

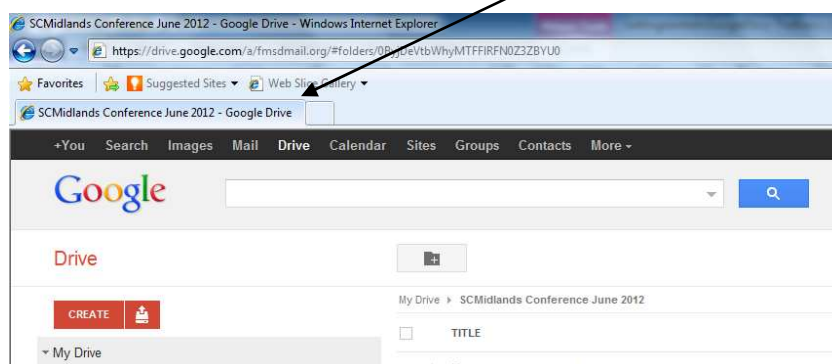
Get Started with Google Docs-The Basics

Brand new to Google Documents? This guide will help you create your first document.

Access your documents

To create a new document and to view a list of documents that you own or can edit, open Google Documents.

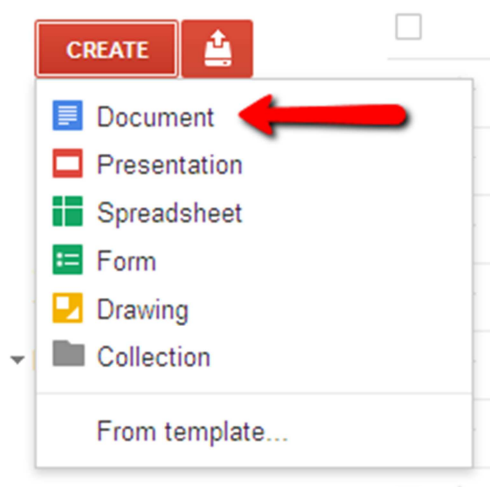
When you're using a Google Apps product (e.g. Mail, Calendar), you'll see other Apps products listed at the top left of the page. Simply click **Documents or Drive** to access your sites list.



In your Docs list, you'll see all of the documents, presentations, and spreadsheets that you have access to.

Create a document

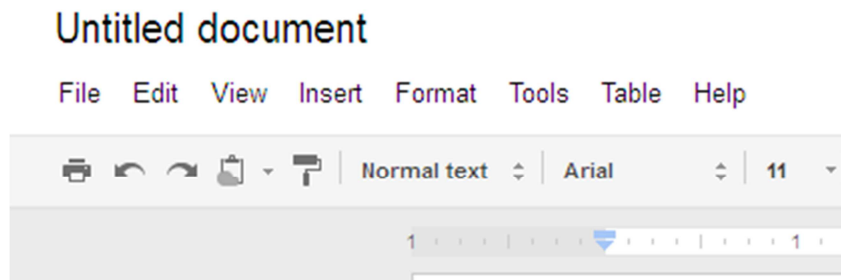
Once you've accessed your Docs List, click the **Create** drop-down menu and select **Document** create a new document.



An untitled document will appear in your browser -- now you're ready to edit!

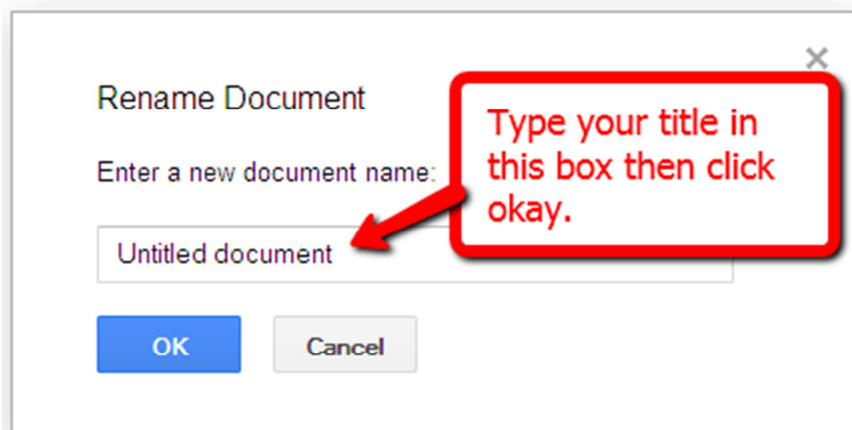
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Rename your document

Click on "Untitled document" to rename the document.



