

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.

[Gmail](#) [Calendar](#) [Documents](#) [Reader](#) [Web](#) [more](#) ▼

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

Google docs [Show search options](#)
[Browse template gallery](#)

Create new ▼ Upload

All items

Share ▼
 Folders ▼
 Delete
 Rename
 More actions ▼

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

All items

Owned by me

Opened by me

Shared with me

Starred

Hidden

Trash

Items by type ▼

More searches ▼

▼ My folders

- ▶ Backpacking
- ▶ Financial
- ▶ Google Docs Class
- ▶ TTN
- ▶ Trips

No folders.

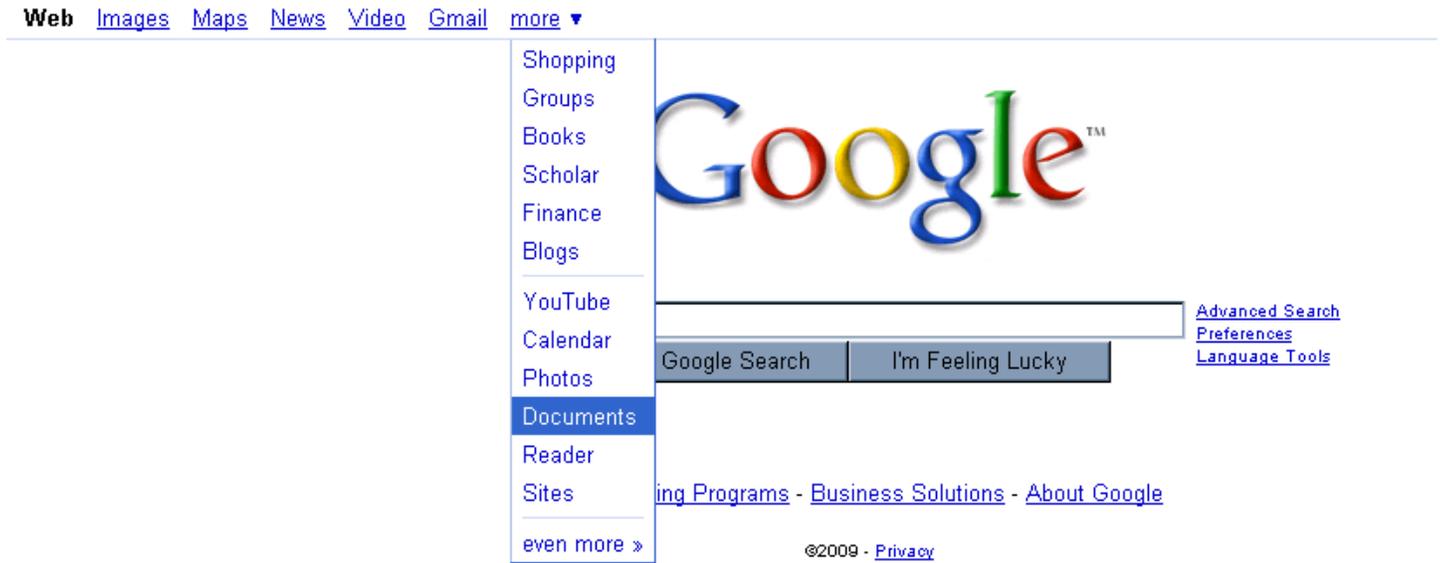
▶ Folders shared with me

GOOGLE DOCS

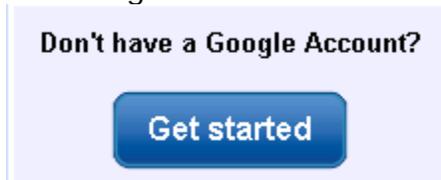
GET STARTED

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

Public 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

Circles Resume By [Google](#)
 ★★★★★ 469 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](#)

Family Budget Planner By [Vertex42.com](#)
 ★★★★★ 352 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](#)

