Google Docs - A Tutorial

What is it?

Google Docs is a free online program that allows users to create documents, spreadsheets and presentations online and share them with others for collaboration. This allows educators and students to share their work with others, collaborate on assignments, and save documents online for access at school or at home.

Why use it?

You can use Google Docs to:

- Work on files anywhere, anytime
- Get quick feedback from multiple people – simultaneously and asynchronously
- Make the full writing process visible – including revisions
- Quickly analyze and organize data
- Easily share data sets
- Publish documents for invitation viewing and editing or full public viewing
- Upload and download documents in various file formats

For a terrific introduction to Google Docs, check out "Google Docs in Plain English" – a production of the Common Craft Show. http://snipurl.com/1vrzr
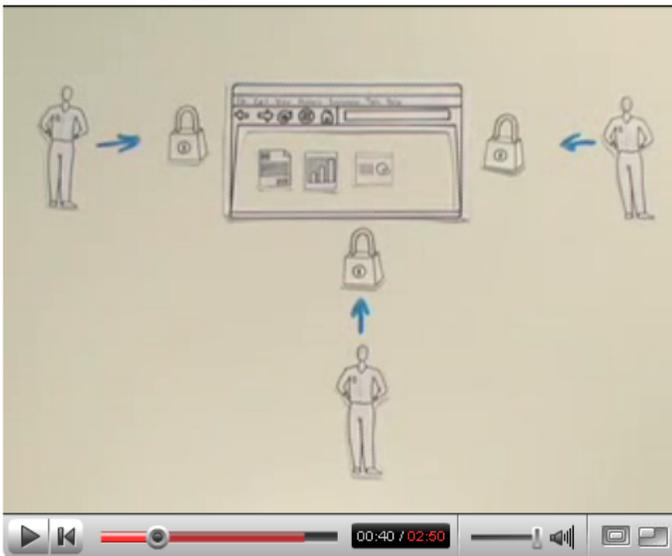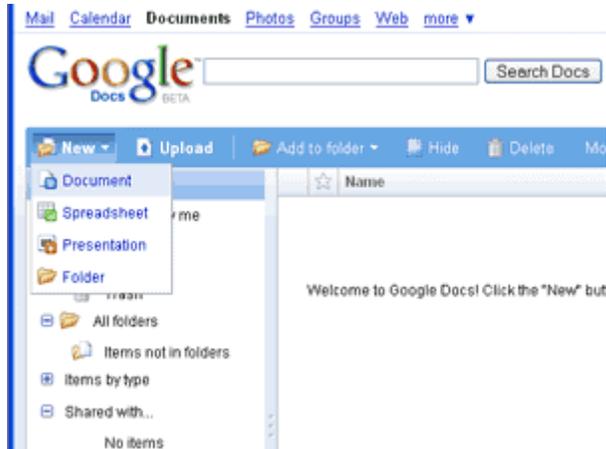
Now that you have created a Google account and are able to access Google Docs you can begin creating or adding documents to your account.

