

# Introduction to



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## OVERVIEW

### What is GOOGLE DOCS?

Google Docs is a free application from Google that allows users to create, edit, and share word processor, spreadsheet, presentation, and form documents online.

### Why use GOOGLE DOCS?

- 👍 It's free!
- 👍 It's easy to work collaboratively on a document. Multiple people can work on the document at one time and can chat online with each other at the same time.
- 👍 You can work from anywhere! Since documents are saved to Google's servers, they are accessible from anywhere you are connected to the internet.
- 👍 No worries about losing valuable information. Documents are automatically saved and a revision history is automatically kept so you can retrieve and revert to older versions of documents.

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waters@gmail.com | [New! Share a folder](#) | [Offline](#) | [Settings](#) | [Hel](#)

Google docs    [Show search options](#)  
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Create new ▼ Upload

All items
Share ▼ Folders ▼ Delete Rename More actions ▼

	☆	Name	Folders / Sharing	Date ↓
EARLIER THIS MONTH				
<input type="checkbox"/>	<input type="checkbox"/>	CW	Not shared	Oct 17 me
EARLIER THIS YEAR				
<input type="checkbox"/>	<input type="checkbox"/>	Turkey 2009: Packing Checklist	<span style="background-color: #9900cc; color: white; padding: 2px;">Trips</span> Anne to 1 collaborator	Sep 23 Anne
<input type="checkbox"/>	<input type="checkbox"/>	Glacier National Park Backpacking - 2009	<span style="background-color: #9900cc; color: white; padding: 2px;">Backpacking</span> me to 2 collaborators	Sep 16 me
<input type="checkbox"/>	<input type="checkbox"/>	Turkey	<span style="background-color: #9900cc; color: white; padding: 2px;">Trips</span> Not shared	Aug 26 me
<input type="checkbox"/>	<input type="checkbox"/>	budget	<span style="background-color: #cc0000; color: white; padding: 2px;">Financial</span> Not shared	Aug 25 me
<input type="checkbox"/>	<input type="checkbox"/>	Glacier Fitness - WEEK 1	<span style="background-color: #9900cc; color: white; padding: 2px;">Backpacking</span> me to 1 collaborator	Jul 15 me
<input type="checkbox"/>	<input type="checkbox"/>	Social Networking	<span style="background-color: #cc9900; color: white; padding: 2px;">TTN</span> Not shared	Jun 4 me
<input type="checkbox"/>	<input type="checkbox"/>	Glacier Transportation Options	<span style="background-color: #9900cc; color: white; padding: 2px;">Backpacking</span> me to 2 collaborators	Jun 4 me
<input type="checkbox"/>	<input type="checkbox"/>	Gifts	Not shared	May 28 me
<input type="checkbox"/>	<input type="checkbox"/>	Pine Barrens Backpacking	<span style="background-color: #9900cc; color: white; padding: 2px;">Backpacking</span> me to 3 collaborators	May 26 me
<input type="checkbox"/>	<input type="checkbox"/>	Vacation Days	<span style="background-color: #9900cc; color: white; padding: 2px;">Trips</span> Not shared	May 19 me
<input type="checkbox"/>	<input type="checkbox"/>	Waters Family Reunion	Not shared	May 18 me
<input type="checkbox"/>	<input type="checkbox"/>	Silent AuctionPackagesBeachBall2009	Not shared	May 14 me

