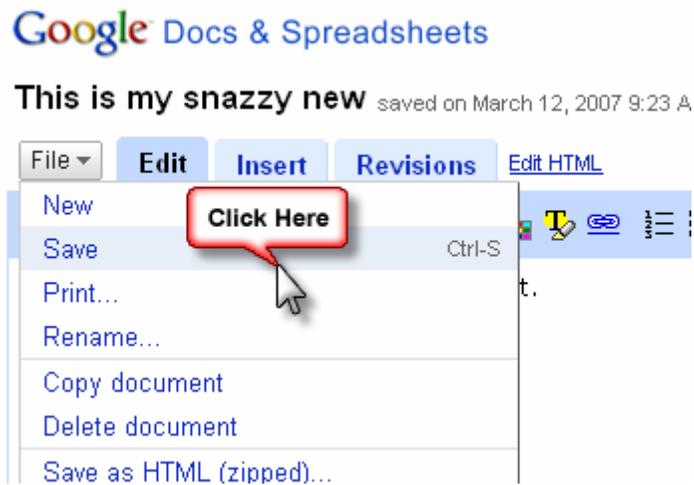
Creating a new document

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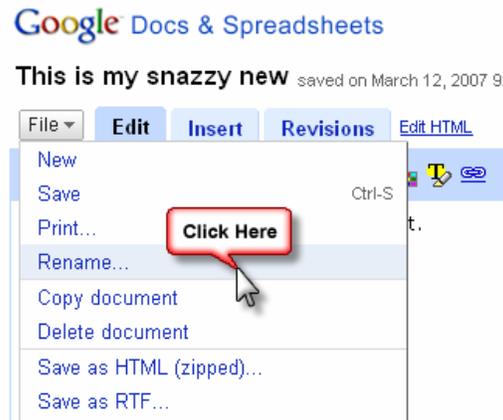

2) That's it!

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
- indent less

- redo
- indent more

- cut
- quote some text

- copy
- alignment left

- paste
- alignment center
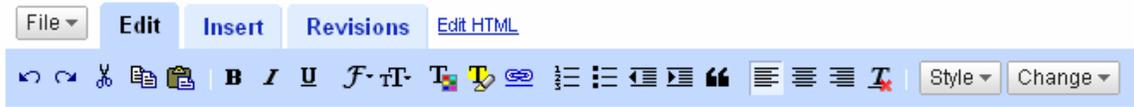
- boldface
- alignment right

- italics
- remove all formatting

- 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

<u>Tagging a document</u>

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:

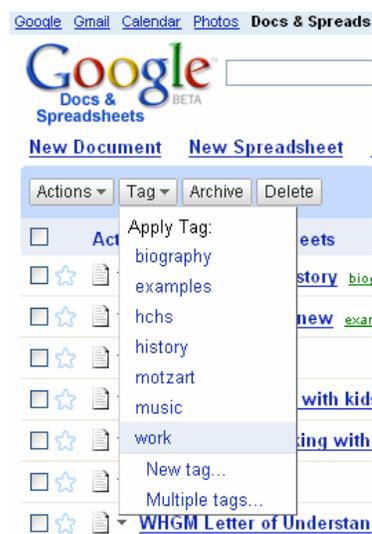Note the tags on the right side of the file name. **If I click on a tag**, I will see all the documents with the tag I clicked.

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) .

6

Collaborating and sharing a document

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

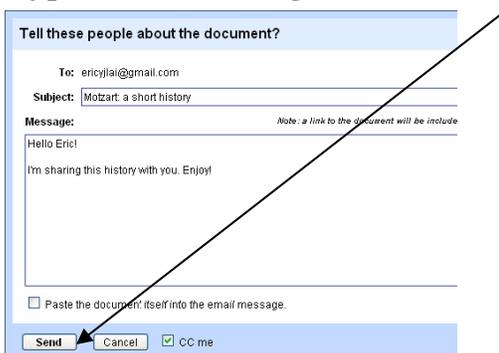1) Open google documents and note the list of documents

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.

