

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 Docs



Google Sites

What can you do with Google Docs



Documents



Spreadsheet



Presentations



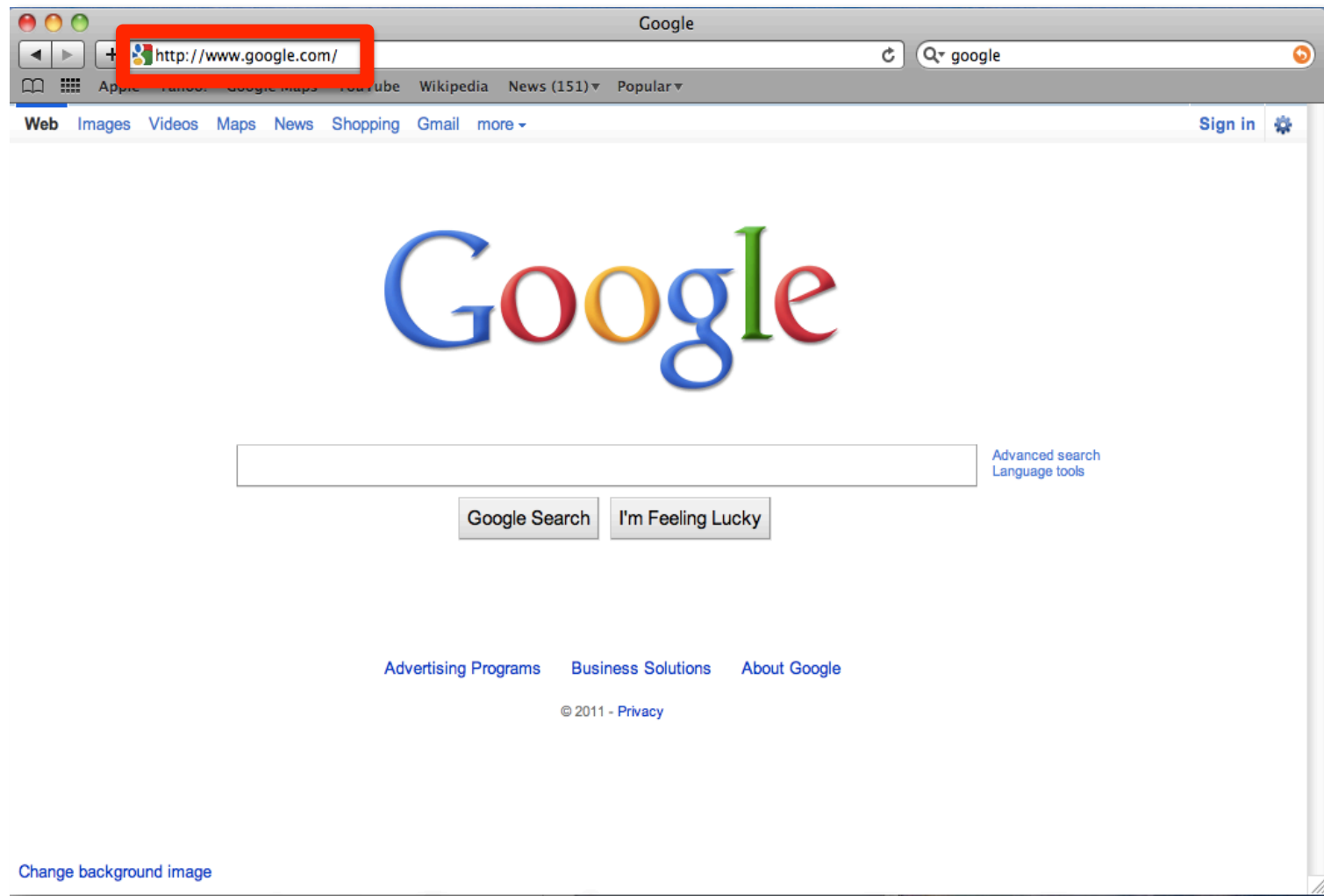
Drawings

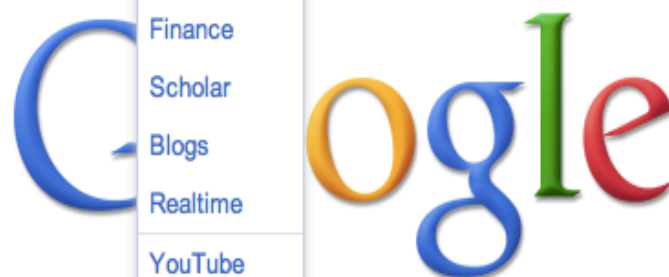


Forms

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”


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:

☒ Stay signed in

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Don't have a Google Account?

