



Prairie State College

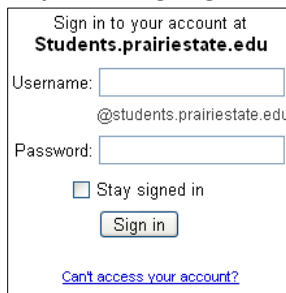
Google Docs

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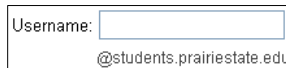
Google Docs is one of the applications available to you through your PSC student e-mail. To get to the Google Docs screen, you must first log into your PSC student e-mail.

Logging In

To access the PSC Student E-mail login screen, navigate your browser to <https://mail.google.com/a/students.prairiestate.edu>.



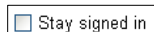
In the **Username** field, enter your current username. If you are a new student, this will be the username that was sent to you in the mail. It will likely be your first initial and last name, possibly with numbers to follow.



If the **Password** field, enter your current password. If you are a new student, this will be your eight-digit birthday.



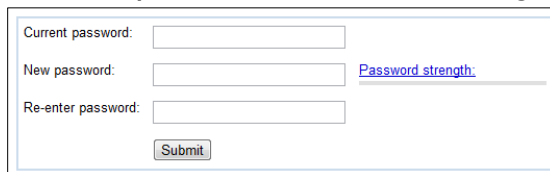
You are given the option to **Stay signed in** to your Google account on the computer that you are currently using. **DO NOT** check this box if you are on a public access computer.



Click the **Sign in** button.



You should now be logged in to your PSC student e-mail. If you are logging in for the first time, you will be taken to the change password screen.



In the first field, enter your current password (the one just used to sign in).



In the **New password** field, enter what you would like your new password to be.

New password: [Password strength](#)

Note:

There is an eight (8) character minimum for this password. Click the **Password Strength** link for tips on creating a secure password.

In the last field, enter your new password again.

Re-enter password:

Click the **Submit** button when you are finished.

Once you have logged in to the Google Mail system, click the Documents link in the upper left corner of the screen.

[Mail](#) [Calendar](#) [Documents](#) [More »](#)

The Google Docs window will open in a new tab.

Navigation

Once you are inside the Google Docs application, you will see a variety of options at the top of your screen:

- At the top left of the window are links to the different Google Apps that are available to you.

[Mail](#) [Calendar](#) [Documents](#) [More »](#)

Note:

Documents is not an active link because you are currently within the Docs application.

- At the top right of the window, you will see your PSC e-mail address. Click the drop-down arrow beside your e-mail address to see links to Privacy, Account Settings, and to Sign Out of the system.

ittrainer@students.prairiestate.edu -

Jennifer Mayes
ittrainer@students.prairiestate.edu

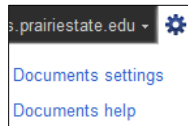
[Privacy](#)

[Account settings](#)

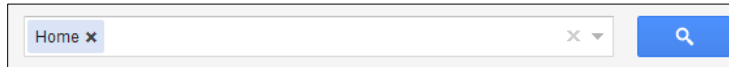
This account is managed by students.prairiestate.edu. [Learn more](#)

[Sign out](#)

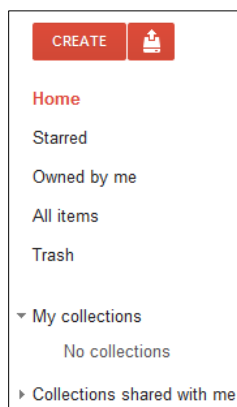
- To the right of your e-mail address, the gear icon provides two links: Documents Settings and Documents Help.



- Under these options, there is a Google search bar. This will search your existing documents for the text entered into the field.



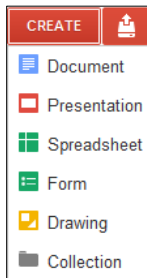
- On the left of the Docs window, you have a navigation pane to help sort your documents.



- Any existing documents will be listed in the middle of the page.

Creating a New Document

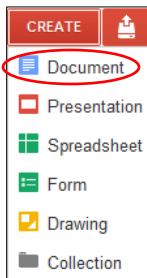
To create a new document, click the **Create** button to open a drop-down list of options.



There are many options available for creating a new document:

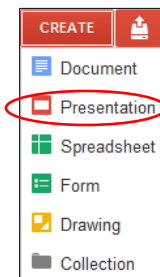
Document:

This option is similar to creating a Microsoft Word document. It provides many of the same formatting options that are available in Word. To create a new document, select **Document** from the Create drop-down list.



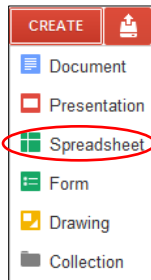
Presentation:

This option is similar to PowerPoint in Microsoft Office. To create a new presentation, select **Presentation** from the Create drop-down list.



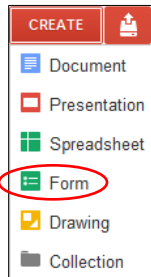
Spreadsheet:

This option is similar to Microsoft Excel. To create a new spreadsheet, select **Spreadsheet** from the Create drop-down list.



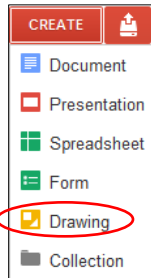
Form:

Google Docs also allows you to create forms. To do this, simply select **Form** from the Create drop-down list.



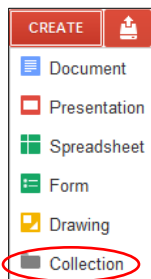
Drawing:

A drawing is another option within Google Docs. Again, simply select **Drawing** from the Create drop-down list to get started.



Collection:

Collections within Google Docs will help you organize your documents, similar to folders. Select **Collection** from the Create drop-down list.



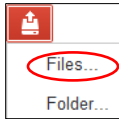
Uploading an Existing Document

If you do not wish to create a document from scratch, you also have the option to upload a document that is saved to your computer or a flash drive. To upload a document, click the upload icon next to the Create button.

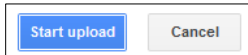


Files:

To upload a single file, select **File** from the Upload drop-down list.



Find the file on your computer or flash drive, and click the **Open** button. In the Upload Settings window, click the **Start Upload** button.



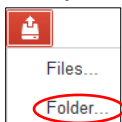
The Upload window will show the progress of the document.



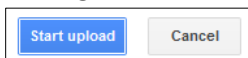
When it is complete, close the Upload window, and the file will appear in the document list in the middle of the screen.

Folders:

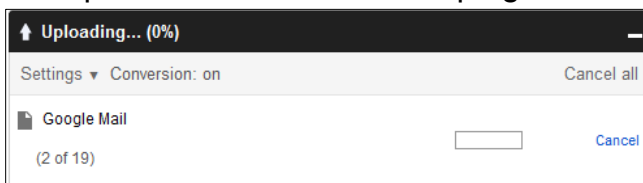
To upload an entire folder at once, select **Folder** from the Upload drop-down list.



Find the folder on your computer or flash drive, and click the **OK** button. In the Upload Settings window, click the **Start Upload** button.



The Upload window will show the progress of the folder.



When it is complete, close the Upload window, and the folder will appear in the document list in the middle of the screen.