

How to Access & Use Google Documents

1. Create a Google Account -- with the "Get Started" Link in the parenthesis below the search buttons

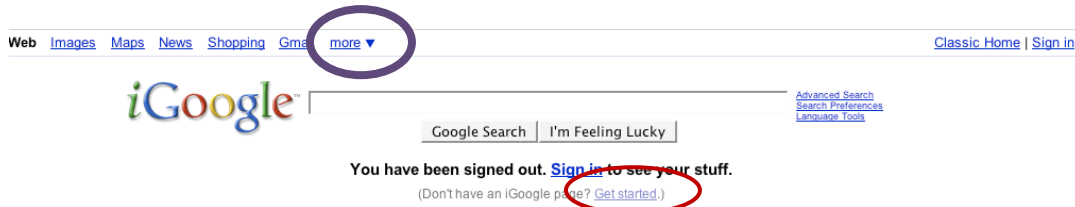


figure 1 (above)

OR Sign in if you already have an account

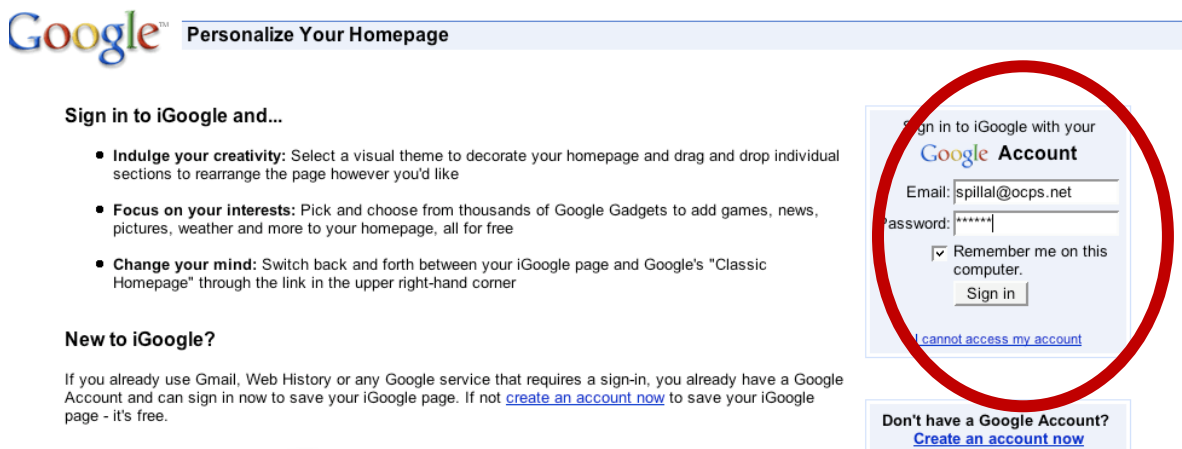
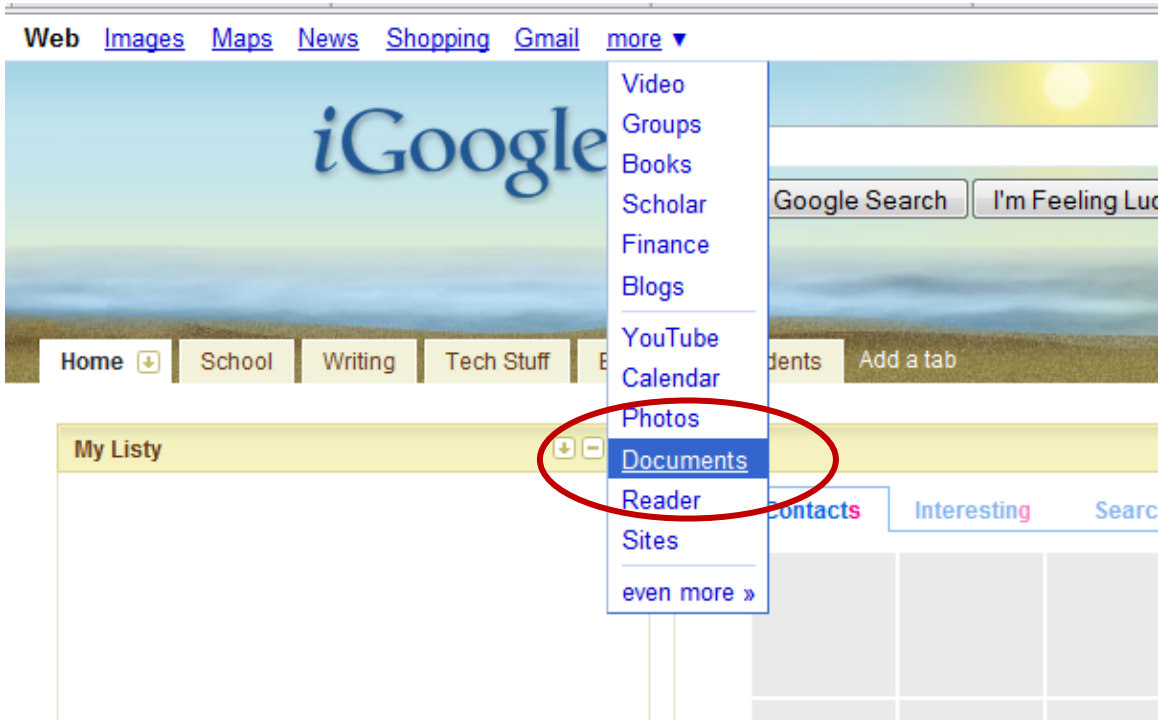


