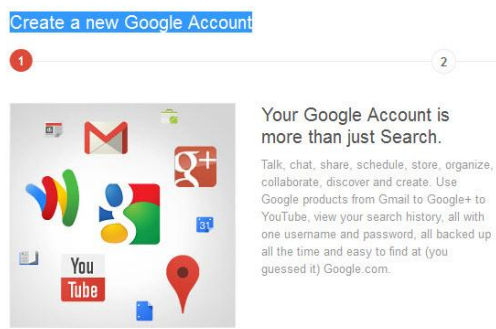


Signing Up For and Using Google Docs

If you already have Google or other email addresses [create a Google Account](#)



Creating a Google Account is easy, and involves registering any available email address at (<http://www.google.com/accounts>) and choosing a password that will be specific to your Google Account. Remember to write the password down in a place you will be able to access!

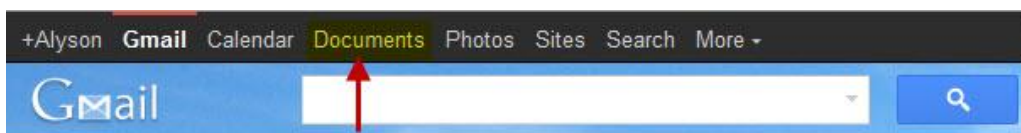
- **Note:** We will be sharing access of certain documents to do peer editing so when you are assigned your partner you will need their Gmail email address to allow them access.

If you need to create an email address

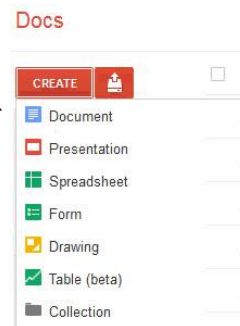
- Gmail is one of many email clients ([Gmail](#) at <http://mail.google.com> being one) that will allow you to create an account. As the address easily integrates with any of the Google services you might want to start one for this class.

How to create and share Google Docs

1. You can access google docs from within your gmail or directly at <http://docs.google.com/>



2. From your Docs list, select "Create" from the upper-left corner.
3. Select which kind of doc you'd like to create: document, spreadsheet or presentation.
4. A brand new version of the doc type selected will open for you, ready to be edited and shared.



To share a doc:

From within the document you'd like to share, click the "Share" tab, in the upper-right corner*.



Sharing (cont'd)

Sharing settings

Who has access

	Private - Only the people listed below can access	Change...
	Alyson V (you)	Is owner
	kallen	Can edit ▼

Add people:

Enter names, email addresses, or groups...

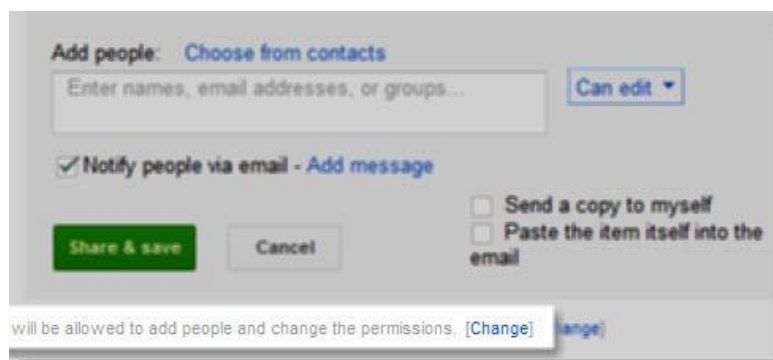
Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

1. Enter the email addresses of whomever you'd like to add and select the dropdown button "can edit" "can comment" or "can view", depending on what kind of access you'd like them to have.
2. Click "share and save."
3. If you'd like, in the window that appears send an email to your collaborators explaining a little about the doc. Whether or not you send this email, your doc is now shared.

*A note about advanced permissions:

In the "Share" tab you'll notice a couple of options below the add people screen that bear further explanation.



Add people: [Choose from contacts](#)

Enter names, email addresses, or groups... [Can edit](#) ▼

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

☐ Send a copy to myself

☐ Paste the item itself into the email

[Share & save](#) [Cancel](#)

will be allowed to add people and change the permissions. [\[Change\]](#)

"Editors are allowed to add people and change permissions" is exactly what it says -- an option that allows or prevents those you invite from inviting others to the doc.

Sharing settings

- ☒ Editors are allowed to add people and change the permissions.
Editors have full control to add and remove people and change the visibility of the item. Only the owner can delete the item.
- ☐ Only the owner can change the permissions.
Editors cannot add or remove people or change the visibility of the item.

Save

Cancel

If you don't want the editors to add others to your doc select 'change' and "only the owner can change the permissions..."



Edit your docs

Editing and adding content to your docs is as easy as opening the doc and starting work like you would with a MS Word document. (See inserting images below).

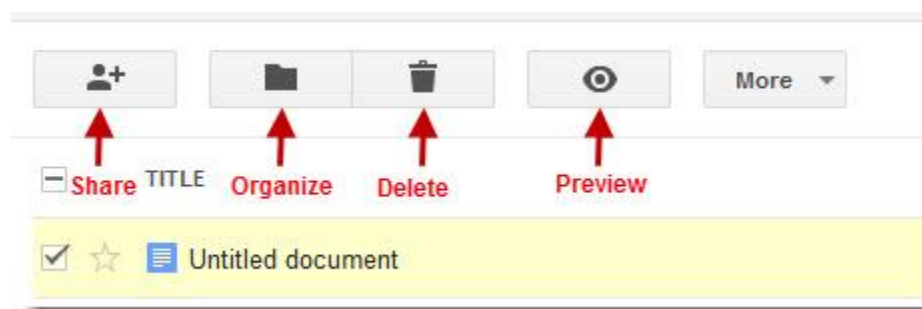
Editing: A few things to remember

- Your edits and additions are saved almost instantly. *No need to hit "save" multiple times, since Google docs will do this for you, automatically.*
- While you can add up to 200 combined collaborators and viewers to a document or presentation, only 10 people can collaborate and view *simultaneously*.

How to edit and manage your docs' content

To edit your docs:

1. Log in to docs.google.com from any computer with Internet access.
2. Select the doc you'd like to edit, share, organize, delete or preview from the Docs list.
3. Once it's open, start adding and changing content. *All of your changes will be saved and available to your collaborators and viewers almost as quickly as you can make them.*



Working with version control

If you don't like the changes you or a collaborator has made on a document, or if you simply want to see the progress of a doc over time, you can do this via the "Revisions" tab, at the top of each doc. All of your revisions will be listed in order, and you can browse through them.

If you'd like to return to an earlier version, simply click the "Revert to this one" button, at the top of the selected revision and you are back to that version.

To insert an image in your document

1. Click the **Insert** drop-down menu from the toolbar and select **Image**.
2. Depending on what image you'd like to add to the document, select from the following options:
 - **Upload**: Choose an image from your computer and click the **Upload** button.
 - **URL**: Type the URL of an image from the Web and click **Select**.
 - **Google Image Search**: Enter a search term to find an image using Google Image Search, and click **Search images**.
 - **Picasa Web Albums**: Choose an image from one of your Google Picasa Web Albums and click **Select**.
3. Once you've found what you were looking for, click the image and the **Select** button.

To delete the image from the document, press Ctrl+X or click the **Edit** menu and select **Cut**. You can also just click the image itself, and press the **Delete** key.

You'll be able to add images in any of these file types: .gif, .jpg, and .png *Images must be less than 2MB.

How to create an organized Docs list

To create a folder

1. From your Docs list, click the "Create" button in the upper-left.
2. From this list, select "Folder."
3. In the screen that appears, enter the name you'd like for the folder.

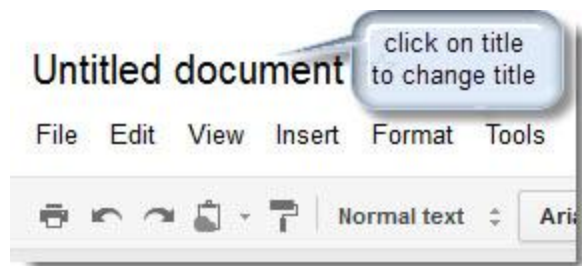
This folder will now appear in your list of folders, in the sidebar of your Docs list.

To add a doc to a folder

If you'd like to add one document at a time to a specific folder, simply right-click on the doc title and drag it to whichever folder you'd like, in the Docs list sidebar.

If you'd like to add a number of docs to a folder at once, follow these instructions:

1. From your Docs list, check the boxes to the left of the docs you'd like added to a specific folder.
2. Select "Add to folder" near the top of the Docs list.
3. From the list that appears, select the folder you'd like the docs to appear in.



To name or rename a doc

1. From the "File" menu (in the edit screen) of the doc you'd like to rename, click, "Rename."
2. Enter your chosen name in to the field provided. Click "OK," and this new name will be applied to your doc and will show up for all editors and viewers.
3. Documents will default to the first few words you enter (or "Untitled," if you enter no text). To apply the name you'd like, you can also click directly on the title to change it.

Note that the initial naming process works differently between documents, spreadsheets and presentations...

- Spreadsheets will give you a prompt, right after they're created, asking you to name and begin saving the spreadsheet.

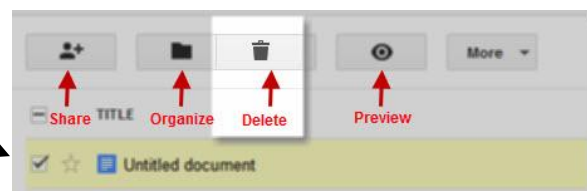
To find a doc

When searching for a specific doc, there are a few options.

- To find a specific document quickly:
From your Docs list, enter the name of the doc you'd like to find in the search box, near the top.
- To find a doc that's shared with a particular person:
Select her or his user name from the "Shared with..." section of your Docs list sidebar. All of the docs shared with this person will appear, listed.
- To find a specific type of doc (document, spreadsheet or presentation):
From your Docs list, under "Items by type" in the sidebar, select "Document," "Spreadsheet" or "Presentation."
- To find docs you've put in the trash, or hidden:
Select either "Trash" or "Hidden" from the "All items" section at the top of your Docs list sidebar.

To delete a doc

1. Check the box to the left of the doc you'd like to delete.
2. Click the trash icon from the toolbar.



At this point, the document is deleted from the Docs list, but remains in your trash, and accessible to collaborators until you empty the trash.

To empty the trash, continue with these instructions:

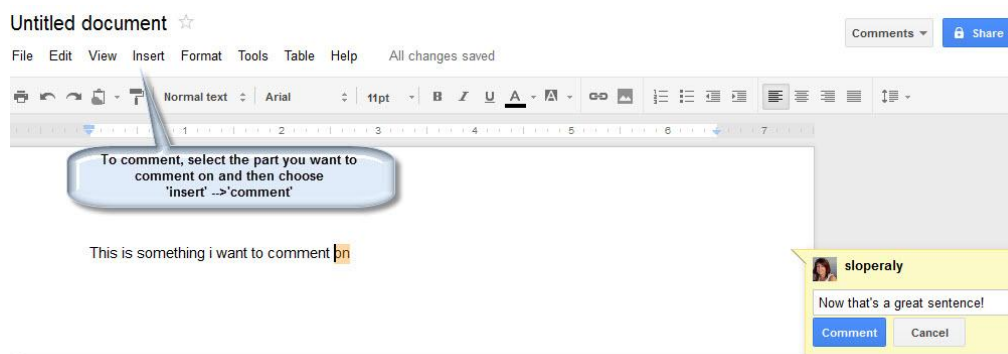
3. Select "Trash" from the "All items" section of your sidebar.
4. From the screen that appears, select the docs you'd like to delete and click "Empty Trash" from the toolbar. Only the items you selected will be deleted
 - Once you've deleted a doc, there's no way to retrieve it. It will no longer be accessible by either you or your collaborators.
 - NOTE ON DELETING: While collaborators on a doc can put it in their own trash, this action won't affect the doc's owner or anyone else working on the doc, and they can't permanently delete a doc.

Comments and Discussions in documents

Comments let you have a conversation about a document without disrupting its contents. Comment threads, called discussions, help you keep track of comments, target your comments at specific people, and respond to and follow comments and document updates from your email inbox.

Inserting Comments and Adding Notes

Comments are a way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make. To add a comment to your document, follow these instructions:



1. Place your cursor or highlight the text where you'd like your comment to appear.
2. From the **Insert** menu, select **Comment**.
3. You can also use the keyboard shortcut Ctrl+Alt+ M (Cmd+Option+M for Mac) to insert a comment.
4. Type your comment in the box that appears to the right of the document.

Working with Comments

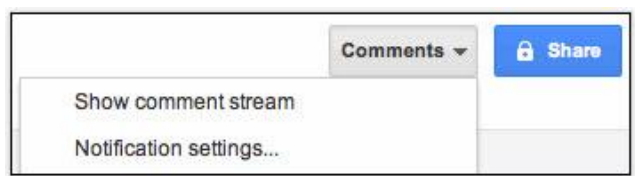
After inserting a comment, there are two main places you can work with it inside the document: within the comment or in the discussions thread, accessible from the **Discussions** drop-down menu in the top right of your document.

You can **reply** to a comment with a new post, **edit** or delete a previous comment you've inserted, and **resolve** the discussion when you're ready to remove it from the document. Resolving a discussion removes the discussion from the document, but resolved threads will always be available under the **Discussions** drop-down menu.

Your profile photo (the [picture you use in Gmail](#) or on your [Google profile](#)) will be displayed with your comments.

Document discussions

From the **Discussions** drop-down menu in the top right of your document, you can review all discussions, including those discussions that have been resolved. From this menu, you can also change the notification settings for discussions.



Sometimes it can be cumbersome to have to scan through your document to view all discussions. If you select the **Show discussions** menu option, you can keep track of all discussions throughout the document, *including those that have already been resolved*. In this view, you can also make comments about the entire document.

Visit the Help Center for step-by-step info

- To access a wealth of instructional articles describing anything and everything you can do in Google Docs, check out our [Help Center](#) at <http://docs.google.com/support/>.

Chat with other users in the Help Group

- If you'd like to see the answers to many interesting Google Docs questions asked and answered by users just like you, visit the [Google Docs Help Group](#) at <http://groups.google.com/group/GoogleDocs>.