

GOOGLE DOCS APPLICATION

ENHANCE WITH TEMPLATES



**METROPOLITAN
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Technology Services

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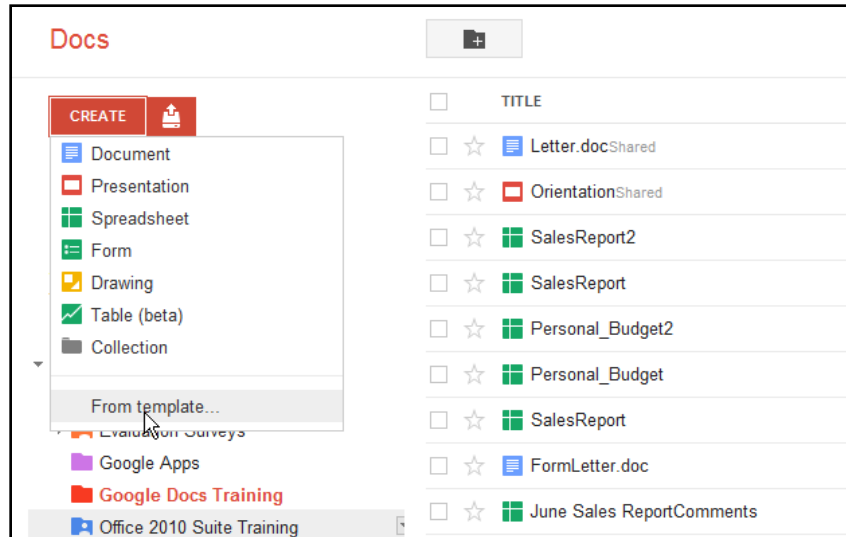
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*The following training document is using information from Google Docs course on lynda.com
and Google Docs Help Center*

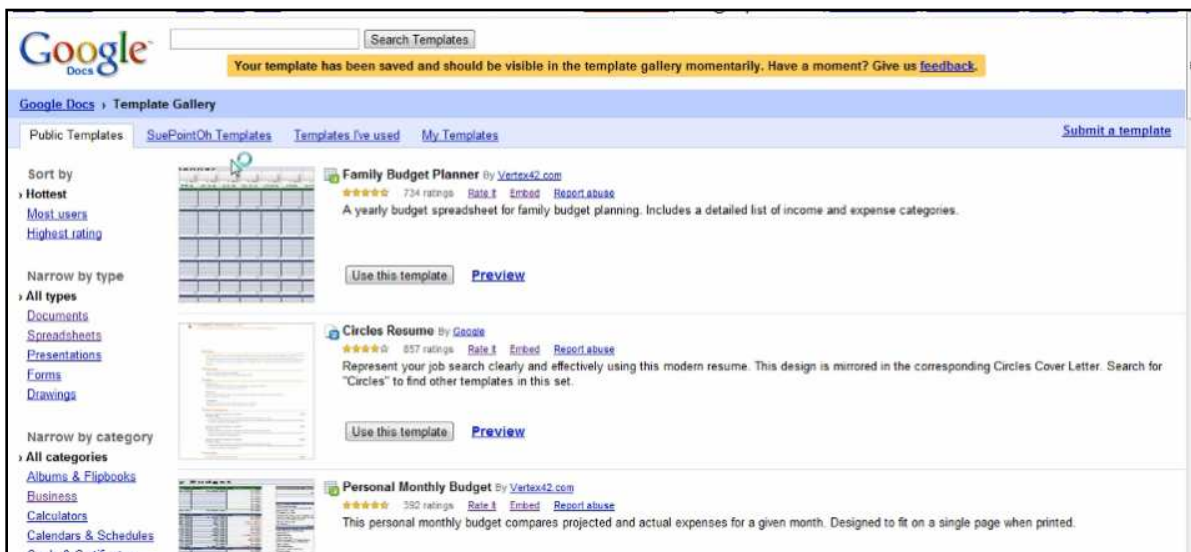
Use templates from the Template Gallery

Sometimes, it may be easier to use a template to begin the design of a presentation, spreadsheet, document, or form rather than starting from scratch

- ◆ Click **Create new** button ⇒ choose **From Template**



- ◆ The **Template Gallery** will open in the tab of the browser or new web browser window

