

Welcome to

GOOGLE DOCUMENTS



Created by: Laura Suero

Important Info

- Google docs works only with Google accounts (in this case, your Gmail account).
- Services you can use with a Google Account:



Google Calendar



Google Sites

What can you do with Google Docs



Documents



Spreadsheet



Presentations



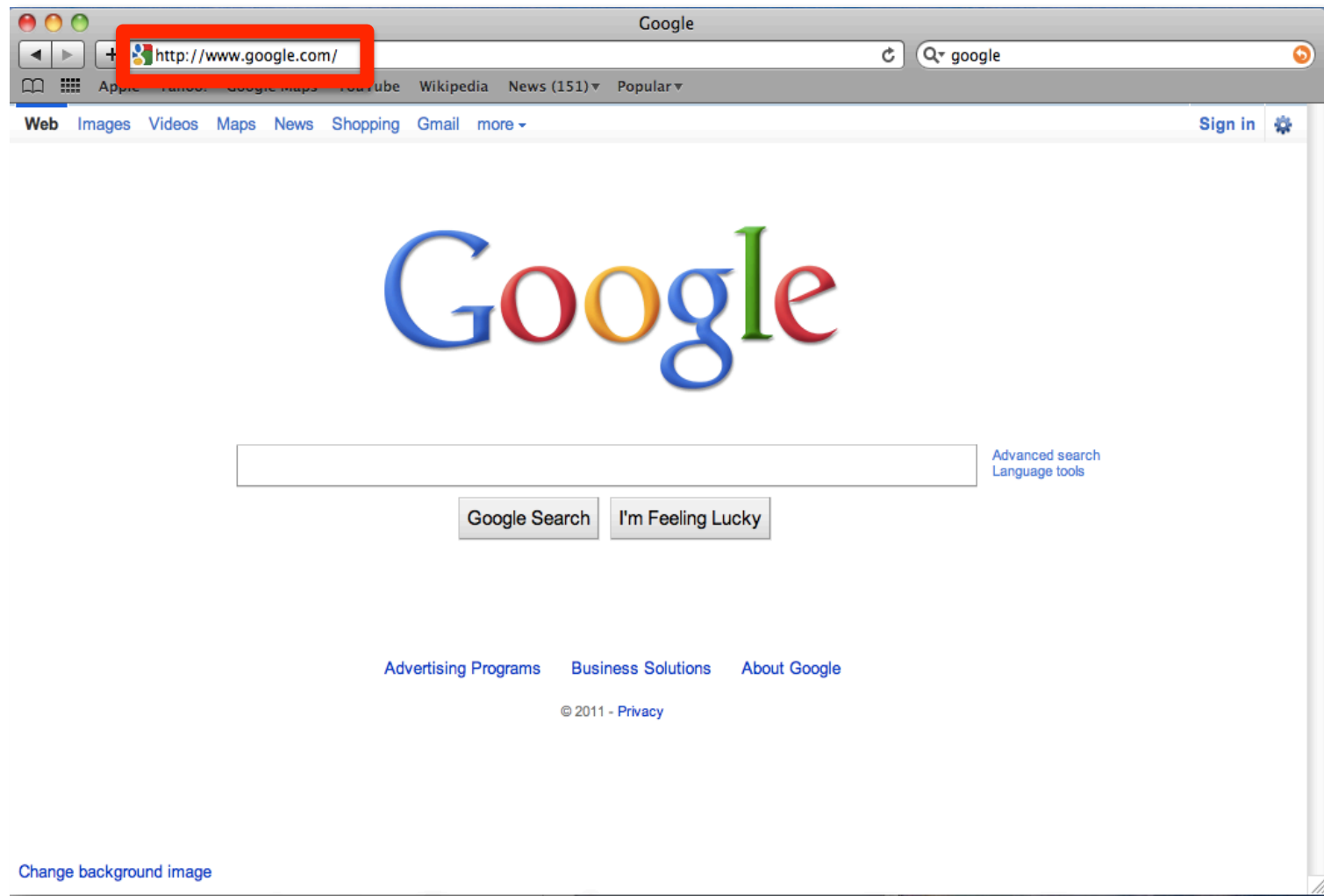
Drawings



Forms

HOW TO ACCESS GOOGLE DOCS

Open your “Safari Browser” and type
“google.com” as the URL address.



