Google Docs & Google Drive

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Class Agenda

- **Sign up for a Google account**
- **Getting to Google Docs**
- **Creating a Doc**
- **Tour**
- **Page Setup, Indents, and Tabs**
- **Insert Picture, Shapes, and More**
- **Saving and Naming Your Doc**
- **Share**
- **Google Drive**
- **Resources**
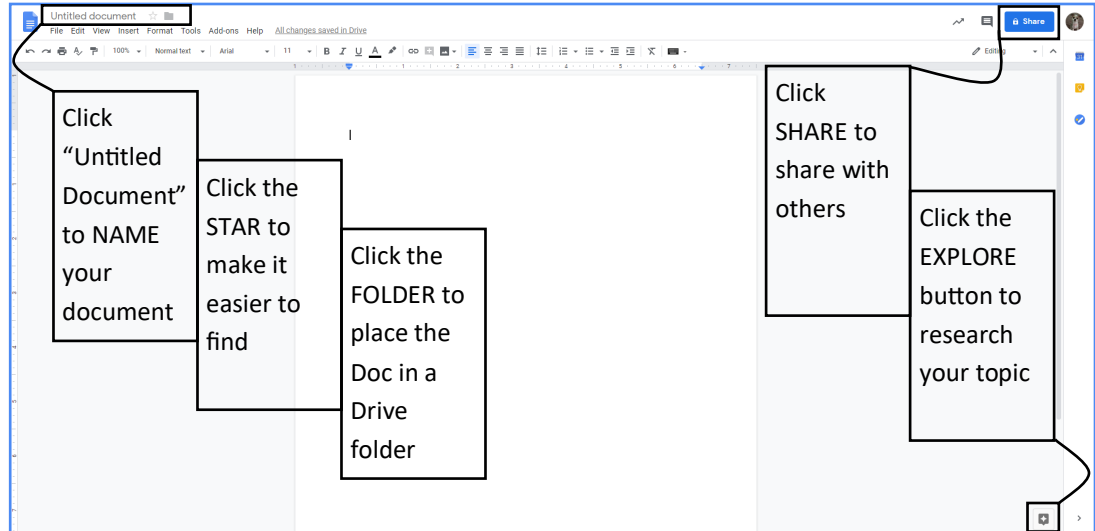
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⇒ **Online Library**

⇒ **Online Learning**

⇒ **Lynda.com**

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Mon-Thur: 9am - 9pm
Fri: 9am - 6pm
Sat: 9am - 5pm
Sun: 12pm – 5pm

Click "Untitled Document" to NAME your document

Click the STAR to make it easier to find

Click the FOLDER to place the Doc in a Drive folder

Click SHARE to share with others

Click the EXPLORE button to research your topic

Clicking on this will take you to Docs Home where you can; open a new blank Doc, open a template, or open a previously created Doc

Most of what you need to use is right there in front of you in the toolbar at the top. However, if you shrink your screen, you won't be able to see everything. Below is a listing for most of the tabs and tools.

♦ **File:** Make a copy, download as PDF or Word, email, rename, move to a Drive folder, translate, page setup: margins, paper size, portrait or landscape

♦ **Edit:** Cut, copy, paste, undo / redo, select all, and find and replace

♦ **View:** Editing or reading mode, turn on / off ruler, show outline or equation toolbar, and make Docs full screen

♦ **Insert:** Image from your computer, search the web, from Drive, Google Photos, or camera, a table, create a drawing such as shapes, text boxes or a drawing, a chart from Sheets, a horizontal line, headers, footers, and page numbers, and hyperlink to another doc, sheet, slides, to an email address or a website

♦ **Format:** Text: bold, italics, all caps, sub / superscript, paragraph styles, alignment, indents, hanging indent, first line indent, line spacing, columns, bullet points, headers / footers, clear all formatting

♦ **Tools:** Spelling and grammar checking, word count, Explore, dictionary, translate to another language, voice typing, preferences for special characters, and accessibility

♦ **Add-ons:** get add-ons that help you do what you're trying to do

♦ **Help:** Google help for Google docs, you can search for what you need to know or go through the entire how-to

♦ **All changes saved in Drive / Saving:** Google docs saves as you work on your document. If you haven't done any work in a while it will read "All changes saved in Drive". If you are typing it will read "Saving".

https://applieddigitalskills.withgoogle.com/en/digital-training

Page Set Up

Margins:
Click on grey area in ruler and drag OR Click on FILE, then PAGE SETUP Change the margins then click OK to save or click SET AS DEFAULT to always open with those margins

Indents:

In the top ruler, left click and drag on bottom blue triangle to adjust left indent, click on the box on top of the triangle to create a first line indent

Tabs:
Left clicking on the top ruler will bring up a menu with tab options

- Add left tab-stop
- Add center tab-stop
- Add right tab-stop

Click the tab style you'd like to insert Left click on tab and drag to move your tab Left click on tab and drag down to remove the tab

Insert

Image:
Click on the image icon or click on INSERT and then image

- Upload from computer
- Search the web
- Drive (an image you saved to your Google Drive account)
- Photos (Google Photos)
- URL (a website link)
- Camera (take a picture)

Shapes and Text Box:
Click on INSERT, then DRAWING, then +NEW

- Here you can create a **shape**, **text box**, or even a **drawing** and then insert it into your Doc.
- Create each object separately
- You can adjust the size and position once it is inserted.
- This is different than Word and may take some getting used to.

Share

With Google Docs, you can share your document with others who have a Google account and work together.

Edit:
The people you shared with can make changes to the document

Comment:
The people that you shared with can only comment on the document and suggest changes

View:
The people you shared with can only view the document

Add a comment:

- Highlight the text or click on an image
- On the right, a comment circle will pop up
- Click on the comment circle and type in you comment
- Comments can be replied to and also resolved

Google Drive

Google Drive is where all your files are stored. You can sort all these files into different folders for organization and filter Drive to show items you created or items that were shared with you. It is basically like your File Explorer on Windows or Library on Macs.

Drive: Clicking on this will show you all files and folders stored on your Drive

+ New: Create a new folder, upload a file or folder from your computer, or open any of the Google apps (Docs, Sheets, Slides, etc…)

Priority: Create folders of files that you need to get to frequently

My Drive: Works the same as clicking on Drive but you also get to list folders

Team Drive: These are files or folders that are shared with a team

Shared with me: This will show all the files that have been shared with you

Recent: Will show the most recently opened or modified files

Starred: You can STAR files to make them easier to find, this is where you'll find them

Trash: Any file you delete will show up here, you can retrieve it if you accidently deleted it, or you can delete it forever to free up more space

Storage: Drive gives you 15gb of storage, however this includes your Gmail account as well

Search: You can search for a file in the tip SEARCH bar, clicking on the down arrow will open advanced search options

: Will show a list of activity for recently modified files that either you have done or someone who has shared a file with you

Help

Settings

Apps

Right clicking on a file will bring up this option menu:

- Preview
- Open with
- Share
- Get shareable link
- Move to
- Add to Starred
- Rename
- Manage versions
- Make a copy
- Report abuse
- Download
- Remove