

Google Docs

At the top of the Google Docs screen, you see links to other Google apps available to use – Start Page, Mail, and Calendar. Notice that Documents is not a link, because that is the application you are currently in.

[Start Page](#) [Mail](#) [Calendar](#) **Documents**

On the right, there is a link, in red, to the New Features in Google Docs. There is also a link on this page that allows you to provide feedback to Google regarding your Google Docs experience.

New Features! | ittrainer@students.prairiestate.edu |

To the right of this link, there is a Settings link that will allow you to change the settings within Google Docs.

prairiestate.edu | | [Settings](#) ▾ | |
Documents settings
Google Account settings

- **Document settings.** There are two tabs for editing documents:
 - **General.** The General tab allows you to change the language and time zone, open times in the current window or new window, and indicate any new items.

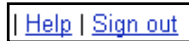
The screenshot shows the 'Settings' dialog box with the 'General' tab selected. It contains the following options: 'Language' with a dropdown menu set to 'Choose a language...'; 'Time zone' with a dropdown menu set to 'Choose a time zone...'; 'Where items open:' with two radio buttons, 'In a new window' (selected) and 'In the current window'; and 'Update indicators:' with a checked checkbox for 'Bold any updated items'. At the bottom, there are three buttons: 'Back to Google Docs', 'Save', and 'Cancel'.

- **Editing.** The Editing tab allows you to show right-to-left controls, or use Google Analytics to track the number of visits to your published documents. To activate, simply check the box next to the specific option.

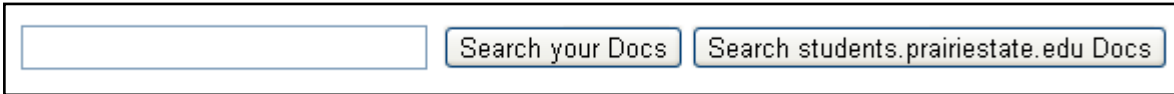
The screenshot shows the 'Settings' dialog box with the 'Editing' tab selected. It contains the following options: 'Right-to-left controls:' with an unchecked checkbox for 'Show right-to-left controls (for...'; and 'Document tracking:' with an unchecked checkbox for 'Use Google Analytics to track...'. Below the second checkbox is the text 'Google Analytics tracking code:'. At the bottom, there are three buttons: 'Back to Google Docs', 'Save', and 'Cancel'.

- **Google Account Settings.** This options allows you to log in to your Google account (not PSC e-mail) to adjust your settings.

To the right of the Settings link, you also have links to the Help page and to sign out of the system.



You also see the Google search bar that allows you to search through your documents and templates.

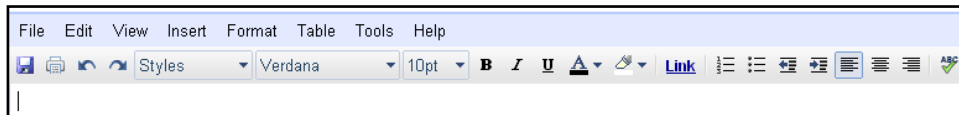


To create a new document, click the Create New button to open a list of options.

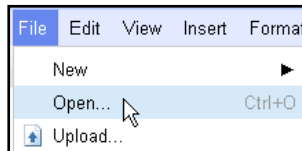


There are many options available for creating a new document:

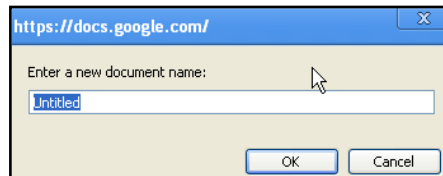
- **Document.** This option is similar to creating a Microsoft Word document. It provides many of the same formatting options that are available in Word.
 - You can create a new document by simply typing on the screen.



- You can select Open under the File menu to open and edit a document already in your Google Docs.



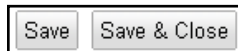
- Notice that your document defaults to "Untitled" as the title. To change this, simply click on "Untitled" to open up a window that will allow you to change the document name.



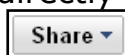
- Also notice that it keeps track of when the document was last edited.



- On the right, you have the option to Save the document as you go, or Save and Close when you are finished.



- You can also Share the document directly from this screen.



- **Presentation.** This option is similar to creating a Microsoft PowerPoint Presentation.

- To change the name of the presentation, click "Untitled Presentation."



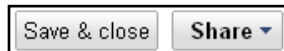
- Notice that it keeps track of the last time your presentation was saved.



- Clicking Start Presentation opens up your presentation in a new window for viewing.

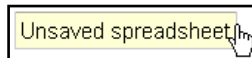


- When you are finished with your presentation, you have the option to Save and Close or Share.



- **Spreadsheet.** This option is similar to creating a Microsoft Excel file.

- To change the name of the document, click "Unsaved Spreadsheet."



- After you save your spreadsheet for the first time, it will keep track of the last time it was saved.