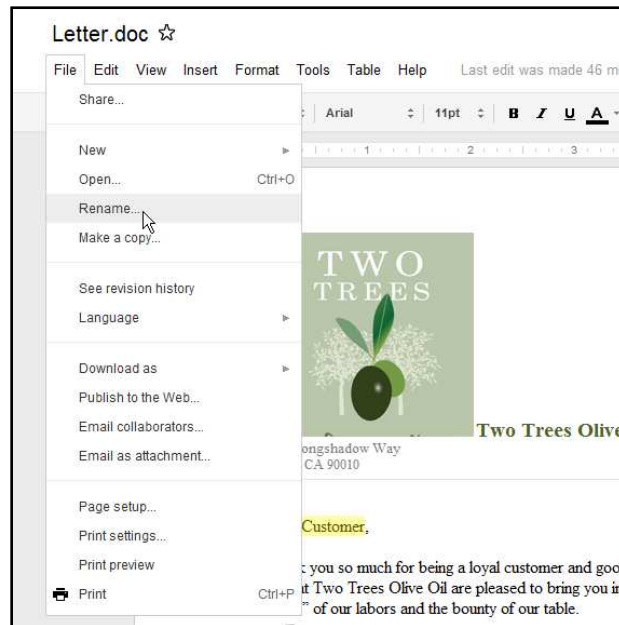


- ◆ Use the **Sorting** pane on the left side of the **Template Gallery** to narrow the results for the desired template

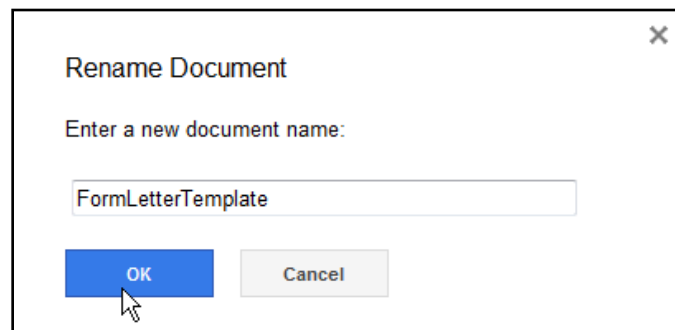
Create and use a custom template

Google Docs allow creating a template to use just for individual in their own Doc list or to share with a few individual people

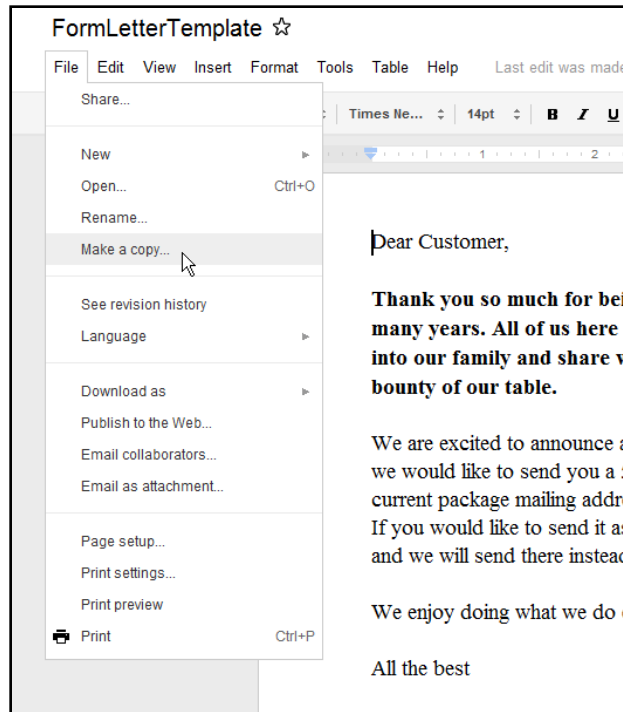
- ◆ Click a desired **Google Docs** in the **Documents List** to open
- ◆ From the **Menu Bar**, go to **File** menu ⇒ click **Rename....**



- ◆ In the **Rename Document** dialog box, type in the new name ⇒ click **OK** button