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Latest News from the Google Docs Blog

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

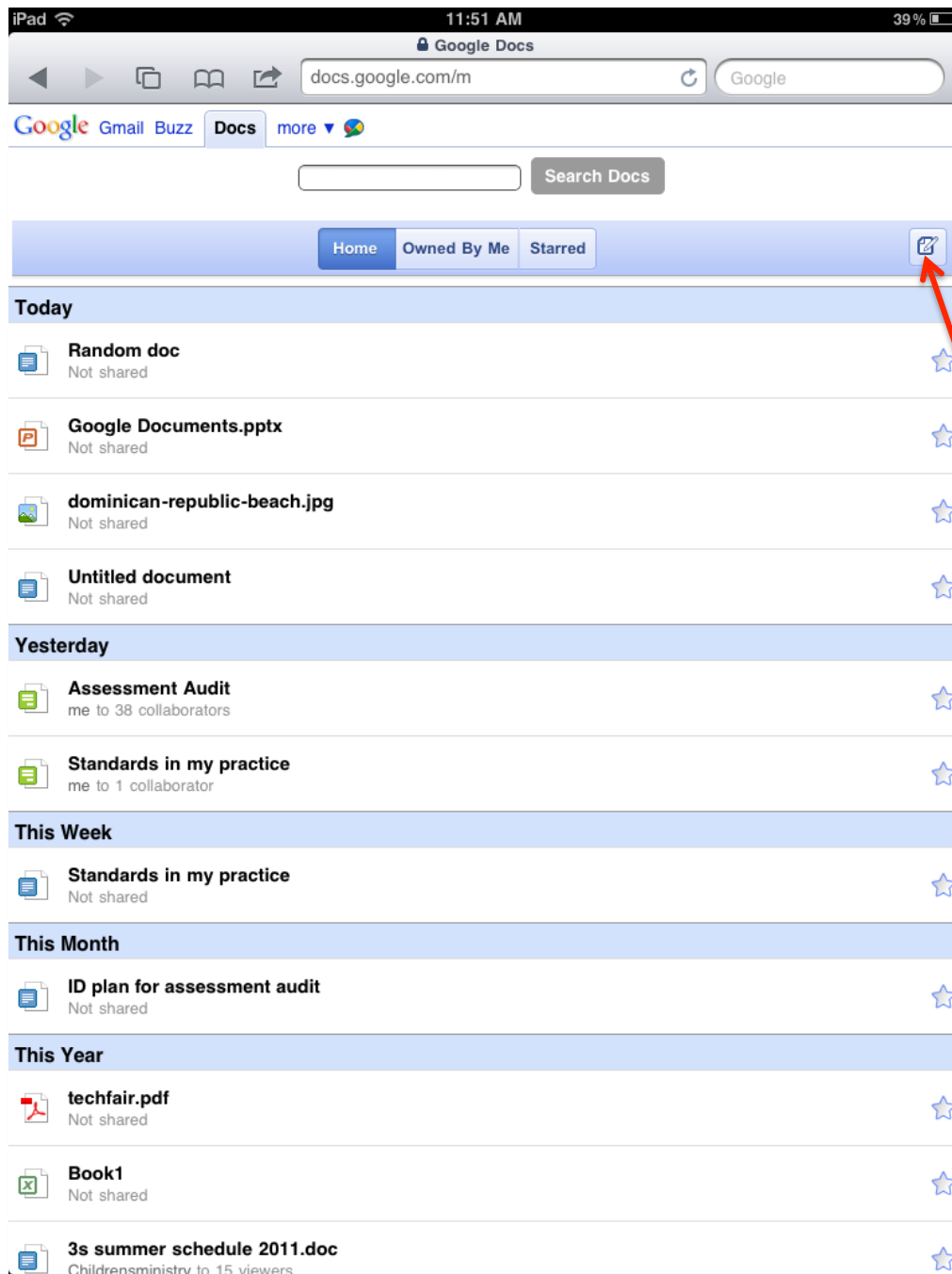
Tue Jun 14 2011

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

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**Login with your
randolphcentral.us
Gmail address**

