

Google Docs

Google Docs is a web-based word processor on Google Suites which allows users to create documents remotely on most devices. Google Docs also allows groups of people to edit documents simultaneously and automatically saves changes. In today's class, you are going to learn how to do the basic functions in Google Docs.

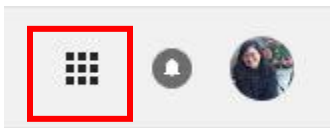
Only users with Gmail accounts can access Google Docs


By the end of today's lesson, you will be able to:

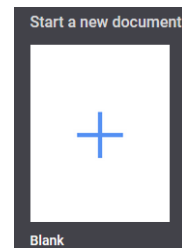
- Create Google documents
- Edit Google documents
- Share documents
- Download Google documents locally and upload Word documents to Google Docs

Create documents

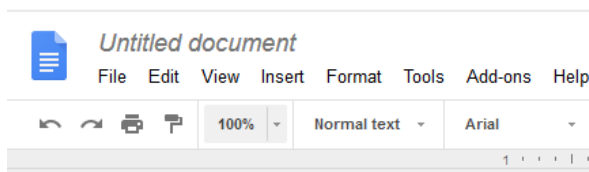
1. Log in to your Gmail account and click on the **overflow icon** in the top right-hand corner. A drop-down menu will appear



2. Click on the **Google Docs icon** 
3. Once in Google Docs, click on the **Blank document icon** and document page will appear



4. Title the document by clicking "*Untitled document*" in the top left corner and typing in a new document title.

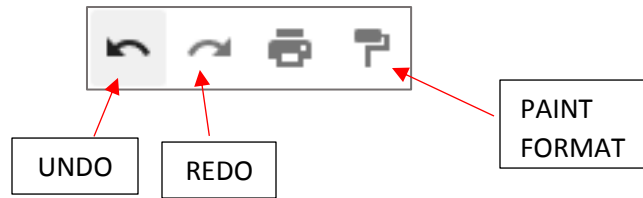


5. When you are done editing, simply close the window or click on the **Google Docs icon** next to the document title.

Edit documents

File Edit View Insert Format Tools Add-ons Help

1. **Add Pictures** – Click **Insert > Image**. You will see options to *Upload from computer*, *Search the web*, or access pictures from your Google Drive.
2. **Add a Table** – Click on **Insert > Table**. You can choose the amount of rows and columns. For more table formatting options, you would need to create the table first then right-click over it.
3. **Add Shapes, Lines, or Text Boxes** – Click on **Insert > Drawing**. A small window will appear and you will see icons for Shapes, Lines, and a Text Box. Choose one of the options and draw it out.
 - If you choose Shapes, you will see different shape options. Choose one and use mouse to size the shape. Left-click and hold the mouse; drag it to the *right* for width and drag it *down* for height. When you're done, click on **Save & Close**.
 - If you choose Lines, you will see different line options. Choose one type and use your mouse to control the length and direction of the line. Left-click and drag the line in the direction of your choose. When you're done, click on **Save & Close**. Keep in mind, you will not be able to change the orientation of the line outside of this Drawing window.
 - To create a text box, click on the icon with a capital T. In the Drawing window, left-click and hold the mouse; drag it to the *right* for width and drag it *down* for height. When you're done, click on **Save & Close**.
4. **Add Header/Page Numbers** – Click on **Insert > Header & page number**.
 - Header – Click on **Header** and you will be brought back to the document's header. You can choose the header's alignment, font, and font size.
5. **Hyperlink Text** – Highlight the text you would like to hyperlink then click on the **Insert > Link**. Paste the URL in the box beside **Link**.
6. **Add Comments** – Highlight the text to which you would like to comment and click on the **Insert > Comment**.
7. **Spacing** – Click on the **Format > Line spacing**. You will see options for types of spacing.
8. **Create Columns** – Click on **Format > Columns**. You will have the immediate option to choose one to three columns. If you would like more, click on **More options...** and type in your desired number.
9. **Adjust Margins** – Click on **File > Page setup...** The default is 1-inch all around. If you would like to adjust the margins, just type in the number of inches you would like all around.



