

Google Docs

By Dick Evans www.rwevans.com, 2-6-2017

No matter where I am or whose computer I am using, as long as I have Internet access, I can manage my Google Docs account. Even from my cell phone!

All my docs are stored in the cloud on Google's servers, but I have the option to download them to my own computer one at a time or to archive the entire set of docs for a complete backup.

What about files on my computer? Can I upload them into my Google account? Sure can. There is an upload button right in Google Docs that allows you to take that document in Microsoft Word, Openoffice, Libreoffice, and other formats right up to your Google account.

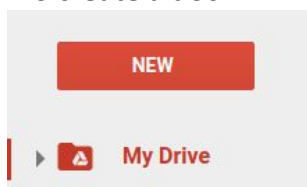
Documents stored in Google Docs format do not count against your Google Drive storage. Your Google account starts out with 15gb free and you can add additional for a reasonable price. However, when you use their format the storage is free as it is with Google Photos--unlimited free storage in the Google cloud.

Can I print from Google Docs? Yes, select print and your document appears in PDF format in your PDF reader app. Print it to your printer; save it to your computer as a PDF to send to others.

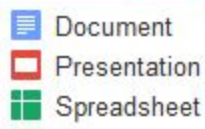
Let's get started by signing in to your Google Drive: <http://drive.google.com>

Creating docs

To create a doc:



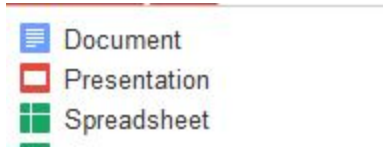
1. In the upper left of the screen, click NEW



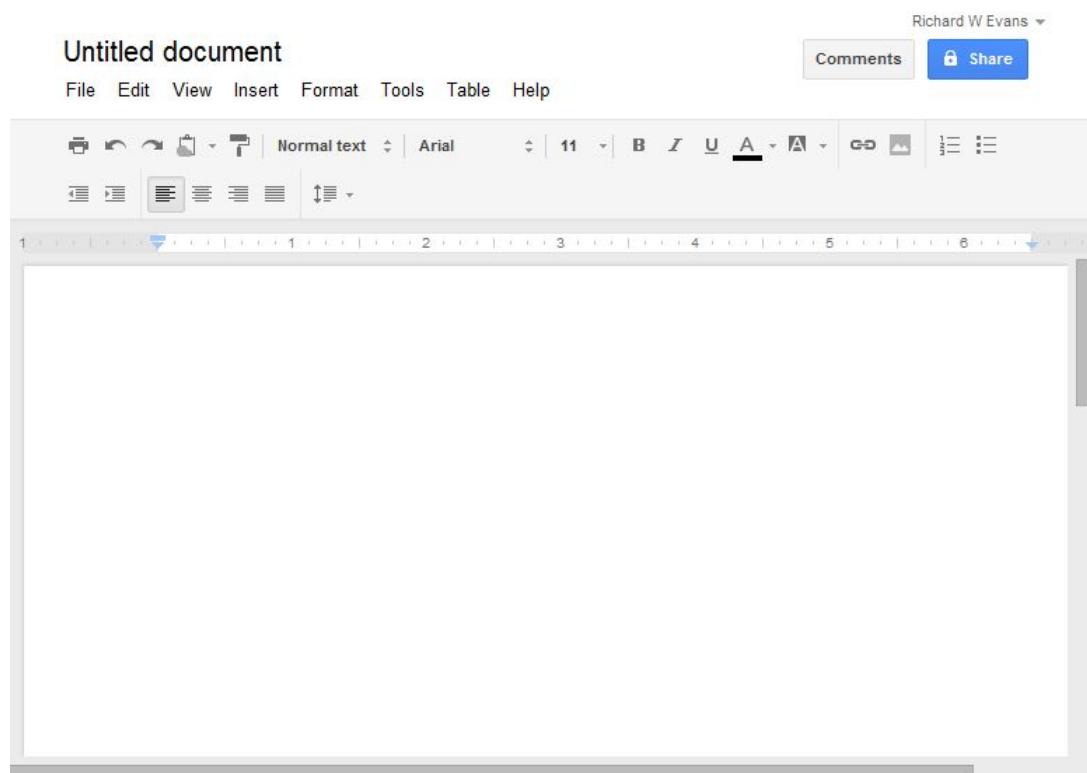
2. Select which kind of doc you'd like to create: document, spreadsheet or presentation.
3. A brand new version of the doc type selected will open for you, ready to be edited and

shared.

