



Google Docs is a free online program that allows users to collaborate, create, edit and store documents online with other users. Create documents, spreadsheets and presentations.

In this session we will focus on using the document portion of Google Docs. (These same instructions can apply to the spreadsheet and presentation files as well.)

1. Register for a Google Account

[Click here](#) to register for an account or login if you already have one.

--If you do not have a Gmail account, you can sign up for a free Google account with an email address of your choice and a password. (Note: You must use a real email address because you will be sent an email to confirm your application before completing your Google account.)

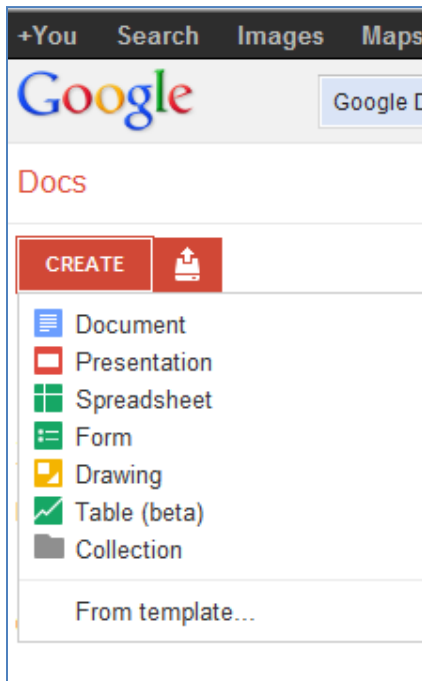
The image shows two screenshots of the Google interface. The top screenshot is the Google Docs homepage, featuring the Google logo, the word 'Docs', and the tagline 'Create and share your work online'. It lists features like 'Upload your files from your desktop', 'Access anywhere', and 'Share your work'. Below these are icons for Documents, Spreadsheets, Presentations, Drawings, and Forms. On the right is a 'Sign in' box with fields for Email and Password, a 'Sign in' button, a 'Stay signed in' checkbox, and a link for 'Can't access your account?'. A red box highlights the 'SIGN UP' button in the top right corner. The bottom screenshot is the 'Sign up' page, which has two columns. The left column is titled 'Get a new Gmail address' and features the Gmail logo, a link to 'Already have a Google Account? Sign in now', and a 'Sign up' button. The right column is titled 'Use your email provider' and lists options for AOL Mail, Windows Live Hotmail, and YAHOO! MAIL, along with a link to 'Use a different email'.

--If you already have a Google account through Gmail then you can use the same login to access Google docs.

Create documents, spreadsheets and presentations online.

No need to save to a local drive—saves to a secure online storage facility; you can access your documents from any computer; option to download a copy

2. Create



You are presented with 2 options:

- 1) Create basic documents and spreadsheets from scratch
- 2) Upload existing documents and spreadsheets

3. Edit

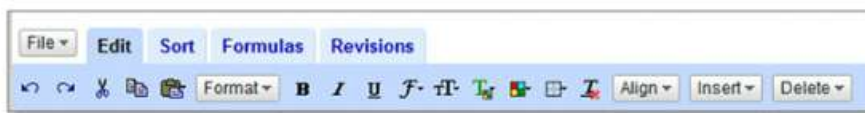
Edit with others in real time.

All services have toolbars with all the editing features—easily do all the basics (bold, italics, underline, change font, font color, background color, etc).

- Edit your files easily
- Toolbar to edit formatting



Docs



Spreadsheets



Presentations



4. Collaborate and Share

With content online, collaboration is promoted and easy-- any number of users can view and edit at the same time.

-- Share instantly: edit with others in real time by filling out the invitation--add email addresses of those you want to share a given file with.

--Documents can have open or restricted access—users can have access as soon as they sign in

--More than one person can view and make changes at the same time; there is an onscreen chat window

--Document revisions show you who changed what and when

Collaborators have read and edit access

Viewers only have read access

Sharing settings

Visibility options:

- ☐ **Public on the web**
Anyone on the Internet can find
- ☐ **Anyone with the link**
Anyone who has the link can access
- ☒ **Private**
Only people explicitly granted permission can access

Note: Items with any visibility option can still be shared with specific people.

Save **Cancel**

Sharing settings

Who has access

- Private - Only the people listed below can access** [Change...](#)
- Toula Jacobson (you)** toulajacobson@gmail.com **Is owner**

Add people: [Choose from contacts](#)

☒ **Notify people via email - [Add message](#)**

Can edit (dropdown menu)

- ☒ **Can edit**
- ☐ **Can comment**
- ☐ **Can view**

Share & save **Cancel**

☐ Send email ☐ Paste email

5. Data Storage

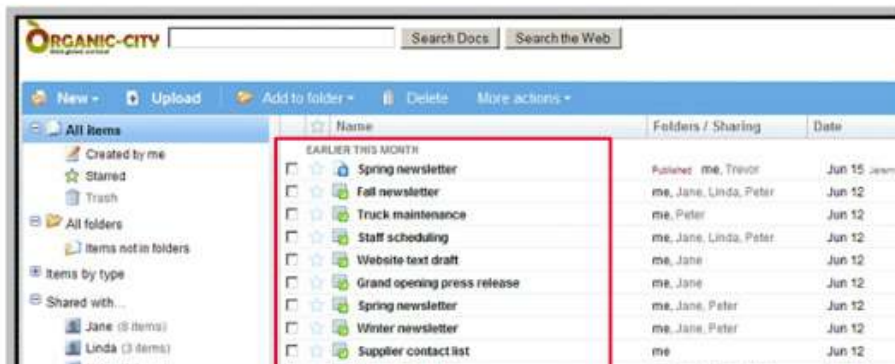
- Edit from anywhere- Your documents and spreadsheets are listed in your account
- Safely store work- Browse your past documents and spreadsheets

There's nothing to download.

Access your Google docs from any computer with an Internet connection and a standard browser.

All are listed together simplifying browsing and searching for files.

Online storage and auto-save mean you don't need to fear local hard drive failures and power outages. Save your files to your own computer in DOC, XLS, CSV, ODS, ODF, PDF, RTF and HTML formats.



For more information and help, visit the Docs Help Center and Discussion Group.

Additional Resources

- Google Docs Help Center:
 - <http://docs.google.com/support/>
- Google Docs User-to-user Discussion Group :
 - <http://groups.google.com/group/GoogleDocsSpreadsheets>
- 21 things for admin page: Collaboration Tools
<http://www.21things4administrators.net/collaboration.html>