



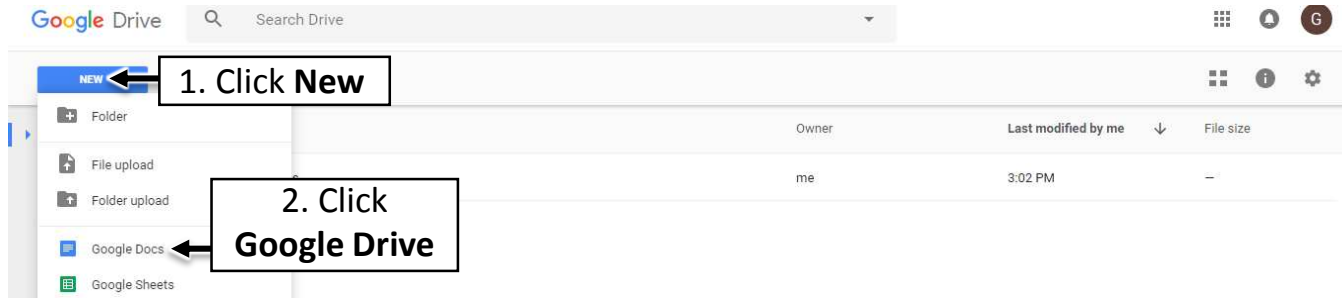
Google Docs



- Free service for typing documents on the Internet.
- Projects you create will save in Google Drive.
- Allows for collaboration on projects.
- Open, edit, and save common software file types: Word, Excel, PowerPoint, Illustrator, Photoshop
- Apps for portable devices – Android, Apple

2 ways to access Google docs:

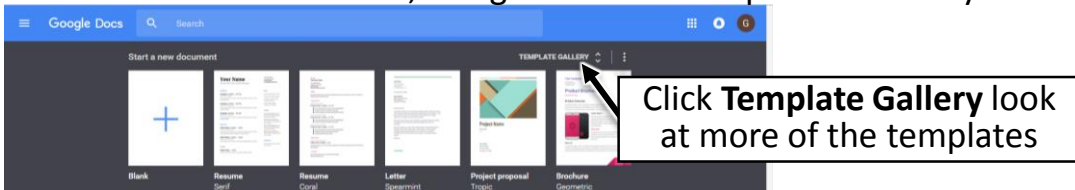
1. Create a new document in Google Drive drive.google.com



or

2. Open a Template in Google Docs docs.google.com

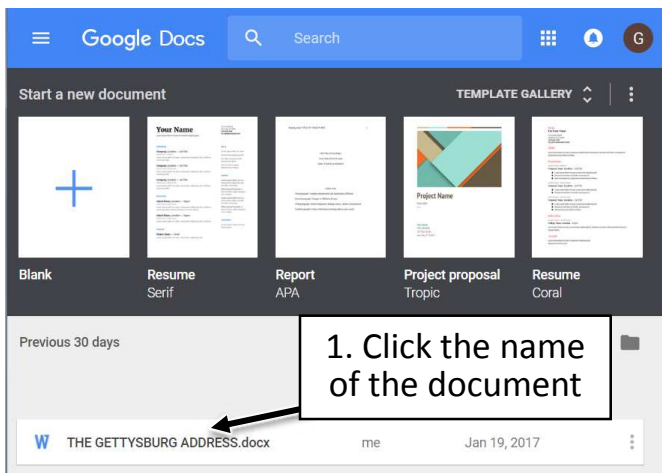
Just like in Microsoft Word, Google Docs has templates to save you time



You can see the document is formatted for your project, in this case a resume. You just click into the place holder and type your own information.