Creating a text document



Create a New document



When the document window opens, type a document just as you would in any word processor. Red squiggles are spelling errors and you right-click on them to see suggestions. Green squiggles are potential grammar errors. There is no need or way to save your work—Google does that automatically as you type.

Some Word shortcuts such as Ctrl+Enter and Shift+Enter to force a new page or a new line work.

To name your document, click on the words Untitled document and fill in the desired file name.

Editing and managing content

To edit your docs:

1. Log in to docs.google.com from any computer with Internet access.
2. Select the doc you'd like to edit from the Docs list.

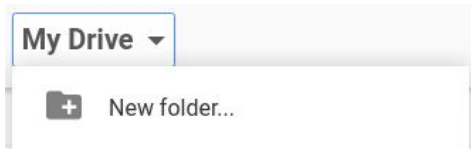


Or if you do not remember the full name or it is way down on the list, type part of the name in the search box

3. Once it's open, start adding and changing content. All of your changes will be saved and available to your collaborators and viewers almost as quickly as you can make them.

Organizing Docs

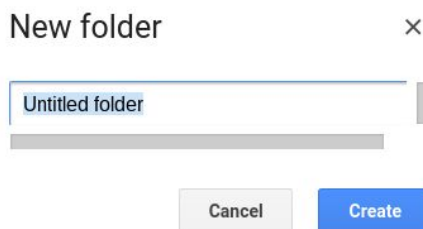
To create a folder:



1. Pull down the list under My Drive



2. Click New Folder



3. In the screen that appears, enter the name you'd like for the folder.

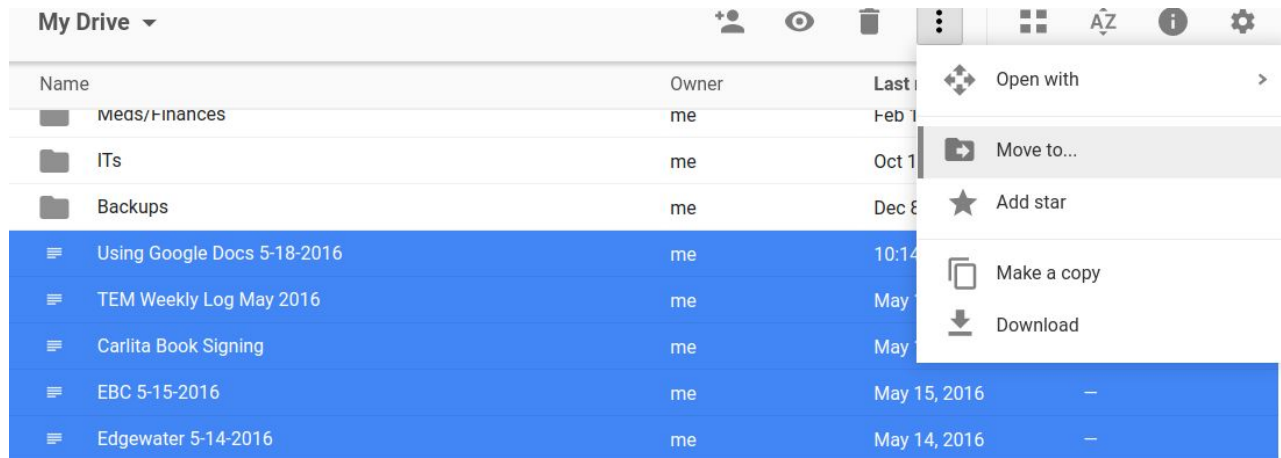
This folder will now appear in your list of folders, in the sidebar of your Docs list.