Part 1: Creating a New Document

1. Click on **New** on the Menu bar and select which type of file you would like to create. For the purposes of this tutorial we will be using the **Document** option.
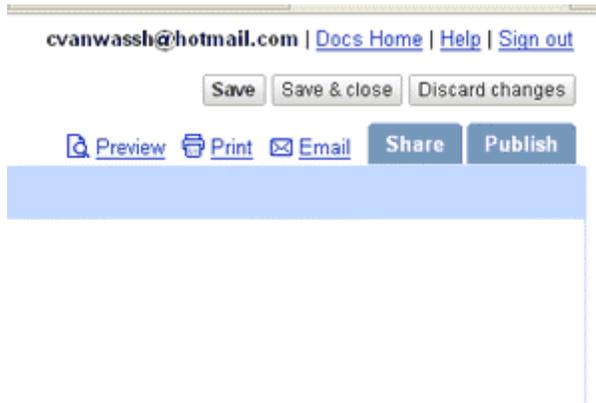
2. Google Docs will open a new window that will allow you to create a word processed document.
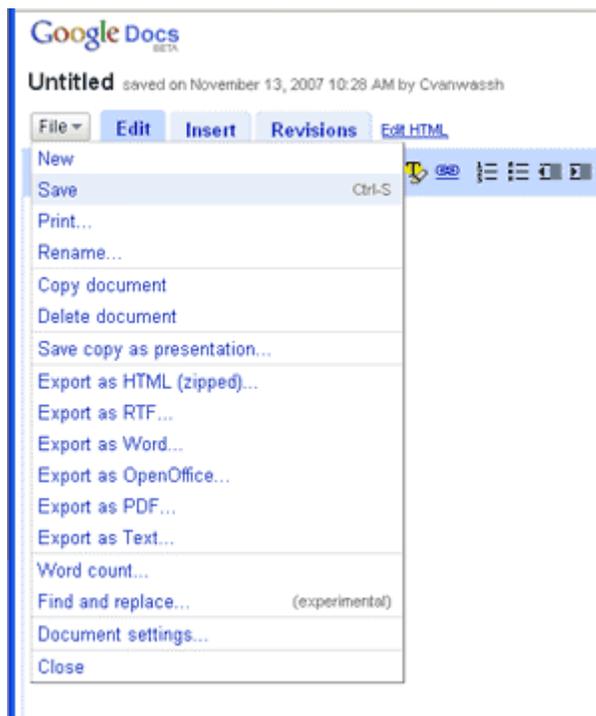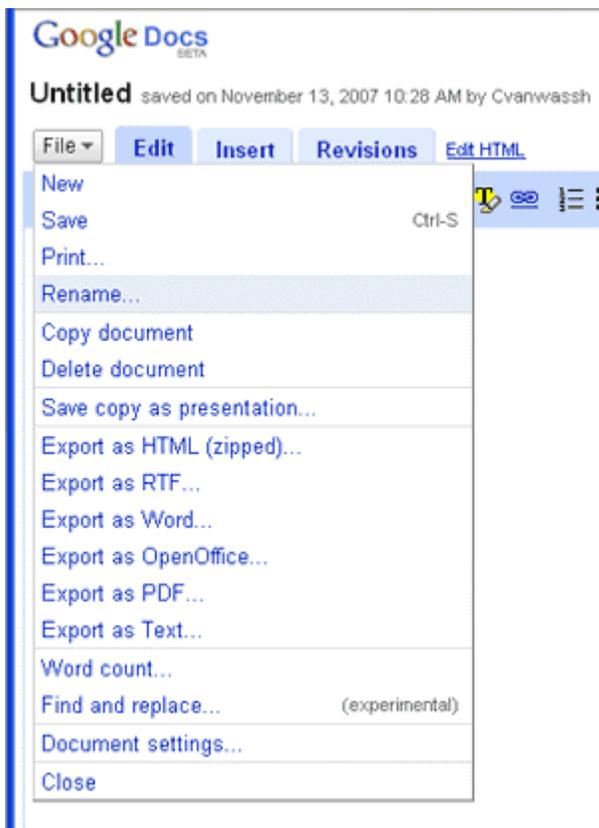
Part 2: Saving and Renaming a New Document

3. In order to save your document you just need to click on the **Save** button. (You can also use the **Save and Close** button if you are finished working with the document.)
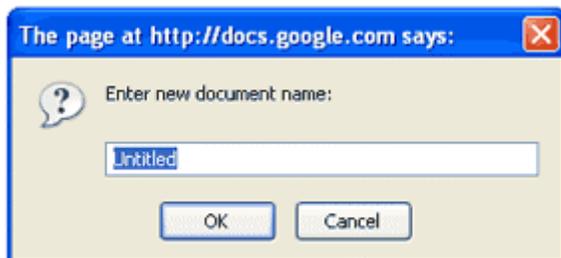
cvanwassh@hotmail.com | Docs Home | Help | Sign out

Save | Save & close | Discard changes

Preview | Print | Email | **Share** | **Publish**

4. You can also chose **File** on the Menu bar and then **Save**. In either case it will save the file using the text at the top of the document as the file name.