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Click on “more”
and in the drop
down menu, click
on “Documents”

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Google Docs - Online documents, spreadsheets, presentations, surveys, file storage and more


https://www.google.com/accounts/ServiceLogin?service=writely&passive=1209600&continue=http://doc


Google docs


Create and share your work online with Google Docs


- **Upload your files from your desktop:** It's easy to get started and it's free!
- **Access anywhere:** Edit and view your docs from any computer or smart phone.
- **Share your work:** Real-time collaboration means work gets done more quickly.

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Sign in with your Google Account

Email:

ex: pat@example.com

Password:

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Latest News from the Google Docs Blog

[Tips & Tricks: Using the description field in your documents list](#)

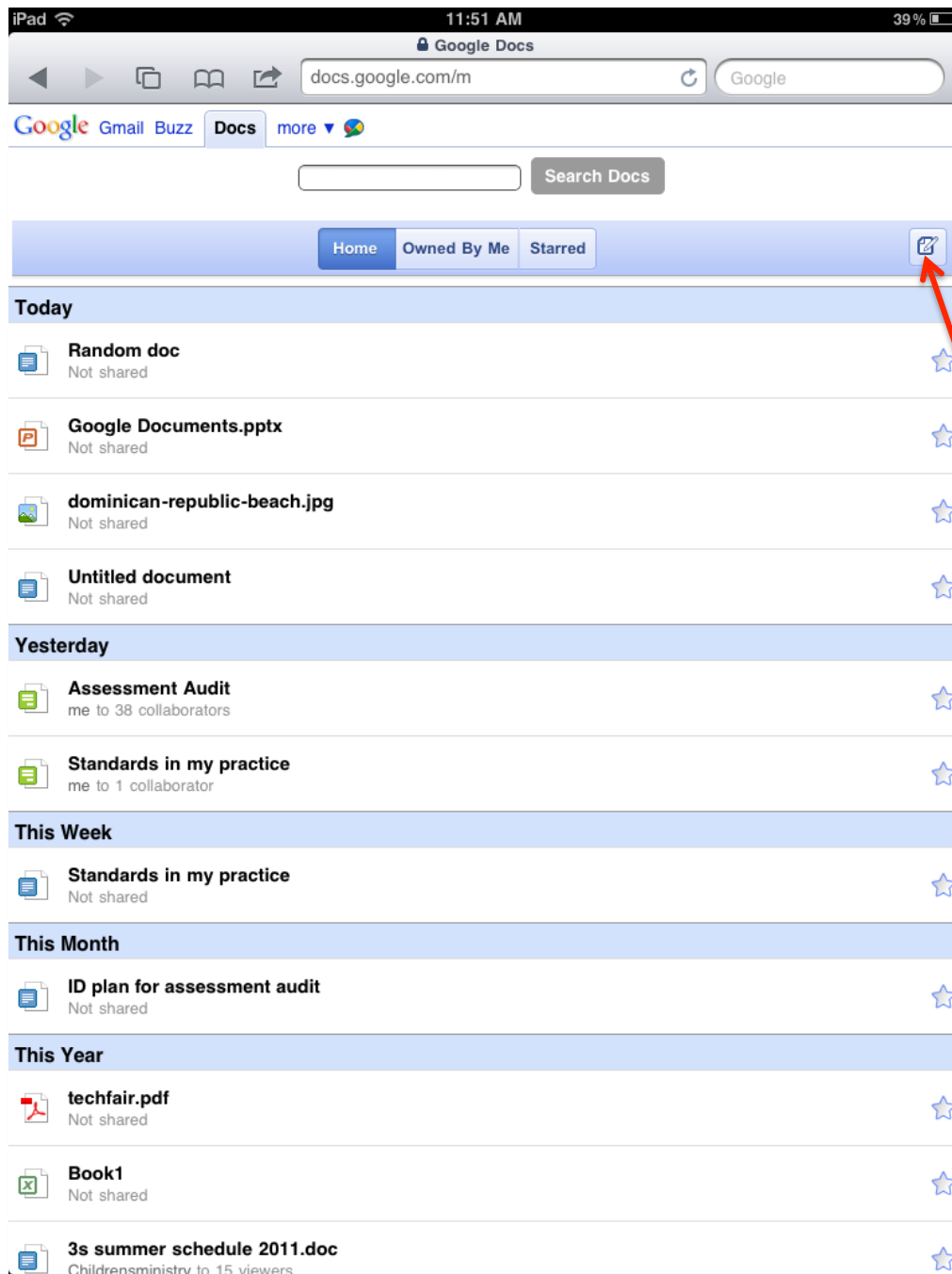
Tue Jun 14 2011

You may not have noticed the description field for items in your documents list, but descriptions hold great potential ...

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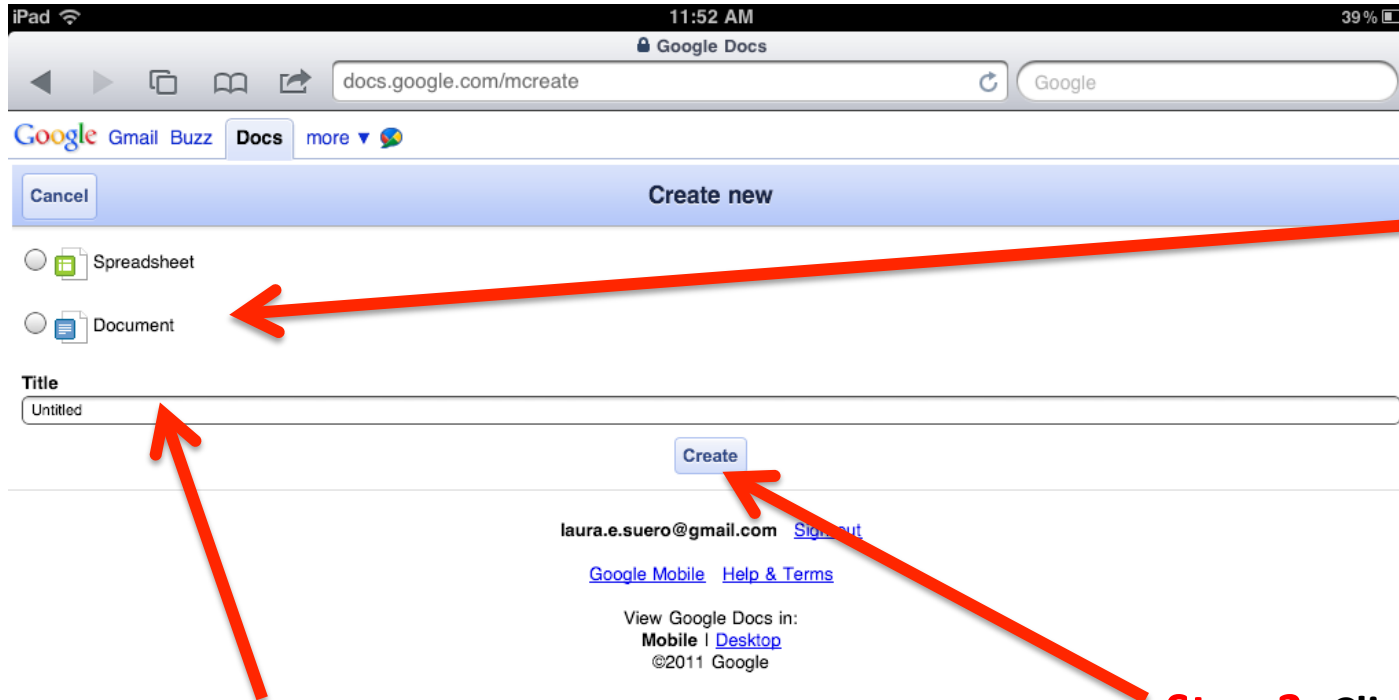


