

Google Docs

Create documents, spreadsheets and presentations online. Share with others. Free.

Overview

Take the tour online: <http://www.google.com/google-d-s/intl/en/tour1.html>

Watch some videos about how others are using Google Docs:

<http://www.youtube.com/watch?v=A7y7NafWXeM> Love Letter

<http://www.youtube.com/googledocscommunity#p/a/f/1/TYPjK6LZdM> In Education

[DISCUSSION: GOOGLE DOCS VS. WORD](#)

Getting Started

<http://docs.google.com>

Sign up for a Google account if you do not already have one. Sign in!

Tell me your Google names on the original sign-up page here:

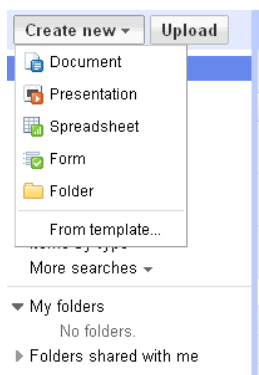
<http://bit.ly/googlename>

Click Create New

Pick an item or choose “From template”

[Gmail](#) [Calendar](#) [Documents](#) [Re](#)

Google docs

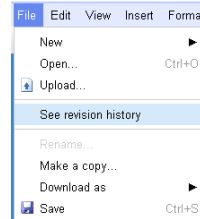


Documents



Basically, like Word “lite”. Great for collaborating

Revision History – Click File > See Revision History



Examples:

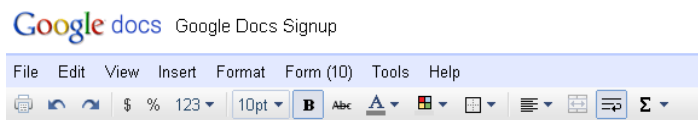
Professor: Have students create a journal and share with the professor. Pair up students to critique.

Staff: Collaborate on reports, holiday party sign-up, to-do lists.

EXERCISE:

Haikus - <http://docs.google.com/Doc?docid=0AtpOj7k9kZIYZGhueGR6anBfNTVkbWhkcmRoZg&hl=en>

Spreadsheets

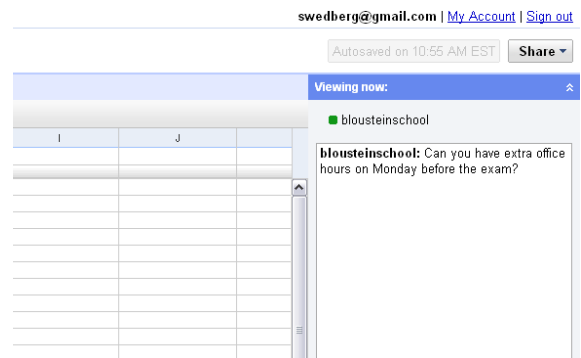


Simple spreadsheet functions

Also has revision history

Integrated chat when multiple people are editing online

Set Notification Rules under Share tab



Examples:

Professor: Office Hours

Staff: Department phone list, project time tracking, movie reviews, inventory

EXERCISE

Office Hours Sign-up -

<http://spreadsheets.google.com/cc?key=0AtpOj7k9kZIYdHFjanRoRfK2eUt2ZDRCTIljazVqOHc&hl=en>

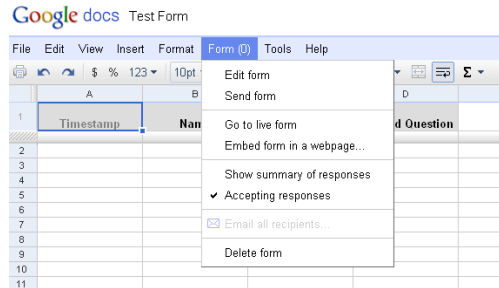
You could also embed into Sakai – watch video: <http://screencast.com/t/Njl2Zjc4>

Forms

Make sign-up forms easily!

Choose a theme to make it more attractive

Answers are kept in a spreadsheet with the same name in your Google Docs list.



Click the Form button on the toolbar to edit the form.

