



# Working with Google Docs a guide to the basics

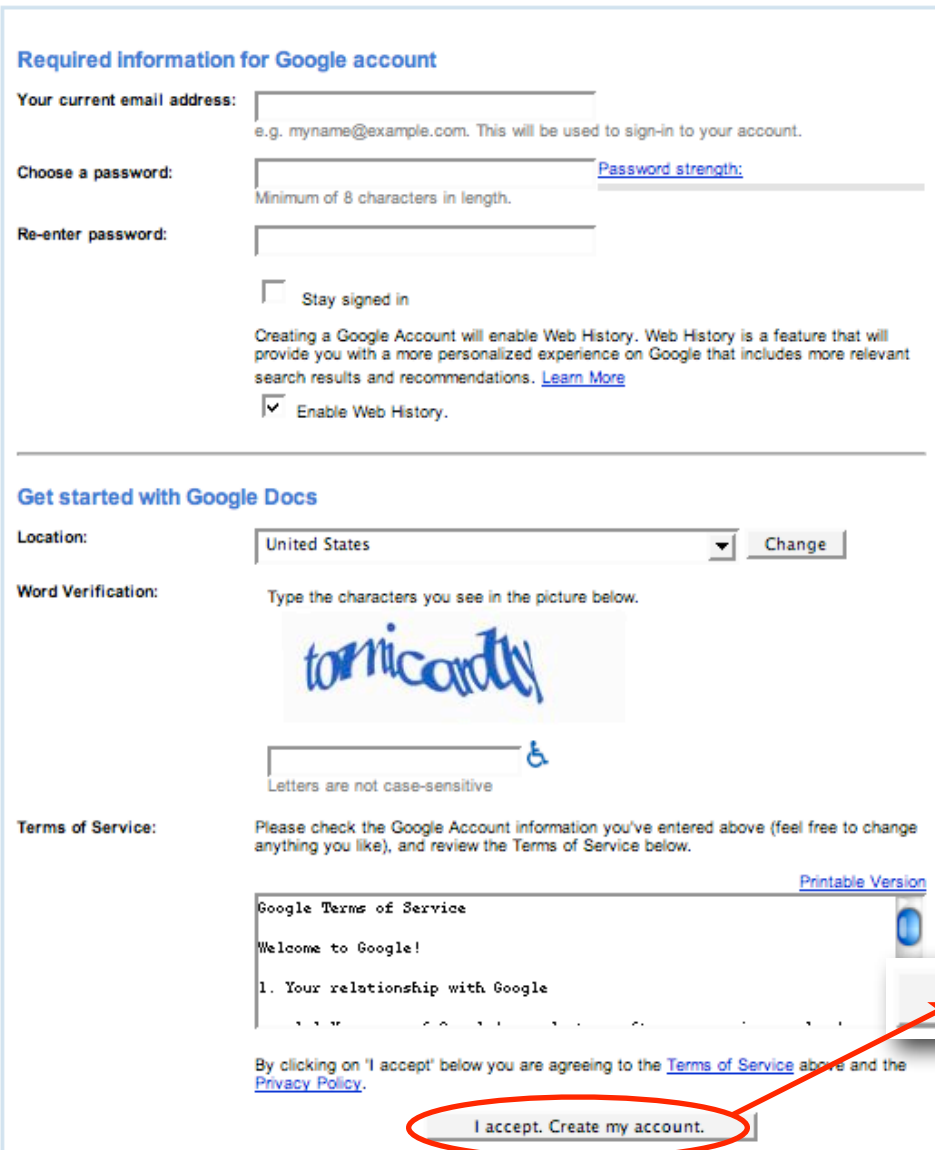
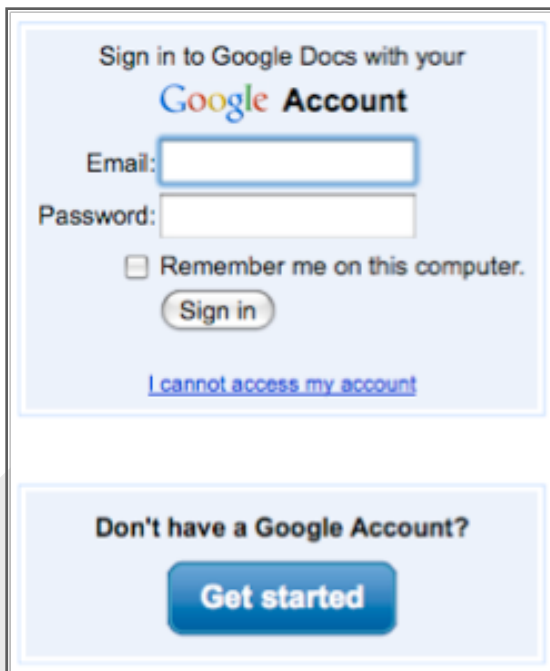
Google Docs is an online application that allows you to create, save, modify, and share your documents. To begin, go to <http://docs.google.com>. This will take you to the login page.

