



Google  
Docs

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## **Welcome to Google Docs!**

Google Documents, or Google Docs, is a free application that enables users to create, edit and share programs like Document, Spreadsheet, Draw, Form, and Presentation. It is a free a service by Google!

## **Why Google Docs is useful:**

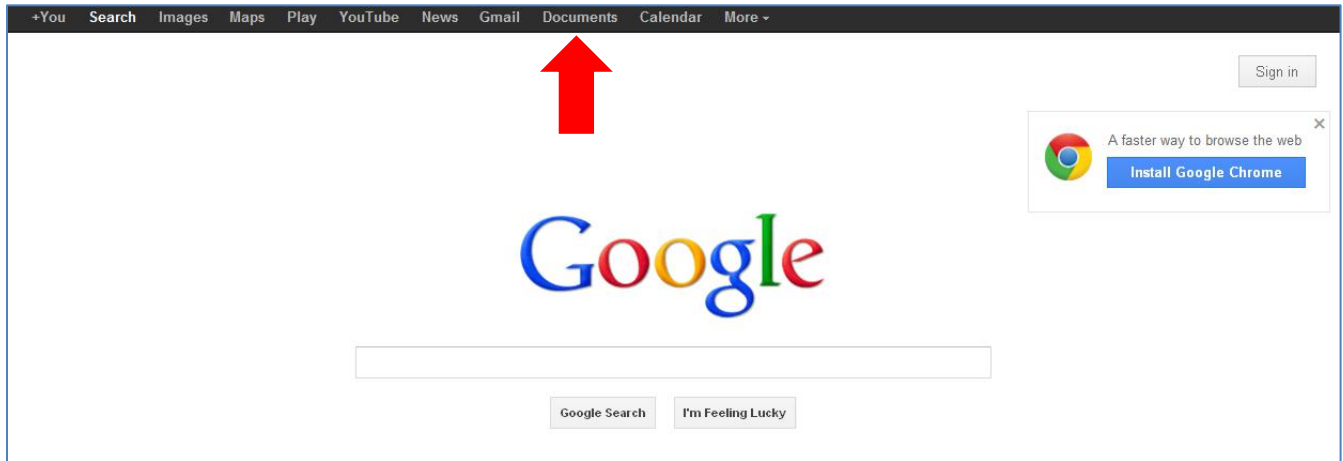
- There is no charge to the user. The user has full access to all the applications for free.
- Saves automatically.
- Google Docs tracks revisions allowing the user to go back in time.
- Can access remotely. Google Docs exist in the internet which means there is no need to save a local copy.
- There is a program comparable to all major Microsoft Office programs.

### Hints:

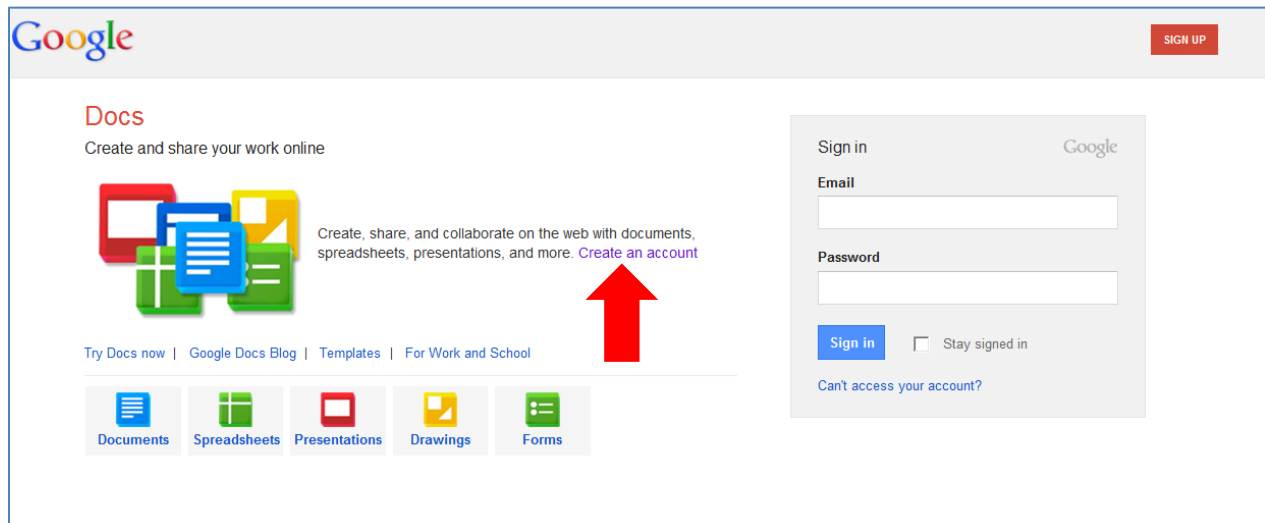
1. Google Docs works best in Safari, Google Chrome or Mozilla Firefox.
2. Gmail users or just regular Google users will be more familiar with the organization, symbols and navigation.
3. A Gmail account gains the user access to all Google products.