Examples:

Professor: Student Poll or survey

Staff: Event sign-up, surveys

EXERCISE

Create your own sign-up form and apply a theme

Presentation

Easy way to create a PowerPoint-like presentation (without all the bells and whistles though)

Embed YouTube Videos

Share online with chat

Examples:

Professor: Play presentations from the internet. No need for Flash Drives! Link to Sakai

Staff: Edit presentations together, create an online scrap book or photo album

EXERCISE



Create a new presentation and embed a video

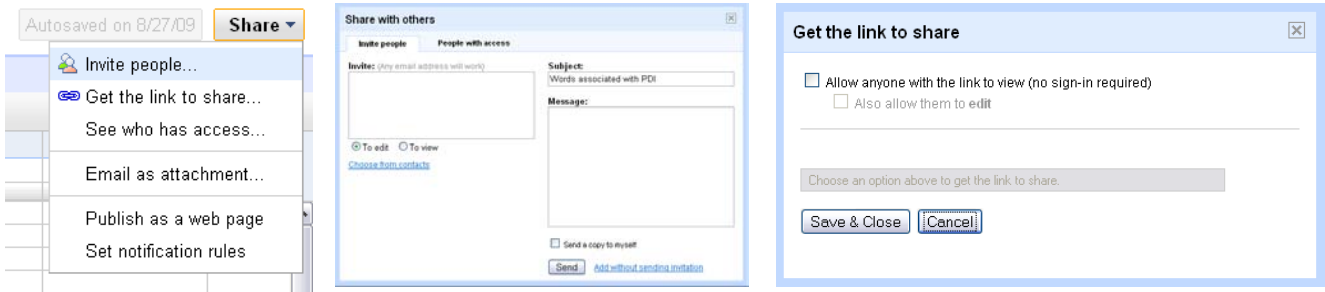
http://docs.google.com/present/view?id=dhnxdzjp_20d6pmvfhd

Templates

Don't forget to look at the great templates for all of the different Google Docs!



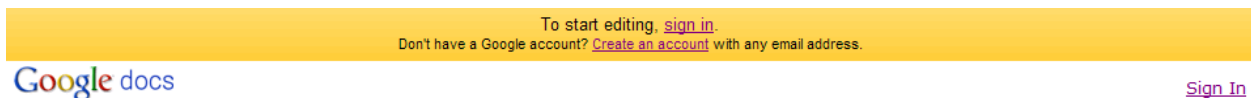
Sharing



Limits for spreadsheets: You can explicitly share with 200 combined viewers and collaborators; however, you can make your spreadsheet available to anyone by publishing it, without having to specifically invite people to view it. 50 people may edit and view at any given time.

Limits for documents and presentations: You can explicitly share with 200 combined viewers and collaborators; however, you can make your doc available to anyone by publishing it, without having to specifically invite people to view it. 10 people may edit and view at any given time.

Non Google users: If users do not have a Google account, they will see a message like this when they click on the link:



Limiting access to your docs

To limit access to your documents, spreadsheets, or presentations, please follow these steps:

1. From your doc, click Share and select Invite people...
2. Click the Advanced permissions tab.
3. Deselect the option labeled 'Allow editors to invite others to edit or view.'

* When the first option is selected, anyone who receives an invitation can grant access to others.

* Deselecting this first option prevents collaborators from granting this access and revokes any invitation they may have sent while the option was selected. However, you'll still need to manually remove any new viewers or collaborators who accessed the spreadsheet while the option was selected.

4. Once you've deselected this option, collaborators won't be able to invite anyone else to the doc.

Sharing: Allowing anyone to be added as a viewer

If you'd like anyone who views your spreadsheet via a special link to be added as a viewer, just follow these instructions:

1. Go to Share tab in your spreadsheet.
2. Under Advanced options check the box to the left of Anyone can view this document at:.
3. Copy and paste the URL that appears under this option, and distribute it to whomever you choose.

Anyone who clicks on this link will automatically be added as a viewer of your spreadsheet.

This means that their user names will appear in the Viewers section of the spreadsheet's Share tab, and they'll be able to see all changes made, in real time. Additionally, as with any viewer, they'll be able to copy and/or export this spreadsheet.

Uploading

* You can only upload certain file types:

- For spreadsheets: .xls, .xlsx, .ods, .csv, .tsv, .txt, .tsb
- For documents: .doc, .docx, .html, plain text (.txt), .rtf
- For presentations: .ppt, .pps

You can also upload .pdf files to your Docs list.

Shorten those long URLs

Google Docs often have long cumbersome names. There are many websites that shorten URLs.

<http://bit.ly/> also allows you to choose a custom name