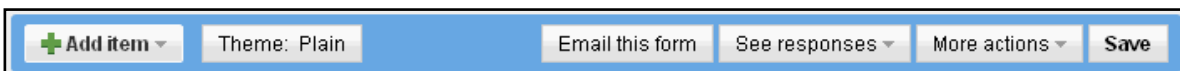


- When you are finished with our spreadsheet, you are able to Share it with others.

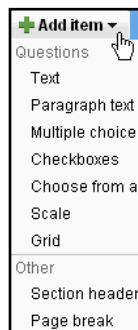


- **Form.** Google Docs also allows you to create forms.

- The buttons across the top allow you to change specific form settings:

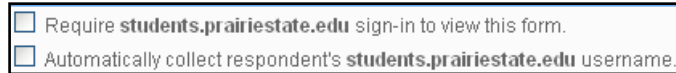


- Clicking **Add Item** allows you to add different types of questions, a section header or a page break.



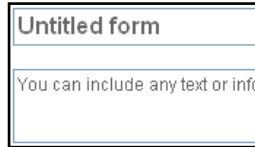
- The default theme for the form is set to Plain. However, by clicking the Theme button, you are provided with a variety of options for the theme.
- Once you have completed the form, you can e-mail it, view the responses (in either summary or spreadsheet form), embed the form or edit confirmation, and save it.

- By checking the boxes, you are able to require users to sign in to view the form and automatically collect a respondent's username.



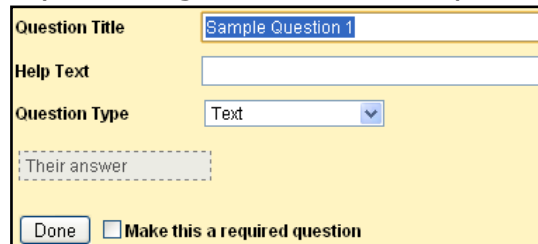
Require **students.prairiestate.edu** sign-in to view this form.
 Automatically collect respondent's **students.prairiestate.edu** username.

- The title of the form defaults to "Untitled form." Simply click in this field to edit the title. The next field allows you to add a description of the form that could be of help to your respondents.



Untitled form
You can include any text or info

- The area highlighted in yellow signifies the form question you are currently editing.

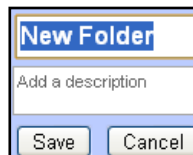


Question Title: Sample Question 1
Help Text:
Question Type: Text
Their answer:
Done Make this a required question

- If you do not edit the Question Title field, it will default to "Untitled Question."
▪ You may insert Help Text if you would like, but it is not required.
▪ Next, you must signify the type of question.
▪ When you are finished creating your form question, click the Done button.
- Notice the link that allows you to view the published form.

You can view the published form here: <http://spreadsheets.google.com/viewform?formkey=dG1LZjZ1MGlvbUR!a185TWEtcjZ3Z3c6MA>

- Be sure to Save the form when you are finished.
- **Folder.** You can also create folders within Google Docs that will help you organize your documents. Simply type in a name for the folder and a description (optional). Click Save when you are finished.



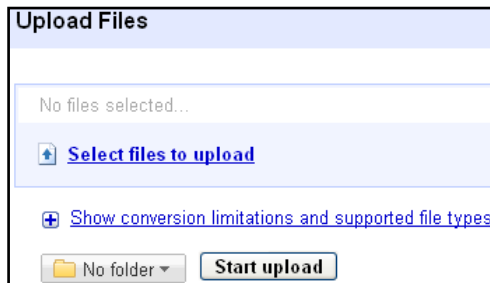
New Folder
Add a description
Save Cancel

If you do not wish to create a new document, you also have the option to upload a document that you have saved on your computer or a flash drive.



Upload

- Click the Select files to upload link to open a new window in which you can select the file from the folder in which it is located. Once you have selected the file, click the Open button.



You should now see this file listed on the Upload screen, including the file size.

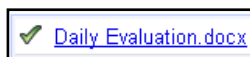


If you have selected the wrong file, simply click the Remove link. Continue to Select more files until you have all of the files you want.

Notice there is a link titled Show conversion limitations and supported file types. It is a good idea to expand this link and view this information.

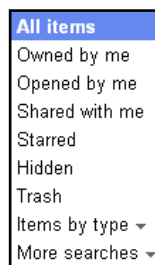
You have the option of putting your files into a folder from this screen (assuming you have already created a folder).

When you have listed all of the documents that you want to upload, click the Start Upload button. When this is complete, you will see a green check mark in front of your files.



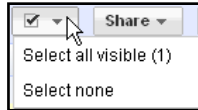
Click the Back to Google Docs link to go back to the main Google Docs screen when you are finished.

Once you have a document or documents within the application, use the navigation pane on the left to view them by different categories.

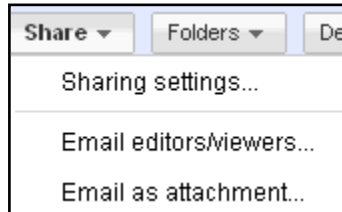


You are given a variety of options across the top of the document window to help organize your documents. Note that to employ any of these options, you must first select one or more of these documents by checking the box to the left of each document name.