## Signing in:

1. Visit [www.google.com](http://www.google.com)
2. Looking at the toolbar choose “Documents”



3. If you do not have a Gmail account you are going to have to create an account. Click the link “Create an account.” Create an account using any email address. I chose my New York Society Library email address.



**Google accounts**

## Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

### Required information for Google account

**Your current email address:**   
 e.g. myname@example.com. This will be used to sign-in to your account.

**Choose a password:**  [Password strength:](#) \_\_\_\_\_  
 Minimum of 8 characters in length.

**Re-enter password:**

Stay signed in

Enable Web History [Learn More](#)

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### Get started with Google Docs


**Default Homepage**  Set Google as my default homepage.  
 Your default homepage in your browser is the first page that appears when you open your browser.

**Location:**

**Birthday:**   
 MM/DD/YYYY (e.g. "4/27/2012")

**Word Verification:** Type the characters you see in the picture below.



  
 Letters are not case-sensitive

**Terms of Service:**  I agree to the Google [Terms of Service](#) and [Privacy Policy](#)

4. Google is going to ask for you to confirm your email address. To do that you must sign into your email then click the link indicated.

**Google Email Verification**  
 account-verification-noreply@google.com  
 Extra line breaks in this message were removed.  
 Sent: Fri 4/27/2012 10:29 AM  
 To: Jennifer K. Hanley-Leonard

---

Welcome to Google Accounts. To activate your account and verify your email address, please click the following link:  
<https://accounts.google.com/VE?service=writely&c=CM-k96bnr2xtZRDdrce726D-0dg8&hl=en>

\*\*\*NOTE\*\*\* Please print this page for your records. You'll need your verification link if you lose access to your account (for example, if you forget your username or password).

If you've received this mail in error, it's likely that another user entered your email address while trying to create an account for a different email address. If you don't click the verification link, the account won't be activated.

If you didn't request this email, but you decide to use this account, or delete it, you'll first need to reset the account password by entering your email address at <https://accounts.google.com/RecoverAccount>.

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

Sincerely,  
 The Google Accounts Team

Note: This email address cannot accept replies. To fix an issue or learn more about your account, visit our help center:  
<http://www.google.com/support/accounts/>

5. Once the email is verified you can “Click here to continue” at the bottom of the page.

jhleonard@nysoclib.org | [Google Home](#) | [My Account](#) | [Sign out](#)

## Google accounts

### Account Creation Confirmation

Welcome to Google Accounts! Your account username is [jhleonard@nysoclib.org](mailto:jhleonard@nysoclib.org). In order to verify that the email address associated with your account is correct, we've sent an email to [jhleonard@nysoclib.org](mailto:jhleonard@nysoclib.org). Please make sure you click the link provided in the email.

Can't find our email in your inbox? [Learn more](#)

Here's what you can do with a Google Account:

- Access free Google products, including iGoogle, Picasa Web Albums, Blogger, orkut, Google Groups, and [so much more](#)
- [Add a Gmail address to your Google Account\\*](#)
- Use Google AdWords and Google Wallet

**Accessing your Google Account is easy**  
When you sign in to use any of the products listed above, you're automatically accessing your Google Account. Here's how you can view a list of the products on your account:

- Click the **My Account** link located in the top right-hand corner of the page.
- Sign in on the [Google Accounts homepage](#).

[Click here to continue.](#)

\*Please note that creating a Google Account doesn't automatically give you Gmail, nor will it affect your current email account.