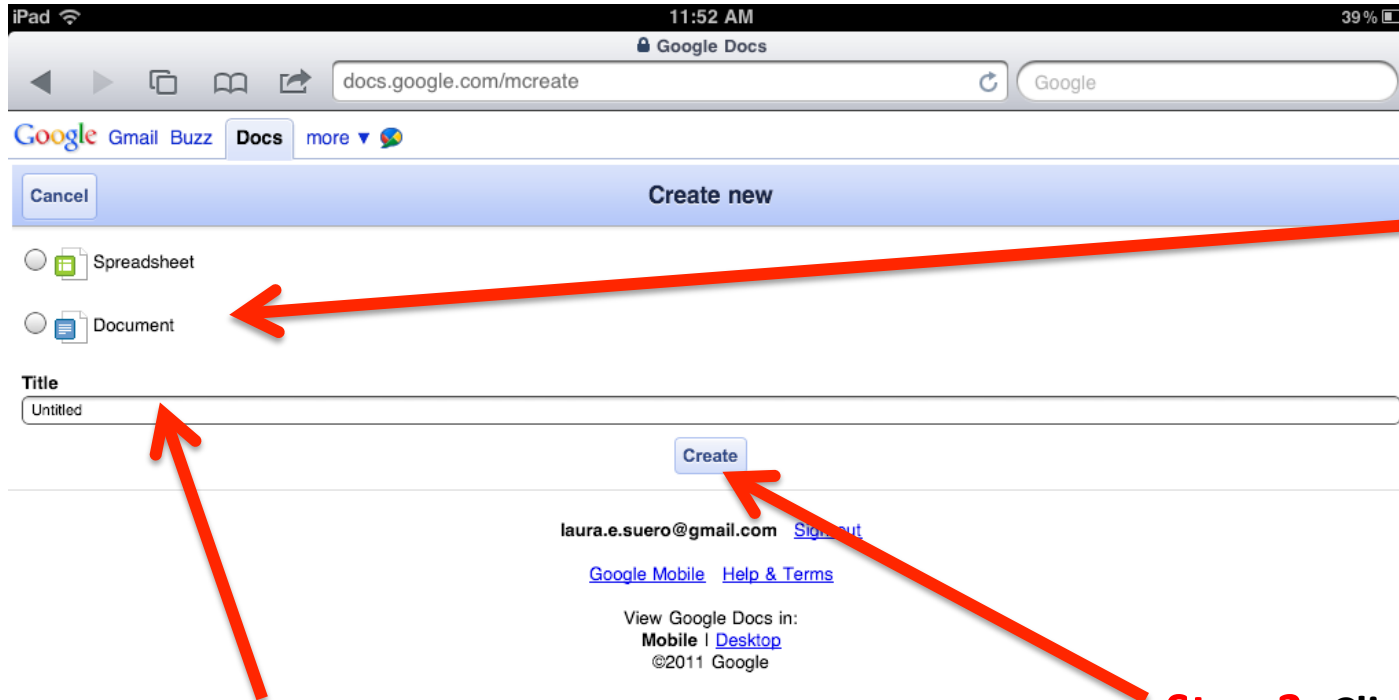


Once you access Google Documents, your screen will be similar to this one

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



CREATING A NEW DOCUMENT

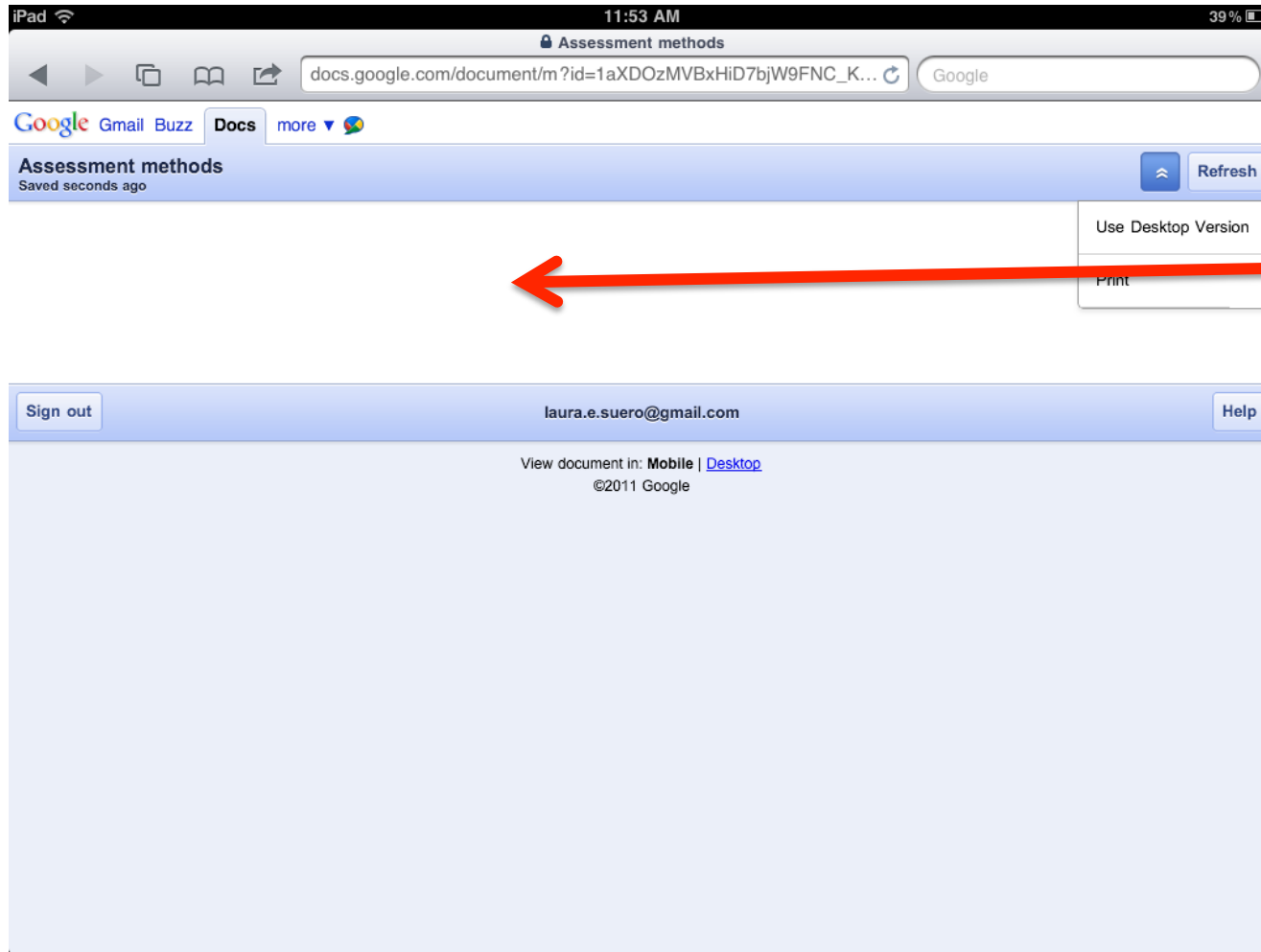