To add a doc to a folder:

If you'd like to add one document at a time to a specific folder, simply right-click on the doc title and drag it to whichever collection you'd like, in the Docs list sidebar.

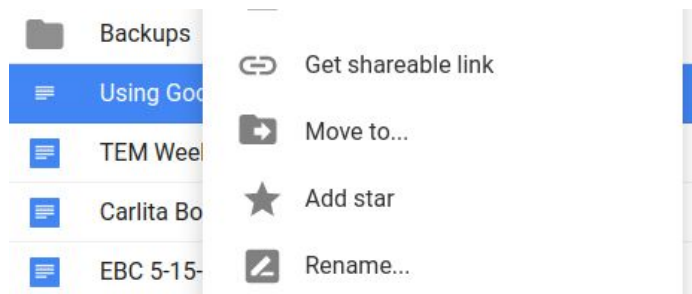
If you'd like to add a number of docs to a folder at once, follow these instructions:

1. From your Docs list, select the files you'd like added to a specific folder.
2. Right click the selected list

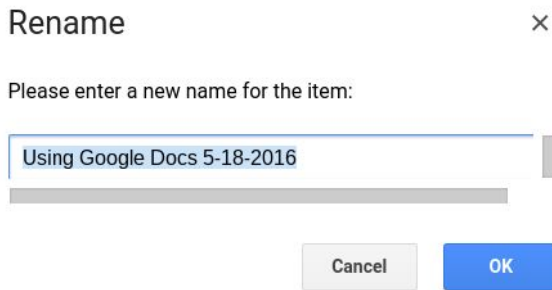


3. Select Move to
4. From the list that appears, select the folder you'd like the docs to appear in.

To name or rename a doc:



1. Right-click the file you would like to rename

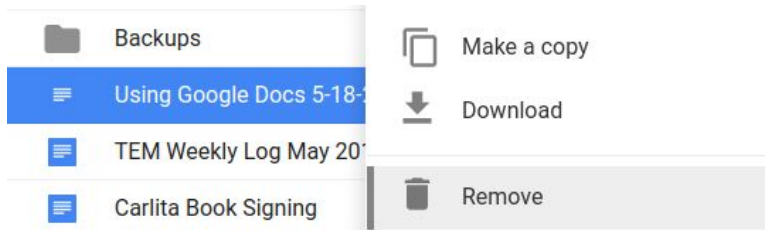


2. Enter the new name in the field provided. Once you click "OK," this new name will be applied to your doc, and will show up for all collaborators and viewers.

Note that the initial naming process works differently between documents, spreadsheets and presentations.

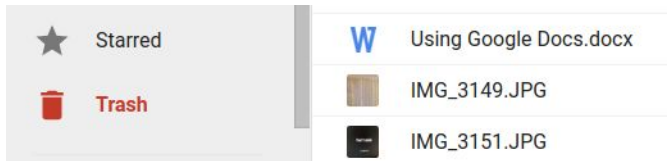
- Documents will default to the first few words you enter (or "Untitled," if you enter no text). To apply the name you'd like, you'll need to "Rename" from the "File" menu.
- Presentations will default to "Untitled" until you specify a name using "Rename."
- Spreadsheets will give you a prompt, right after they're created, asking you to name and begin saving the spreadsheet.

