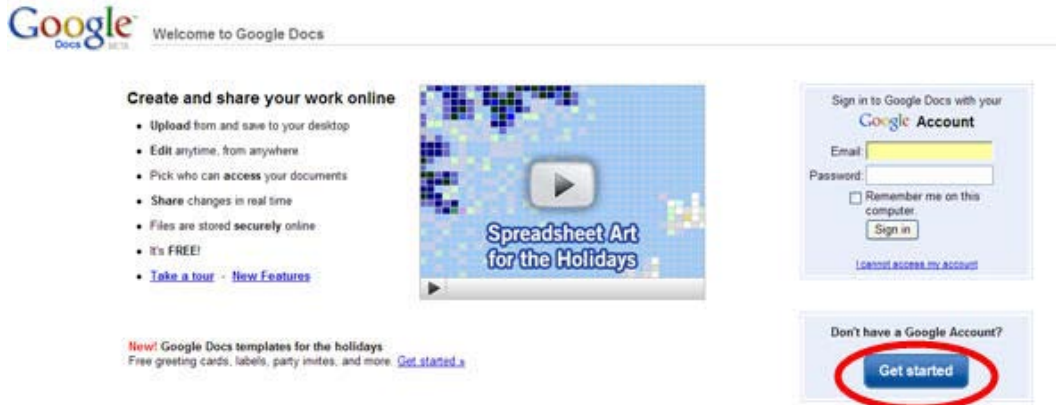


Google Docs Tutorial

1. Go to google docs at <http://docs.google.com>.
2. If you have not yet created an account in google docs click the Get Started button.



3. Fill out the form with your information. When you are finished click the "I accept, create my account" button.

Required information for Google account

Your current email address:

e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)

Minimum of 8 characters in length.

Re-enter password:

Remember me on this computer.


Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)


Enable Web History.

Get started with Google Docs

Location:

Word Verification: Type the characters you see in the picture below.





Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

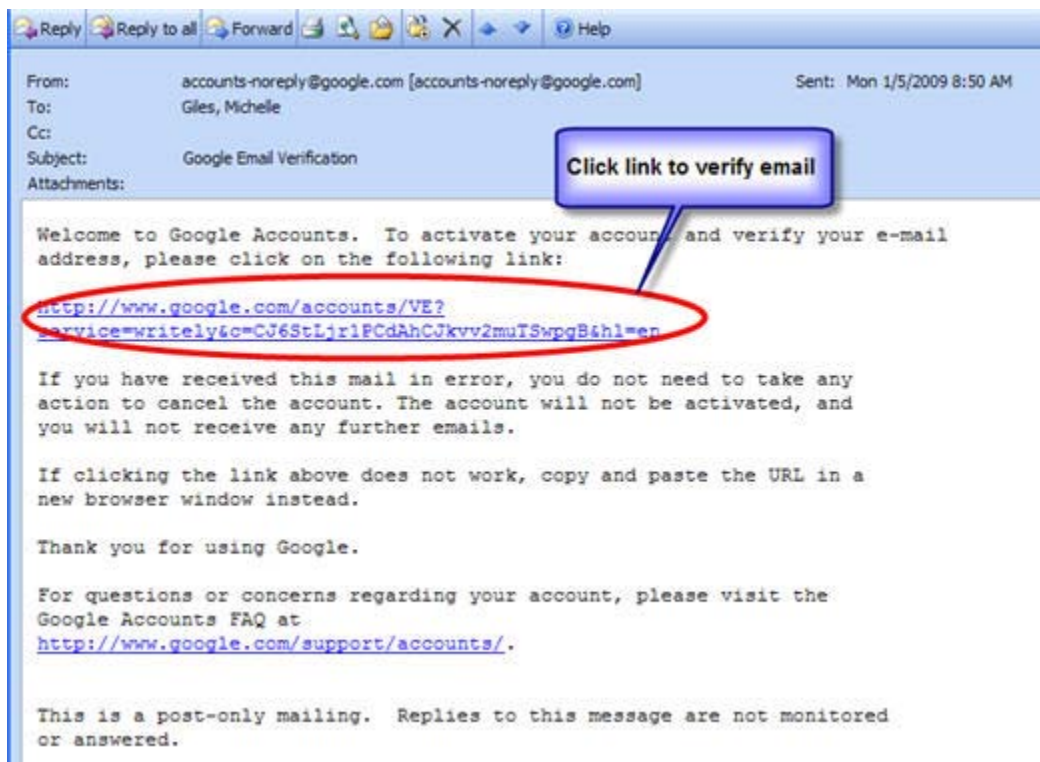
1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

