

# Google Docs & Google Drive

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## ***About these notes.***

These notes were written as an introduction to using **Google Docs** to give the user a starting point and a few basic ideas on how to use this software.

For more help with **Google Docs** see the **Help** section on the last page.

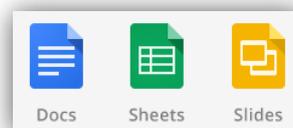
## **What is Google Docs?**

**Google Docs** is a freeware web-based office suite offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

Google Docs combines the features of Word processor (called Docs), a Spreadsheet (Sheets) and Presentation Program (Slides).

Recently two more software packages have been added, Forms and Draw.

Data storage of files is 10 GB. Documents using Google Docs native formats do not count towards this quota.



*Extract from Wikipedia.*

Google Docs lives in [Google Drive](#), the Google cloud storage service.

When you sign up to use Google Docs you automatically sign up for Google Drive and a folder appears on your computer, linked to Google Drive, in principle, similar to **Drop Box**. Whatever goes into the folder appears on the web.



## Getting Started

If you have not used Google docs before you need to go to the Google Docs site which allows you to setup an account in [Google Drive](#).

Use the link; <http://docs.google.com> and the Google Drive page opens.

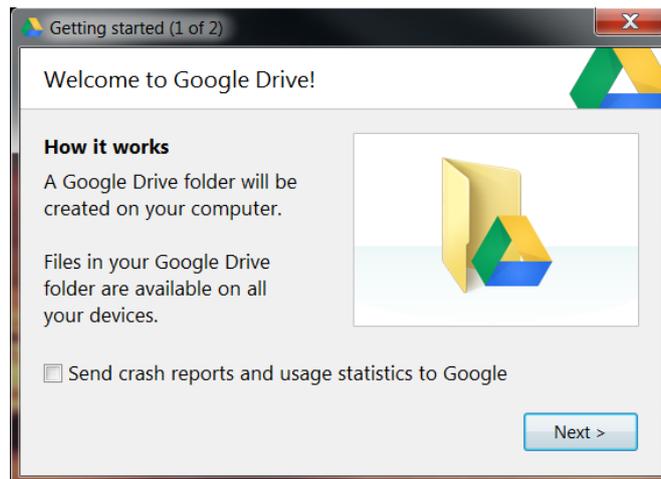
Here you can **Sign In** and/or **Sign Up**

### Sign Up

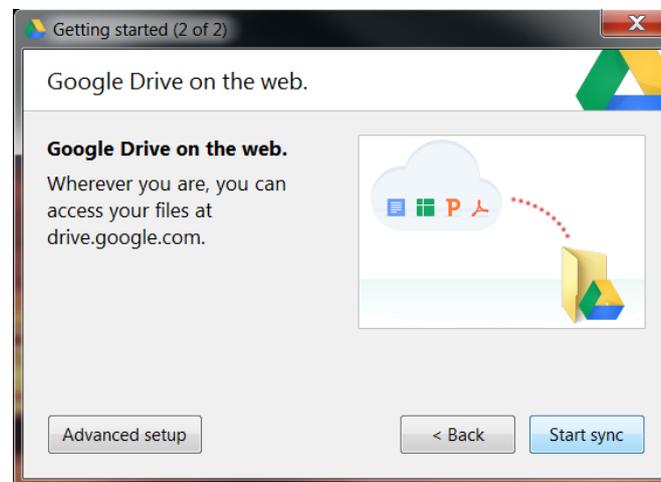
If you haven't signed up a **Sign Up** button appears in the top right of the screen.

Here you can register and return to the login page.

After signing up, when you first login, you will get the Getting started pages.



On the second page, read the information and click **Start sync**.