To delete a doc:

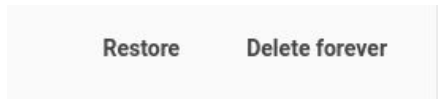


1. Right-click the file and select Remove

At this point, the document is deleted from the Docs list, but remains in your trash, and accessible to collaborators until you empty the trash. To empty the trash, continue with these instructions:

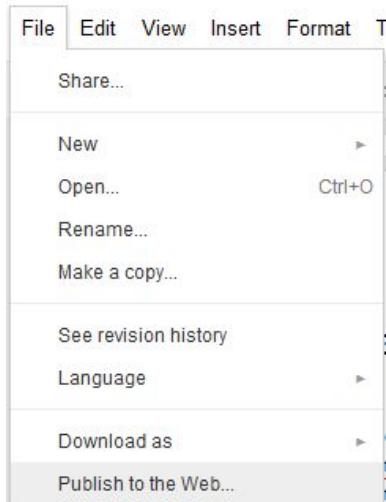


2. Select "Trash" from the items on your sidebar.



3. Select the docs you'd like to delete and click "Delete forever" from the toolbar. Only the items you selected will be deleted
 - o Once you've deleted a doc, there's no way to retrieve it. It will no longer be accessible by either you or your collaborators.
 - o While collaborators on a doc can put it in their own trash, this action won't affect the doc's owner or anyone else working on the doc, and they can't permanently delete a doc.

Publishing documents

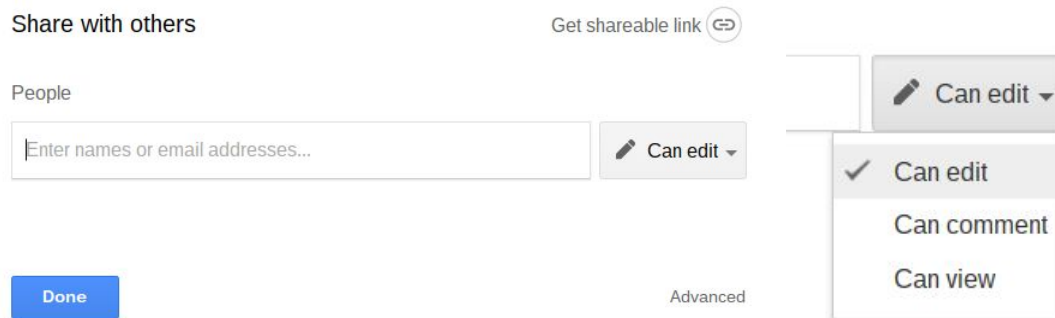


- Until you "publish" a document, it's only visible to collaborators and viewers. To make it visible to anyone on the Internet, go to the Share button and "Publish to the web..." This will generate a URL that can be sent to others by email or even linked to from a blog.

To Share a doc:

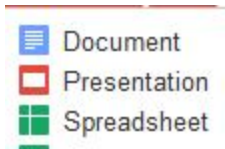


1. From within the document you'd like to share, click the "Share" tab, in the upper-right corner*.

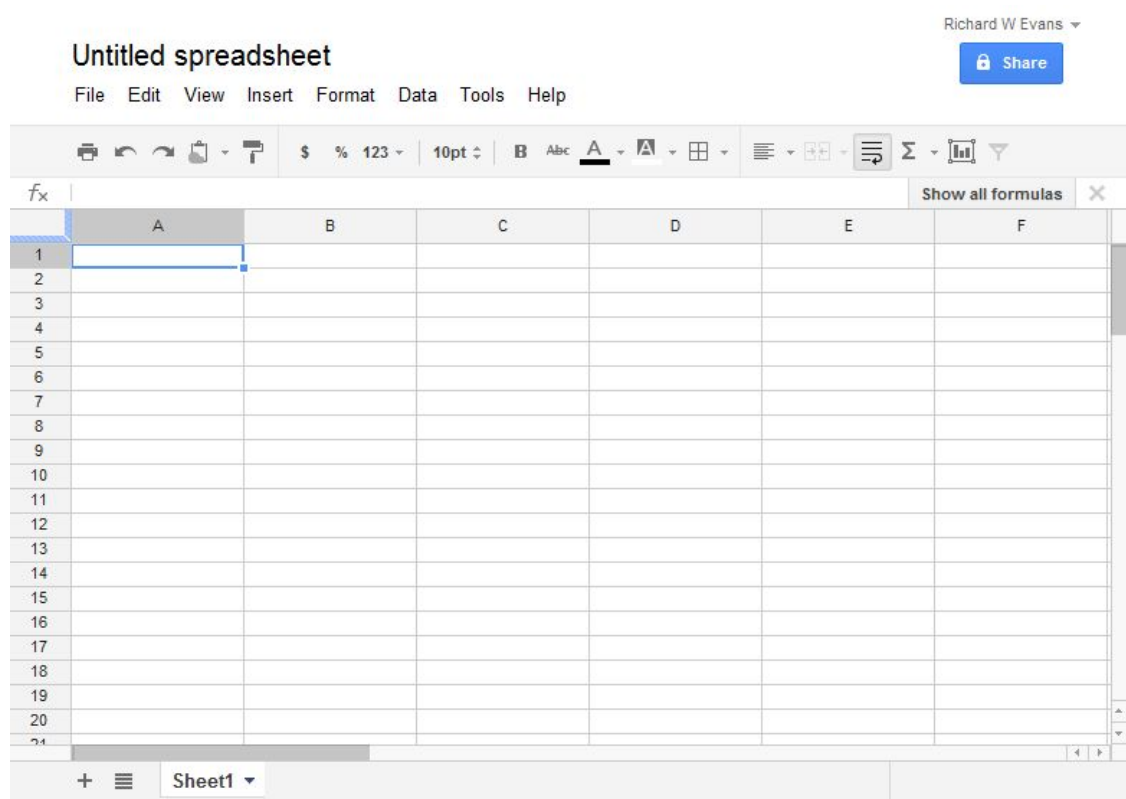


2. Enter the email addresses of whomever you'd like to add and pull down the "Can edit" button depending on what kind of access you'd like them to have.
3. Click Done

Creating a spreadsheet document



Create a New spreadsheet

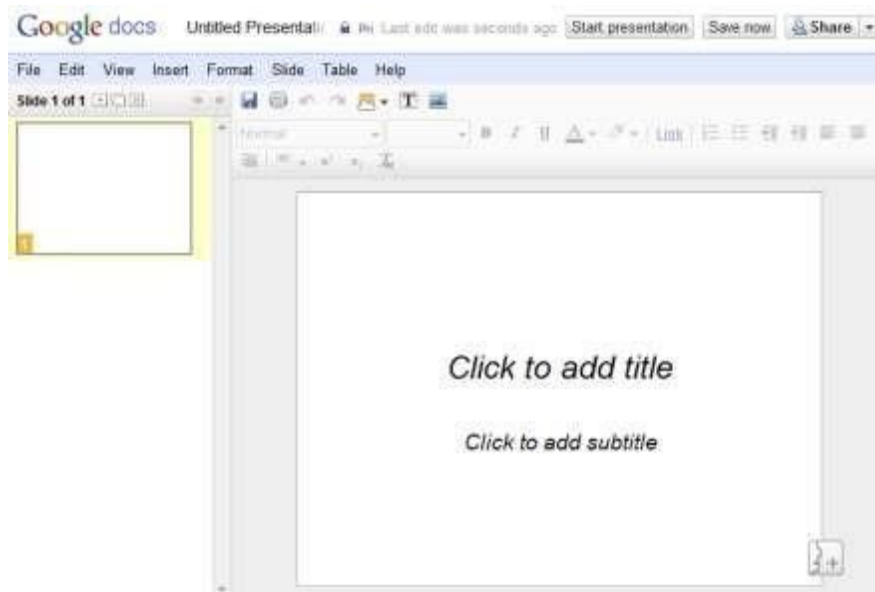


The document window looks like any spreadsheet program such as Excel. The cells contain labels, values, or formulas. The syntax for formulas is the same as in Excel. The functions work the same as well.

Some Excel shortcuts like Ctrl+; to insert today's date work.

To name your document, click on the words Untitled spreadsheet and fill in the desired file name.

Creating a presentation document



The presentation document is similar to PowerPoint. You can add text, pictures, links, etc. Change the slide backgrounds and more.

To name your document, click on the words "Untitled presentation" and fill in the desired file name.