Google Docs
BETA

Untitled saved on November 13, 2007 10:28 AM by Cvanwassh

File ▾ | Edit | Insert | Revisions | Edit HTML

New
Save   Ctrl-S
Print...
Rename...
Copy document
Delete document
Save copy as presentation...
Export as HTML (zipped)...
Export as RTF...
Export as Word...
Export as OpenOffice...
Export as PDF...
Export as Text...
Word count...
Find and replace...   (experimental)
Document settings...
Close

5. If you would like to rename your file you can go to **File** on the Menu bar and choose **Rename**.

Google Docs

Untitled saved on November 13, 2007 10:28 AM by Cvanwassh

File ▾   Edit   Insert   Revisions   Edit HTML

New
Save   Ctrl-S
Print...
Rename...
Copy document
Delete document
Save copy as presentation...
Export as HTML (zipped)...
Export as RTF...
Export as Word...
Export as OpenOffice...
Export as PDF...
Export as Text...
Word count...
Find and replace...   (experimental)
Document settings...
Close

6. Type in the new document name and click **OK**.

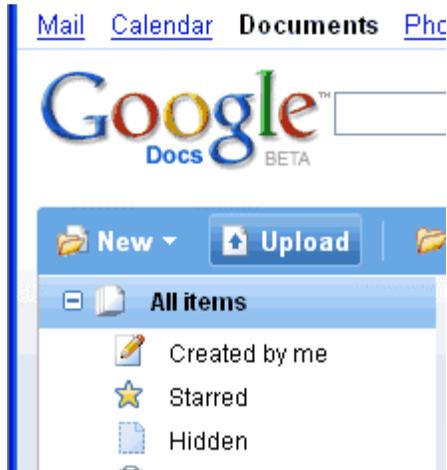The page at http://docs.google.com says:

? Enter new document name:
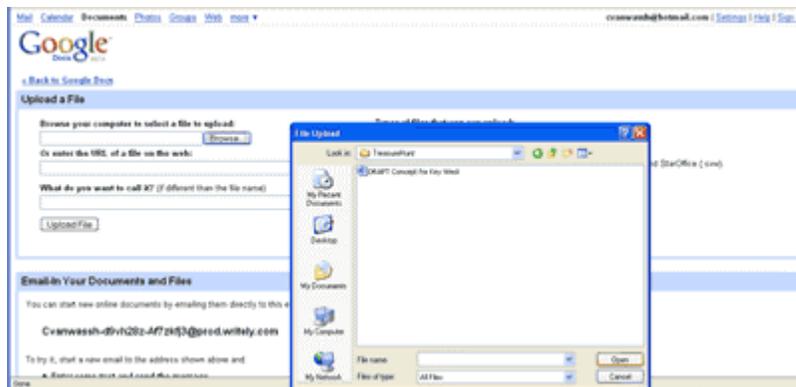
Untitled

OK   Cancel

Part 3: Uploading a Document

1. In order to upload an existing document you just need to click on the **Upload** button on the Menu bar.

2. Then you will need to click on the **Browse** button and find the document that you would like to upload.

3. The path to your document will appear in the form field next to the **Browse** button. If the file is not on your computer but can be accessed via the web you can also type in the URL in the second form field. The third form field allows you to change the name before uploading. When you have completed these steps you will click on the **Upload File** button.

4. Your file should now appear in your main window.

Just like in Microsoft Word you can copy, paste, bold, underline, italicize, and many other editing options. Although your editing options are not as comprehensive as a paid for program such as MS Word, you should find most of what you will need to create and edit your documents. This lesson will take you through some of the features that are available.

Part 1: Edit Menu

1. The **Edit** menu has many different options available. Most of the icons that are used should look familiar to you. For example the scissors icon represents the Cut feature and the clipboard icon represents the Paste feature. Take some time to familiarize yourself with the different options that are available.

