

# Google Docs

<http://docs.google.com>

Useful for collaborating on documents, spreadsheets and presentations



## Creating a Google Account

After going to the URL above you will need to log into a Google Account or create an account by clicking on Get Started (shown at right). Creating an account with Google is free.

Sign in to Google Docs with your  
**Google Account**

Email:

Password:

☐ Remember me on this computer.

[I cannot access my account](#)

## Overview of Google Docs

Once you've logged in you will be presented with a screen like the screenshot shown below. This is the basic interface for your Google Docs files. Here you can create new documents, spreadsheets, presentation slides and folders, upload files you've already started working on, share files with other users, and eventually export or publish documents after they are completed.

Don't have a Google Account?

Mail Calendar Documents Photos Reader Web more ▼

tcorcoran@prairieviewgraphics.com | [Offline](#) | [Settings](#) | [Help](#) | [Sign out](#)

Google Docs BETA

Search Docs [Show search options](#)

New Upload Share Move to Hide Delete Rename More actions ▼

	Name	Folders / Sharing	Date ↓
YESTERDAY			
★	My Collaboration Document Test	me, Tom.corcoran	Mar 10 Tom.corcoran
EARLIER THIS MONTH			
★	A Century of Flight Presentation	me	Mar 3 me
★	Assignment 1 Document	HIS 143 me	Mar 3 me
EARLIER THIS YEAR			
★	Course Survey	me	Feb 27
★	Grades Spreadsheet	me	Feb 26

Select: All 5, None

Showing items 1-5 of 5

All items

- Owned by me
- Opened by me
- Starred
- Hidden
- Trash

Saved searches

No saved searches

All folders

- Items not in folders
- HIS 143 (1 item)

Items by type

- PDFs
- Documents
- Presentations
- Spreadsheets

Shared with...

- Tom.corcoran (2 items)



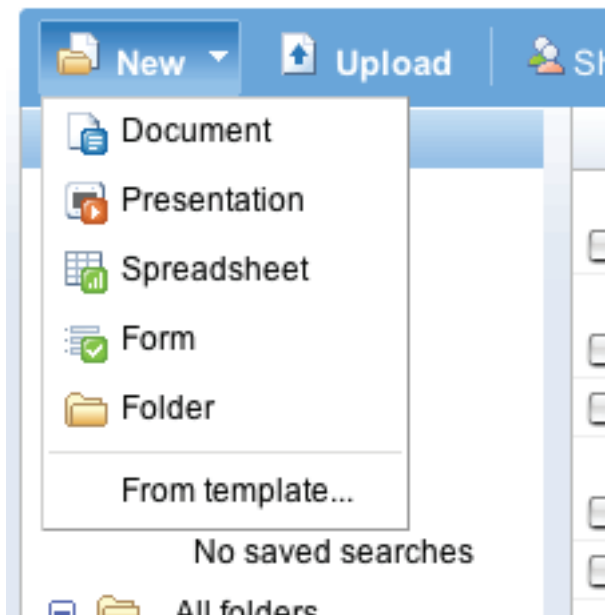


## Creating a New File

The first option you see in the menu is **New**. Here you can choose to create a new Document, Presentation, Spreadsheet, Form or Folder or choose from a new file from a template design.

## Upload a File

If you already have a Document, Presentation or Spreadsheet file you'd like to work on in Google Docs or share with others you can choose the second menu option: **Upload**. A screen like the one shown below will load allowing you to upload one of several file types. Click **Choose File** and browse to your file on your computer, click open, and click **Upload File**. If you want the uploaded file to have a different file name you can change that here too.



### Upload a File

**Browse your computer to select a file to upload:**  
 no file selected

**Or enter the URL of a file on the web:**

**What do you want to call it? (if different than the file name)**

**Types of files that you can upload:**

**Documents (up to 500KB)**

- HTML files and plain text (.txt).
- Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt) and StarOffice (.sxw).

**Presentations (up to 10MB from your computer, 2MB from the web, 500KB via email)**

- Microsoft PowerPoint (.ppt, .pps).

**Spreadsheets (up to 1MB)**

- Comma Separated Value (.csv).
- Microsoft Excel (.xls) files and OpenDocument Spreadsheet (.ods).