Open a Microsoft Word Document in Google Docs or Drive



Convert Word into Google Docs



or



Common word processing tasks in Google Docs

Change the text size

1. Highlight a portion of the document

2. Click into the font size option here

3. Choose a larger font size

THE GETTYSBURG ADDRESS

File Edit View Insert Format Tools Table Add-ons Help Last edit was on June 13, 2016

100% Normal text Arial 11

THE GETTYSBURG ADDRESS
Four score and seven years ago our fathers brought forth upon this continent a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that

Change the text color

1. Highlight a portion of the document

2. Click into the font color option here

3. Choose a different color

THE GETTYSBURG ADDRESS

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Arial 14

THE GETTYSBURG ADDRESS
Four score and seven years ago our fathers brought forth upon this continent a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that

Change the text spacing

1. Click anywhere in the speech

2. Click into the spacing option here

3. Choose an option

THE GETTYSBURG ADDRESS

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Arial 11

THE GETTYSBURG ADDRESS
Four score and seven years ago our fathers brought forth upon this continent a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that

Change the margins

1. Click File

2. Click Page setup

3. Adjust as needed (size based on inch)

4. Click OK

THE GETTYSBURG ADDRESS

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

Share... New Open... Rename... Make a copy... Move to... Move to trash... See revision history... Language... Download as... Publish to the web... Email collaborators... Email as attachment... Document details... Page setup... Print

THE GETTYSBURG ADDRESS
Four score and seven years ago our fathers brought forth upon this continent a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that

Add Bullets to a list

1. Highlight list

2. Click the triangle next to bullet option here

3. Click a bullet style

THE GETTYSBURG ADDRESS

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Arial 11

About the Gettysburg Address:
The speech was delivered by Abraham Lincoln on the afternoon of July 4, 1863.
Lincoln spoke at the dedication of the Soldiers' National Cemetery in Gettysburg, Pennsylvania, for a four-and-a-half-hour speech that is considered one of the greatest speeches in American history.
The dedication was four and a half months after the Union army's victory at the Battle of Gettysburg.
There is only one known photograph of President Lincoln at the

Insert a Photo

1. Click Insert

2. Click image

3. Click Choose an image...

4. Select the location of your picture on your computer

5. Click to select the image, for class choose Lincoln at Gettysburg

6. Click Open

Spell Check

1. Click Tools

2. Click Spelling

3. Click Change or Ignore for each word

4. Click X to close the Spelling tool

Rename the Document

Click into here and you can give the document another name

Saving the document – Google automatically saves for you as you work.
No need for you to do anything.

Print

or

1. Click File

2. Click Print

Click Print Button

Click Print For class, click Cancel

Share the Document

Email collaborators - Share a link to the document with others. The document will stay in your Google Drive location. You can set what others can do: Edit, make Comments, or only view the document.

1. Click File

2. Click Email Collaborators

3. Click Get Sharable Link

4. Click here to choose what others can do to the document: edit, comment, or view.

5. Copy link and paste in another email resource such as Yahoo, Hotmail, AOL. Or you can paste in a Facebook post.

Or

5. you can type email addresses here to send the link using Gmail

6. Click Done

Email as attachment - Send a copy of the document in an email. You choose what to send the attachment as: PDF, Microsoft Word, plain text.

1. Click File

2. Click Email as attachment

3. Click to choose what to change the document into

4. Type email addresses

5. Type a message

6. You would click Send to have Gmail send the copy. For class click Cancel

Attach as options:

- PDF** – Anyone can view, and will look exactly like your copy. Also it is read only so others can't make changes.
- Microsoft Word (docx)** – Your document will work with the latest versions of Microsoft Word.
- Rich Text (RTF)** – Will work with most word processing programs and keep more formatting than Plain Text.
- HTML** – Your document will look like a web page.
- Plain Text** – You can open with most programs. This will save the words but not font choices or spacing options.
- Open Document** – Document that will be compatible with free word processing programs like OpenOffice and LibreOffice.

Publish to the Web Turn your document into a web page.