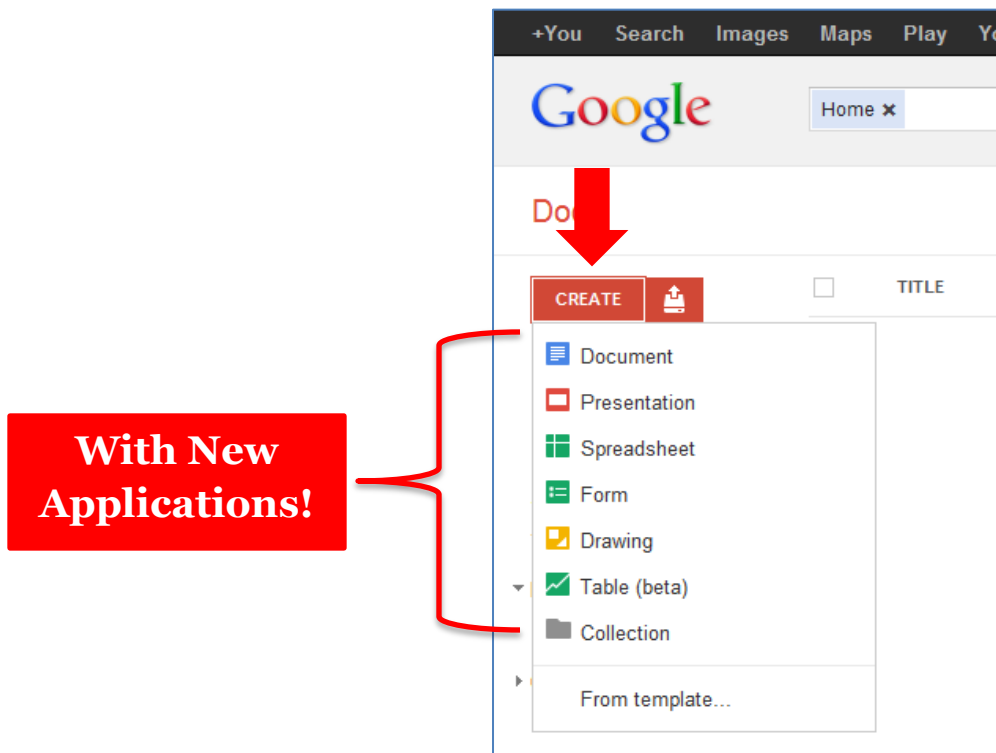
©2012 Google - [Google Home](#) - [Terms of Service](#) - [Privacy Policy](#) - [Help](#)

## Starting Google Documents:

The screenshot shows the Google Docs interface. At the top, there is a navigation bar with links for +You, Search, Images, Maps, Play, YouTube, News, Mail, Documents, Calendar, and More. Below this is the Google logo and a search bar. The main content area is divided into a left sidebar and a main list area. The sidebar contains a 'CREATE' button and a list of folders and documents. The main list area shows a table of documents with columns for 'TITLE', 'OWNER', and 'LAST MODIFIED'. A 'More' menu is open over the 'Form example' document, showing options like 'Open', 'Share...', 'Add star', 'Don't show in Home', 'Organize...', 'Rename...', 'Mark as unviewed', 'Download...', 'Submit to template gallery', and 'Move to trash'. Red arrows point to the navigation icons (Home, Recent, My Recent Activity, My Drive) and the 'More' menu.

TITLE	OWNER	LAST MODIFIED
NYSL	me	12:52 pm me
Document example NYSL	me	Apr 27 me
Form example NYSL	me	Apr 27 me
Draw example NYSL	me	Apr 27 me
Presentation example NYSL	me	Apr 27 me
Spreadsheet example NYSL	me	Apr 27 me