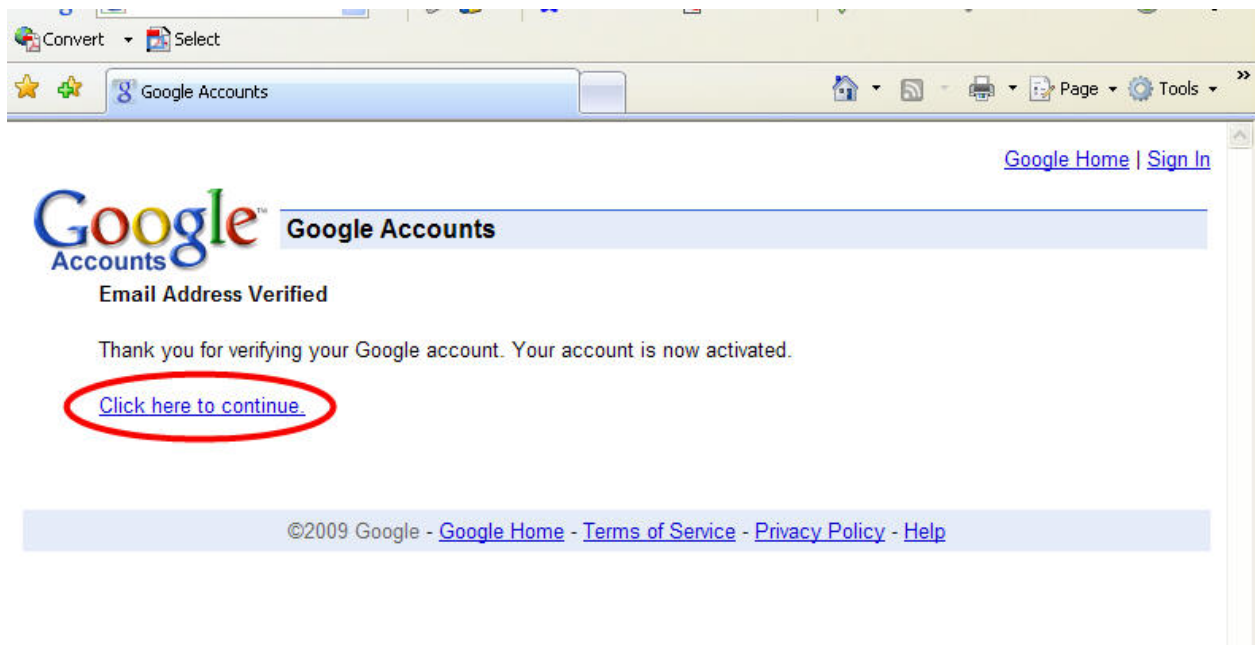
Fill out the form with your information.

Click Accept

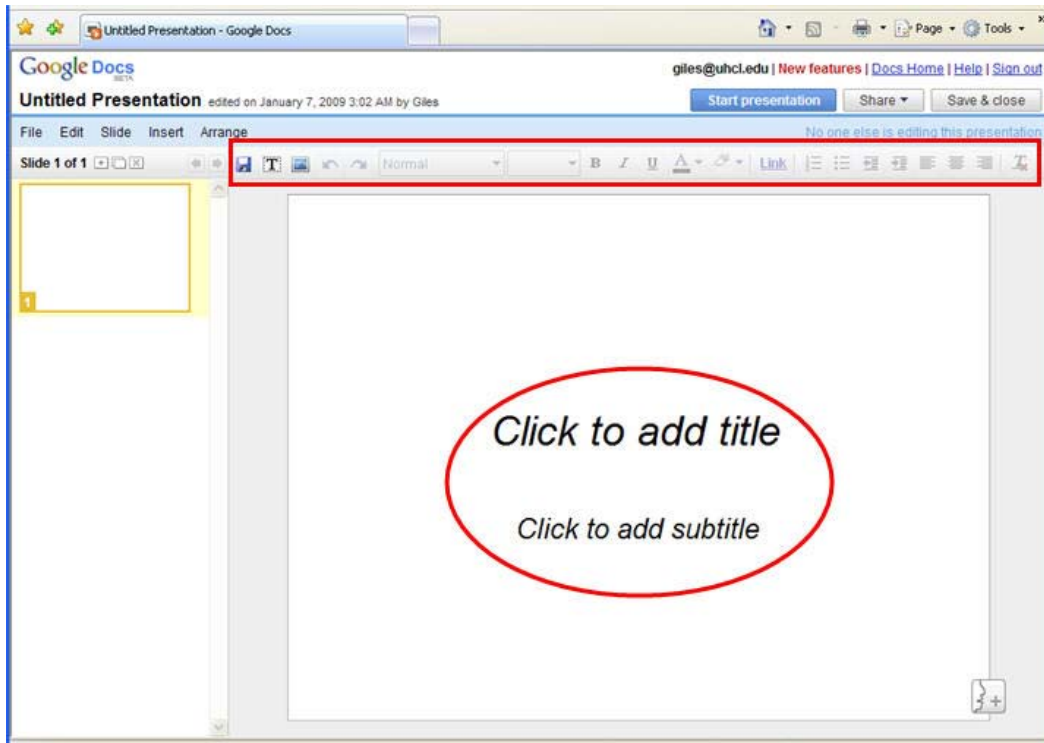
4. You will receive an Email Verification. To activate your account access your email and click on the link provided in the email.