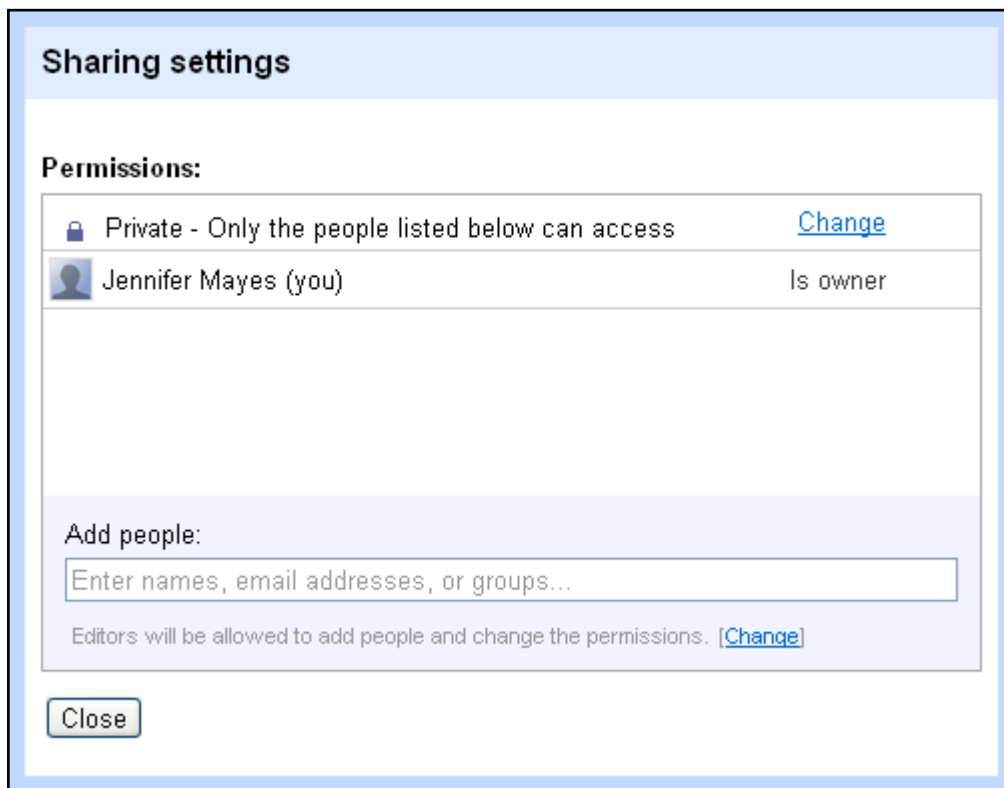
By clicking on the button with the checked checkbox, you can select all documents listed or deselect those that are already checked.



By clicking the Share button, you are given a variety of ways to share the checked document(s):





- **Sharing Settings** opens the permissions window, which allows you to change the access of specific people.



- **Email editors/viewers** allows you to add any collaborators of the document.

Sharing settings

Permissions:

 Private - Only the people listed below can access	Change
 Jennifer Mayes (you)	Is owner

There are currently no collaborators, but you can add people to share with here.

Add people: [Choose from contacts](#)

Enter names, email addresses, or groups... Can edit▼

Optional: include a personal message...

Send a copy to myself
 Paste the item itself into the email
 Send email notifications (recommended)

[Share](#) [Cancel](#)

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

- **E-mail as attachment** allows you to e-mail the selected document(s) as an attachment. Simply select how you would like to attach the item, type in the person's e-mail address, subject and message, and click the Send button.

Email as Attachment

Attachment:
 Attach item as: HTML
 Paste the item itself into the email

To:
[Text Input Box]
[Choose from contacts](#)

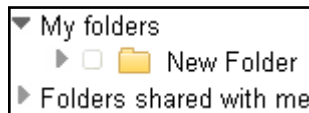
Subject:
Daily Evaluation

Message:
[Large Text Input Area]

Send a copy to myself

Send **Cancel**

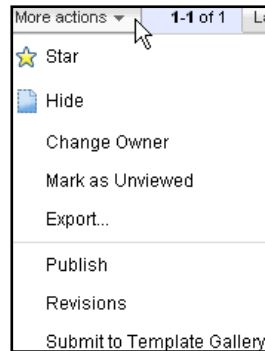
Clicking the Folders button allows you place the checked items in specific folders that you have created.



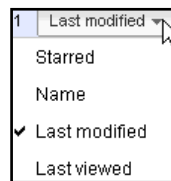
You also have the option to rename or delete the selected document(s).



The More Actions button provides you a list of other possibilities for your selected documents.



Notice that you also have a Last Modified button. Google automatically places your documents in order of when they were last modified; however, by clicking this button you can change the way your documents are ordered.



Another way to change the order of documents is to click the column name of the way you would like them listed. (Example: Select the Name column heading to list the documents in alphabetical order. Click the Name column heading again for reverse alphabetical order.)