10. **Undo, Redo** – In the top left under the menu tabs, there are two arrows slanted down. The arrow on the left allows to **Undo** mistakes; the arrow on the right allows you to **Redo** text
11. **Copy Format with Paint Format** – Highlight the text with the formatting that you want to replicate. Click on the Paint Format icon. Highlight the text whose format you would like to change.

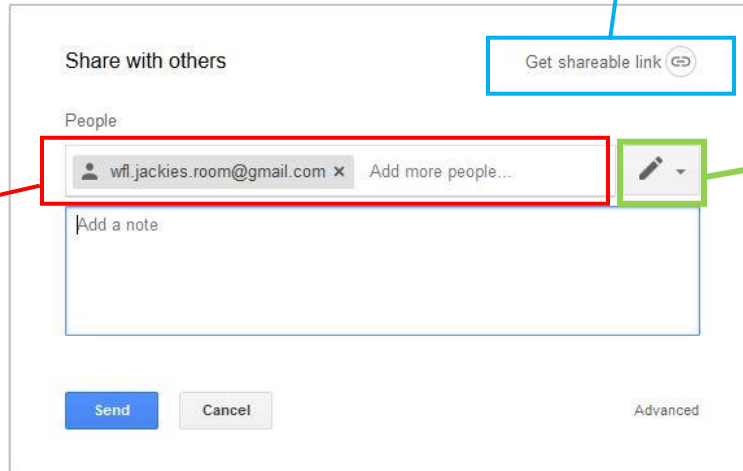
Share documents

If you would like to collaborate on a document simultaneously with another Gmail account user, you can share the document.

1. To share your document with another user, click on the **Share icon** in the top right-hand corner of the document
2. A window will pop up and you will be able to type in the email address of the user with whom you would like to share

Instead of sharing editing rights, you can also just share the link to the document with users

Type in the email address and press **Enter**. You can share a document with up to **200** people. You can also send a document to a group in your contacts



This icon allows you to control what users are able to do on the document:

- Can Edit** – Users have as much control as the creator. Up to **100** users can edit a single document
- Can Comment** – Users can insert comments but they cannot edit the document itself
- Can View** – Users can only view a document – up to **200** people are able to view a document

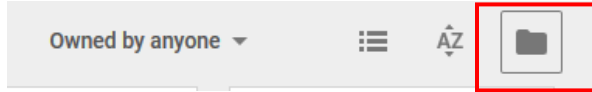
Download Google documents and upload Word documents to Google Docs

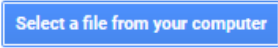
If you would like to work on the document offline, you can download the Google document to a computer as a regular Microsoft Word document.

1. Click on **File** then **Download as**
2. Click on **Microsoft Word (.docx)** and choose to **Save File**. The file will automatically be saved to the *Downloads* folder on the computer

Conversely, if you need to work on a Microsoft Word document remotely, you can upload the document to Google Docs.

1. Click on the dark gray folder found right above the previously saved Google documents and window will pop up giving you access to your Google Drive



2. Choose the **Uploads** tab
3. Click on  **Select a file from your computer**
4. You can choose a Microsoft Word document from your computer and it will automatically open in Google Docs

Practice –

1. Create a document and title it "Practice_YourName"
2. Share the document with wfl.jackies.room@gmail.com

Google Docs – Pros and Cons

Pros	Cons
<ul style="list-style-type: none">• Easy way to disseminate information to many people at once• Great for real-time collaboration with users who are unable to meet in-person• Is compatible with more word processor documents• Free of charge!• Straight-forward and easy to use• There is an app specifically for Google Docs	<ul style="list-style-type: none">• Documents do not always print as the way they look on screen• Collaborators could accidentally delete the work of others and the changes would be made instantly• If you publish your document, it will be searchable• Must be accessed with an Internet connection