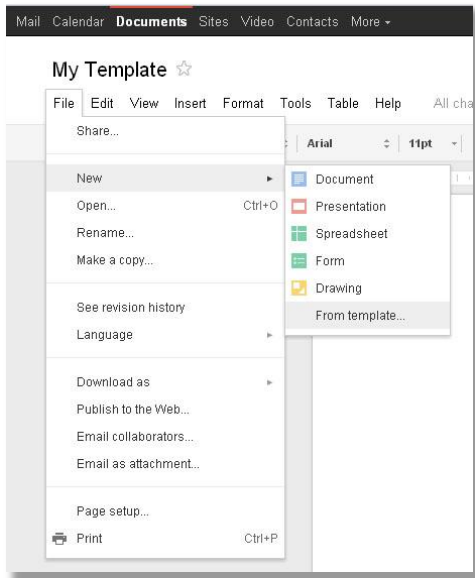


Creating a GoogleDocs template

A template is one of the ways GoogleDocs replaces the J drive. It also comes in handy for saving time if you have a document you edit frequently but want to save as different versions.

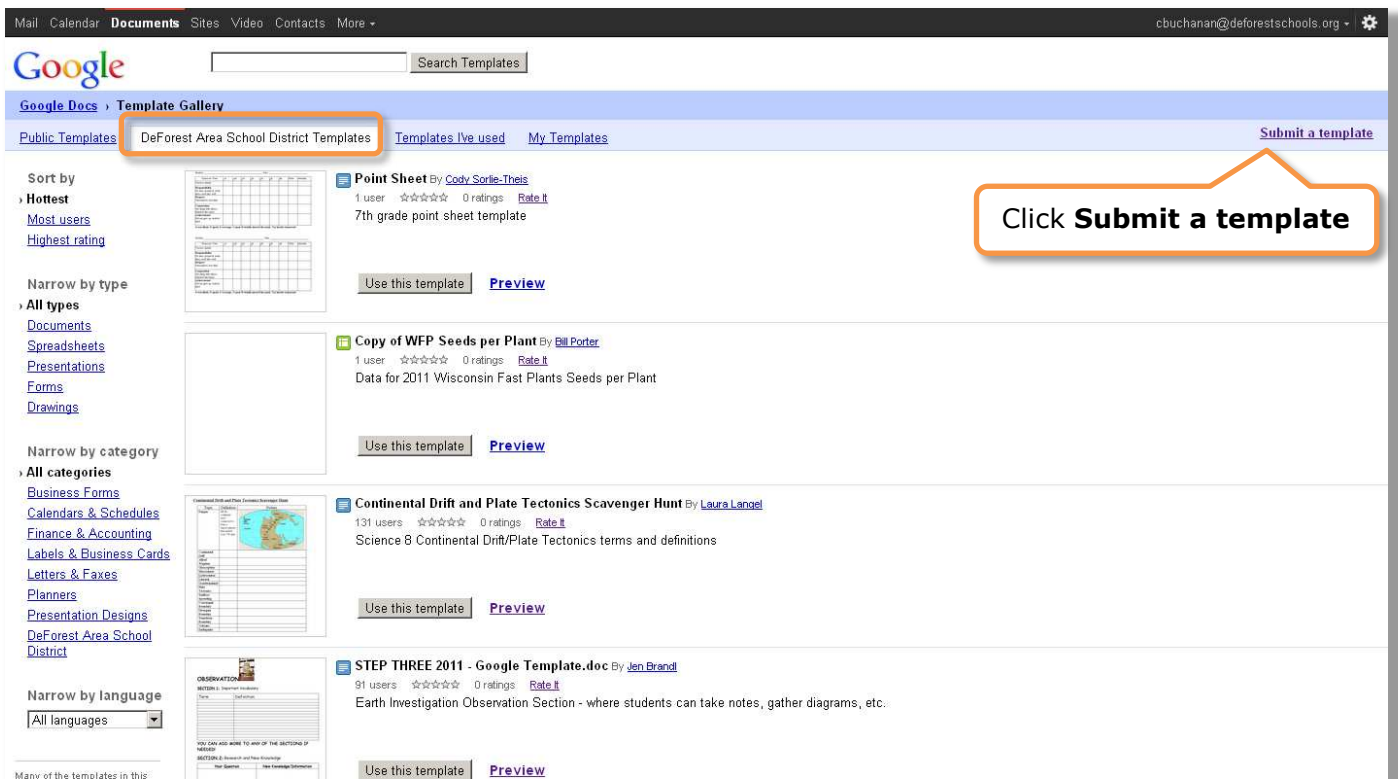
Templates can be created for documents, presentations, spreadsheets, forms, and drawings!