Step 1: Select the type of document you would like to create. In the iPad you can select a Spreadsheet or a Word document.

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

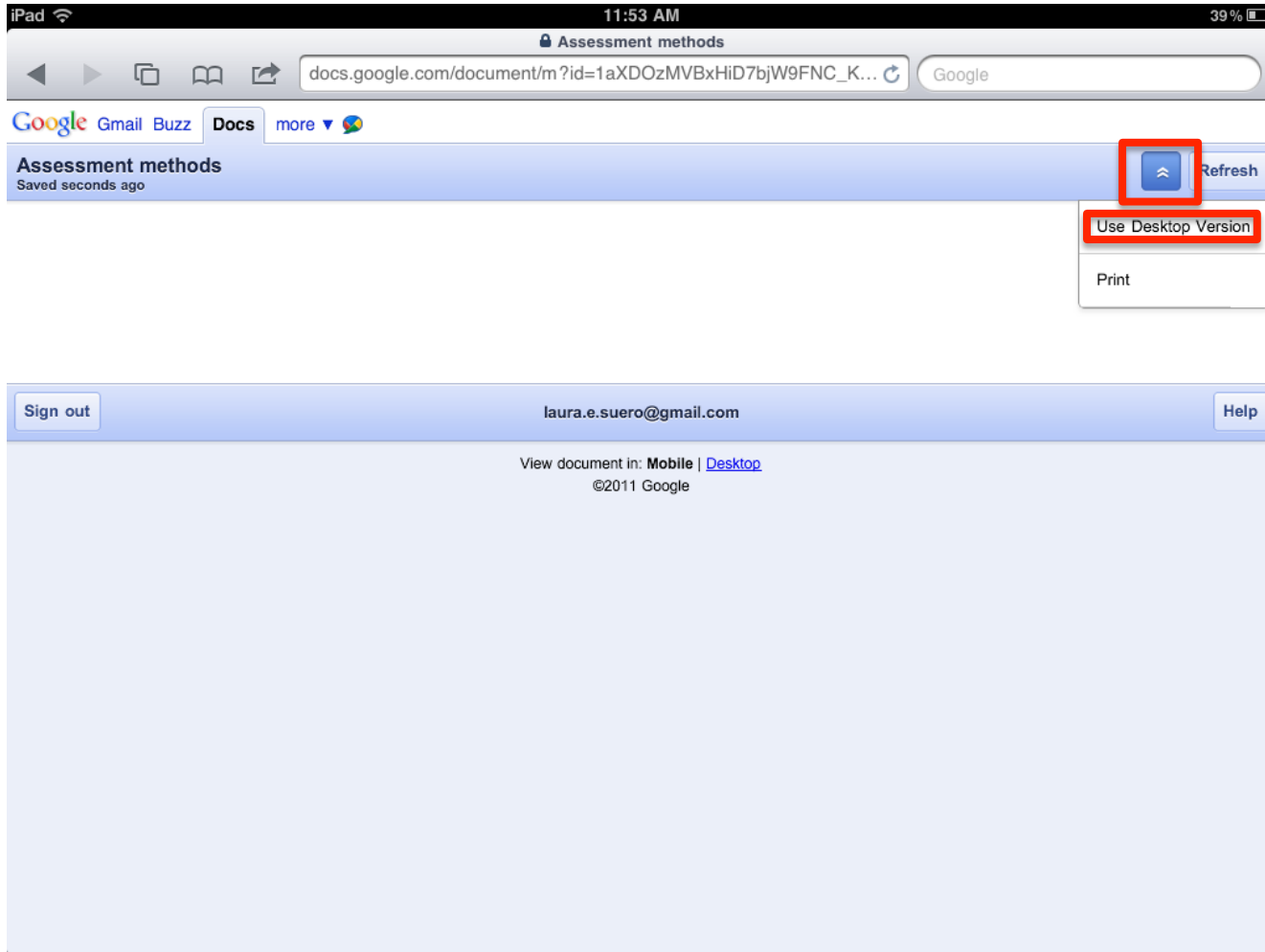
Step 3: Click on "Create"


