

## How to Create and Edit Documents Online with Google Docs

**Google Docs** is a free online application that allows users with a Google account to create, edit, save and share documents. Google Docs handles popular files types included in most paid software packages, such as Microsoft Office, including:

- Word processing
- Spreadsheets
- Slide Presentations

With Google Docs, you can upload a Microsoft Office file (or other format) from your computer and edit it and save it securely online. You can later access the file online anywhere you go and even choose to share access to certain documents with coworkers.

### Getting Started

To begin, visit: <http://docs.google.com>

- **Already have a Google account (for using G-Mail or a Google homepage)?** → Login using your Google username and password.
- **Don't have a Google account?** → Create one for free using the blue **Get started** button in the lower right.

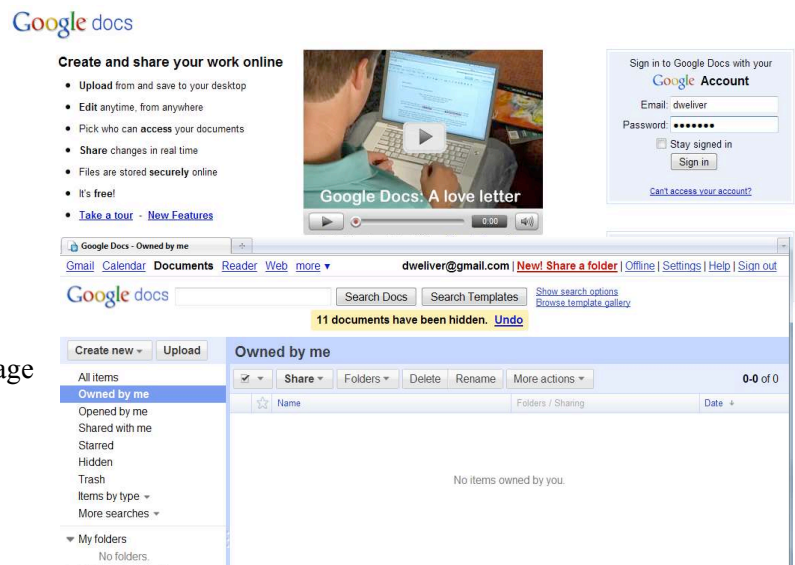
### Working with Documents

After you have logged in, you should see the Google Docs homepage. Just below the Google logo on the right hand column, you should see two buttons:

- **Create new** and
- **Upload**

### Uploading a Document

1. Choose **Upload** to bring a file from your computer into Google Docs.
2. On the next screen, click on **Select files to upload**. A window will open that allows you to select files from your computer's hard drive.
3. Find the file you wish to upload. (You can select more than one file at once by holding down the CTRL key while you select the files.)
4. Click **Start upload**. (Depending on the size of your documents, the upload process may take a few minutes).
5. After files have been uploaded, you can select files to open and edit from the Google Docs home page

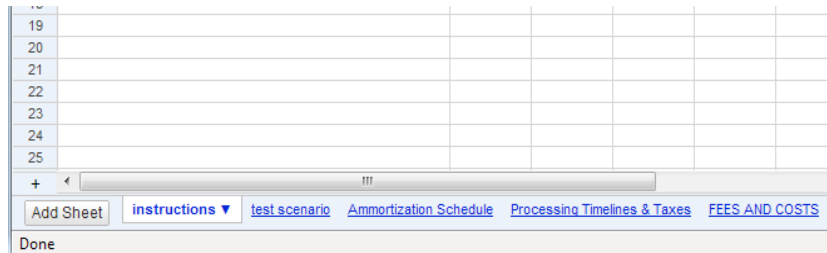


under the “Owned by me” heading.

## Working with Spreadsheets

If you are comfortable with Microsoft Excel, Google Docs spreadsheets will be familiar.

**Multiple sheets** within one document are displayed at the bottom of the screen, and you can click between them or create a new one.



## Sharing and Downloading Documents

When you are working with a document, you can select the **Share** button in the upper right to email the document to yourself as an attachment, get a Web link that will enable you to send the document to others, and more.

### Exporting Documents

1. To **export** a document (save it on your computer as Microsoft Office or other type of file), go to the Google Docs homepage.
2. Click the gray box next to the file you want to export to select it.
3. Click on the **More actions** button on the right of the toolbar.
4. Select **Export...**
5. Choose the file format you want to export the document. (You can download documents as Microsoft Office files, Adobe PDFs, and more).
6. Click the **Continue** button in the lower left.
7. A box will pop up to save the file to your computer.