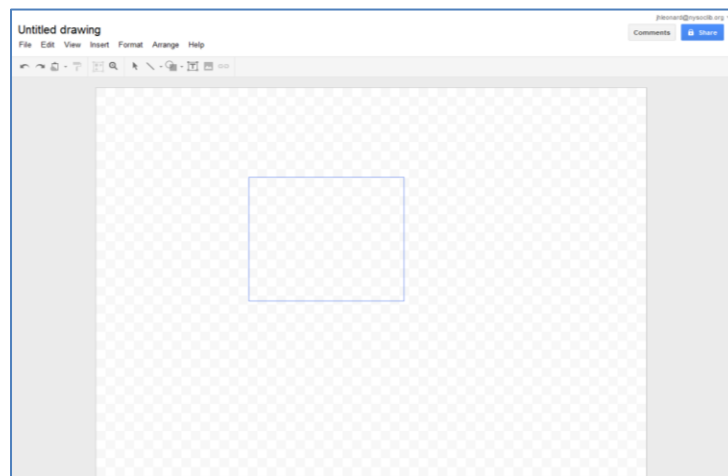
By clicking the “Create” button we see that we can make many different types of documents.



Going through them all we have a Document which we are going to be talking about most extensively today. Document is Google’s answer to Microsoft Word. Then Presentation (PowerPoint), Spreadsheets (Excel), Form (Survey Monkey), Drawing (Paint), and Table Fusion (Access and Excel) which is in beta.

**Table:** Table is currently in Beta which means that users can expect a lot of changes as Google refines it. Table is a way to manage spreadsheets and examine and organize information into a database.

## Drawing:



# Form:

**Form example** ☆

File Edit View Insert Format Data Tools Form (0) Help Last edit was made 3 days ago by jhleonard Share

fx | Timestamp | Show all formulas

	A	B	C	D	E	F	G	H	I	J
1	Timestamp	In Form	It is great for surveys	There is an option	There is an option	Checkboxes option	Grid is for those occasions (I made this is "required question ->") [A]	Grid is for those occasions (I made this is "required question ->") [B]	Grid is for those occasions (I made this is "required question ->") [C]	
2										
3										

**Form example**

Enter additional text here to state the intention, explanation or directions.

**In Form**  
You Can Create Questionnaire

In  
 a  
 variety  
 of  
 ways.

**It is great for surveys**  
Helpful for scaling questions.

1 2 3 4 5

Agree      Disagree

**There is an option**  
to allow participants to respond with long answers

**There is an option**  
to allow participants to respond with short answers

**Checkboxes option**  
allows participants to choose multiple answers.

This  
 Is

You can view the published form here: <https://docs.google.com/forms/d/e/1FAIpQLSvE1T4Hh0C3PnWwRV9MTE9M0>

# Spreadsheet:

**Spreadsheet example** ☆

File Edit View Insert Format Data Tools Help Last edit was made 3 days ago by jhleonard Share