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

| | |
|--|--------|
|  desk set tour.docx | 13.8 K |
|--|--------|

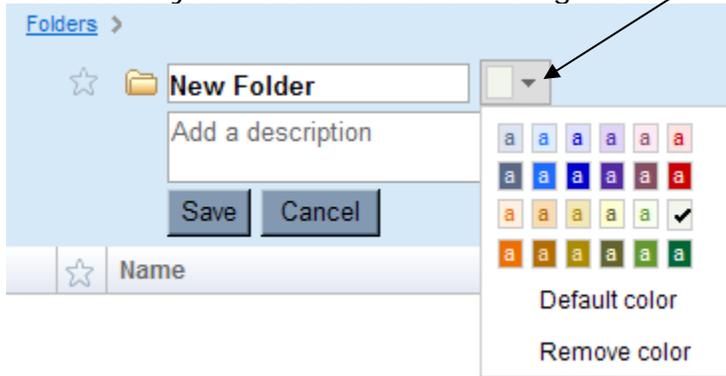
Upload complete. [Upload more files](#)

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

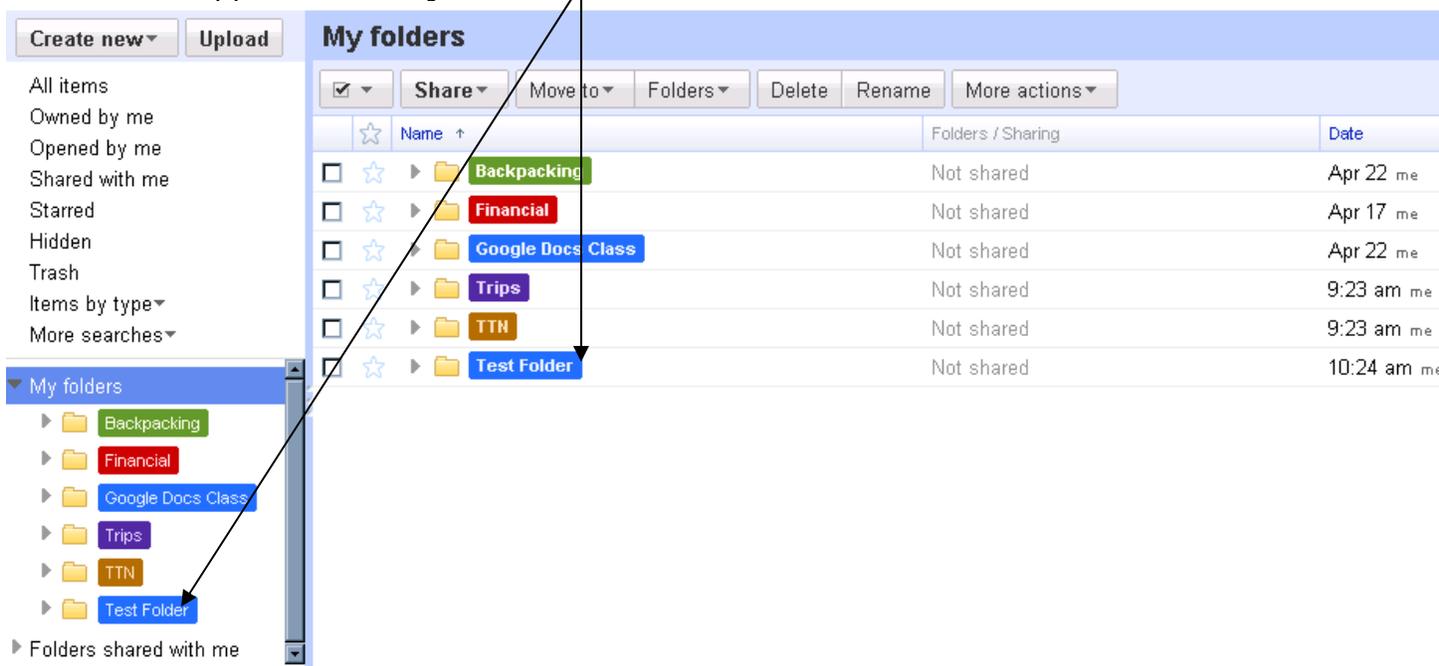
ORGANIZE DOCUMENTS

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

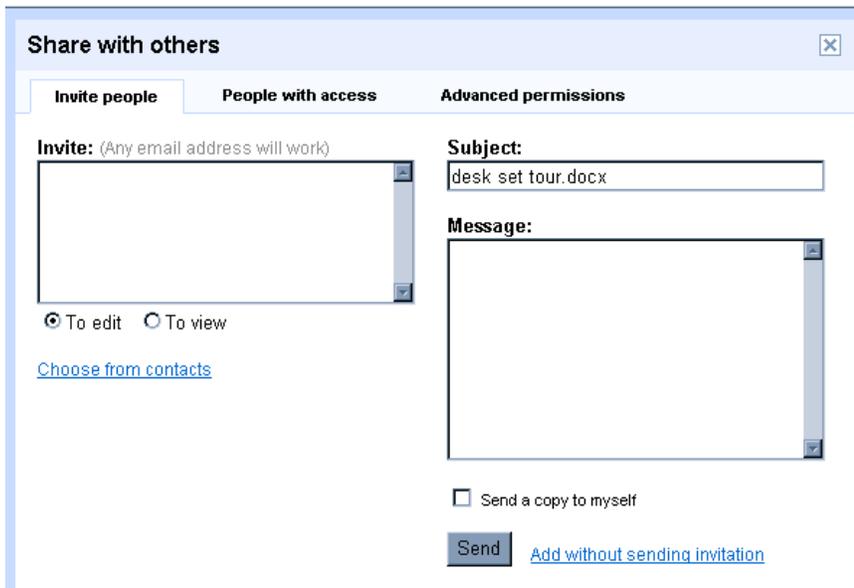
One of the benefits of Google Docs is the ability for users to share their documents (or entire folders of documents) with others and allow multiple users to view or