Edit and format your document

There are many ways to edit your document with the edit toolbar. The features available in a Google Doc document are mostly the same available in Word.

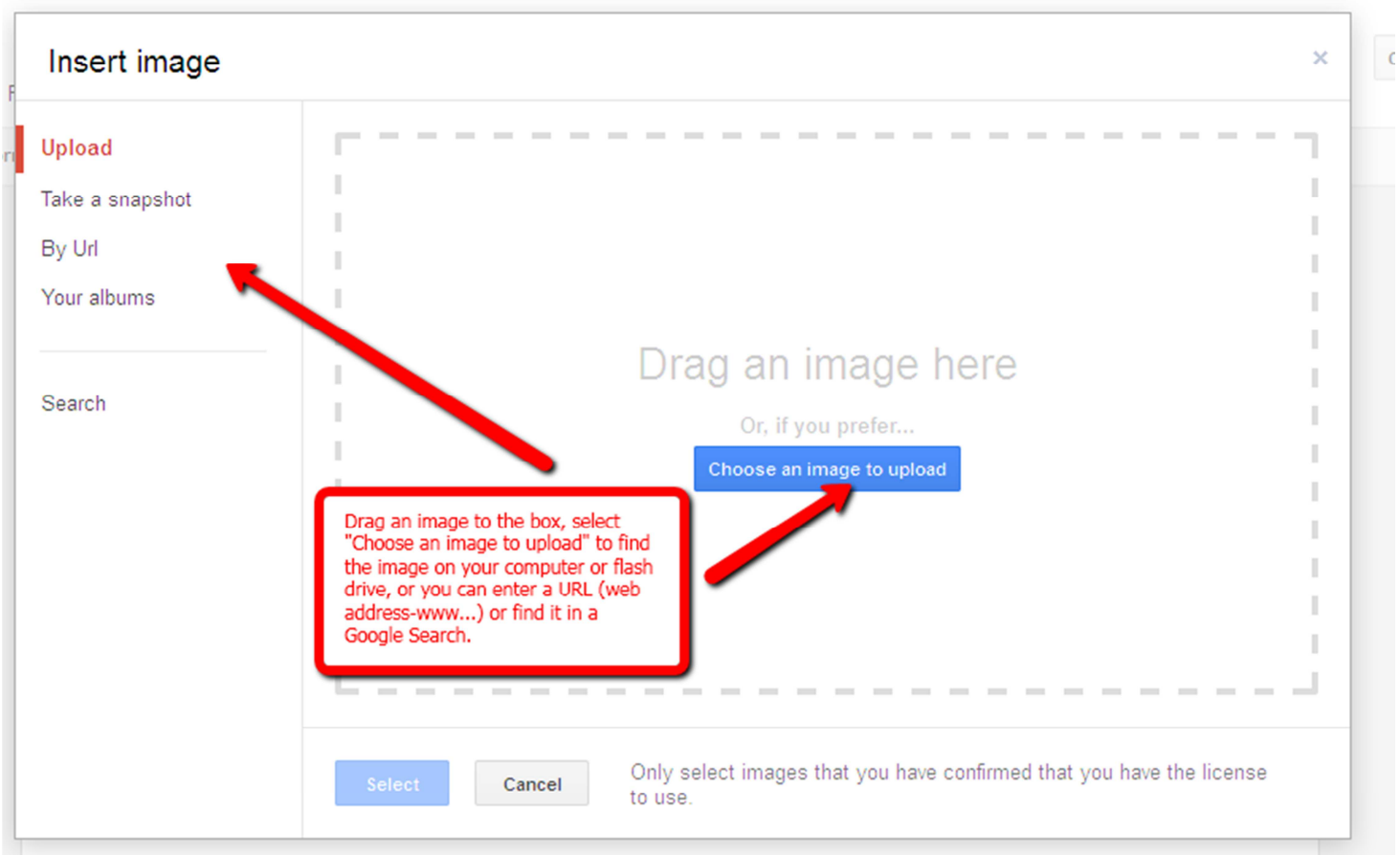
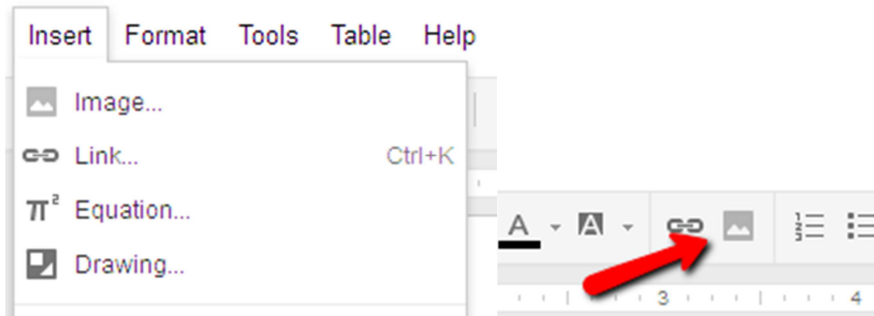