1. Click File

2. Click Publish to the Web

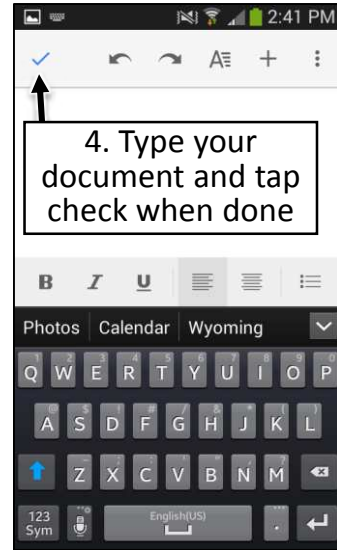
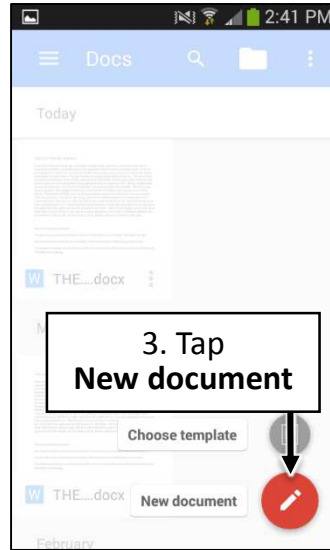
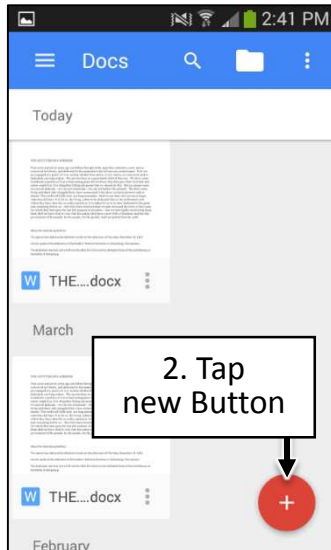
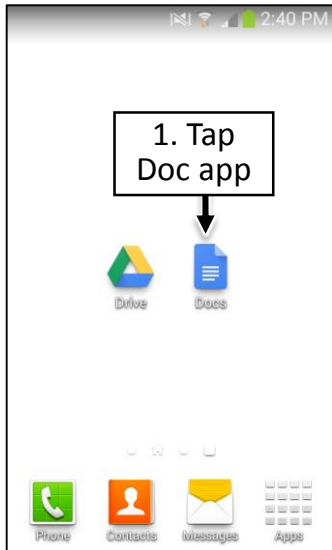
3. Click Publish

4. Click OK

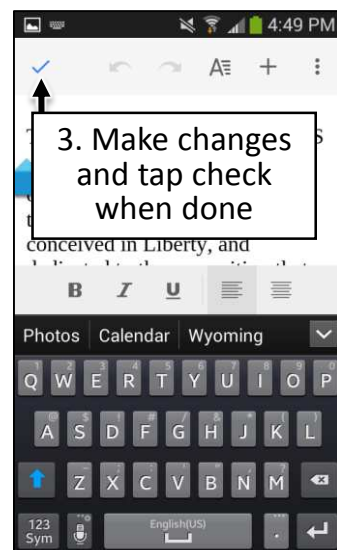
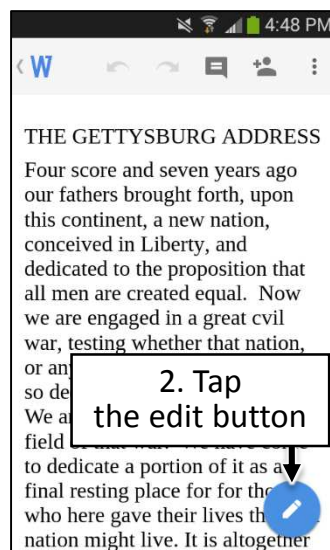
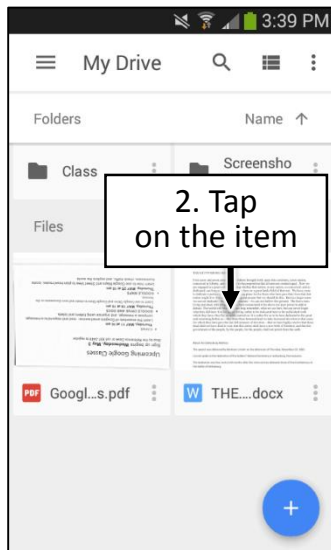
5. Copy or share the link