If you already have a Google account (including iGoogle and Gmail) you can go ahead and log in with your account email and password. If you do not have an account you will need to create one by clicking on the **Get started** button.

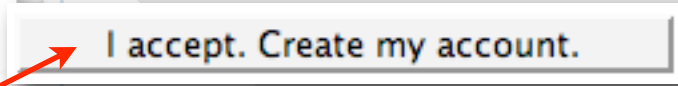


## Create an Account

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

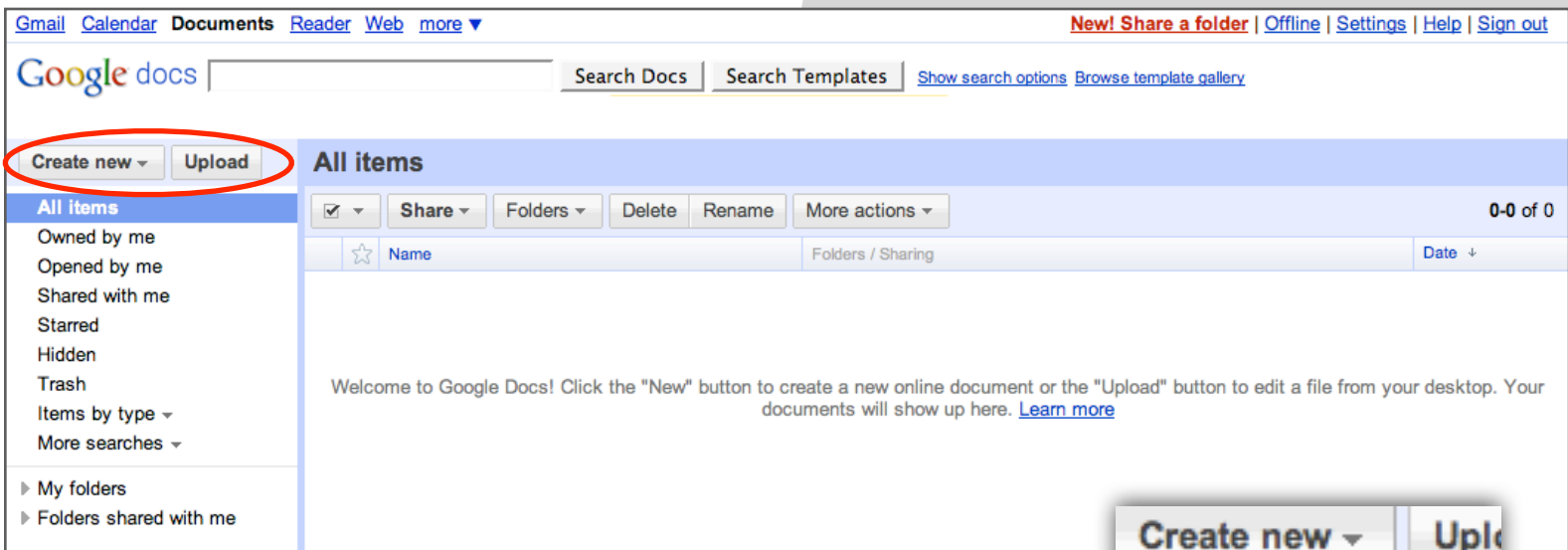


Fill in the required information, including your **current email address**, a new **password**, and your **location**. You must also copy the **Word Verification** security code. If you have difficulty with this, click on the blue handicap button for assistance. When you are finished, review the **Terms of Service** and select the **I agree**. **Create my account** button at the bottom of the webpage (shown below).