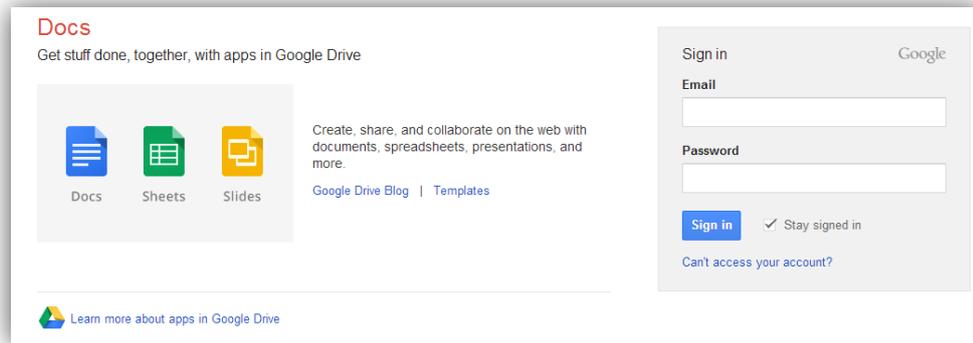


Google Docs creates a Folder (on your C drive) and creates a shortcut on your Desktop.

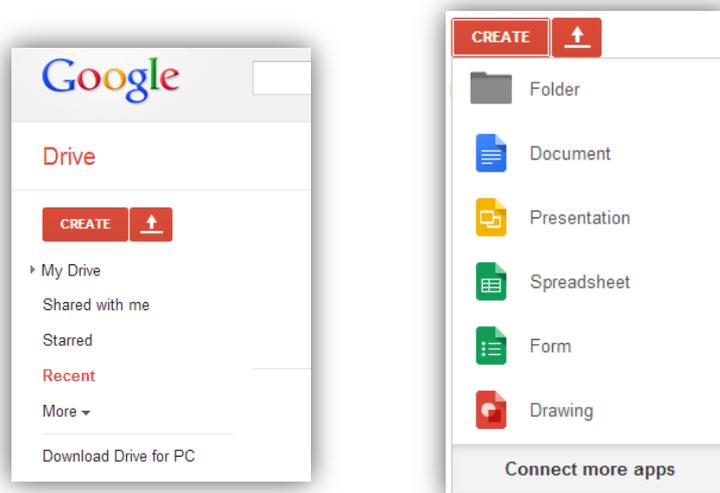


## Sign In

On the Sign In page you enter your Email address and your Password.



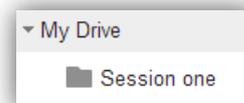
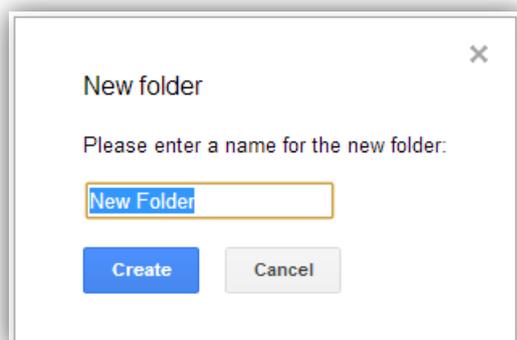
To Start, click the **Create** button and a list appears;



### *To create a Folder.*

You can create a sub-folder in the main folder.

- Choose **Folder** from the list.
- Give the folder a name (in this example **Session One**) and click **Create**. The folder appears in the My Drive list.



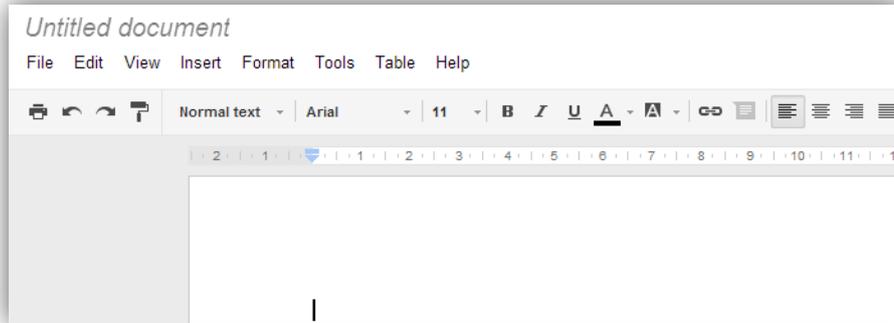
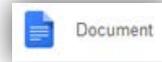
**To create a Document.**

You can create a document.

