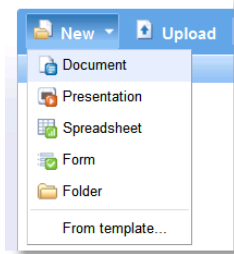


Google Documents



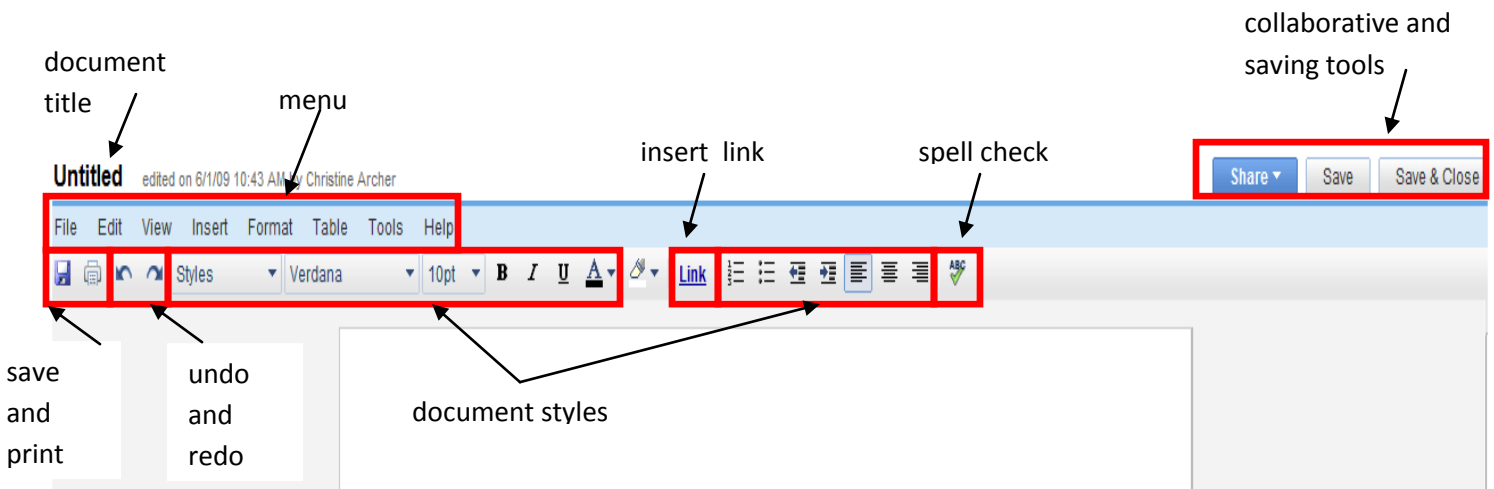
Interesting items about Google Documents

- It is similar to Word
- You can collaborate with other people and work on a document at the same time
- You can upload existing Word, Open Office, RTF or HTML documents
- You can export as pdf, text, word, etc
- You can keep track of changes made to a document
- You can share with world or just a small group
- It has numerous templates to take advantage of
- You can share your document with up to 200 people
- 10 people can simultaneously edit/view a document



Creating a Document

- Go to New in the menu bar and select Document
- Many items found on the tool bar will probably be familiar so I will focus on highlighting unfamiliar tools



File menu

- Revision history will highlight the changes made to the document and by whom; you can reset to a previous version if you need to from this point
- Download file will let you export files into many different formats

Edit menu

- Document styles will let you set defaults for the pages you create
- Edit HTML and CSS will let you tweak the code if you are interested in doing so

View menu

- Fixed width page view will provide a view similar to a sheet of paper

Insert menu

- Image will allow you to bring in images from your computer or from the web
- Drawing will let you insert shapes so you can make a flow chart
- Comment will let you insert comments and ask questions or provide feedback. Comments are stamped with username and time. To print them you will need to go to print settings and check the box to include comments.
- Footnotes will let you do just that but I've seen a lot of teachers use these instead of comments
- Table of contents will let you insert just that

Format menu

- Styles allows you to choose specific heading sizes

Table menu

- Insert table will allow you to bring in a table/chart (helpful for managing pictures as well)

Tools menu

- Language will give you the option to change the language for spell check
- Word count gives you total number of words typed
- Look up allows you to look up definitions, synonyms and the word in an encyclopedia

Help menu

- Google docs help center provides an online place to seek help
- Keyboard shortcuts will show you ways to combine keys to help save you time

Share tab

- Share with others allows you to bring on other contributors or viewers. Simply add their email address and invite them. Be sure to check advanced preferences as well.
- Email as attachment gives you the option to send the document to others
- Publish as a web page allows you to publish this particular document online; it will give you an address for viewers to reference
- View as a web page (preview) allows you to see what your page will look like prior to publishing as a web page

