Google docs

Collaboration Tools: Google Docs



Why use Google Docs?

You can use Google Docs to collaborate with colleagues across time and space. If you are working on a team project, documents can be shared, opened and edited by multiple users at the same time. By default documents are saved to the Google servers and are therefore available from any internet browser.

What is Google Docs?

Google Docs is a free web-based application for creating and sharing online word documents, spreadsheets, forms and presentations. The advantage of using GD is that you can access your documents online from any computer with an internet connection. You are able to add collaborators to your documents and GD informs your collaborators when changes are made to the documents (no back and forth emails!). In addition, Google Docs provides permission settings to determine who can and cannot view and/or edit the documents. Google Docs automatically keeps a revision history of documents edited so previous versions are always available for use.

How does Google Docs work?

The use of Google Docs requires a Google account. Existing documents can be uploaded to Google Docs or you can create documents from scratch from within GD. There are templates available as well as an online form to collect data from others. Documents can be saved, exported or downloaded in a variety of formats (HTML, PDF, CSV, etc.). Use the **Share** button to invite others as viewers only, or as partners with rights to edit a specific document. Finally documents are published to the web.

Google Docs features

- Create new document, presentation, spreadsheet, form or folder
- Upload select files and destination (1024 MB)
- Folders includes my folders and folders shared with me
- Share this folder
- **Templates** can be used to get you started
- Search Docs to locate ?????
- Offline work on documents without being connected to the Internet
- Settings language, time zone, where item opens, update indicators, storage, edit your profile and Google account settings
- Help simple explanations for how to use a feature or make a change

Visual Instructions for Using Google Docs







- Go to Google http://www.google.com
- Sign in to your Google Account
 - If you do not have a Google Account create one
- From the more pull down menu click Docs
- Process for creating a document
 - Click Create new
 - Select Document
 - Enter text and use the GD toolbar for formatting; most of these features will be familiar word processing commands and tools including spell check

ert Form

Open

Upload

See revis

Rename... Make a copy

Download as

Save and close Print settings... Print preview

Print as webpage

Print...

- Use Save icon to save work
- From the File menu select Save and close
- Use **Share** pull down menu to select a sharing option
 - Invite people
 - Get the link to share
 - See who has access
 - Email as attachment
 - Publish as web page
 - View as web page
- Invite people Share with others
 - Enter email address
 - o Subject
 - o Message
 - Check boxes and links
 - People with access (tab)
 - o Advanced permissions (tab)
 - Click Send
 - Colleagues receive an email about the document and those given permission can edit the document
- To open the document return to Google Docs; under **All Items** – click on the name of your document and begin editing
- Help is context sensitive and available to help you navigate the GD environment







- To upload an existing document
 - Click Upload
 - Click Select files to upload
 - In the Select file(s) window navigate to the file you want to upload; highlight and click open
 - Select more files if needed
 - Click Start upload
 - Once upload is complete, click Back to Google Docs
 - The document is available for editing and/or sharing

Working with Folders

- From the **Create new** pull down menu select **Folder**
- Name the folder and add a description
- Click Save
- Select All items from left pane
- In the **All Items** pane in the center, click on the document you want to place in the folder and drag to the appropriate folder on the left



Forms – an alternative to Survey Monkey

Use Google Docs Forms to gather information from groups of people without having to send and receive multiple emails.

- Process for creating a form
 - o Click Create new
 - o Select Form
 - o Provide a form title
 - Enter Question Title
 - o Add Help Text if needed
 - Select Question Type
 - Text or paragraph text
 - Multiple choice
 - Checkboxes
 - Choose from a list
 - Scale or Grid
 - o Enter the answers
 - o Click Done
 - Click **Email this form** and add the email addresses of the people you want to survey
 - o Click Send
- Viewing responses
 - Google Docs sends you an email with the link to the spreadsheet with responses; and a link that allows you to invite additional survey takers
 - You can also click on the form title to view and share
 - In the form spreadsheet use the **Share** pull down menu to invite people, get the link to share, email as attachment, etc.
 - **Note:** There is no way to prevent the same person from responding to the survey more than once; if you use Google Apps you can record the email addresses and identify duplicate responses