If you do not choose a subfolder the document appears in the main folder.

If you want it to appear in another folder, choose the folder before creating the document or you can drag it between folders later.

- 
- Choose **Document** from the list.  
The Google Docs word-processor appears.



- To give the document a name, click the current title in this case it says "Untitled document" and type a new name.
- You can use the program the same as any other word-processor.

At this stage you are working on-line (in the cloud) but a copy appears in your Google Drive folder on your computer (shortcut on the desktop)



- To **Close**, simply close the Browser. Google Docs automatically saves.

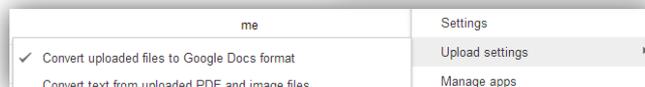
In future, to open this document, open the shortcut (folder) and double click the document. This will open the document in the cloud.

**To import a Document.**

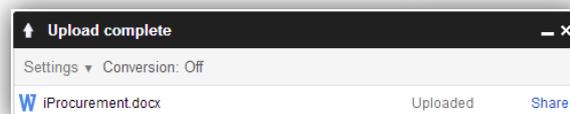
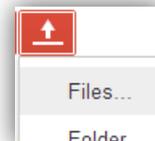
If you want to open an existing document for example a Word Document, you need to open it in Google Docs first so it can be converted to the Google Docs format.

It will be saved in the Google Drive folder.

- In Google Docs, choose **Settings**.
- Choose **Upload settings**
- Select **Convert uploaded files to Google Docs format**  
(Make sure it's ticked)



- Choose the **Upload** button to see the list.
- Choose **Files**
- Locate and select the document and click **Open**
- The file will be uploaded and converted.
- In the upload box, when it says **Upload Complete**, close the box.
- The document appears in the list and in the Google Drive folder.
- To open the file click the file name (link).



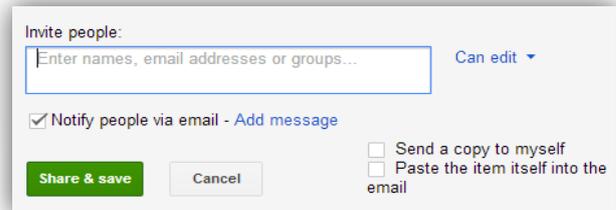
## Collaborate

Google Docs allows simple collaboration. Because changes to Google Docs are instantaneous, then everyone that can see the document can see the changes instantly.

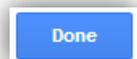
### Document Owner

To collaborate, you simply need to allow people to see (Share) the document.

- In the document, click the **Share** button (top right of screen)
- Click in the box under **Invite people**, and the box will expand.
- Type an email address
- Set any preferences including **Add Message**, so they know what it's about.



- Click **Share & Save**
- Share with more people if required.
- When finished, click **Done**



### Collaborator or Shared person

The collaborator will receive an email with a Share Test link.

- Click **Share Test** and the recipient will be able to view and change the document on-line.



With each change of the document the collaborators can see who is making the changes with their name and colour code.

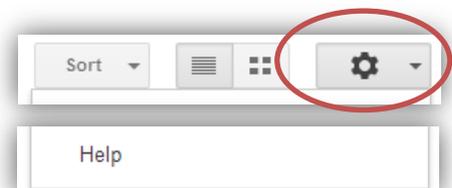


The document always remains under the control of the originator.

## Help

There are Help features in Google Drive itself;

- From the **Settings** link, choose **Help**



There are many help videos on YouTube. Here are two;

- <https://www.youtube.com/watch?v=IMqdex3KDQM> 15 mins covers most features
- <https://www.youtube.com/watch?v=Dsoa9skxVuk> 4 min about collaborating