1. Create or upload the file you'd like to use. Convert it to GoogleDocs format.



2. When you've got it looking just right, **File >> New >> From template...**

The template gallery will open.



Mail Calendar **Documents** Sites Video Contacts More ▾

Google

Search Templates

Google Docs > Template Gallery > Submit a Template

Submit a template to the DeForest Area School District gallery

[Choose from your Google Docs](#)

Enter a description (max 1000 characters):

Select a category:

Select another category (optional):

Select a language:

Note: Anyone in your domain will be able to make to it.

Submit template Cancel

Select a file

Documents

Presentations

Spreadsheets

Forms

Drawings

<input checked="" type="checkbox"/>	My Template	Dec 19
<input type="checkbox"/>	Copy of STEP THREE 2011 - Google Template.doc	Dec 19
<input type="checkbox"/>	Copy of Sites Basics	Dec 19
<input type="checkbox"/>	Syncing iPods	Dec 16
<input type="checkbox"/>	iPod Integration Day Resources	Dec 15
<input type="checkbox"/>	PBL notes--UW-Whitewater	Dec 14

Cancel Select

Mail Calendar **Documents** Sites Video Contacts More ▾

Google

Search Templates

Google Docs > Template Gallery > Submit a Template

Submit a template to the DeForest Area School District gallery

My Template
[Choose a different item](#) | [Open in a new window](#)

Enter a description (max 1000 characters):
 This is a sample template for Google Ninjas

Select a category:
 DeForest Area School District
 Select a category...
 Business Forms
 Calendars & Schedules
 Finance & Accounting
 Labels & Business Cards
 Letters & Faxes
 Planners
 Presentation Designs
 DeForest Area School District

Note: Anyone in your domain will be able to view your template and any changes you make to it.

Submit template Cancel

About submitting templates:

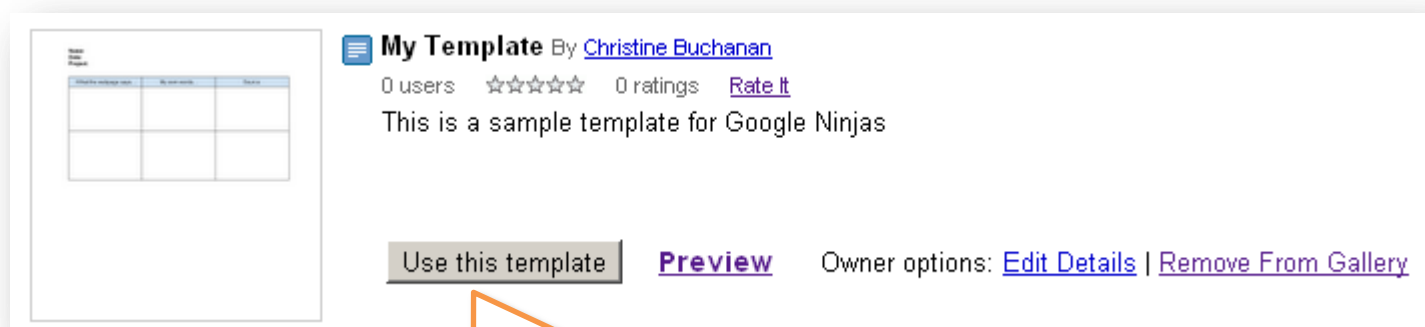
When you submit a template to the DeForest Area School District gallery, anyone within DeForest Area School District will be able to use it by creating a copy of their own.