**PDF Files (up to 10MB from your computer, 2MB from the web)**

## Sharing a File

With the file selected on the overview screen (click the checkbox next to the file name) you can choose to **Share** (the third menu option) a file for viewing or collaboration. After clicking Share you can type in email addresses of the persons you'd like to share your file with separated by commas. Choose whether that person(s) is/are collaborators who will work on the files or merely viewers of the document(s). Click **Invite collaborators** when finished.

### Share this file

**Invite people**  
☒ as collaborators ☐ as viewers

Separate email addresses with commas.  
[Choose from contacts](#)

**Advanced permissions**

☒ Collaborators may invite others  
Only the owner may change this

☒ Invitations may be used by anyone  
Allows mailing lists [Learn more](#)

**This document is not shared.**

**Collaborators (0)**  
Collaborators may edit the document and invite more people.

**Viewers (0)**  
Viewers may see the document but not edit it.

Also choose if Collaborators may invite others and whether Invites may be used by anyone under Advanced permissions.

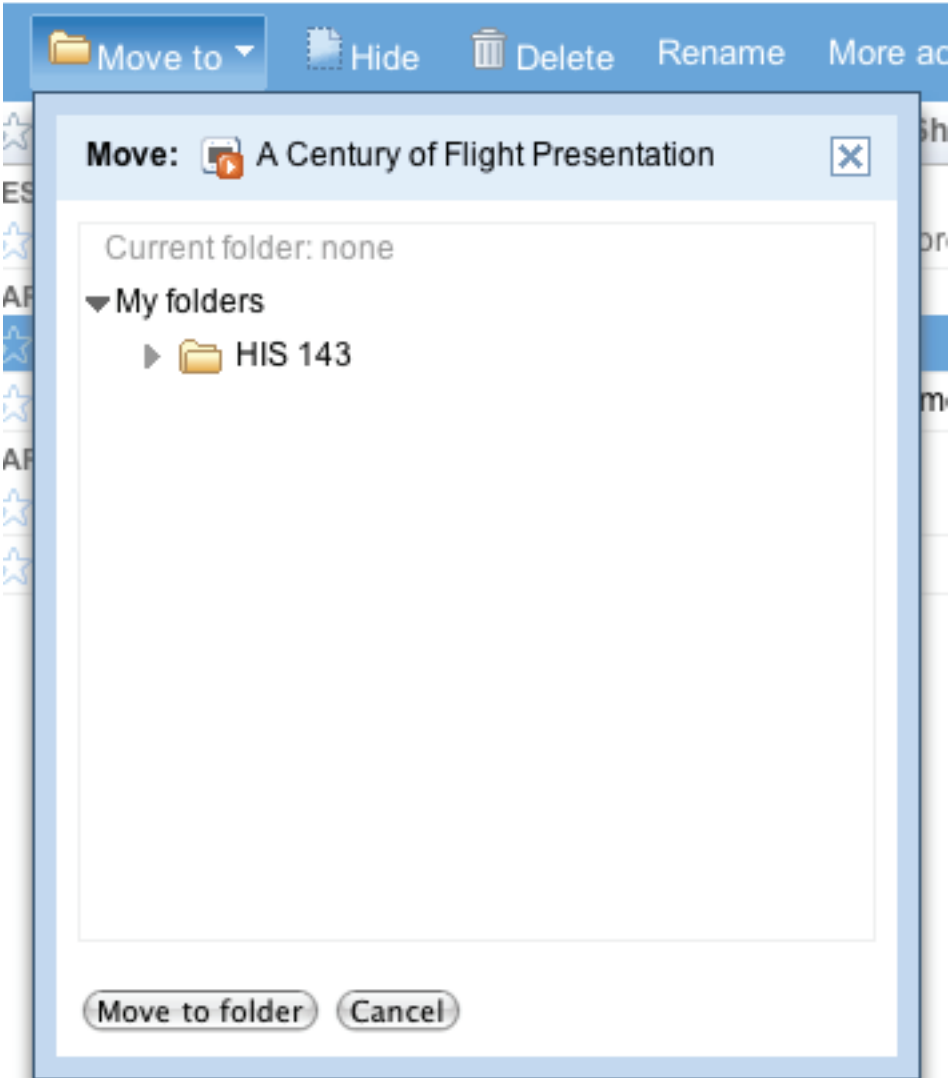


## Moving a File to a Folder

Under New in the menu one of the options is create a new Folder. After creating a new folder you can begin to store/organize your documents into folders. With a file selected (shown below with the checkbox marked), you can choose **Move to** from the menu and you will see a screen like the one shown at right. Choose a folder and click **Move to folder** to organize your files.