You could stick to entering plain text, but why? Take advantage of the full range of features in Google Apps Documents to make your documents stand out from the rest.

To get you started, here are a few ideas:

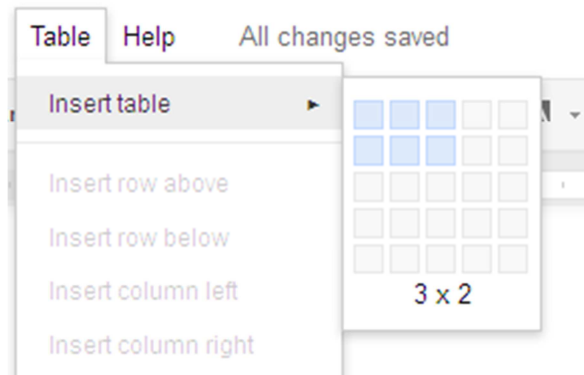
Insert images

You can go to "Insert" then "Image..." or use the picture in the tool bar.



Once your image is added, you'll be able to modify or remove it at any time. To do this, select the image you want to replace, and go through the steps to insert another image explained above. Or simply select delete to remove the image altogether.

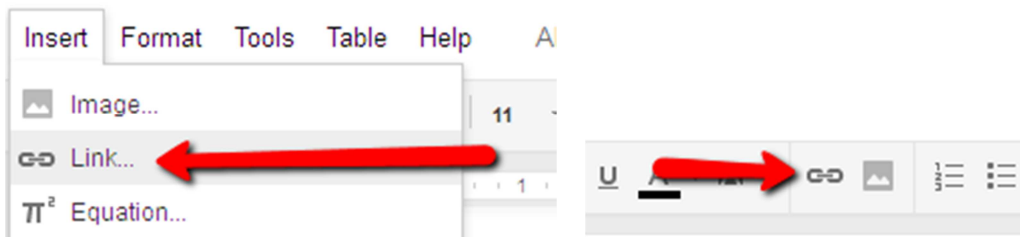
Add a table



Tables are a great way to organize information within your document. Start by choosing the number of rows and columns and then begin to format your table.

Insert Hyperlink

You can insert a hyperlink (to) just like you would in a Word document.



The screenshot shows the 'Edit Link' dialog box with the following elements and annotations:

- Text to display:** A text input field with a red arrow pointing to it from a red box containing the text: "Text that you want to appear in the document".
- Link to:** A section with three radio buttons: "Web address", "Email address", and "Bookmark".
 - The "Web address" radio button is selected. A red arrow points to its corresponding text input field from a red box containing the text: "web address (www...)".
 - A red arrow points to the "Bookmark" radio button from a red box containing the text: "You can also put in someone's email address or a bookmark that highlights somewhere else in the document (not a bookmarked web address)".
- Buttons:** "OK" and "Cancel" buttons are at the bottom left.
- Other:** A "Test this link" link is located to the right of the "URL for the link" input field.