CREATING A NEW DOCUMENT



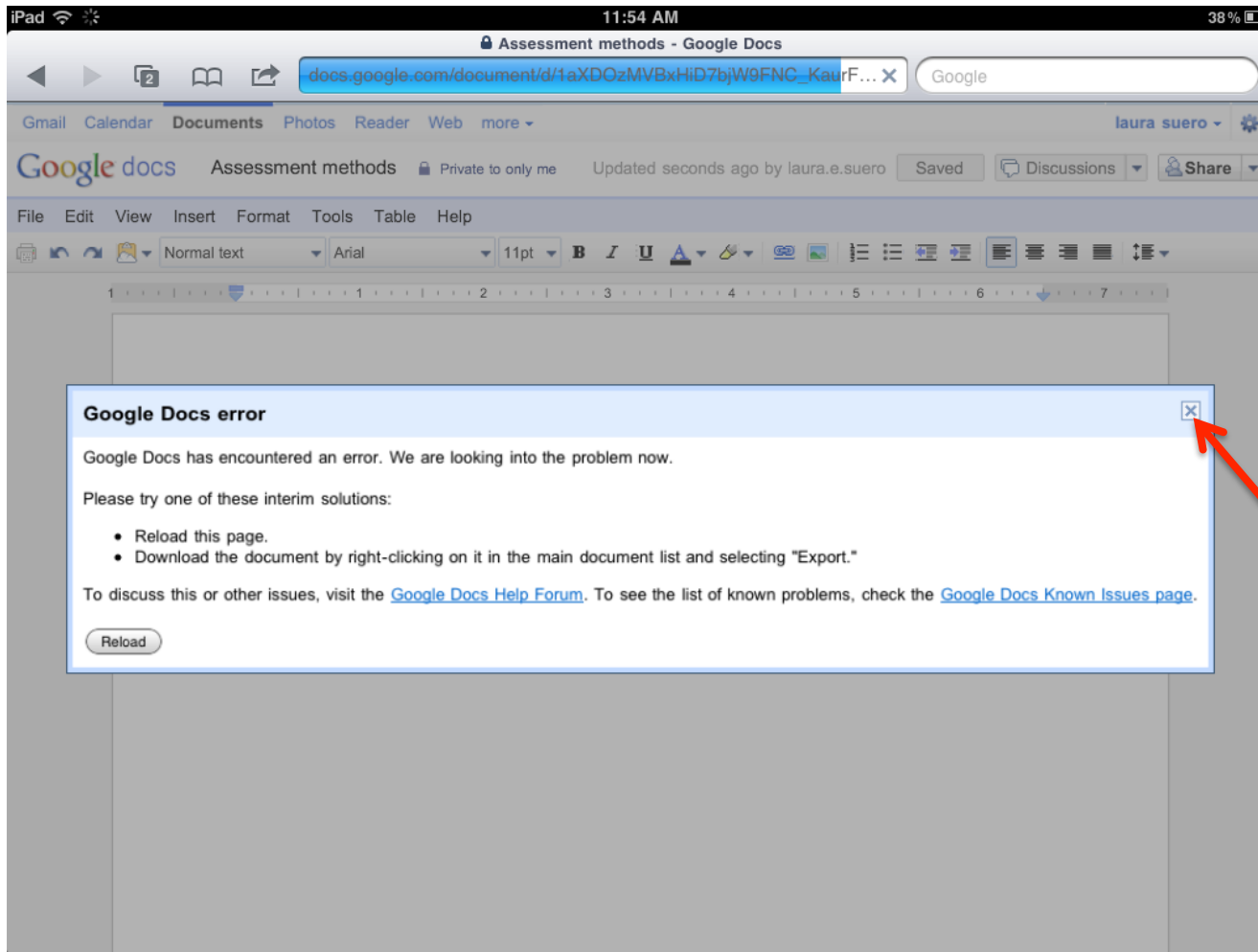
**You can start
typing in the
following area**

CREATING A NEW DOCUMENT



When you use Google Docs from a mobile device (iPad, phone, iPod Touch) you will have less editing options (less functions) than when you access it from a laptop or desktop computer. To obtain the desktop version click on the **arrow**  and choose **“Use desktop version”** from the drop down menu.