## Creating and uploading documents:

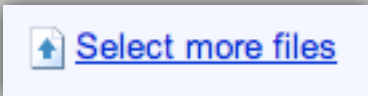
Once you have signed in or created an account, you will be taken to the Google Docs homepage, pictured below. Using the options presented on this screen, you can create, upload, edit, organize, and share your documents. To begin, choose **Create new** to open a blank document or choose **Upload** to import existing documents into Google Docs.



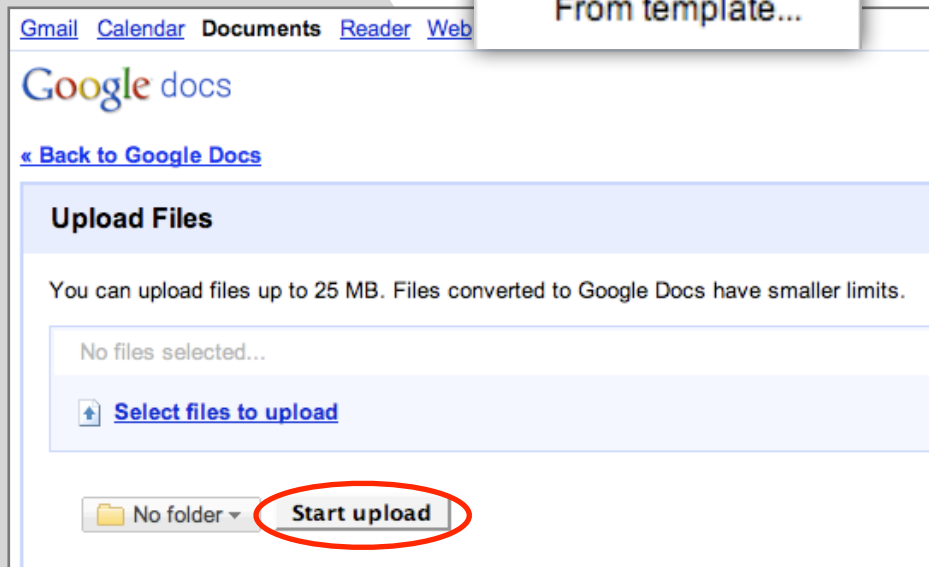
The **Create New** button presents you with a drop-down menu (shown at right) to choose the type of document you would like to create. Make your selection and a new document will open and you can begin working, editing and saving this new document.

The **Upload** option lets you browse through documents on your hard drive, the network, or an external device and select documents to bring them in to Google Docs. Click on the **Upload** button and choose **Select files to upload**. Browse to the document(s) you would like to upload and choose **Select**.

Add additional documents to the list by selecting the **Select more files** button that appears after you have begun adding documents to the queue.

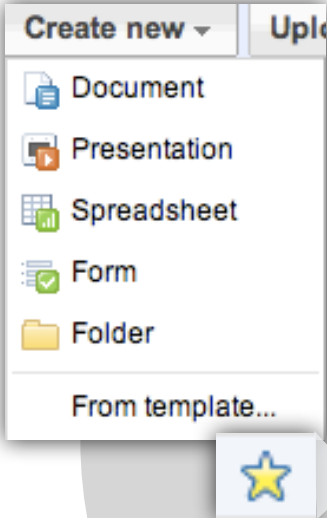


Once you have added all of your documents, click the **Start upload** button. After uploading they will appear in the main window where you can access them.