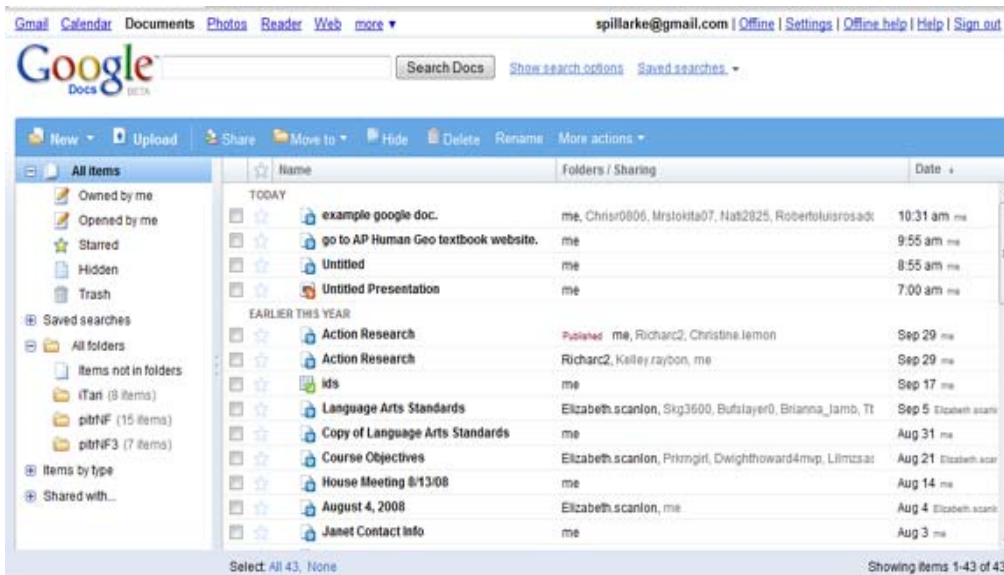
figure 2

2. Click "more" at top (circled with purple in figure 1)

3. Select Documents



3. See any documents you have listed. Click on one to open it, or select New in the blue menu bar.



The screenshot shows a Google Docs interface with several browser tabs open at the top: "Google Docs - All items", "Visuwords™ online graphi...", "Algebra 1, Edition, Mathe...", and "visuword.com". The main navigation bar includes "Gmail", "Calendar", "Documents", "Photos", "Reader", "Web", and "more". The user's email address "spillarke@gmail.com" and various settings links are visible. The Google Docs logo and a search bar are also present.

The main content area displays a list of documents with columns for "Name", "Folders / Sharing", and "Date". The documents are grouped into "TODAY" and "EARLIER THIS YEAR". A red circle highlights the "From templates" section in the left sidebar, which includes options like "All folders", "Items not in folders", "iTari (8 items)", "pitnNF (15 items)", "pitnNF3 (7 items)", "Items by type", and "Shared with...".

