

Technology Tips To Go

Using Google Docs

Collaboration on documents can take several forms; typing, editing, printing, attaching to an email and passed back and forth, or doing it electronically using available free technology.

1. First, it will be easier if you have an account with Google, if not, follow these steps:
 - a. Go to: <https://www.google.com/accounts/NewAccount>.
 - b. Fill in the required information and click, “**I accept...**”.
 - c. You will be sent an email to the address you specified to verify your new account.
 - d. Open the email and follow the instructions to verify your account.
2. Go to: Google Docs, <http://docs.google.com> and sign in with your new Google account.
3. It will open in a page similar to a word processing application. From the Left Panel, click “**Create**” and you will see the kinds of documents you can create and share with others for editing. **Document** is similar to Microsoft Word, **Presentation** is like PowerPoint, **Spreadsheet** is like Excel and **Form** allows you to collect bits of information from many people and have the data entered directly into a spreadsheet.
4. Let’s create a new text document. From this list, click, “**Document**”. It will open into a word processing document with familiar tools.
5. Type some text relating to, say, a project you’re working on. You’ll want to ask for ideas from others. Use any formatting tools you want and as you work, it will be saved automatically.
6. When your doc is finished, you want to **Share** it with others. Click the “**Share**” button in the upper-right corner. (It may say, “Private..”, if so, click, “**Change**”).
7. Your choices will be:
 - a. Public on the web – Anyone will be able to access and edit this way.
 - b. Anyone with a link – Allows you to pick who you want to see and edit the doc.
 - c. Private – Only you can access and edit.
8. Choose, “**Anyone with a link**” then click, “**Save**”.
9. The link will be listed at the top and at the bottom; you can type in their email addresses separated by a comma or choose them from your contact list if you have imported it into your Google account, (<http://mail.google.com/support/bin/answer.py?hl=en&answer=8301>).
10. When all people are added, click, “**Save**” and then, “**Done**”. The people will receive an email with the link to your document. When they open it, they will be able to make edits, additions, and answer questions.