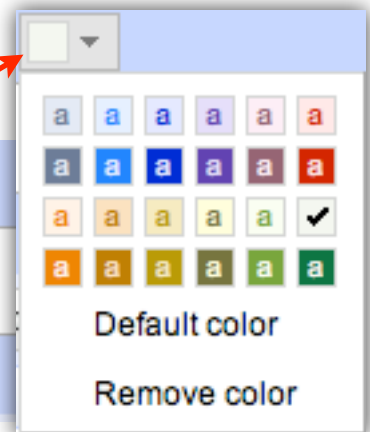
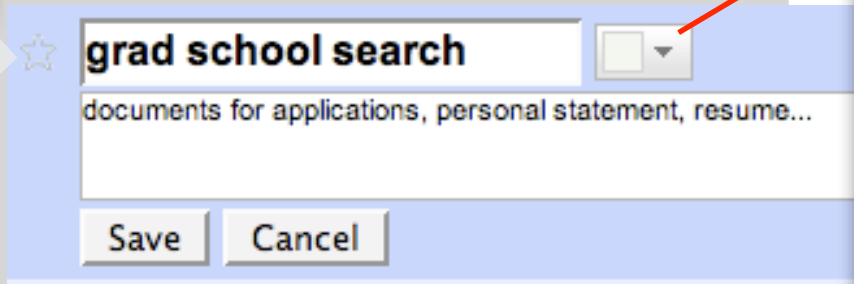


# Organizing your documents:

## Using folders



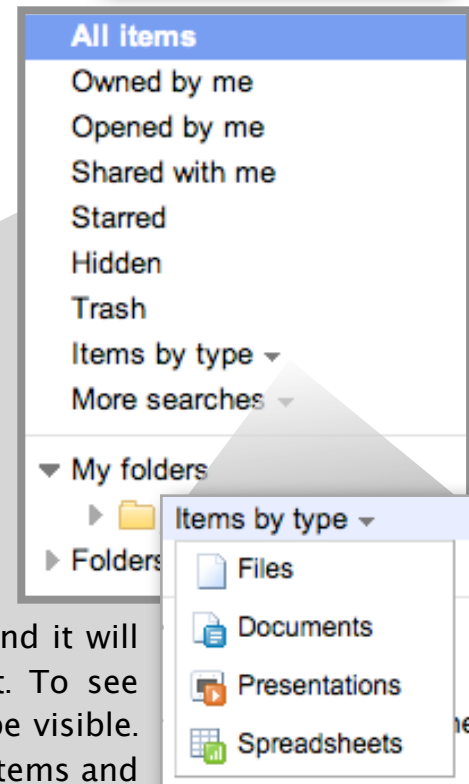
A useful way to organize your documents is by creating folders. This option can be found under the **Create new** drop-down menu. Click the **Folder** button and the window below will open. Give your folder a name that will distinguish it from the others and, if you would like you can write a brief description below the folder name. To mark a folder or make it easier to distinguish, click on the star icon outlined to the left of the folder name. You can also change the color of your folders by clicking on the color button and selecting a color from the drop-down menu, shown at right.



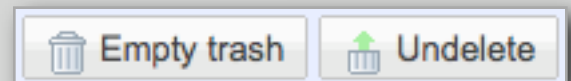
## Viewing options

If you are searching for a specific document or would simply like to filter the documents that you can see, use the tabs along the left side of the window to filter your documents.

The tab that is highlighted blue reveals what documents you are currently viewing, in this case **All items** are visible. The **Owned by me**, **Opened by me**, and **Shared with me** tabs allow you to filter your documents and see only those that fit the criteria of each tab. You can also search for documents that you have **Starred** or **Hidden**. Finally, you can sort documents by type by selecting the **Items by type** tab, which will open the drop down menu shown where you can select the type of documents you would like to view.



When you delete a document, it is automatically sent to the **Trash** and it will remain there until you empty the trash or undelete the document. To see documents in the trash, select that correct tab and all contents will be visible. To empty trash or undelete items, click on the checkbox next to the items and then choose an action, either **Empty trash** or **Undelete**.



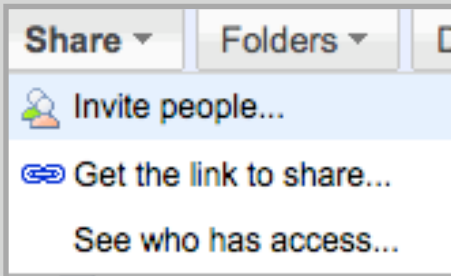
# Sharing your documents:

An important function of Google Docs is sharing your documents with others. This allows others to view and, if you wish them to, make changes and suggestions, and then send the document back to you without making several copies and having to save it in various locations.