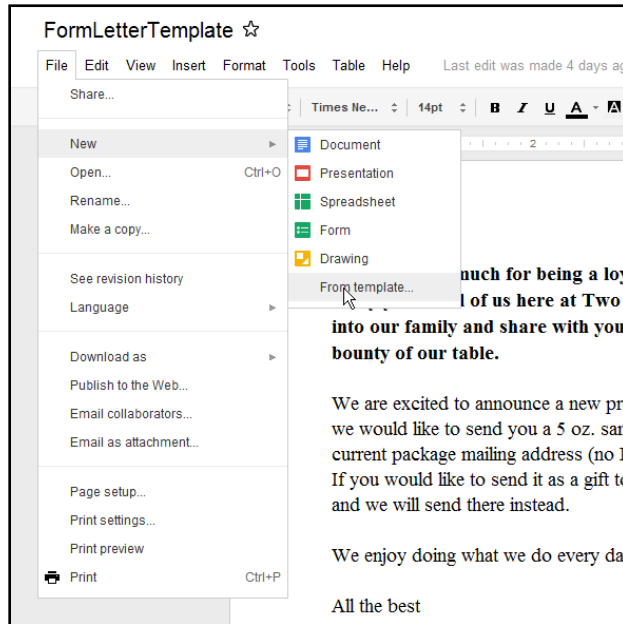


- ◆ From **Menu Bar**, go to **File** menu ⇨ choose **Make a copy**

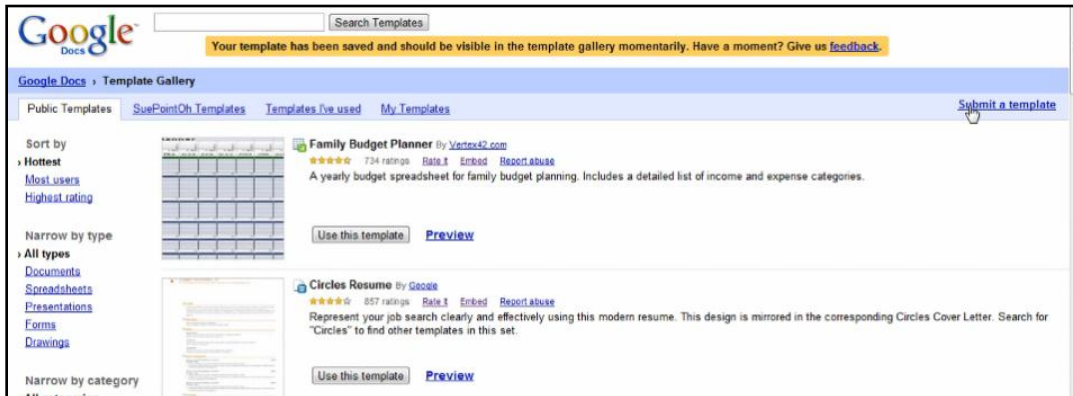


Submit a template

- ◆ Open a desired **Google Docs** to submit to the **Google Template Gallery**
- ◆ Go to **File** menu ⇒ **New** ⇒ choose **From Template**



- ◆ The **Template Gallery** will open
- ◆ Click on **Submit a template** link on the top right side



- ◆ Enter the template description and information the form and click **Submit Template** button

The screenshot shows a form for submitting a template. At the top, there is a header for "Monthly Sales Report" with links to "Choose a different item" and "Open in a new window". Below this is a text area for "Enter a description (max 1000 characters):" with the example text "Use this to calculate monthly sales figures for olive oil." There are three dropdown menus: "Select a category:" (set to "Finance & Accounting"), "Select another category (optional):" (set to "Select a category..."), and "Select a language:" (set to "English (US)"). A note states: "Note: Anyone in your domain will be able to view your template and any changes you make to it." At the bottom are "Submit template" and "Cancel" buttons.

- ◆ Quick tips:
 - Click on **Edit Details** link to edit the uploaded template information
 - Click on **Remove From Gallery** link to remove it from **Template Gallery**

The screenshot shows a template card in a gallery. On the left, there is a "Narrow by language" dropdown set to "All languages" and a disclaimer: "Many of the templates in this gallery were developed by other companies or by Google's users, not by Google. Please read our [Terms of Service](#) before using these templates." The template card itself has a title "Monthly Sales Report" by "Susan Cline", a "0 users" count, a 5-star rating, and a "Rate it" link. The description is "Use this to calculate monthly sales figures for olive oil." Below the description are buttons for "Use this template" and "Preview". To the right, under "Owner options:", are links for "Edit Details" and "Remove From Gallery". A mouse cursor is pointing at the "Edit Details" link. At the bottom right of the gallery view, it says "1 - 4 of 4".