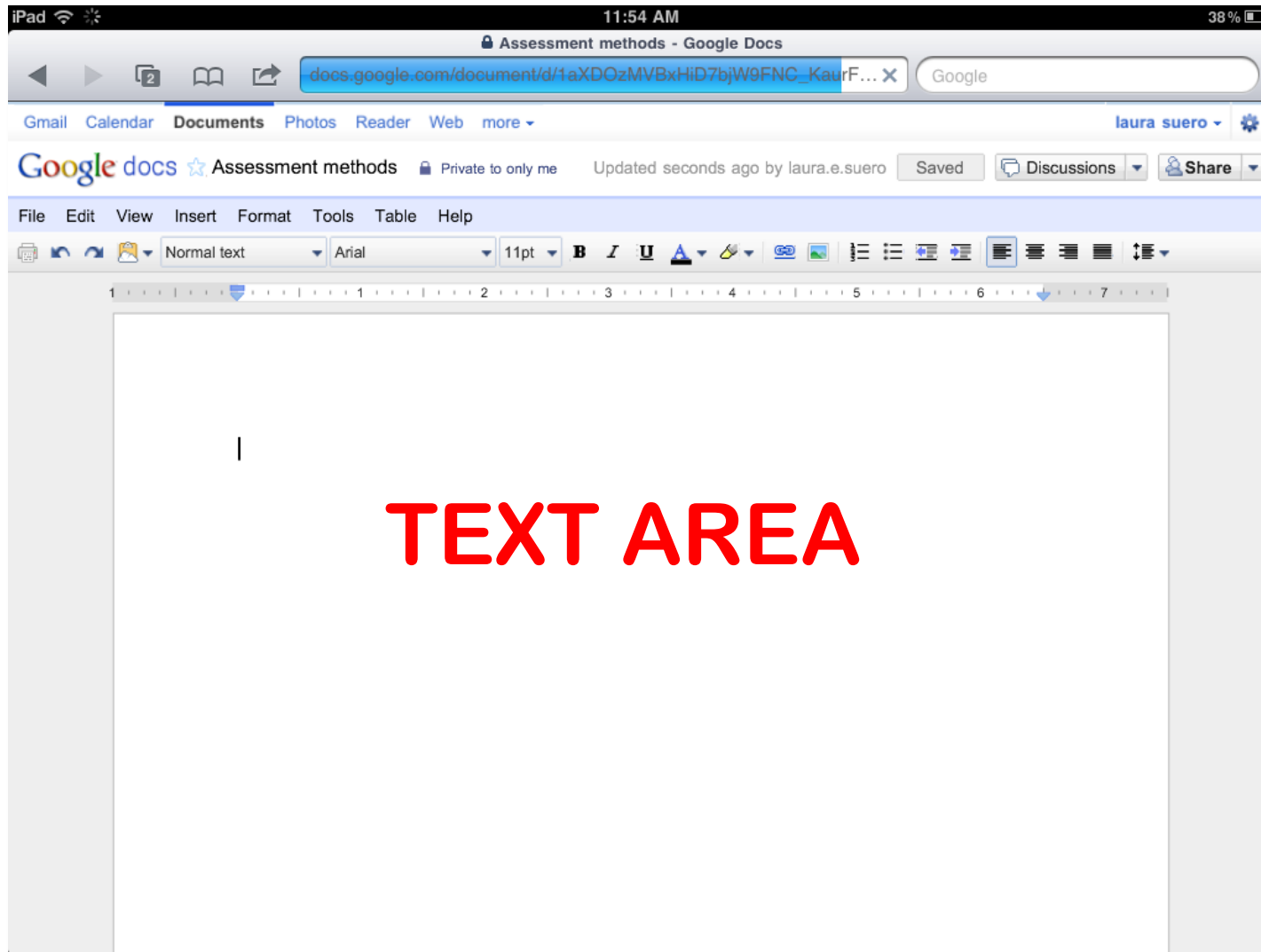
CREATING A NEW DOCUMENT



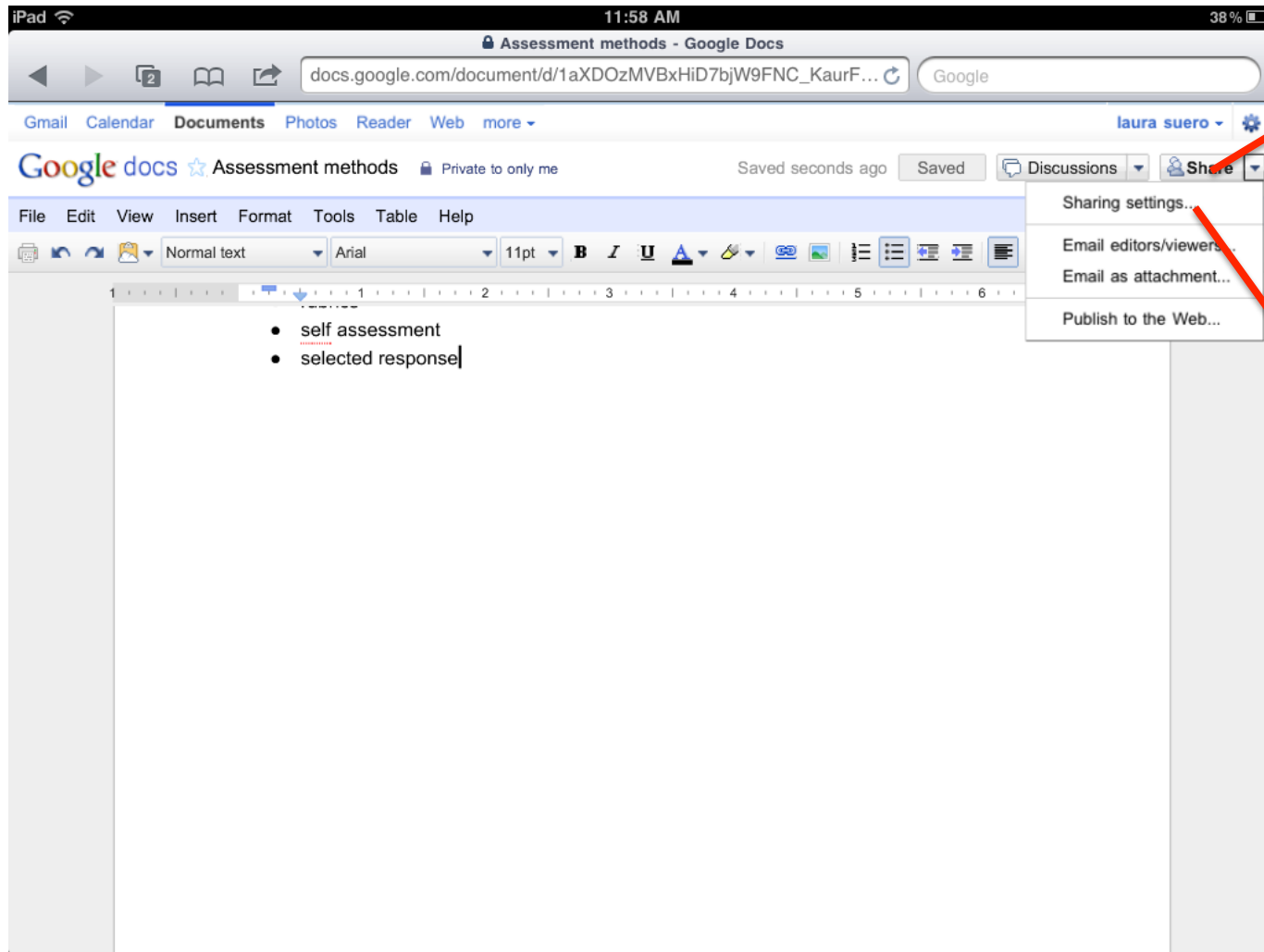
When switching to Desktop version, you'll get an error. Just click on the X to get ignore the message.