Google Docs on your Phone

Create a new Document:

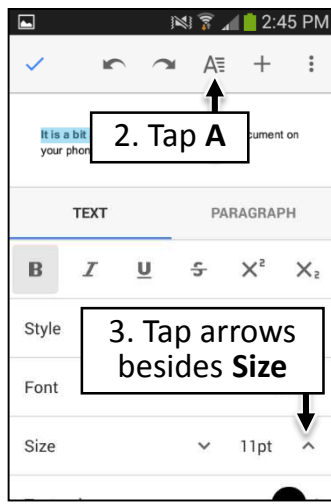
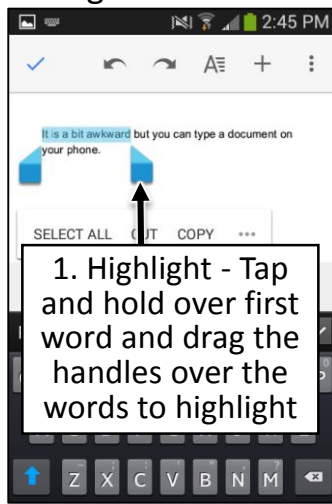


Open and edit a Document saved in Google Drive

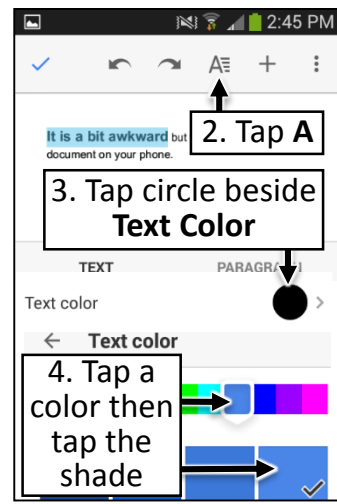
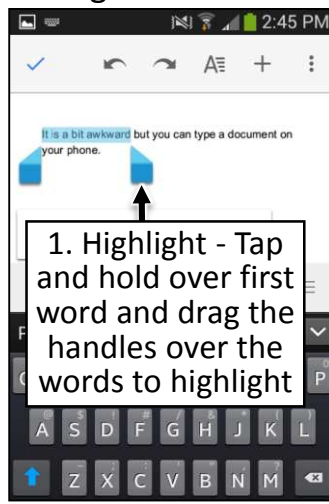