By submitting a template, you agree to let anyone within DeForest Area School District use the content and styles that you created. Please make sure that you own the rights to distribute the content in your template.

After a template is submitted, any changes you make to it will show in the template gallery immediately. Please make changes with care!

[Read more about templates and policies.](#)

After a few minutes, your template will show up in the template gallery (you may need to click through to the next page)

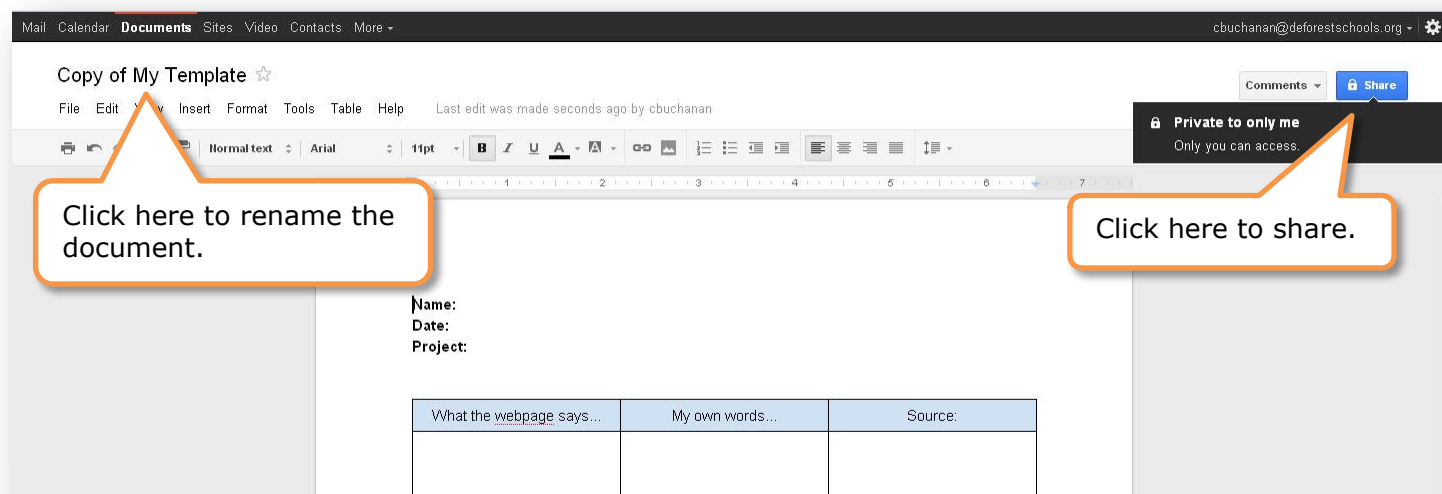


The screenshot shows a template card for "My Template" by Christine Buchanan. On the left is a small preview of a table with three columns and two rows. To the right of the preview, the text reads: "My Template By Christine Buchanan", "0 users ☆☆☆☆☆ 0 ratings Rate It", and "This is a sample template for Google Ninjas". Below this text are three buttons: "Use this template" (highlighted with an orange callout), "Preview", and "Owner options: Edit Details | Remove From Gallery".

From here, your students can grab the template

A copy of the template will appear in their own Google Docs collection.

Users can **rename, save, and share** the document with you or other collaborators.



The screenshot shows the Google Docs interface for a document titled "Copy of My Template". The top navigation bar includes "Mail", "Calendar", "Documents", "Sites", "Video", "Contacts", and "More". The user's email "cbuchanan@deforestschools.org" is visible in the top right. The document title "Copy of My Template" has a star icon next to it. Below the title is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". A status bar indicates "Last edit was made seconds ago by cbuchanan". The main editing area contains a table with three columns: "What the webpage says...", "My own words...", and "Source:". The table has two rows, with the first row containing the column headers and the second row being empty. On the right side, there is a "Comments" dropdown and a "Share" button. A "Private to only me" notification box is open, showing a lock icon and the text "Only you can access." Two orange callouts point to the "File" menu and the "Share" button.

Click here to rename the document.

Click here to share.