fx | Author | Show all formulas

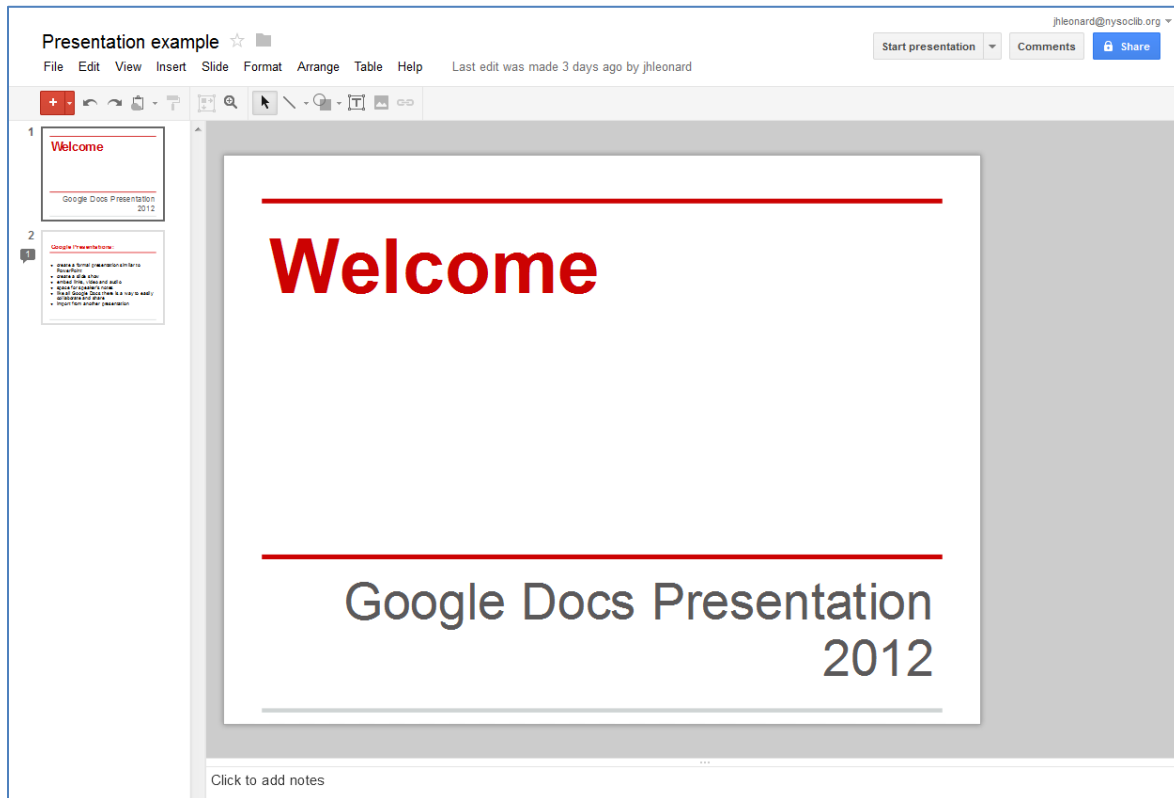
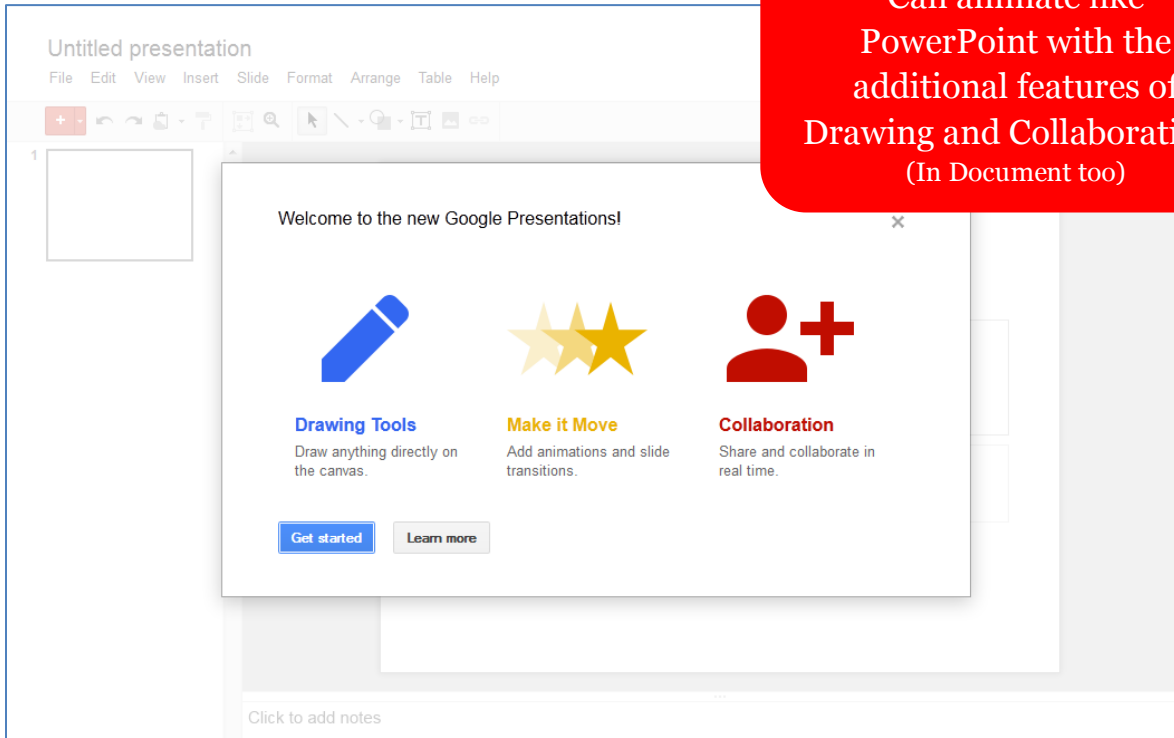
	A	B	C	D	E	F	G	H
1	Author	Title	ISBN	Price	Collection & Notes			
2	Bingham, Kelly and Paul O. Zelinsky	Z if for moose	9780060799847	\$16.99	Maybe. Picture Book (Starred). If collection can handle another ABC book. (Audio) It is supposed to be very funny!			
3	Gantos, Jack	Dead end in Norvelt (Audio)	9780374379933	\$15.99	Jack reads it himself. Picture Book (Starred). Good match for the library's writing crowd.			
4	Dörner, Frank W.	The Obsidian Pen	9780805092950	\$16.99	Picture Book. Good story to read with Dad. Library owns High! High!			
5	Patricelli, Leslie	Faster! Faster!	9780763654733	\$15.99	Picture Book. Favorite characters and about manners.			
6	Willems, Mo	The Duckling Gets A Cookie!?	9781423151289	\$15.99	Jar F. Seeing Benedict's childhood. This series remains very popular with NYSL youth.			
7	Stewart, Trenton Lee	The Extraordinary Education of Nicholas Benedict	9780316176194	\$17.99				
8			Total=	\$99.94				