Part 2: Insert Menu

2. The **Insert** menu also provides you with some options of inserting many types of objects such as images, links, comments, and tables. Take some time to familiarize yourself with these different options.

Part 3: Spell Check

3. Google Docs does have a Spell Check feature. It is located at the bottom right hand corner of your document. Click on the **Check Spelling** link and it will highlight the words it considers spelled incorrectly.

Google Docs BETA

Agenda for Using Blogs in the ... saved on November 13, 2007 11:14 AM by Cvanwassh

File ▾ | Edit | Insert | Revisions | Edit HTML

🖼 Image   🔗 Link   🗐 Comment   ▦ Table   Bookmark   Separator ▾   Special c

Agenda for Using Blogs in the Classroom

MSU's Educational Technology

Blog Information

What is a Blog?

Blogging Background

Information About Blogs on the Web

Anatomy of a Blog

Typical Kinds of Blogs

The Good, The Bad and The Uly

The Good: Educational Benefits

4. If you click on the word a menu will pop up with suggestions on the correct spelling of the word. Choose which is correct to make the change or type in a change on your own.

Blog Information

What is a Blog?

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UL
Ugly
Ult
Ly
Ely
Add to Dictionary

Anatomy of a Blog

Typical Kinds of Blogs

The Good, The Bad and The Uly

The Good: Educational Benefits
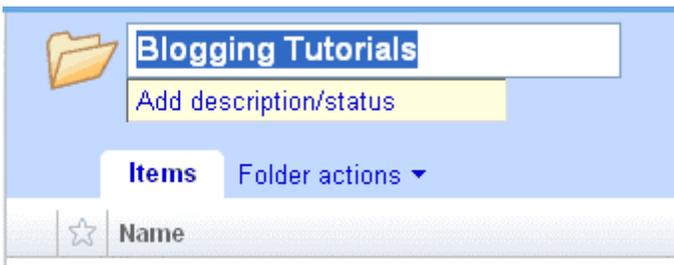
Part 4: Creating Folders to Organize Documents

5. On your computer you probably have some sort of organization to storing your documents. This usually involves folders and sub folders. In Google Docs you have the same option for organizing your files. To create a new folder simply click on **New** on the Menu bar and choose **Folder**.
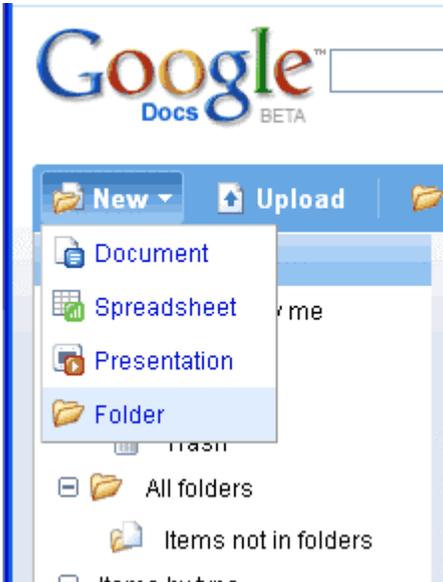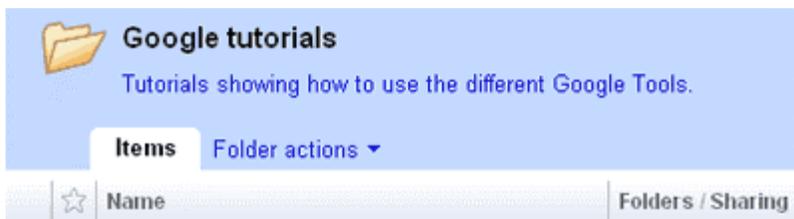