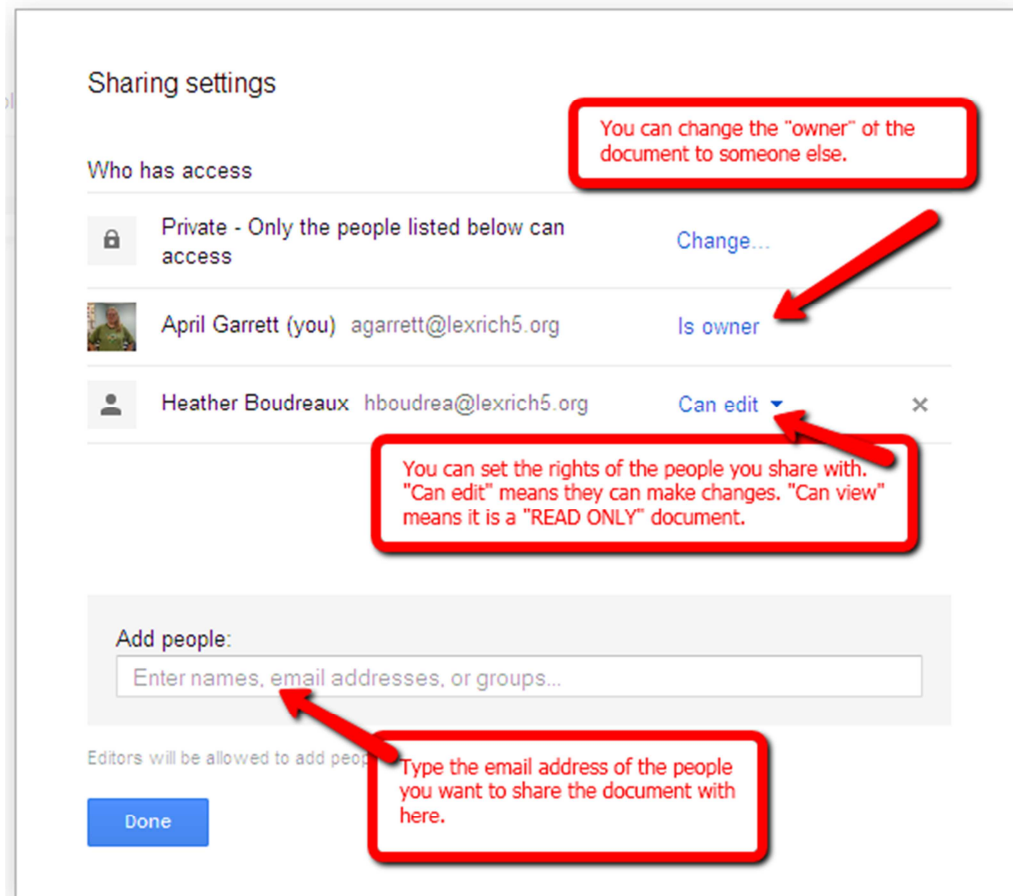
Share and collaborate

Once you've created your document, share it with others! Collaborators will be able to edit the same document at the same time -- you'll always have the most up-to-date version at your fingertips.

To get started, click the blue **Share** button at the top right of the page or click the arrow next to the share button. If you click the arrow next to the Share button, a menu will drop down. Select "Share." ***You must be the owner to share a document!***

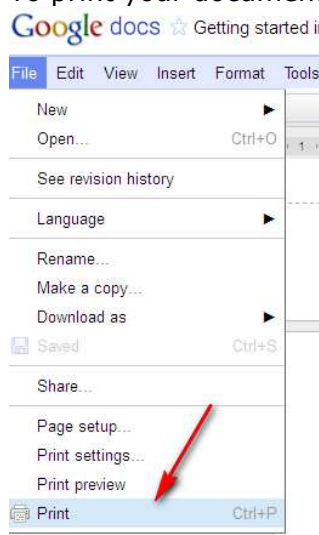


A new window will open.



Print

To print your document, select **File > Print**



A PDF version of your document will appear along with the print dialog box.

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Create a spreadsheet

Once you've accessed your Docs List, click the **New** drop-down menu and select **Spreadsheet** create a new spreadsheet.

This document works the same as an excel spreadsheet. You can share and print it the same way as explained above.

Here is the menu bar:



The buttons work the same as in excel.