## Hide, Delete, or Rename a File

You can also hide, delete or rename files. With the file checked (shown below) choose Hide to move the file into your hidden file folder. Delete will move the file into the Trash folder and Rename will allow you to type in a new name from the main overview screen.



Share

Move to

Hide

Delete

Rename

More actions

	☆	Name	Folders / Sharing	
YESTERDAY				
	☆	My Collaboration Document Test	me, Tom.corcoran	
EARLIER THIS MONTH				
	☆	A Century of Flight Presentation	me	
	☆	Assignment 1 Document	HIS 143	me
EARLIER THIS YEAR				
	☆	Course Survey	me	
	☆	Grades Spreadsheet	me	



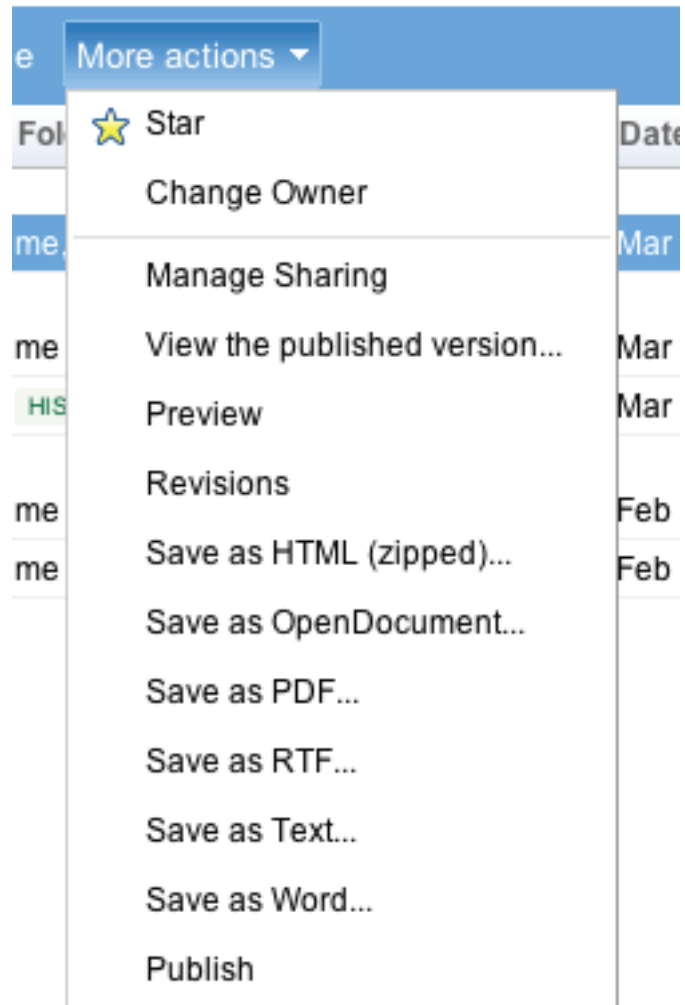


## More Actions

With a file selected you can choose the **More Actions** menu option for even more options. This More actions menu is *contextual* to which type of file you have selected from your list. If you choose a Text Document you will see all of the options shown at right. Text Documents have different additional options than a slide presentation or spreadsheet.

These options include the ability to Star a file (marking it as important), change ownership of a file, manage the sharing of the file, reviewing the revision history that the file has undergone and saving the file out as an electronic copy to your computer for offline editing.

You can even publish the file out to a URL on the Internet that can be used to show anyone the finished document or publish files up to a blog. When you click Publish you are presented with the two options of publishing to a URL you can share with others to view the final document or publish the file up to a blog. (screenshot shown below)



**Assignment 1 Document** edited on 3/3/09 10:45 AM by Tom Corcoran

Share ▾

Save

Save & Close

« Back to editing

Publish this document

### This document is not yet published.

You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

☐ Automatically re-publish when changes are made

### This document has not been published to your blog.

You need to [set your blog site settings](#) before you can post documents to your blog.

Don't have a blog yet? Create your own with [Blogger](#).





## Left Side Navigation

The left side of the overview screen allows you to select which files are shown. You can choose to show all items, only items owned by you, only items opened by you, starred items marked for importance, hidden items and items in the trash to be fully deleted.

If you have created folders and placed files in those folders you can also choose to view those files by selecting the appropriate folder.