6. Your screen will change to show you the new folder. You can change the name by clicking on the words **New Folder** in the middle window. It will highlight the words and make them editable. Type in the new name.
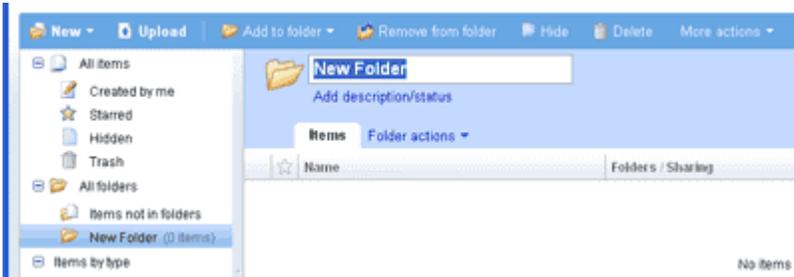

7. You can also click on the **Add Description/Status** link just below the New Folder name and add a quick description of what is stored in that folder.

8. This is what it will look like after you have added a new name and description.

Google tutorials
Tutorials showing how to use the different Google Tools.

Items	Folder actions ▼	
☆ Name		Folders / Sharing

9. To place a document into a folder you will need to click on **All Items** in the left navigation menu to see all of your documents. Then choose the document you would like to move to a folder by checking the box next to it. Go to the **Add to Folder** button on the Menu bar and choose which folder you would like to add it to. You can do this for all your documents until you have them organized to your liking.
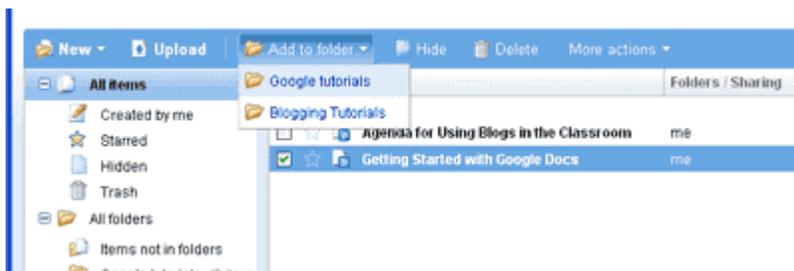
10. In the left navigation menu you will now see your folders listed and how many items are in each of the folders.
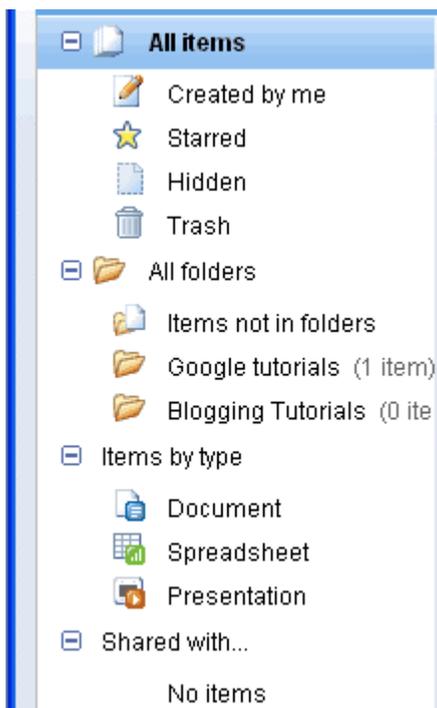
A wonderful feature of Google Docs is the ability to share your work with others. You have many options to do this. You can give access to a document where the viewers are only able to read the document and not make any changes. You can also give access to a document where people can collaborate with you by making changes. You will be able to see the changes that each person has made to your document. In this lesson you will learn how to share your document with others and publish the final version.

Note: In order to collaborate on a document the person you share the document with must have a Google Account. Otherwise they can only view the document.