Sheet1



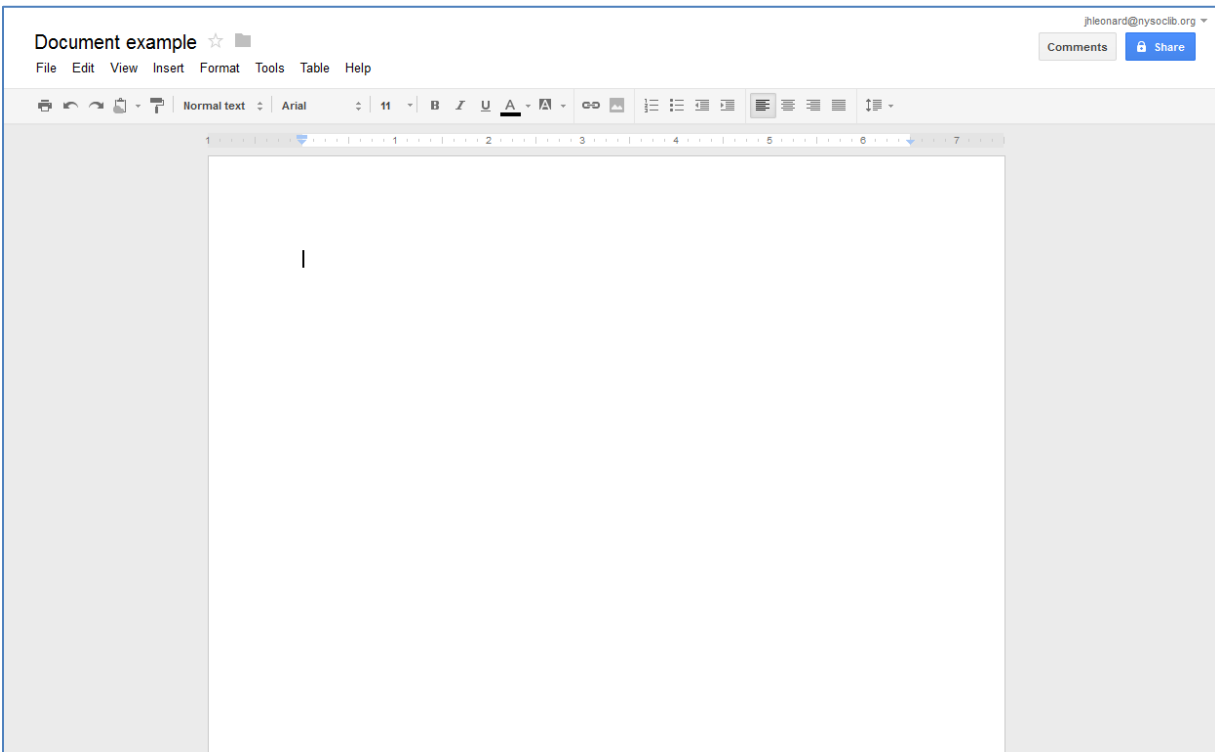
# Presentation:

Can animate like PowerPoint with the additional features of Drawing and Collaboration!  
(In Document too)



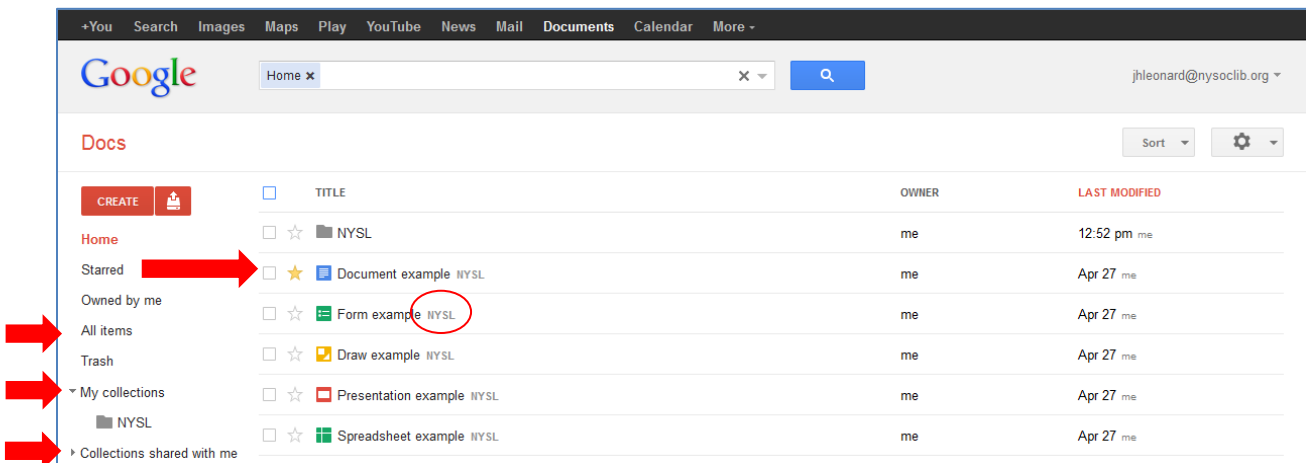
## Document Overview:

Google Docs is very similar to your Microsoft Word. Click through the ribbon just to see the options available.

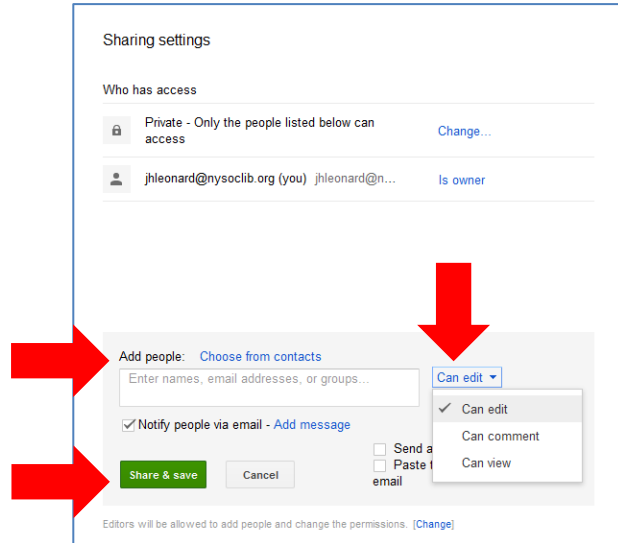
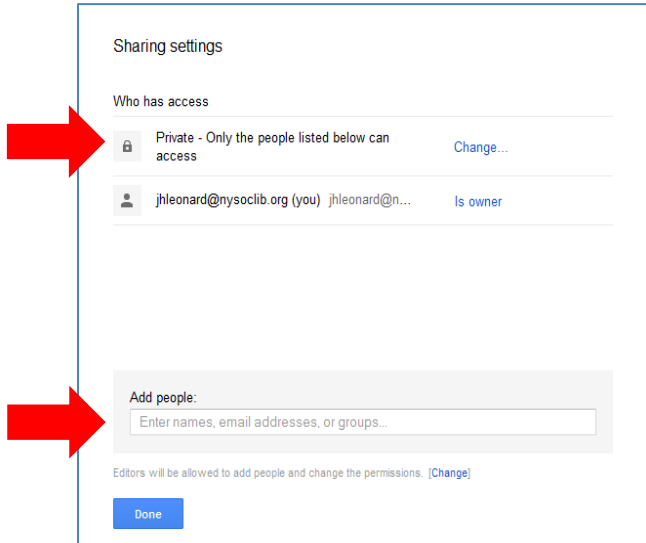
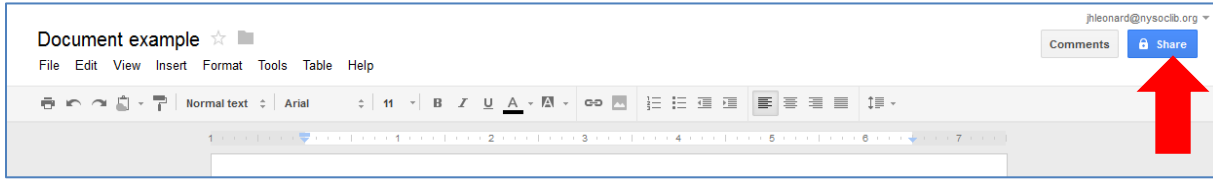