edit them. Collaborators without a Google account will need to create one to have access to the document.

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

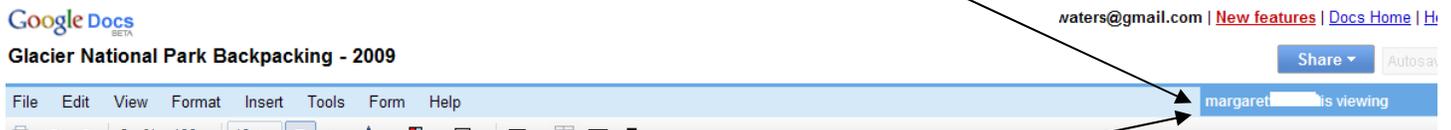
Google Docs now allows you to share entire folders of documents with other people.

- 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



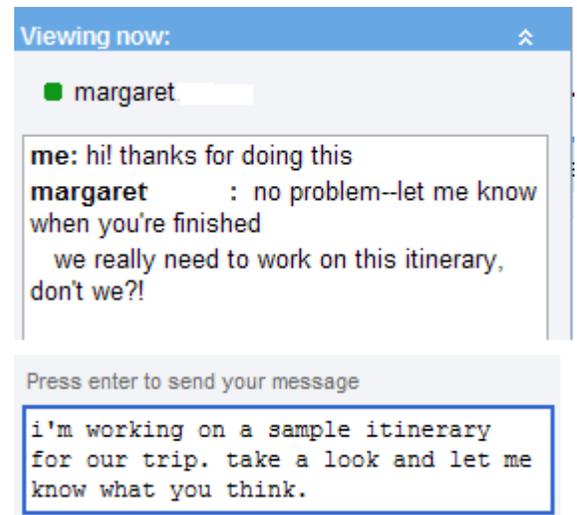
Communicate in real time

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

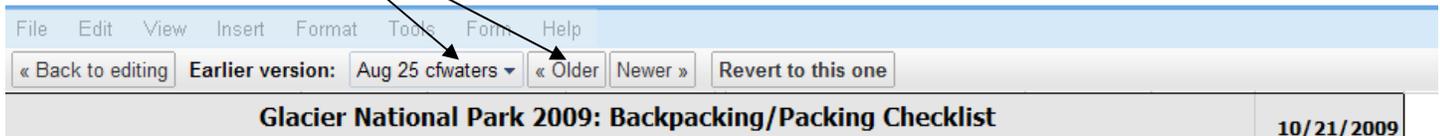
Revision History

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