**Part 1: Sharing and Collaborating on a Document**

1. Click on **All Items** in your left navigation menu to show all the items that you have in your Google Docs account. Select which one you would like to share with another person by clicking the checkbox in front of the document. Then click on the **More Actions** button on the Menu bar and select **Share**.
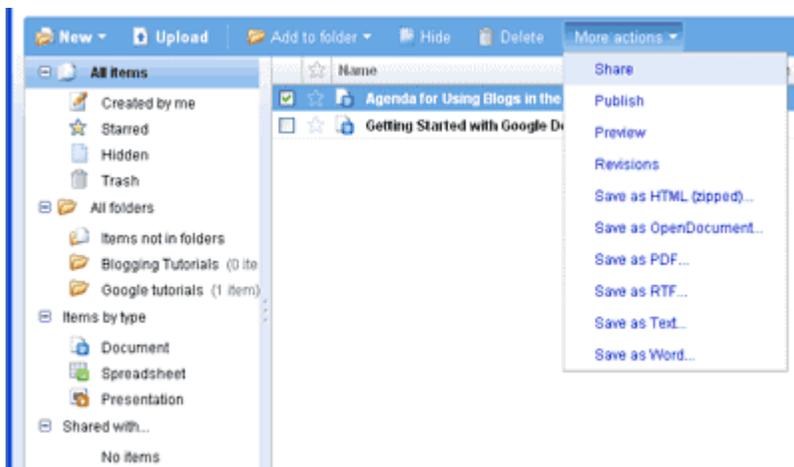
2. You have the option to invite others to be **Collaborators** or **Viewers**. Collaborators are able to view as well as edit any documents that you share using this option. Viewers are only able to view the document. They are not able to make any changes to the document. After selecting the Collaborator or Viewer option you will need to type in the email addresses of the people with whom you would like to share the document. Separate addresses with a comma. Then click on the **Invite Collaborators/Viewers** button.

Please note: If you'd like to allow Collaborators to add and delete other collaborators and/or viewers, select the checkbox next to **Collaborators may invite others** under **Advanced permissions**. Collaborators, once given this permission, can share the document by forwarding their invitation to others.

To successfully add a mailing list, you must select the **Invitations may be used by others** checkbox (under **Advanced permissions** at the bottom of the screen). This allows all members of a group to access the document using this one invitation.
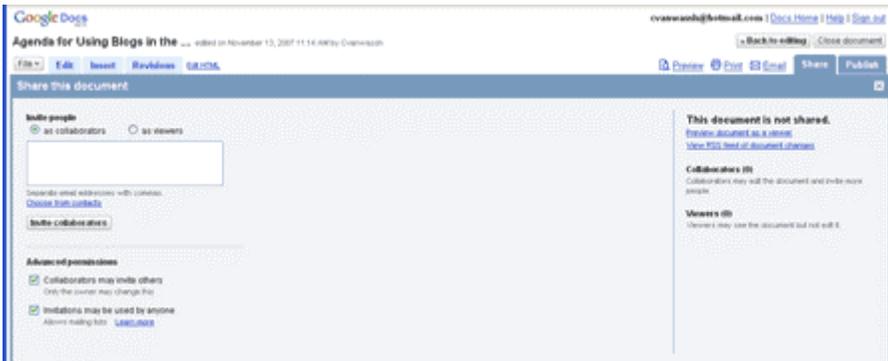
3. A window will pop up that will ask you to type in a message that will be emailed along with the invitation to access the document. Type in your message and click on the **Send** button. You have the option to CC yourself on the message by making sure the checkbox is selected next to **CC me**.

4. Anyone that receives the invitation can then click on the link within the message to begin viewing and/or editing the document. They will need to log in with their Google Account in order to edit if they are a collaborator.

Limits for sharing:

- For documents and presentations: 200 combined viewers and collaborators. 10 people may edit and/or view at any given time.
- Spreadsheets: There is currently no limit to the number of people with whom you can share a spreadsheet. However, only 50 people can edit a spreadsheet at the same time.

Part 3: Publishing a Document

Publishing a document means that you will be making it available to anyone via the Internet. Google adds your document to the Google Index so that if someone does a search on the topic of your document it may be accessed.

5. To publish your document you need to click on the **Publish** tab on the upper right side of your screen after selecting which document you would like to publish. A screen like the one below will appear.