Or if you want to show files by file type you can choose one of four different files types (PDF, Documents, Presentations or Spreadsheets) and limit the view to just that file type.

And you can view which files you are sharing and who you are sharing them with.

Finally you can also save searches. Above the main menu there is a text box for typing in a search term or terms and searching through all of your files. Under the **search options** button you can choose more advanced search options including saving a search. (see the two screenshots shown below). The saved search will then show up in your Saved Searches area shown a left.

The screenshot shows the left side navigation menu of Google Docs. It includes sections for 'All items' (Owned by me, Opened by me, Starred, Hidden, Trash), 'Saved searches' (No saved searches), 'All folders' (Items not in folders, HIS 143 (1 item)), 'Items by type' (PDFs, Documents, Presentations, Spreadsheets), and 'Shared with...' (Tom.corcoran (2 items)).

Google Docs BETA

Forefathers of Flight

Search Docs

[Show search options](#)

The screenshot shows the search results page for 'Forefathers of Flight'. The top bar includes 'New', 'Upload', 'Share', 'Move to', 'Hide', 'Delete', 'Rename', and 'More actions'. The left sidebar shows the navigation menu. The main content area displays search results for 'Forefathers of Flight' with a table showing results from 'EARLIER THIS MONTH'. The table has columns for Name, Folders / Sharing, and Date.

Name	Folders / Sharing	Date
Assignment 1 Document	HIS 143 me	Mar 3 me

The screenshot shows the 'Search Options' dialog box. It includes fields for 'Has the words:', 'Named:', 'Type:', 'Search:', and 'Search folders:'. It also includes a 'Sharing:' dropdown, a 'Shared With:' field, an 'Owner is:' field, a 'Date' dropdown, and a 'within:' field. There are buttons for 'Search Docs', 'Cancel', and 'Save this search'.

Search Options

Has the words:

Named:

Type:

Search:

Search folders:

Sharing:

Shared With:

Owner is:

Date:

within:  of

Search Docs Cancel

Save this search


































## Text Document Screen

The basic text document screen is shown below. Here you can do anything you normally do with a basic word document including inserting pictures, links, formatting text, changing typefaces, and printing out documents.

Assignment 1 Document

edited on 3/3/09 10:45 AM by Tom Corcoran

File Edit View Insert Format Table Tools Help



Heading 1

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A

Link

48%

Share

Save

Save & Close

## Assigned Reading: Forefathers of Flight

Visit the following link: [U.S. Centennial of Flight Commission: Precursors to Powered Flight Available at: http://www.centennialofflight.gov/essay/Prehistory/late\\_1800s/PH4.htm](http://www.centennialofflight.gov/essay/Prehistory/late_1800s/PH4.htm)

Once you are finished reading this web link consider the following:

- Can you imagine living in a time before powered flight?
- Why do you think the problem of flight took so long to solve?
- Do early attempts at flight live on in modern designs you've seen?

Visit the following link: [Smithsonian Air and Space Museum: Forefathers of Flight Available at: http://www.nasm.si.edu/wrightbrothers/fly/1899/forefathers.cfm](http://www.nasm.si.edu/wrightbrothers/fly/1899/forefathers.cfm)

At this link please read the following sections:

Forefathers of Flight

Fundamental Flight Problems

The Breakthrough Concept

1899 Wright Kite

After reading these four web pages think about the following

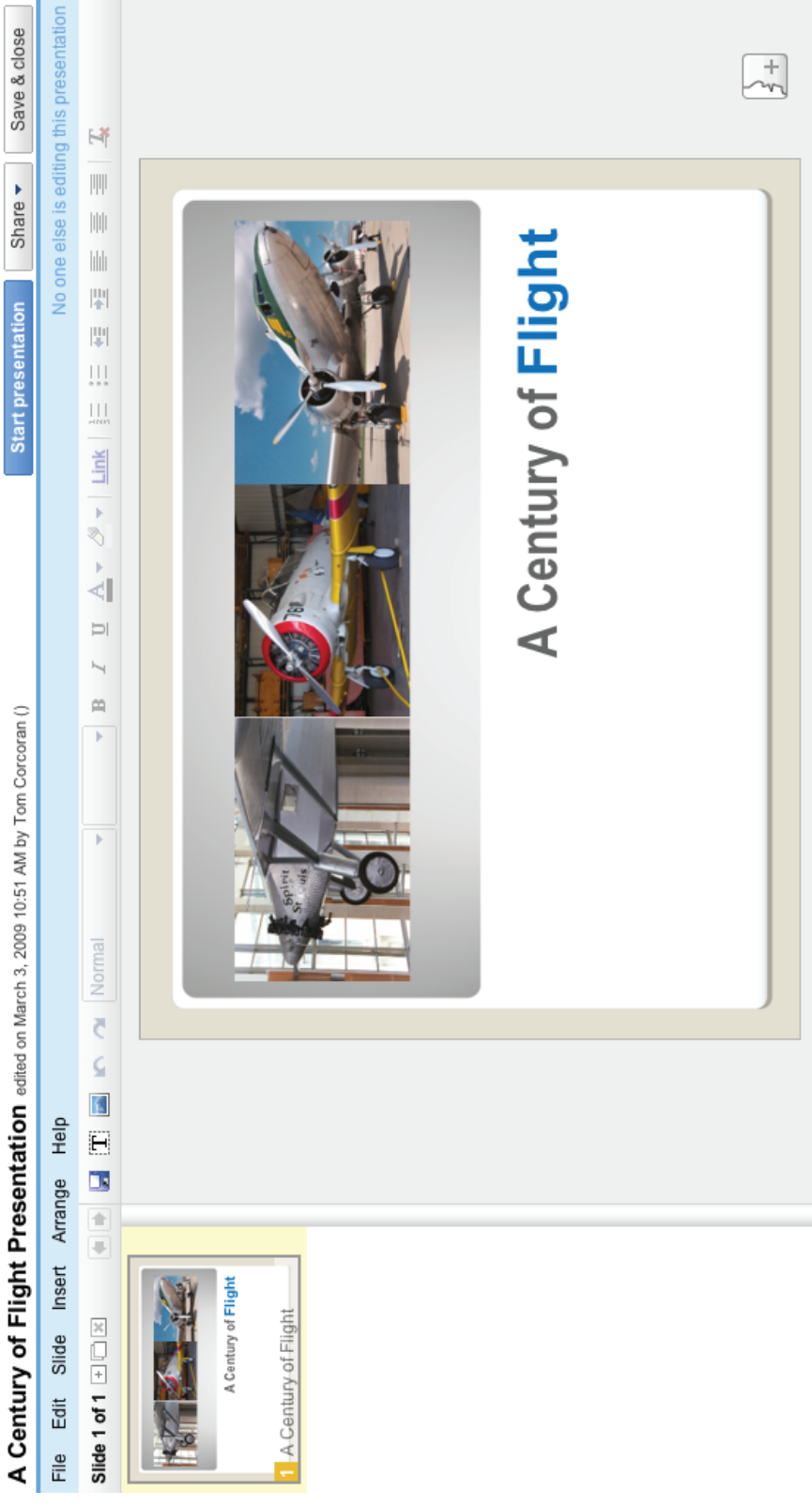
- Why is Otto Lillenthal's work not more widely recognized today?
- How do the forces involved in riding a bicycle resemble those acting on an airplane in flight?
- What is the significance of Wing-Warping?

## Discussion One: Forefathers of Flight



## Slide Presentation Screen

The basic slide presentation screen is shown below. Here you can do anything you normally do with a basic PowerPoint file including creating new slides, formatting text, and inserting pictures.





## Spreadsheet file Screen

The basic spreadsheet file screen is shown below. Here you can do anything you normally do with a basic excel spreadsheet file including formatting columns, adding formulas for totalling columns or rows, and creating charts from the data you have inserted into the cells.

## Grades Spreadsheet

Autosaved on 11:07 AM

Share ▾

	A	B	C	D	E	F	G	H
1								
2		<b>Gradebook</b>						
3	Student	Assignment 1 (20)	Quiz 1 (10)	Group Presentation (30)	Assignment 2 (20)	Quiz 2 (10)		
4	Martin, Dave	16	9	27				
5	Foley, Sue	19	10	29				
6	Brown, Bruce	18	8	26				
7	Glaus, Tina	20	8	26				
8	Carroll, Jennifer	20	10	28				
9	Sommers, Whitney	14	9	29				
10	Hanes, Troy	15	7	27				
11	Smith, Rick	18	10	28				
12								
13								
14								
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16								
17								
18								
19								
20								
21								
22								
23								
24								
+								

Add Sheet
Sheet1 ▾