Once you access Google Documents, your screen will be similar to this one

To create a new document, click on the little notepad icon



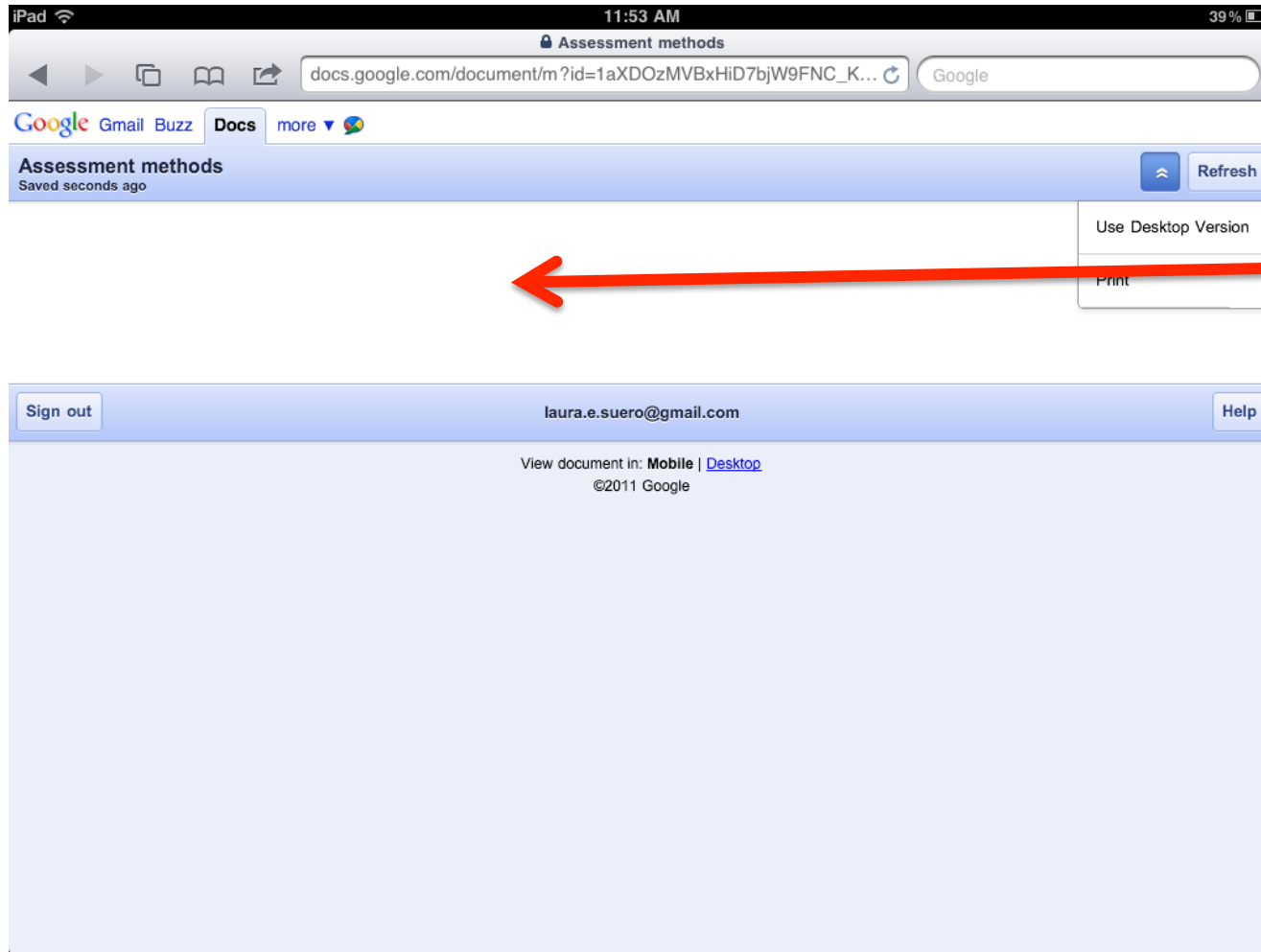
CREATING A NEW DOCUMENT



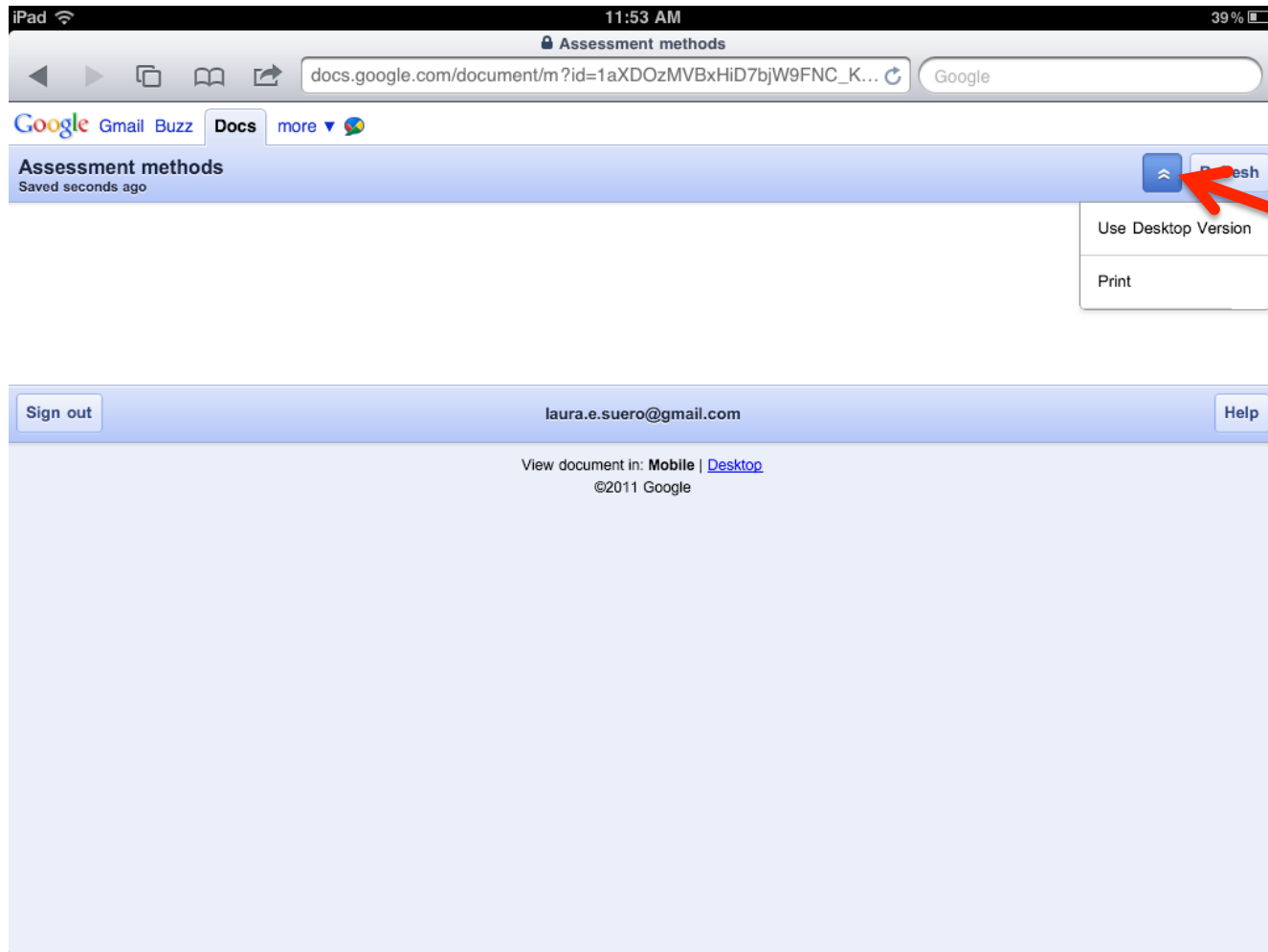
Step 1: Select the type of document you would like to create. In the iPad you can select a Spreadsheet or a Word document.

Step 2: Type the title or name of your document in the Title text box .

Step 3: Click on “Create”



**You can start
typing in the
following area**



Google Docs has less options when using an iPad. To go to the Desktop version (the way it looks in a laptop or desktop computer) click on the **arrow** and choose "Use **desktop version** from the drop down menu.