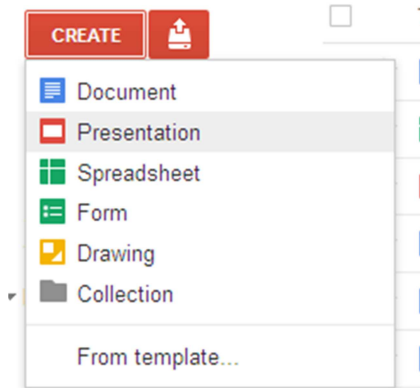
The buttons are:

- print
- undo
- redo
- web clip board
- paint format
- format as currency
- format as percent
- more formats
- font size
- Bold
- strike through
- font color
- text background color
- borders
- align (left, right, center justify)
- merge cells
- wrap text
- functions
- insert chart
- filter

You can share, collaborate and print a spreadsheet the same way you do a document.

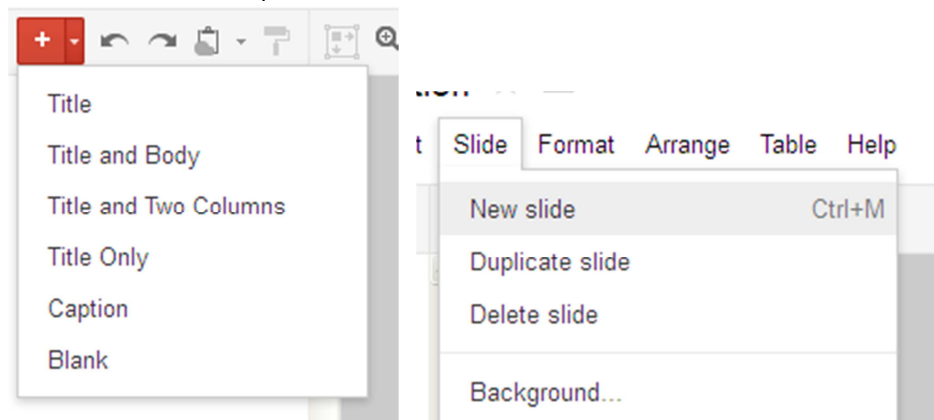
Create a presentation

Once you've accessed your Docs List, click **Create-Presentation** to create a presentation (or a Power Point).

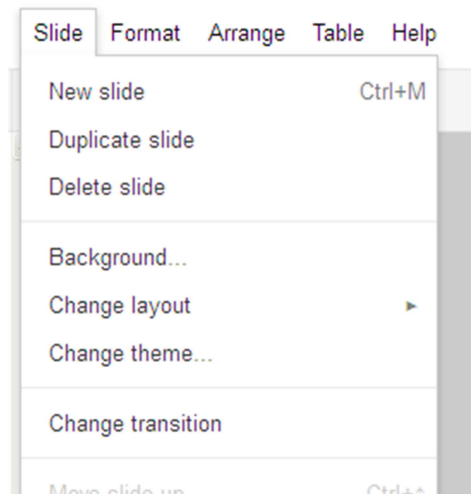


You can now create your presentation like you would a Power Point presentation in Microsoft Office.

To add a new slide, select **Slide-New Slide.**



To change the background/theme, select **Slide-Change theme/Change layout-Background.**



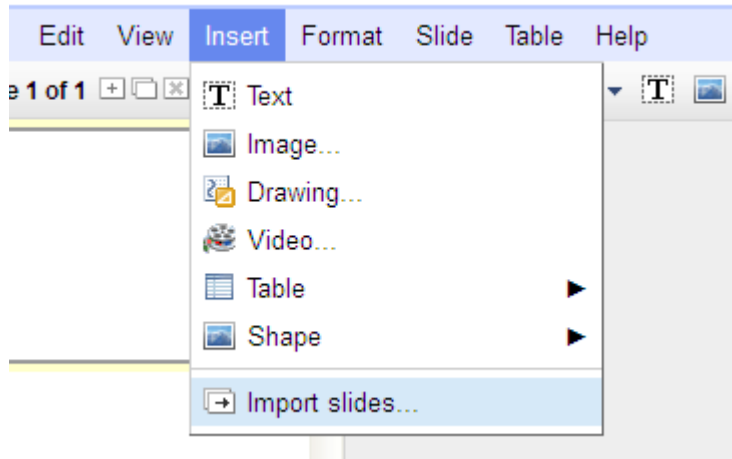
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Import

You can import individual slides from other presentations on Google Docs or on your computer. Select **Insert-Import slides**



Speaker Notes

To view your speaker notes, click on the button in the bottom right of the screen.



View

To view your completed presentation, select **View-Start presentation**.