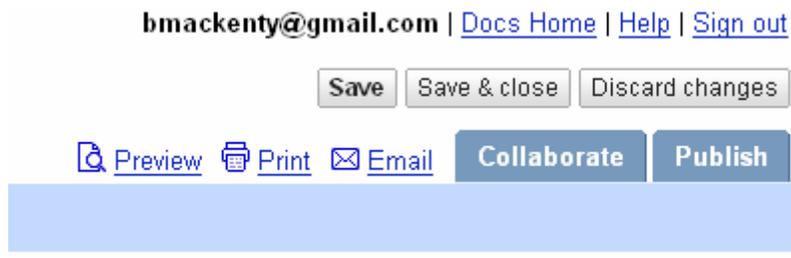3) Type a brief message, and click Send
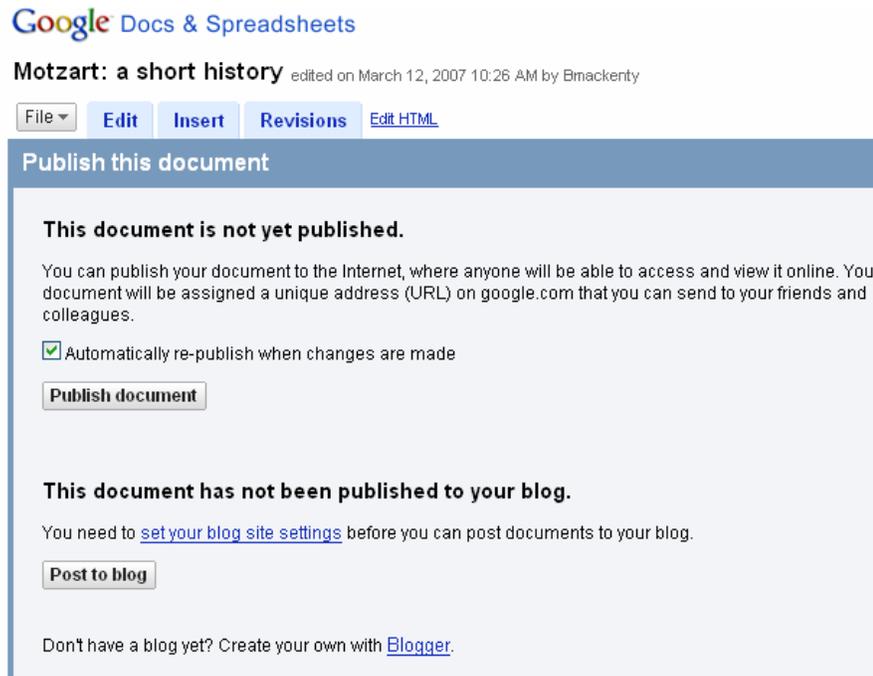
<u>Publishing a document</u>

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.

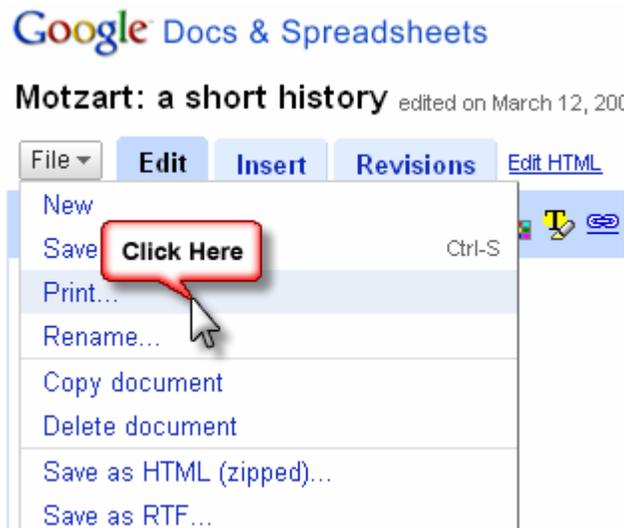1) On the upper-right side of the screen, please note the "publish" tab.

bmackenty@gmail.com | Docs Home | Help | Sign out

Save   Save & close   Discard changes

Preview   Print   Email   Collaborate   Publish

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

Google Docs & Spreadsheets

Motzart: a short history edited on March 12, 2007 10:26 AM by Bmackenty

File ▾   Edit   Insert   Revisions   Edit HTML

Publish this document

This document is not yet published.

You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

☑ Automatically re-publish when changes are made

Publish document

This document has not been published to your blog.

You need to set your blog site settings before you can post documents to your blog.

Post to blog

Don't have a blog yet? Create your own with Blogger.

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>"