6. The Publishing tab allows you to publish to the Internet and will provide you with a URL. Or you can publish to your blog. You will need to set up your blog by clicking on the **set up your blog site settings** link. Choose which option by clicking on the **Publish Document** button or **Post to Blog** button. When choosing **Publish Document** a screen like the one below should appear. You can use the URL provided to share the document with others.
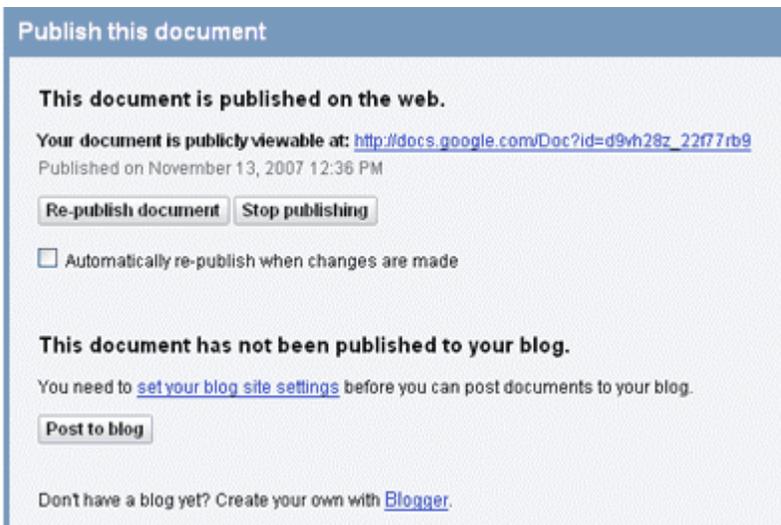
Once you have a final version of your document you may want to print it. Or perhaps you want to have a copy of the original document before others start collaborating on it. (Which you can also achieve through the revisions tab) This lesson will show you how to print your document and make a copy of it.

Part 1: Printing a Document

1. To print the document open it and choose the **Print** link on the right hand upper corner between Preview and Email.

2. Another option is to click on the **File** button on the Menu bar and choose **Print**.
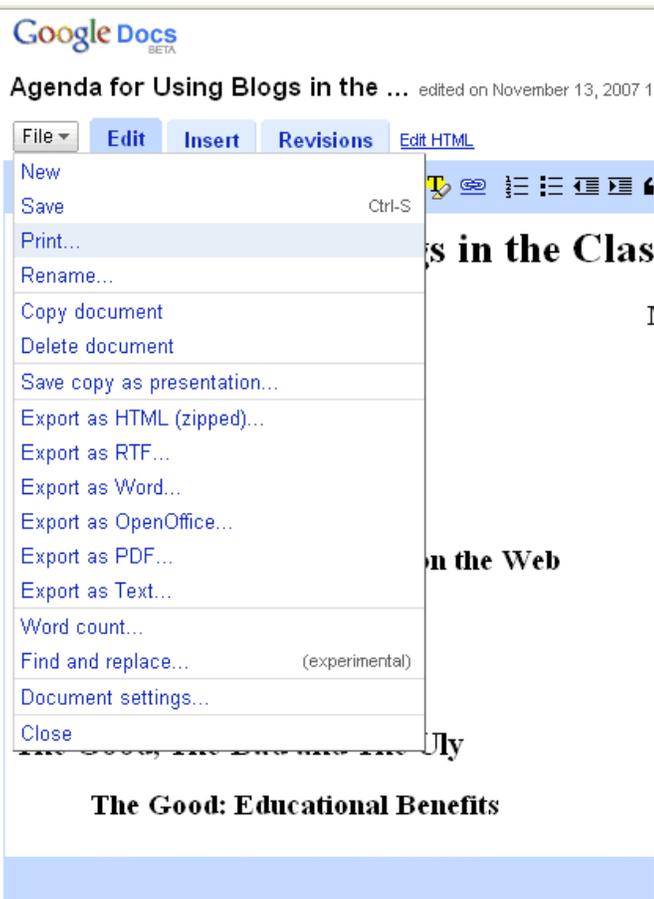
3. If your document prints with the URL of the webpage and other unnecessary information follow the instructions below to fix this issue.