## How it is all organized:

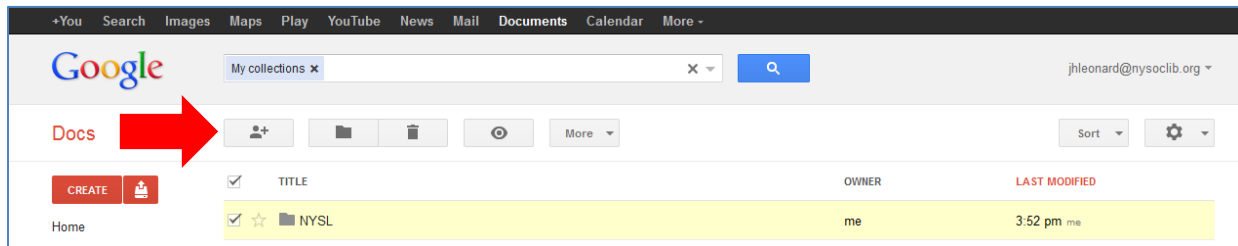
- My Collections (NYSL)
- Shared
- Starred 
- All Items
- Collections shared with me



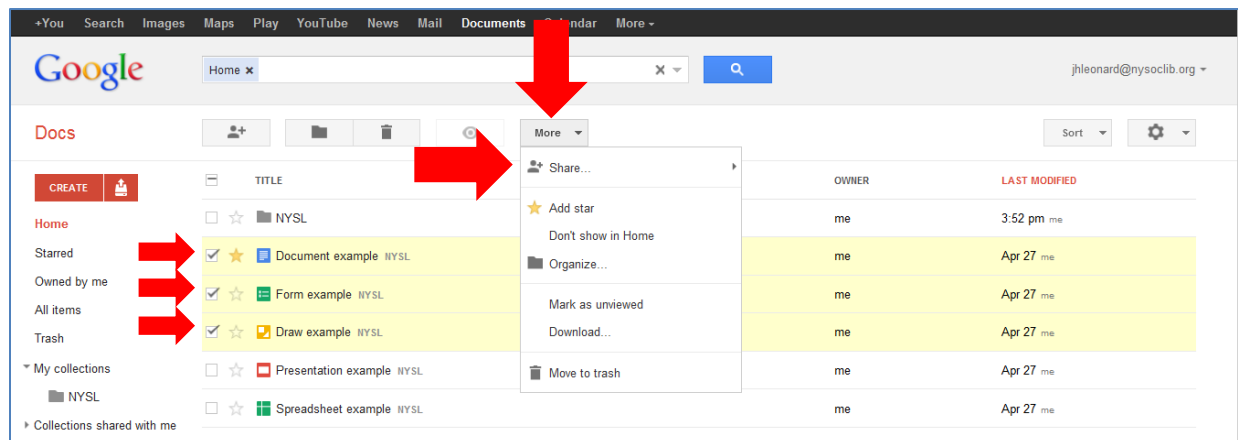
## Sharing:



## Sharing Collections:



## Sharing Multiple Documents:



# Tracking Revisions:

