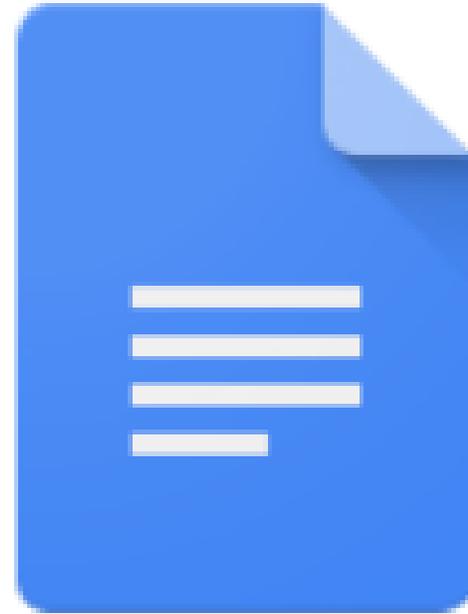


Intro to Google Docs



QUESTIONS?

EMAIL US: INFO@HAMDENLIBRARY.ORG

What is Docs and Why Should I Use It?

Google Docs is a web based Word Processing Application developed by Google Comparable to Microsoft Word

Advantages

Free to use with a Google/Gmail Account

Easy to share with others online

Allow multiple people to edit a document at the same time

Changes are saved as you work, there is no risk of lost work due to crashes or power outages

Documents backed up in the cloud, and will survive even if your computer is unrecoverable

High compatibility with Microsoft Word/easy to convert to/from Word

Simple, easy to use interface

Disadvantages

Not as many features as Microsoft Word

Limited number of Add-Ons compared to Microsoft Word

Need an Internet connection (unless using Chrome OS or Chrome web browser).

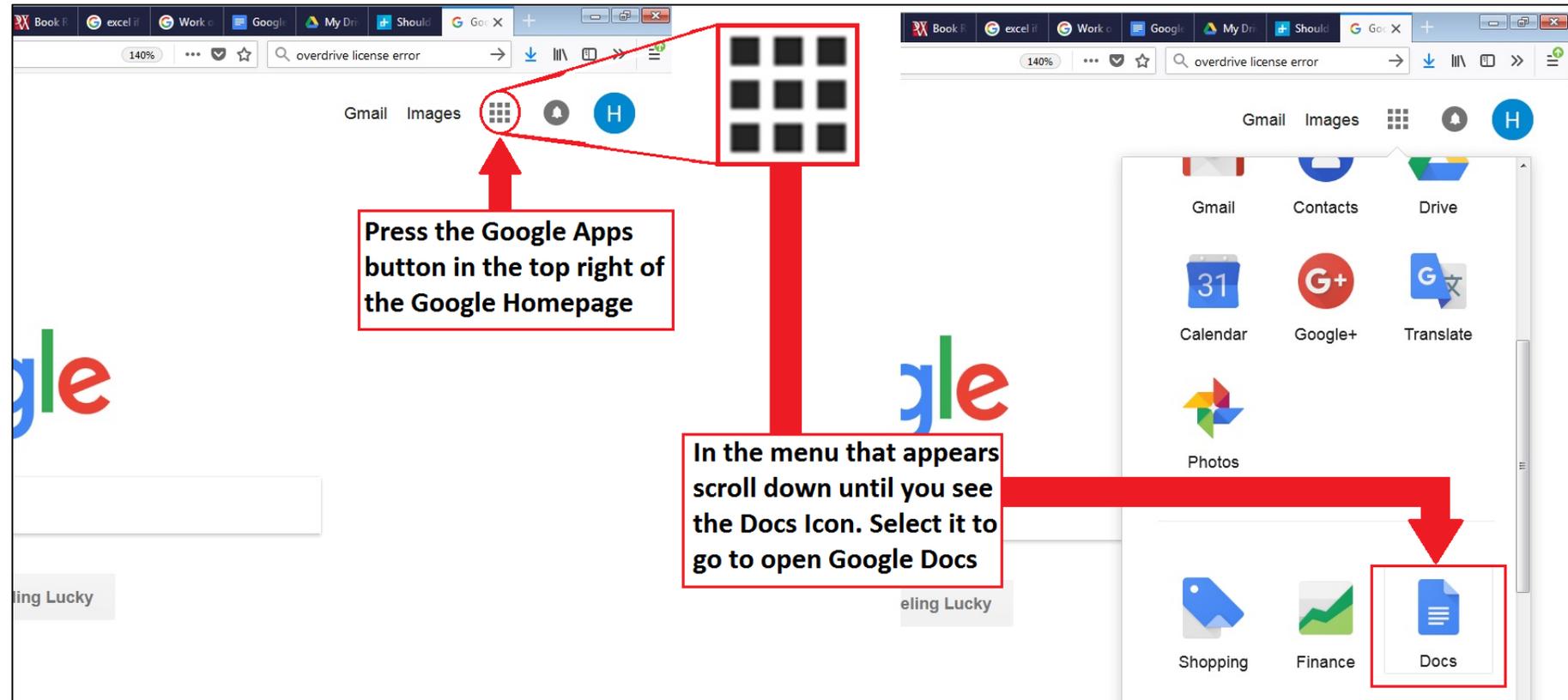
Access Google Docs

Docs can be accessed either from Google Drive or directly through Google Docs. You can create new and view saved documents from either place.

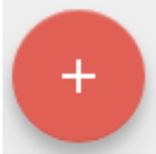
Go to Google.com and login to your Google Account.

Select the Google Apps button in the top right of the screen.

Select the “Docs” icon to go to Google Docs (or the Drive icon to access them that way).



Creating a New Doc

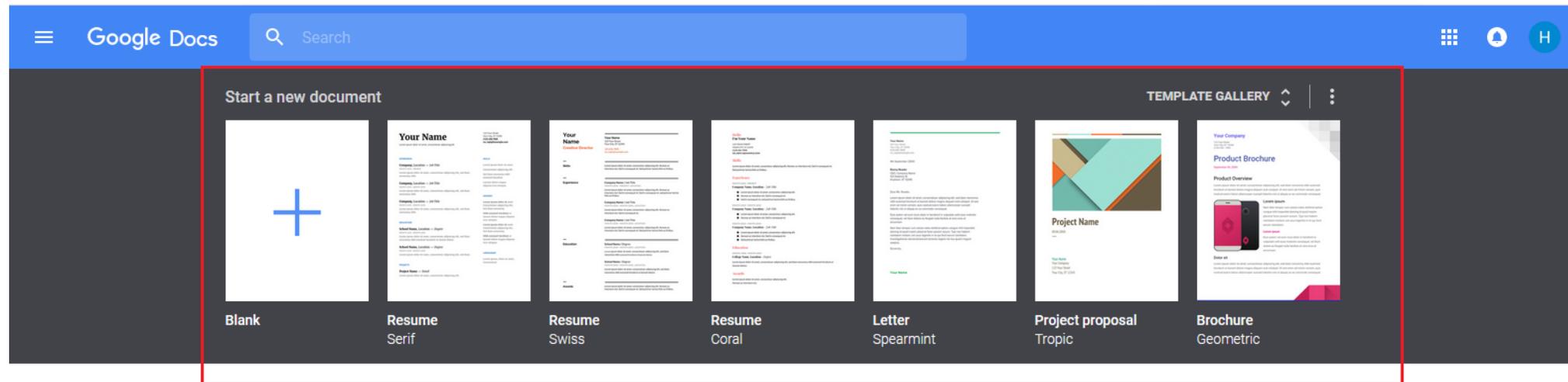


To create a new document, click on the “Create new Document” Button (red button with a + sign) in the bottom right (if the Template Gallery is not already visible).

Select a template from the Template Gallery (pictured below) which is a grouping of sample documents in the grey band top of the screen.

Each Picture corresponds to a different template.

To create a blank document select the one all the way to the left with a + sign in the middle that says “Blank”.



Select any of these top row documents to create a new Document (either blank or from a template)

Templates

A template is a pre-formatted document where you can replace the text already written there with your own information.

The example to the right is the *Serif* Resume Template. This template is already set up with all the sections that a resume needs and contains filler text that you can replace with your own information.

To replace the information, either delete the filler text using backspace or highlight the text you want to replace and then start typing.

Your Name

Lorem ipsum dolor sit amet, consectetur adipiscing elit

123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com



EXPERIENCE

Company, Location — Job Title

MONTH 20XX - PRESENT

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Company, Location — Job Title

MONTH 20XX - MONTH 20XX

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Company, Location — Job Title

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EDUCATION

School Name, Location — Degree

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School Name, Location — Degree

MONTH 20XX - MONTH 20XX

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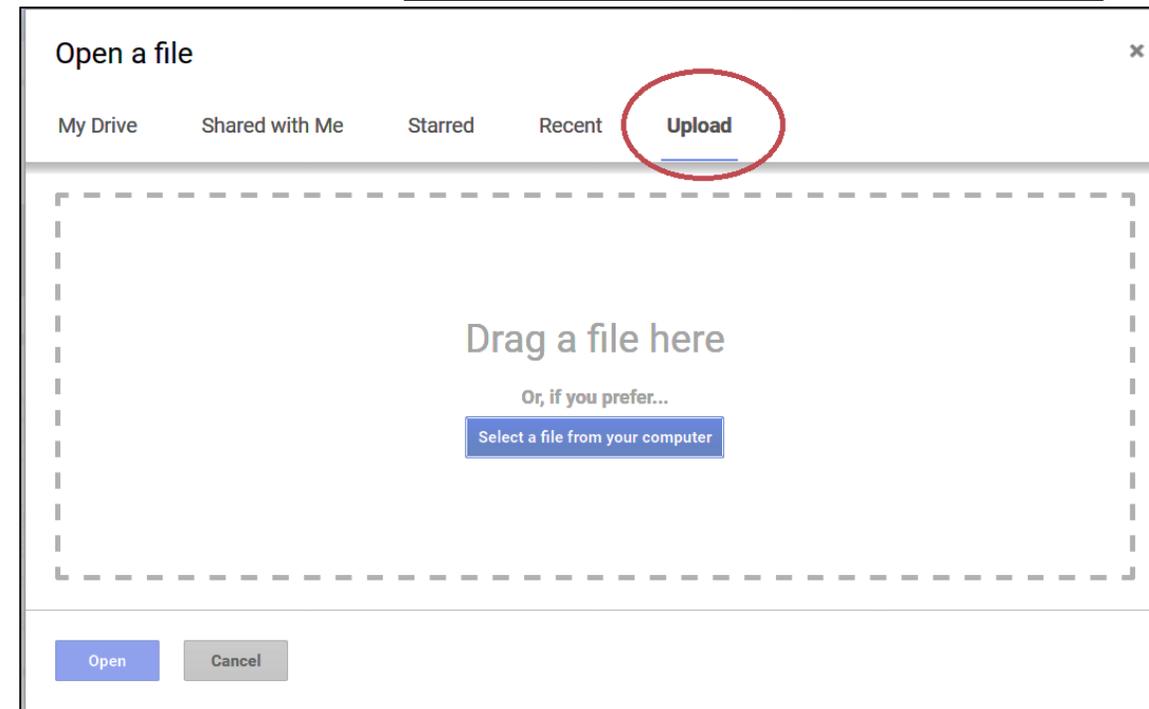
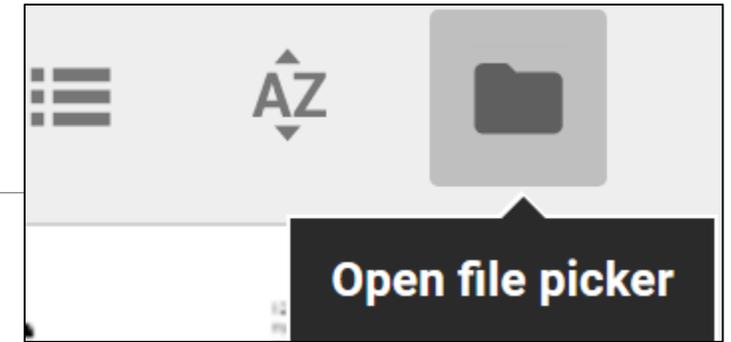
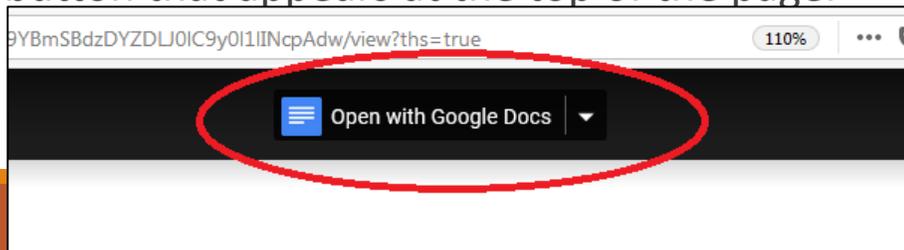
LANGUAGES

Import an Existing Document

In order to import an existing word document into Google Docs, you can use Google Drive or directly from Docs

To open in a file in Docs:

1. Click on “Open File Picker”
2. Select “Upload”
3. Drag the file you want to upload into the space or select a file using the file explorer
4. Click “Open”
5. Word Documents will automatically open in Docs. For PDF documents select the Open with Docs button that appears at the top of the page.



Opening Files From Google Drive

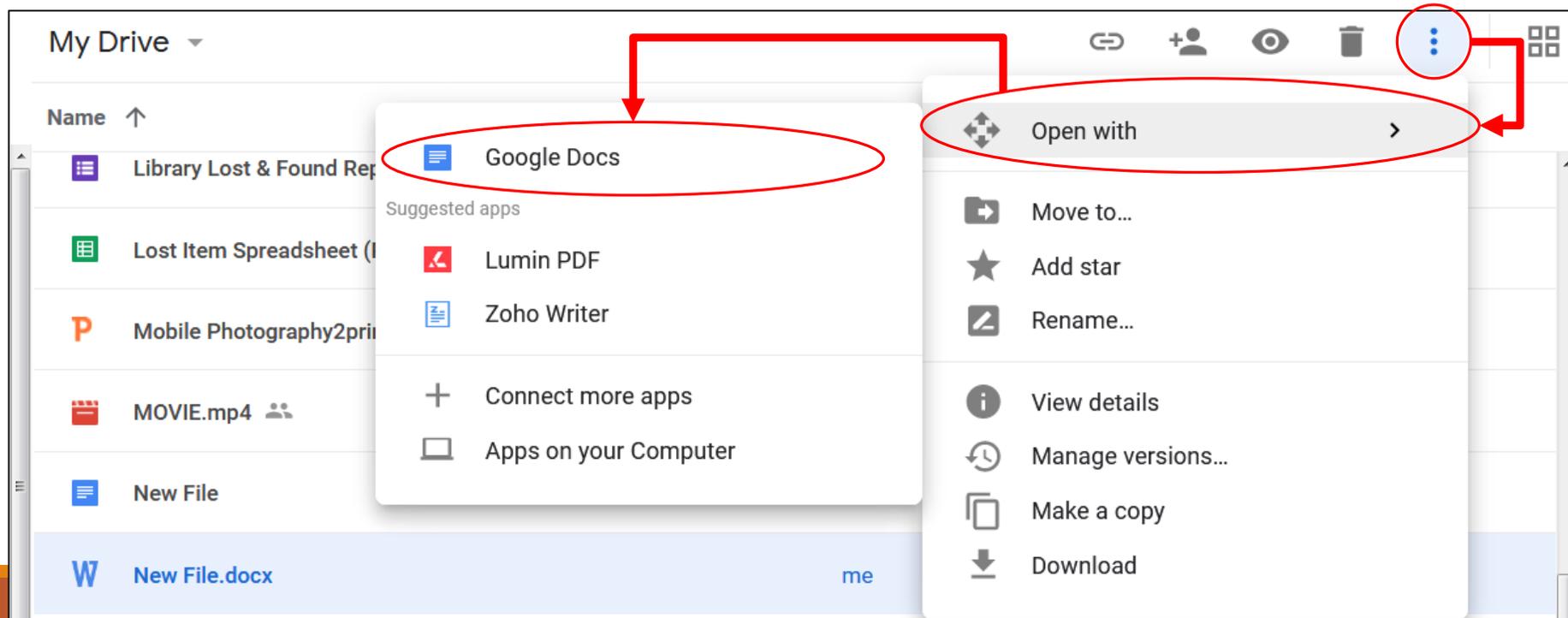
You can also open documents in Docs using Google Drive.

To do that go to Google Drive and select the file that you want to open using Docs.

Right Click on the file or hit the “More” button  and hover over the “Open with” option.

Select Google Docs from the dropdown list.

If the file is not present in your Google Drive folder you will need to upload it first using Google Drive



Menu Bars



Google Docs uses a simple interface at the top of the document to avoid overwhelming the user with options. This interface consists of two rows.

The top row contains all the various dropdown menus that contain all the tools and options available for editing a document, broken down by category.

File **Edit** **View** **Insert** **Format** **Tools** **Add-ons** **Help**

The bottom row contains all of the most commonly used option buttons so that they are easily in reach when you need them



Menu Bars

On this slide we have broken the top bar into 3 from left to right sections and pointed out exactly what each of the buttons do.

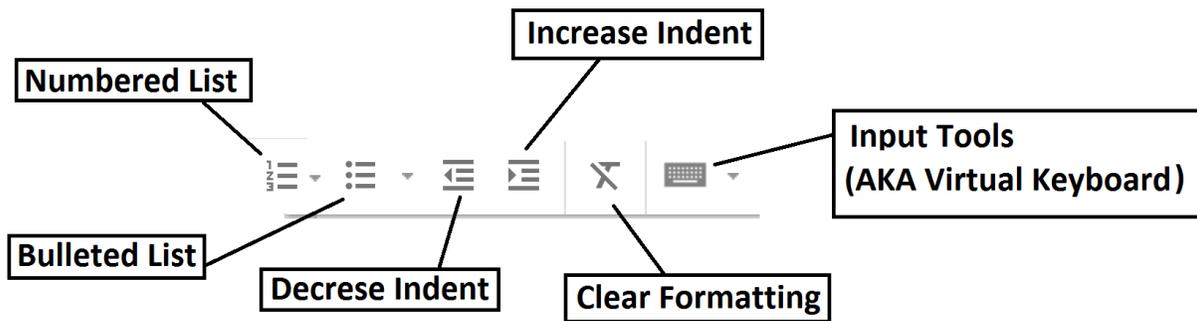
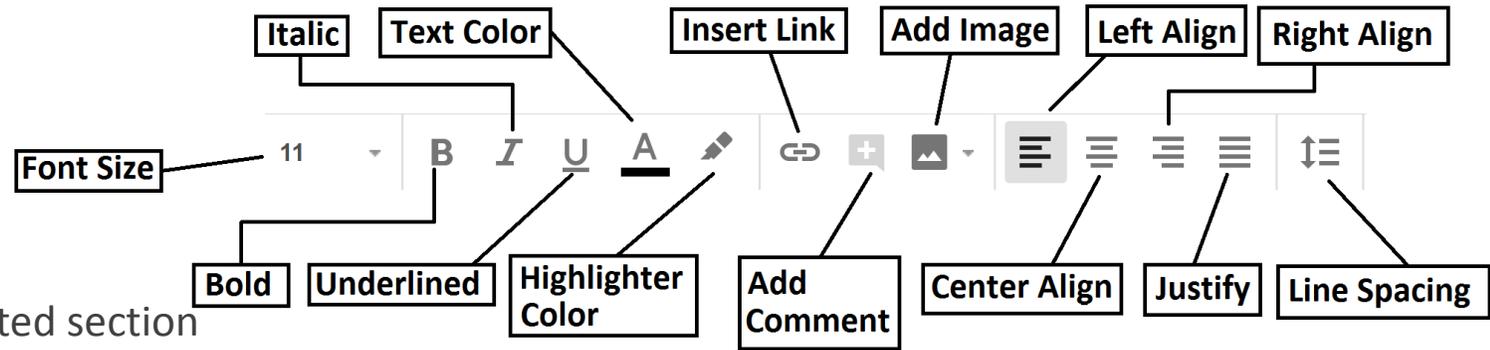
These are some of the most commonly used buttons and most of them relate to Font and Formatting of the text in the document.

A few of the more unusual buttons are the:

Insert Link: Inserts a hyperlink to another page on the internet

Add Comment: add a remark to a highlighted section of text (this text does not appear in the document, only in the margins in the editor).

Input Tools: this button brings up alternate methods of inputting text such as a virtual keyboard or hand writing inputs (if you have a tablet with a stylus pen, for instance)



Menu Bars

Anything not available on the quick access bar will be in the drop down menus or by right clicking on the part of the document you want to edit.

Some example options of interest

File: Email as Attachment, Download As, Version History (see previous versions of a document), Make a Copy

Edit: Find and Replace, Copy, Cut, Paste

View: Mode (Edit, Suggestion, View), Document Outline (write an outline to follow), Equation Toolbar (math Symbols)

Insert: Table of Contents, Special Characters, Math Equations, Charts, Tables, Header & Footer

Format: Columns, Font, Paragraph, Indentation, and Alignment

Tools: Spell Checker, Document Translator, Dictionary, Voice Typing (speak into a microphone to type).

Help: Search the menus, Set up keyboard shortcuts, Report Copyright violations, Documents Help.

Sharing

One of the primary appeals of Google Docs is the ease with which it can be used to share and collaborate with others. There are a multitude of ways to share a document with others, from inviting specific people to view/comment/edit a document, to allowing anyone with a link to the document to view it.

Additionally you can set permissions for your documents so those with access to it can view, comment, or edit documents as they wish. Comments allow to create little threads of discussion about the document off to the side without actually making any changes to the document.

When more than one person is looking at a particular document at the same time, you can actually see the other persons cursor moving around and the changes that they make in (almost) real time. This allows multiple people to closely collaborate on a document without having to physically be present.

An example of a Google Docs Shareable Link:

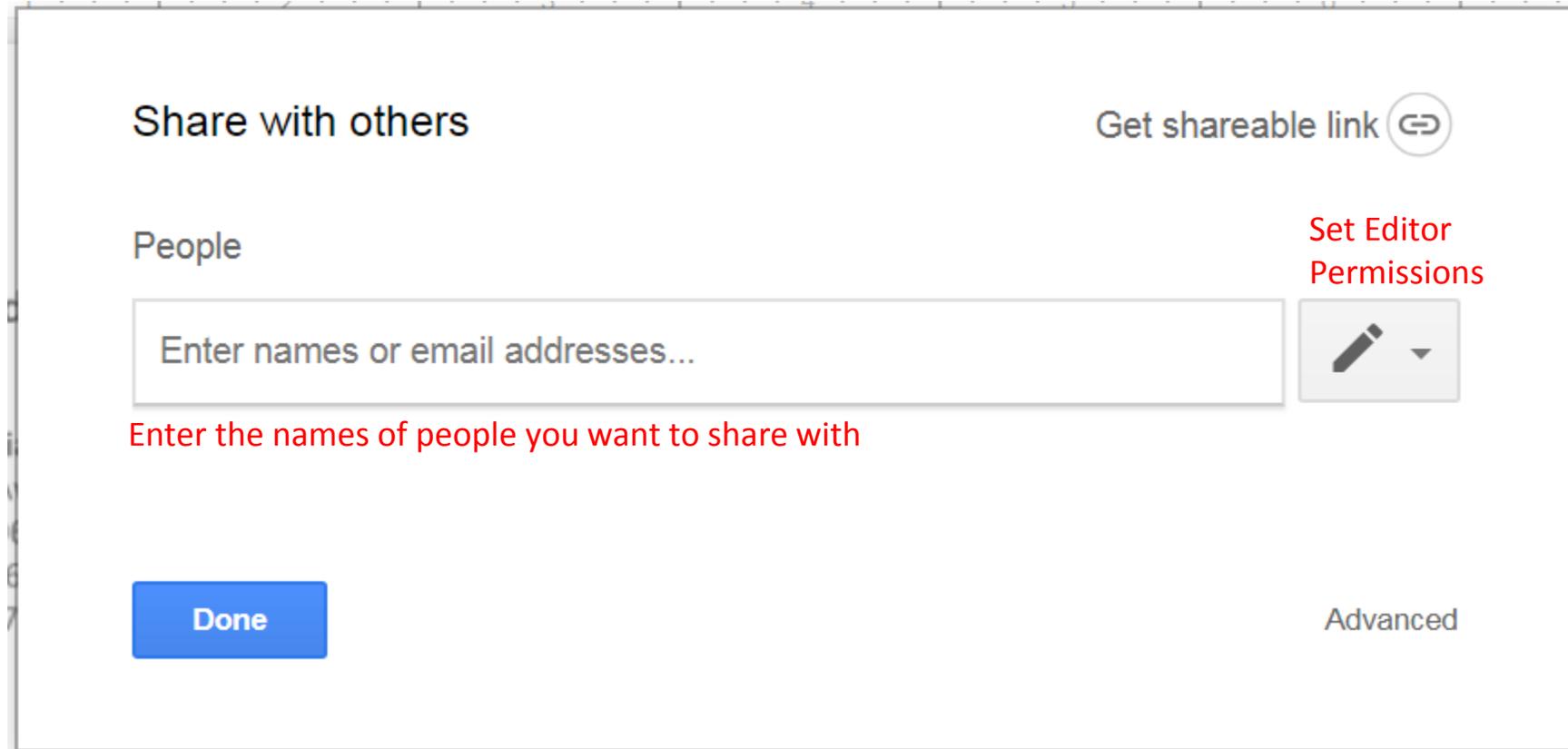
https://docs.google.com/document/d/1d_lrQG5F-_j4H7zlm4quXNwsngd6DK2Oi1iI9tG6sY/edit?usp=sharing

Sharing

To share a document with someone click on the share button in the top right of the screen.

A box like this one will then appear. In this box you can enter the email addresses or names of contacts that you want to share the document with.

Additionally you can set what they are allowed to do with the document you are sharing: View, Comment, or Edit.



Advanced Sharing

If you want more control, the Advanced Sharing options give you more room to do that.

On this page you control the settings for:

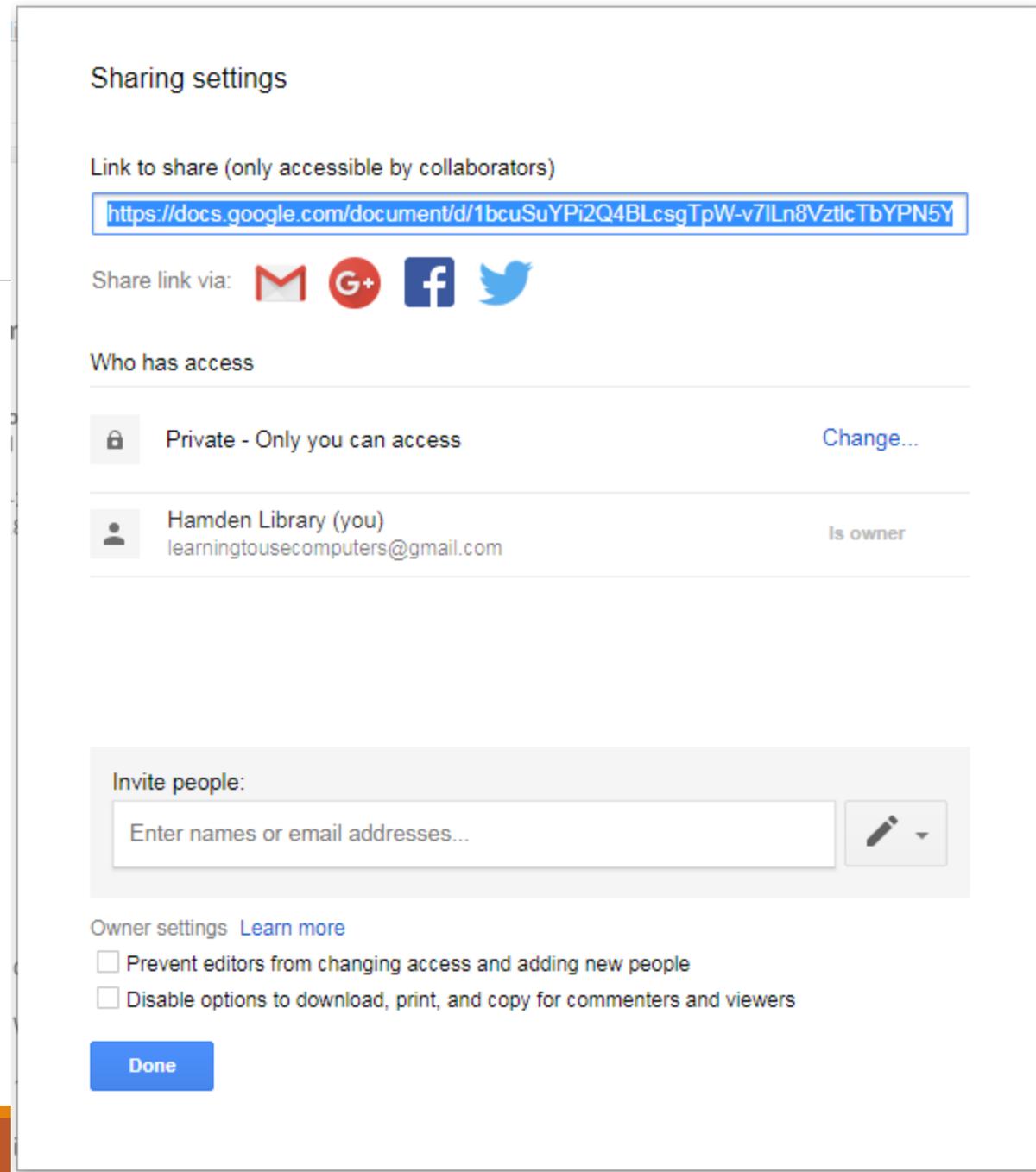
Sharing the document by link (which can be disseminated by email, Facebook or Twitter)

share with individual contacts

Control if editors can change access permissions or share with others

Disable options for viewers to download, print or copy the document

See and manage who has access to the document and what permissions that they have



The screenshot shows the 'Sharing settings' interface for a Google Document. At the top, the title 'Sharing settings' is displayed. Below it, the 'Link to share (only accessible by collaborators)' section features a text box containing the URL: `https://docs.google.com/document/d/1bcuSuYPi2Q4BLcsgTpW-v7ILn8VztlcTbYPN5Y`. Underneath the link, the 'Share link via:' section includes icons for email, Google+, Facebook, and Twitter. The 'Who has access' section shows a lock icon and the text 'Private - Only you can access', with a 'Change...' link to the right. Below this, a list of users shows 'Hamden Library (you)' with the email address 'learningtousecomputers@gmail.com' and the role 'Is owner'. The 'Invite people:' section contains a text input field with the placeholder 'Enter names or email addresses...' and a dropdown menu icon. At the bottom, the 'Owner settings' section includes a 'Learn more' link and two unchecked checkboxes: 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'. A blue 'Done' button is located at the very bottom of the settings panel.