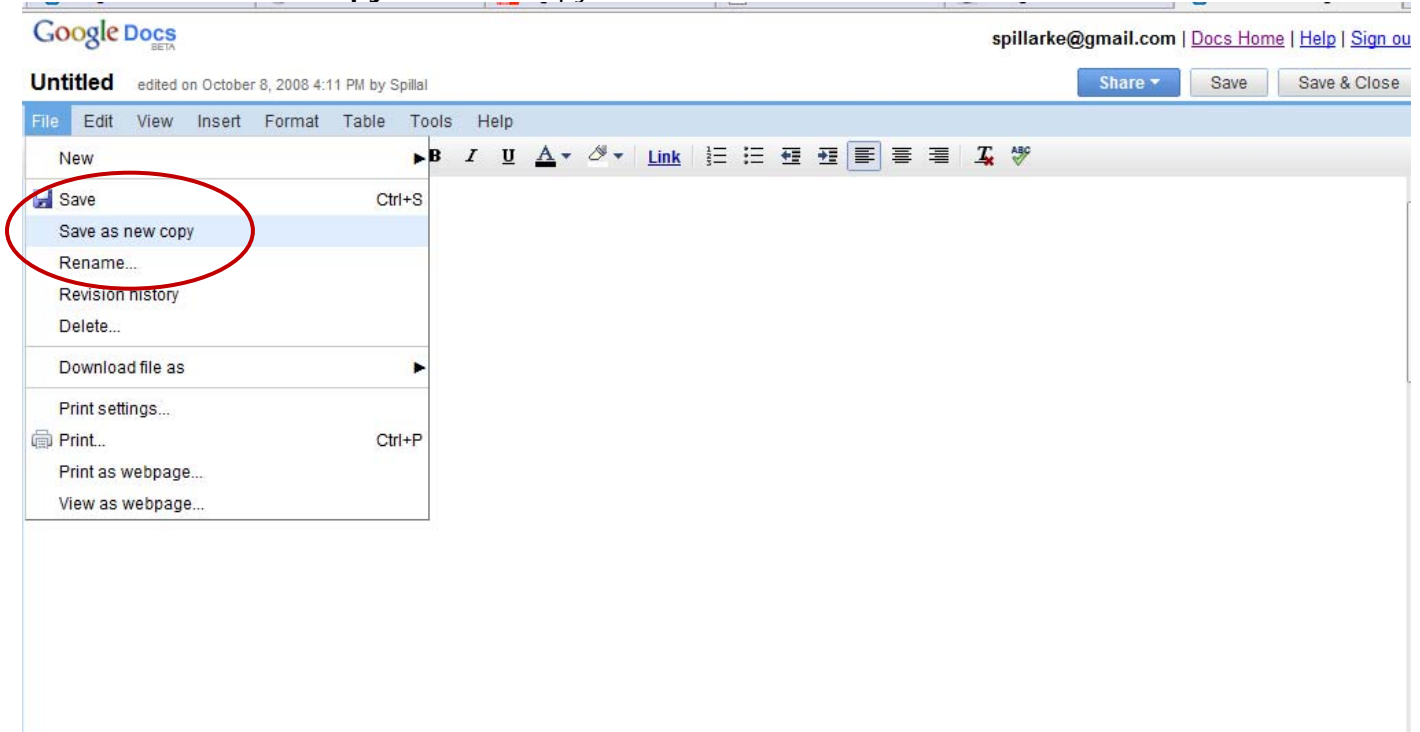
Name	Folders / Sharing	Date
TODAY		
example google doc.	me, Chrisr0806, Mrslokita07, Natl2825, Robertoluisrosad	10:31 am me
go to AP Human Geo textbook website.	me	9:55 am me
Untitled	me	8:55 am me
Untitled Presentation	me	7:00 am me
EARLIER THIS YEAR		
Action Research	Published me, Richarc2, Christine.lemon	Sep 29 me
Action Research	Richarc2, Kelley.raybon, me	Sep 29 me
ids	me	Sep 17 me
Language Arts Standards	Elizabeth.scanlon, Skg3600, Bufslayer0, Brianna.lamb, Tt	Sep 5 Elizabeth.scanlon
Copy of Language Arts Standards	me	Aug 31 me
Course Objectives	Elizabeth.scanlon, Prkngirl, Dwighthoward4mvp, Lilmzsas	Aug 21 Elizabeth.scanlon
House Meeting 8/13/08	me	Aug 14 me
August 4, 2008	Elizabeth.scanlon, me	Aug 4 Elizabeth.scanlon
Janet Contact Info	me	Aug 3 me