Common word processing tasks in the Google Docs app

Change the text size

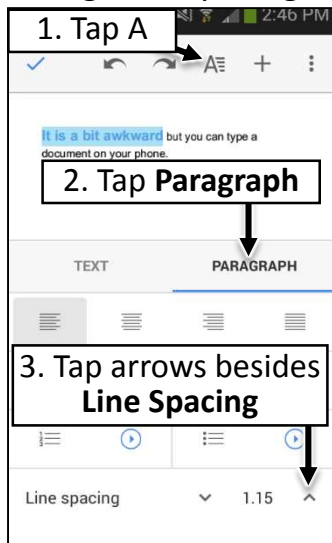


Change the text color

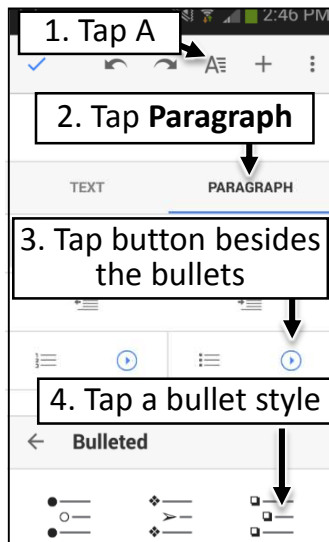


Common word processing tasks in the Google Docs app

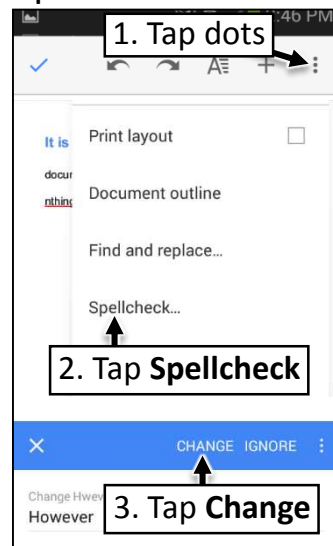
Change the spacing



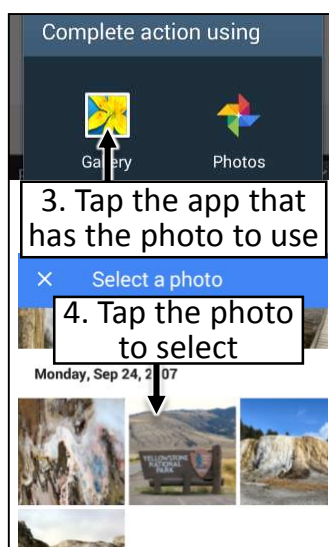
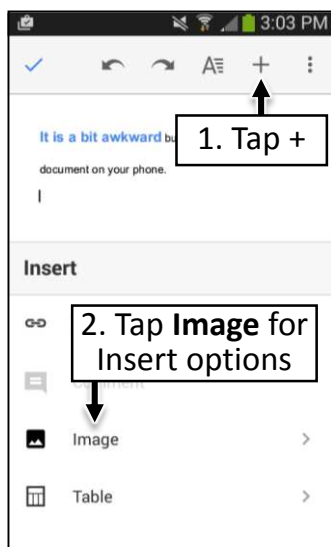
Add Bullets to a list



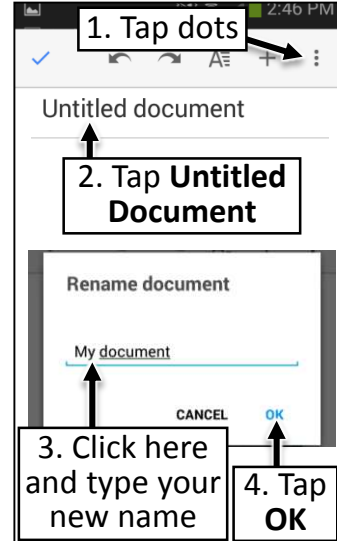
Spellcheck



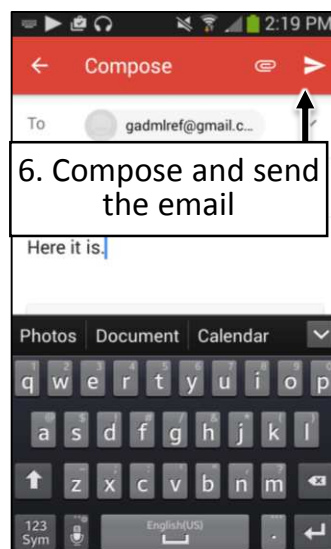
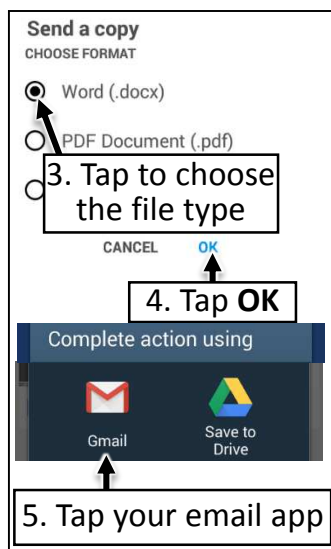
Insert a Photo



Rename



Share the Document – email as an attachment



Other Sharing options