To share your documents, click on the check box next to the document(s) you would like to share.



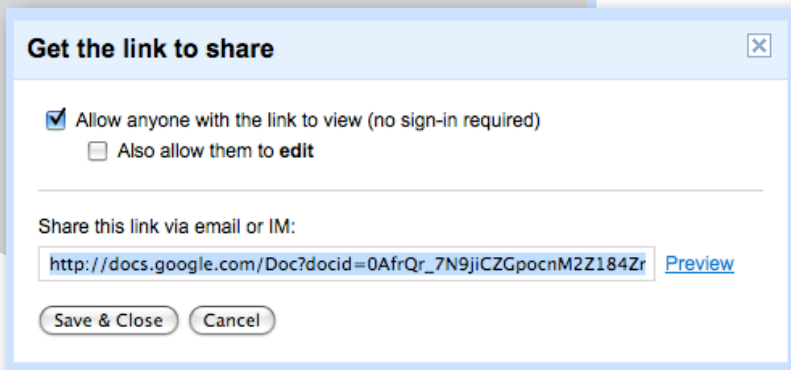
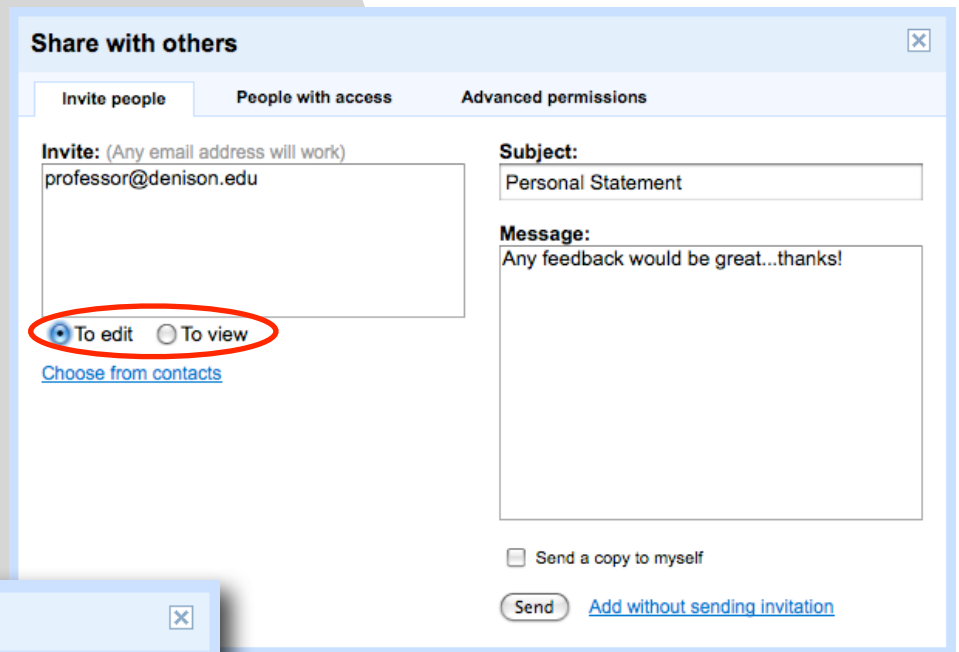
Once you have selected these document(s), click on the **Share** button along the top of the window and you can choose from the options presented in the drop-down menu. If you choose to **Invite people...** the window shown below will open. You can add email addresses of people to **Invite** and control whether they are able **To edit** or **To view** by selecting the proper bubble below the **Invite** box (circled below). Much like an email, you can add a **Subject** and a **Personal Message** to the document.



To finish sharing your document, you must click the **Send** button at the bottom of the window!

Along the top of this window, you also have the option to view how much access various users have under the **People with access** tab and you can modify users' permissions with the **Advanced Permissions** tab.

Another option for sharing your document is to choose the **Get the link to share...** option from the drop-down menu.



Now click on the checkbox to **Allow anyone with the link to view** and, if you want them to make changes, make sure you turn the edit permission on. Now you can copy and paste the link to share with others. When you are finished, choose **Save & Close**.