4. Save and name the document; if you open a shared document, be sure to select "save a copy" from the file menu.

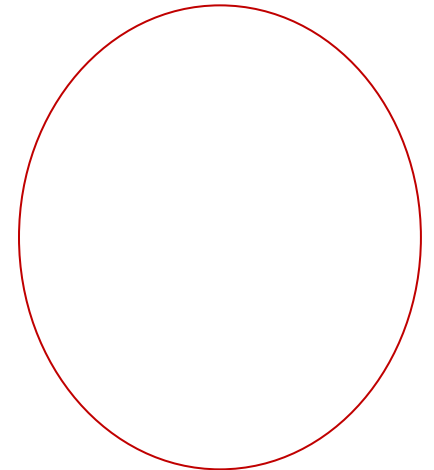
Go File > save as ... to save document

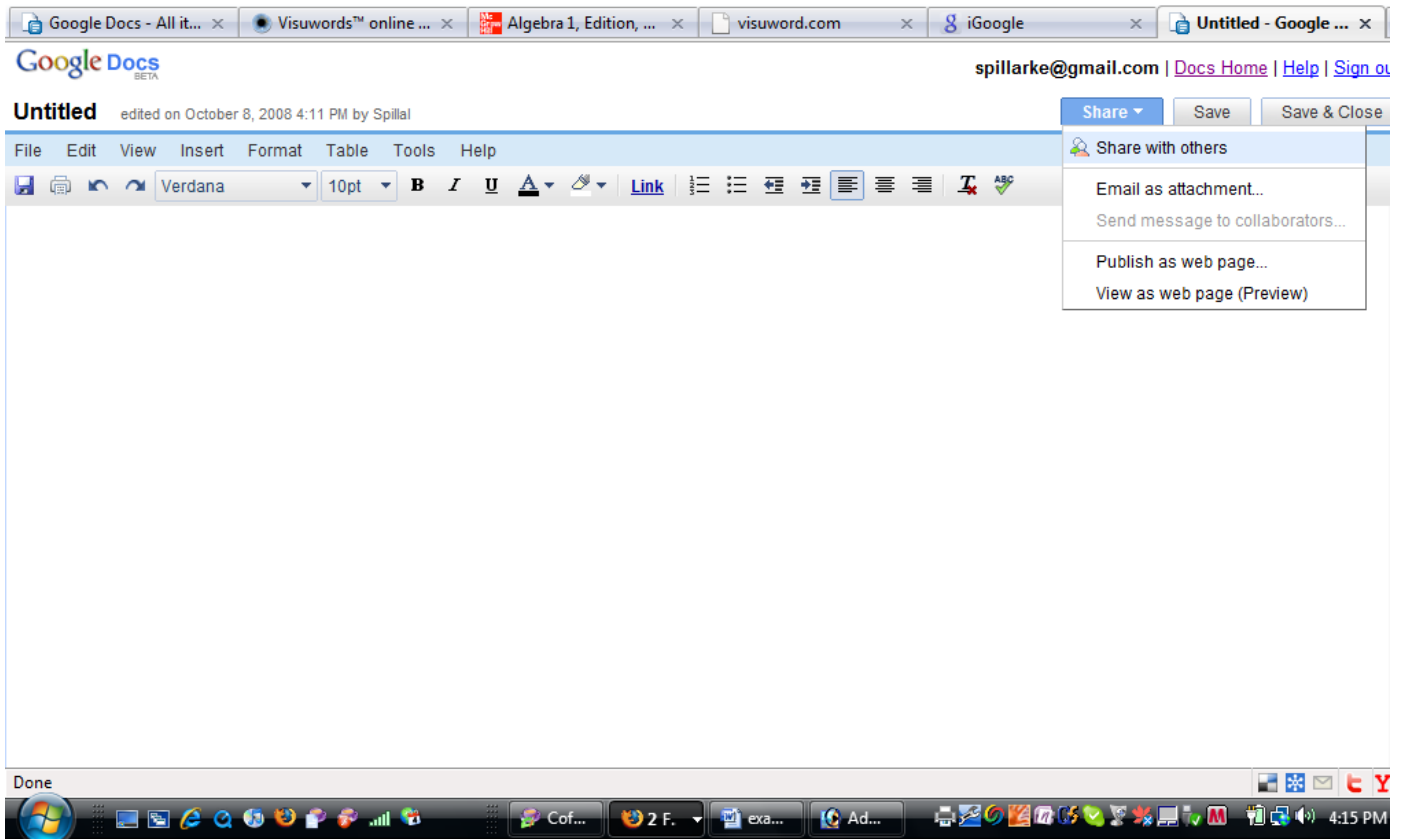
Go File > rename to give the document a new name