Click here

CREATING A NEW DOCUMENT



SHARING A DOCUMENT

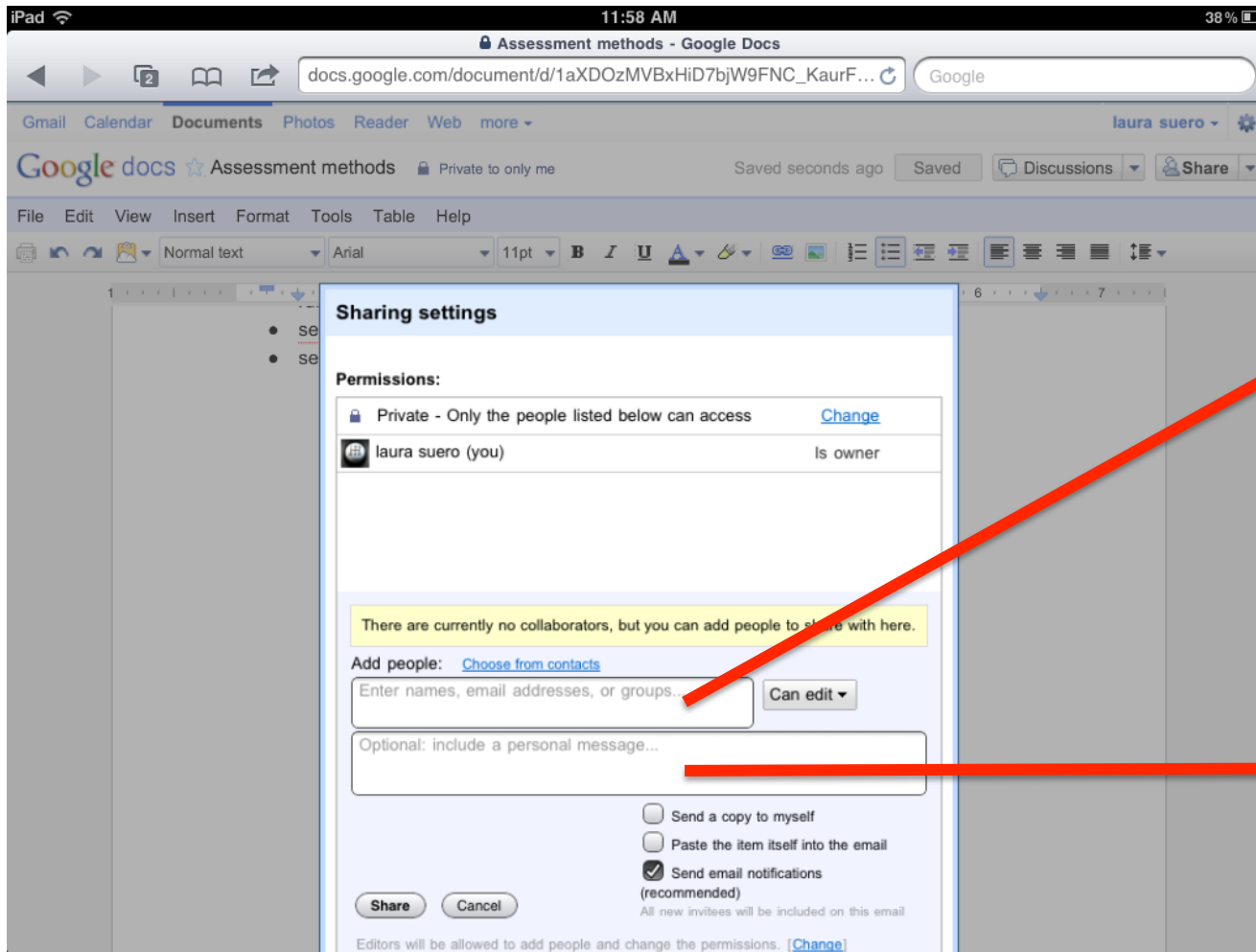


To share a document with a Google account click on



Click on sharing settings

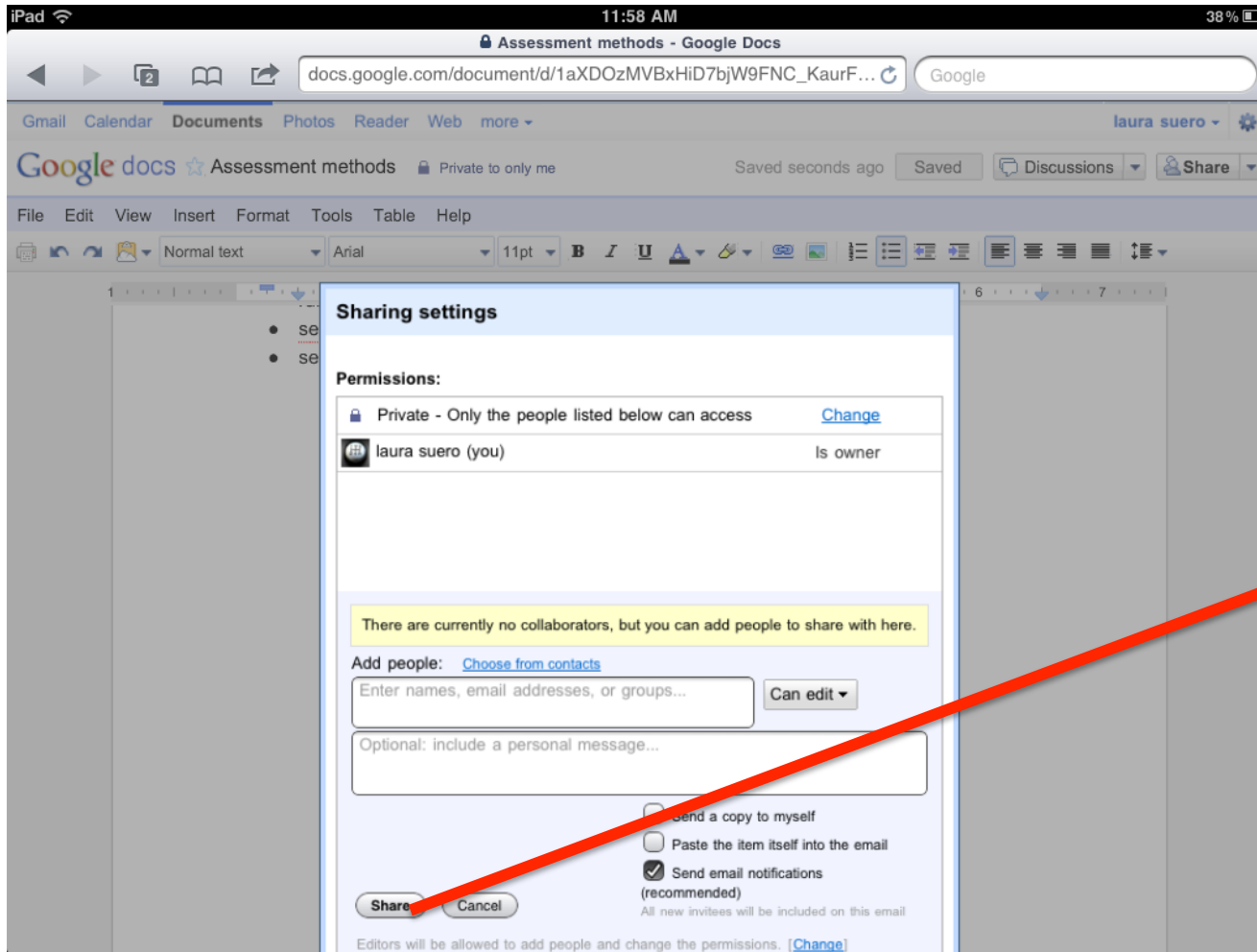
SHARING A DOCUMENT



In this area type the email address of the person that you want to share the document with

In this area you can type a message to the person, explaining why you are sending them the document (optional)

SHARING A DOCUMENT



Click on “Share”
and the message
will be sent.

SHARING A DOCUMENT

If you get this page and you cannot get out, just click on the back button