Note: Do not use the Print option in your browser's File menu. This will print the entire web page and not just your document.
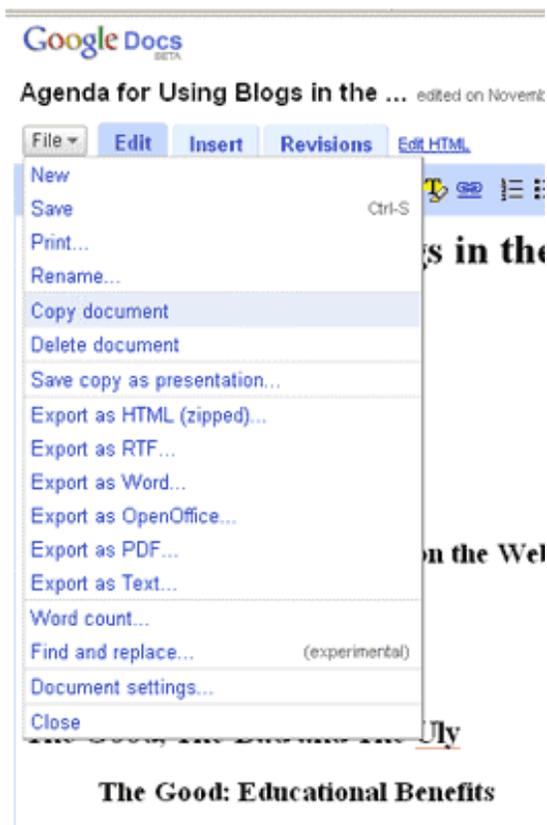
In Firefox for PC:
1. Choose **File** > **Page Setup**.
2. Select the **Margins & Header/Footer** tab.
3. Set the headers and footers at the bottom of the window to **Blank**.
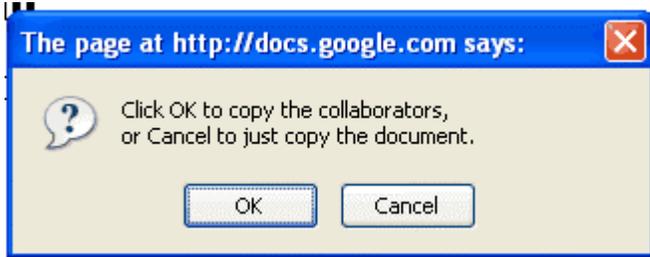4. Click **OK**.

In Internet Explorer:
1. Choose **File** > **Page Setup**.
2. Delete the info that you see in the **Header** and **Footer** fields.
3. Click **OK**.

Part 2: Copying a Document

4. To copy a document you will need to open the document and then choose **File** on the Menu bar and **Copy**.

5. A confirmation message will pop up. Click **OK** to continue.

The page at http://docs.google.com says:

Click OK to copy the collaborators,
or Cancel to just copy the document.

OK   Cancel

6. The file should now be saved as "Copy of <Filename>"

Tutorial adapted from the following resources (Note: URLs have been shortened at http://snipurl.com for convenience):

- http://snipurl.com/1vrz9
- http://snipurl.com/1vrza
- http://snipurl.com/1vrzb
- http://snipurl.com/1vrzc
- http://snipurl.com/1vrzg
- http://snipurl.com/1vrzh
- http://snipurl.com/1vrzi

Additional Resources:

Using Google Docs in the Classroom
- http://www.google.com/educators/learning_materials/WR_cribsheet.pdf
- http://www.google.com/educators/learning_materials/WR_revisingguide.pdf
- http://www.google.com/educators/activities/pdfs_GTA/CribSheet.Docs3.pdf
- http://www.google.com/librariancenter/articles/0703_01.html
  http://www.google.com/educators/activities.html
  http://www.google.com/educators/weeklyreader.html

Programs similar to Google Docs
- http://www.zoho.com/
- http://thinkfree.com/