File > save as a **new copy** to save a copy of the doc

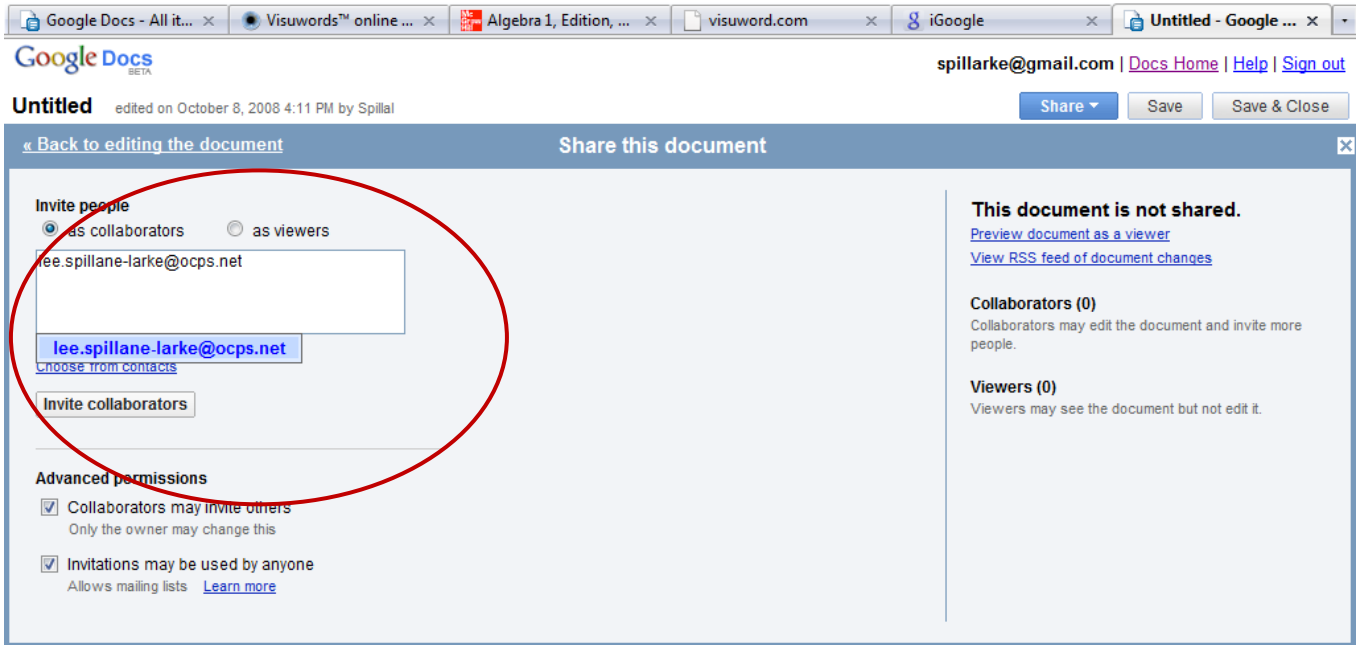


6. To share click "Share" button on top right.



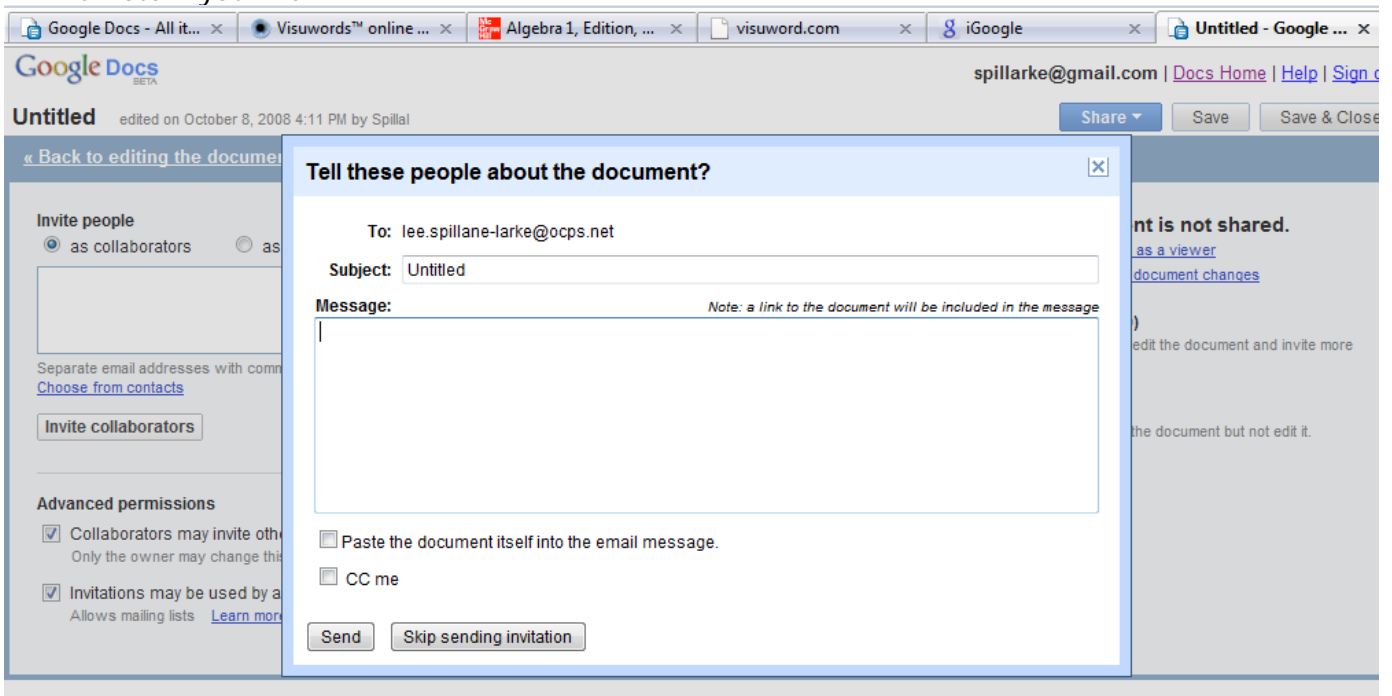


7. Typed address of the person or persons you want to share with in the box



8. Clicked Invite Collaborators

The computer will ask you if you want to send them a message with their invitation to the document—fill in a note if you like.



9. Click "return to editing document" (on left side in blue menu bar) to go back to document

The screenshot shows the Google Docs sharing interface. At the top, there are browser tabs for Google Docs, Visuwords, Algebra 1, visuword.com, iGoogle, and an untitled Google Doc. The Google Docs logo is in the top left, and the user's email (spillarke@gmail.com) and links for Docs Home, Help, and Sign out are in the top right. The main interface has a blue header bar with a left navigation menu. The 'Back to editing the document' link is circled in red. To its right is the 'Share this document' link. Below the header bar, the 'Invite people' section has 'as collaborators' selected. There is a text input field for email addresses, a 'Choose from contacts' link, and an 'Invite collaborators' button. The 'Advanced permissions' section has two checked options: 'Collaborators may invite others' and 'Invitations may be used by anyone'. The right sidebar shows 'This document is currently shared.' with links for 'Preview document as a viewer' and 'View RSS feed of document changes'. It also lists 'Collaborators (2) - remove all' with details for 'Me - owner' and 'Lee' (owner), including options to 'Email collaborators' and 'Create event with collaborators'. The 'Viewers (0)' section is also visible.

If you're an audio learner and like to "see it done" then be sure to visit the help movie I made on this very topic Google Docs too :) the link is below
<http://www.screencast-o-matic.com/watch/cj6jQpnfd>