My folders

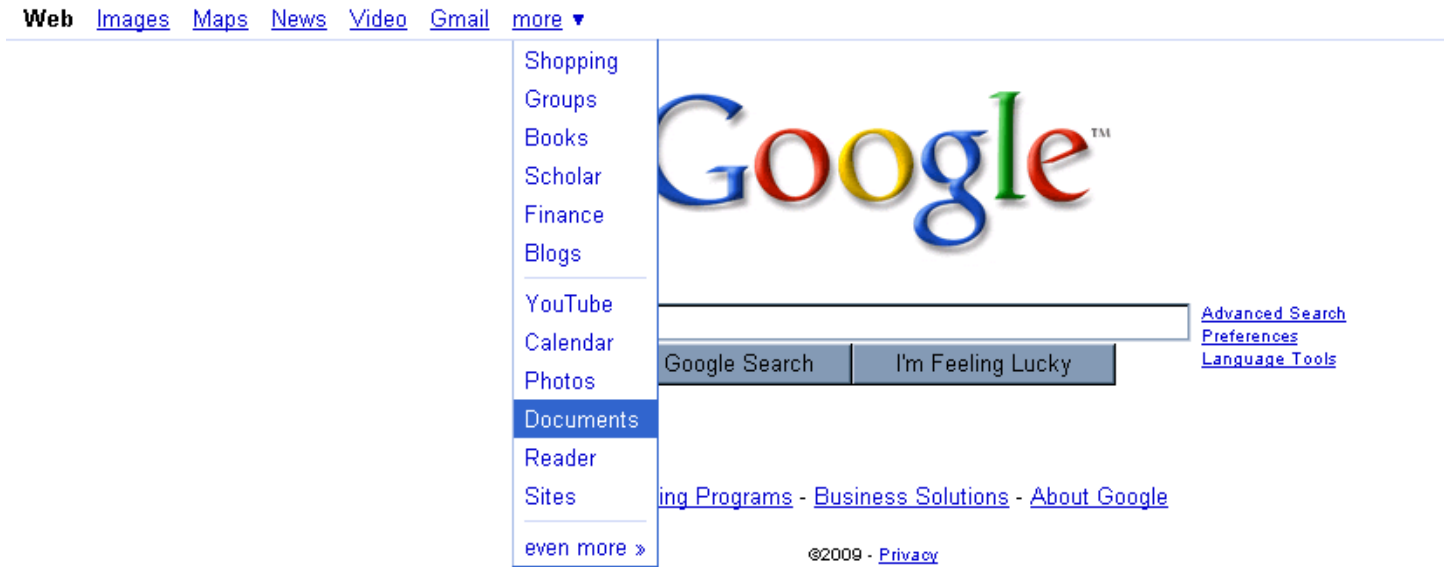
- ▶ Backpacking
- ▶ Financial
- ▶ Google Docs Class
- ▶ TTN
- ▶ Trips
- No folders.
- ▶ Folders shared with me

# GOOGLE DOCS

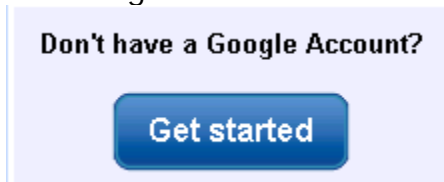
## GET STARTED

Users of Google Docs need a Google account to get started. If you already have a Google email (Gmail) account, you're all set.

- Go to <http://www.google.com>
- Select **Documents** from the list of available Google applications



- Sign in with your Google account
- If you don't have a Google account, click the **Get started** button to create one. All you need to get started is an email address and a password.



## CREATE NEW DOCUMENTS



### Create new documents from scratch

Create your own spreadsheet, document, presentation, or form from scratch by selecting the appropriate document type from the **Create New** dropdown list.

### Create new documents from a template

Google and Google users have created a wide variety of document templates to make it easier for you to get started. From the **Create New** dropdown list, select **From template** to open up pre-existing budgeting worksheets, calendars, letterheads, resumes, presentations, or any of hundreds of document templates.



Google Docs > Template Gallery

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Sort by

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

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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.

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

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

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## CREATE NEW DOCUMENTS continued

### Upload an existing document

Documents that have been created and saved elsewhere can be uploaded for editing and sharing through Google Docs. Due to variations in software applications, some text and graphics may be lost or require reformatting after uploading.

The following filetypes can be uploaded into Google Docs: *.html, .txt, .doc, .docx, .rtf, .ppt, .csv, .xls, .xlsx, .pdf.*

- Click **Upload** from the menu
- Click the **Select files to upload** link to find file(s) in your computer folders
- Select a folder for your file(s) if you wish
- Click **Start Upload** button

**Upload Files**

[Select files to upload](#)

Destination folder:

📁
No folder ▾

Start upload

[+ Show conversion limitations and supported file types](#)

- When upload is complete, click on the file to open it or click **Back to Google Docs**

### «Back to Google Docs

**Upload Files**

<span style="color: green; font-weight: bold;">✓</span> <a href="#">desk set tour.docx</a>	13.8 K
--	--------

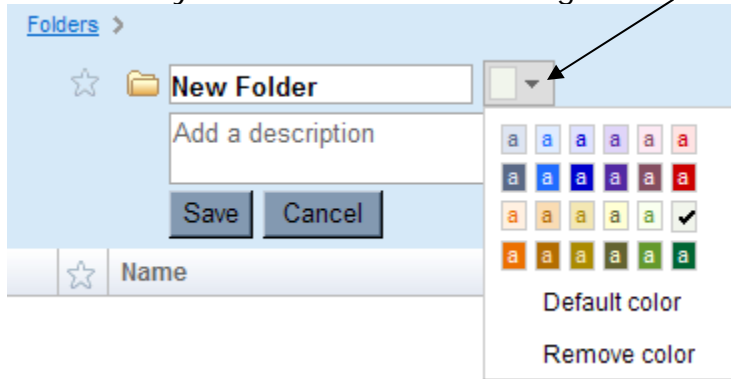
Upload complete. [Upload more files](#)

[+ Show information on emailing in your documents and files](#)

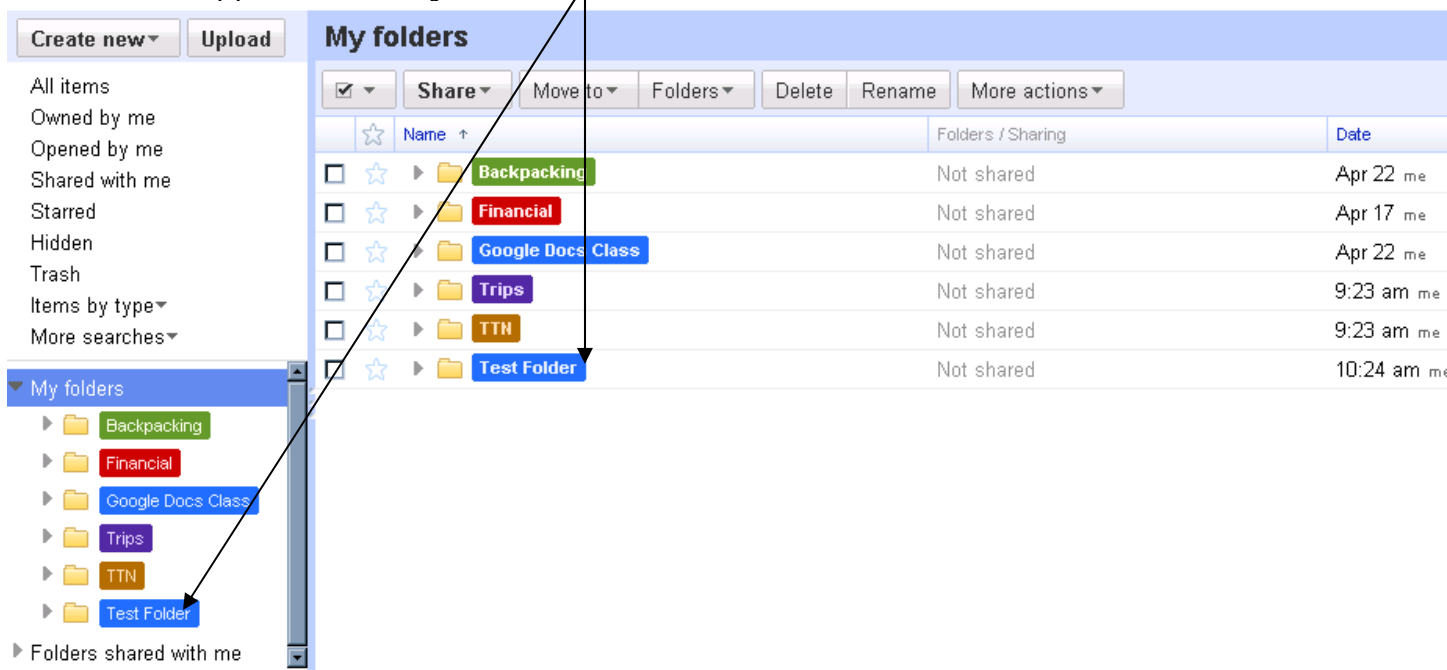
## ORGANIZE DOCUMENTS

### Create New Folders

- Click **Create New** from the main menu
- Click **Folder** and the screen below will appear
- Input a name for the folder and add a description
- Color code your folder to make finding it easier



The new folder will appear under *My folders*



### Move Documents into Folders

- Click on *All items* to view all of your documents
- Left click on a document and drag it to the appropriate folder

## SHARE DOCUMENTS

One of the benefits of Google Docs is the ability for users to share their documents (or entire folders of documents) with others and allow multiple users to view or edit them. Collaborators without a Google account will need to create one to have access to the document.

### Invite People to Edit or View your Document

- Click the box to the left of the file you want to share
- Click **Share** button and **Invite people**



- Input email addresses or click **Choose from contacts** to select them from your Google contacts list.
- Click **To edit** or **To view** to select whether you wish to allow others to be able to edit the document or view only
- Add a subject and a personal message if you wish
- Click **Send** button to send an email with a link to start sharing your document



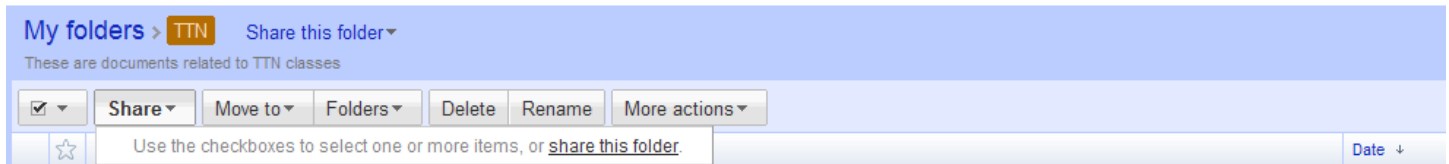


## SHARE DOCUMENTS continued

### Share Folders

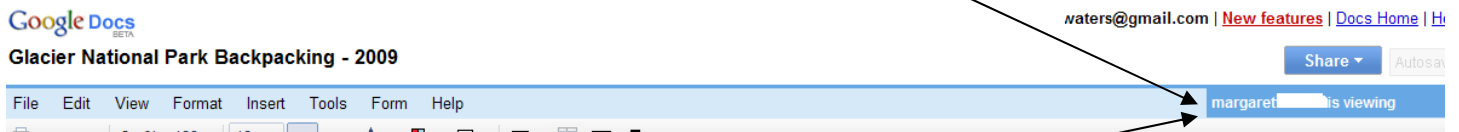
Google Docs now allows you to share entire folders of documents with other people.

- Click the box to the left of the file you want to share
- Click **Share this folder** and **Invite people** as you did with individual documents



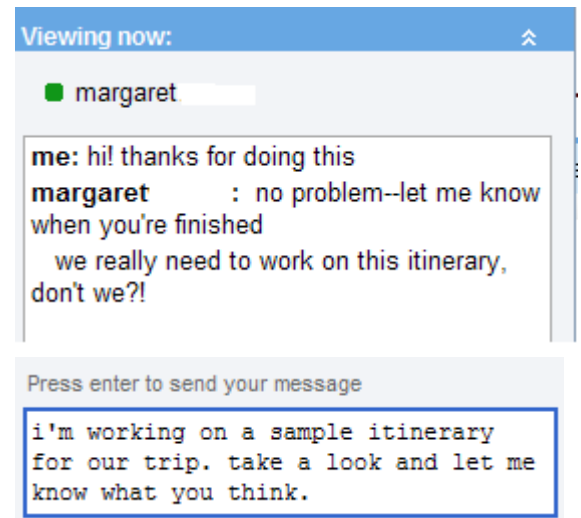
### Communicate in real time

Once you have invited others to share your document, you will be able to communicate and work collaboratively on it at the same time. When you open a document, a viewing box will indicate if anyone you have shared your document with is online at this time.



Open a chat session by clicking on the viewing button

- Type in a message in the blue box and press enter to communicate with those who are viewing or working on the document at this time.
- Your document will still be open and available for editing on the left hand side of the screen while you are chatting with your collaborators or viewers in the chat boxes to the right of the screen. All changes to the document will be made and viewed in real time.



## OTHER FEATURES

### Revision History

Review details of previous versions of your document or revert to working on a previous version

To view revisions:

- Open the document
- Select **File** and **Revision history** from the document menu
- Select the version you want to view or revert to

#### Glacier National Park Backpacking - 2009



- Click **Revert to this one** to select this version to use. Your collaborators will now see this version of the file
- Select **Back to editing** to return to the latest version

### Notifications

Get updates via email when other collaborators have made changes. Notifications can only be set for spreadsheets at this time.

To set notifications:

- Open the spreadsheet
- Select **Tools** and **Notification rules**
- Select the types of changes to be notified about and how often to be notified