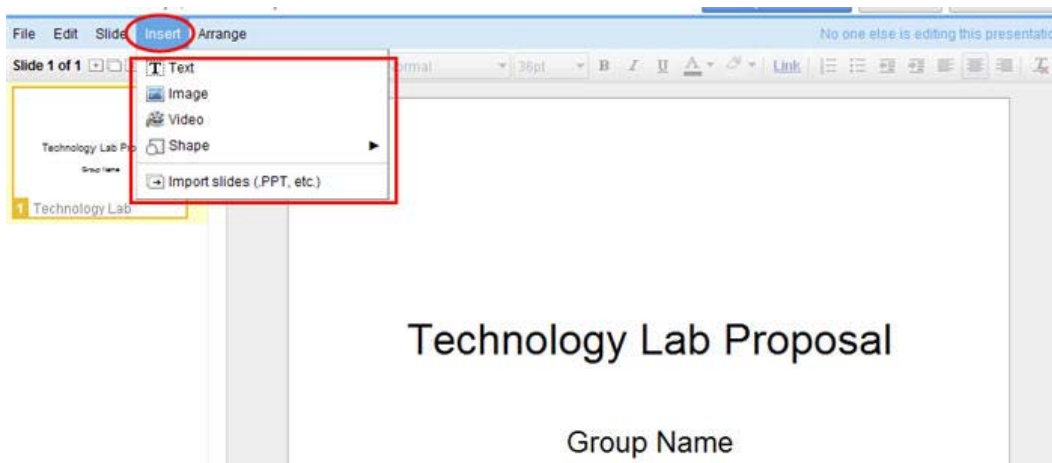
5. You will receive an "Email Address Verified" letting you know your account has been activated. Click the "Click here to Continue" link.



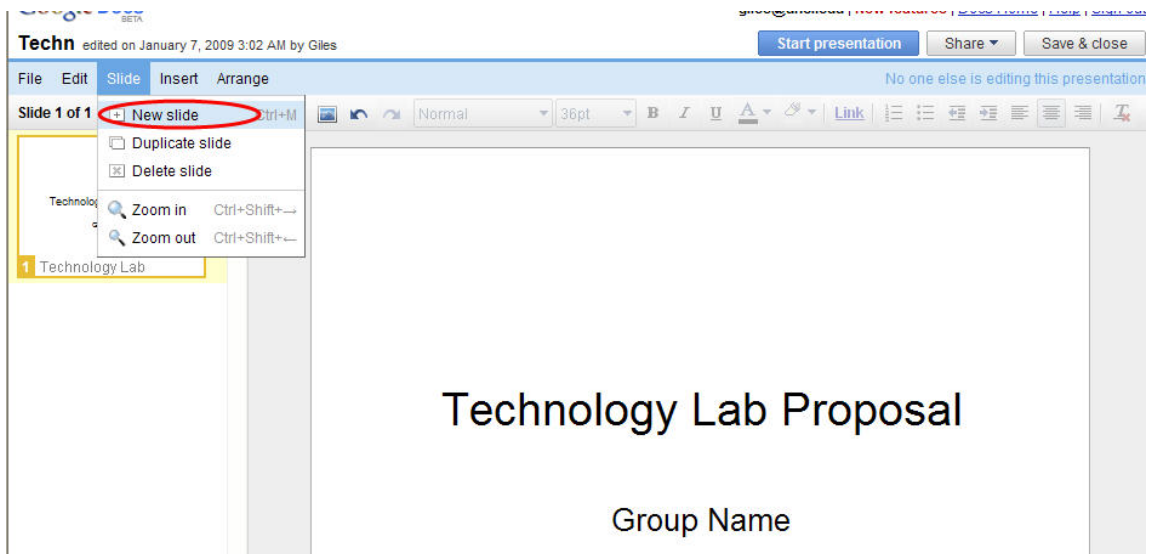
6. Your google docs page will open. To get started click the “New” button. You may choose document, presentation, spreadsheet, form, or folder. It would be best to start with presentation, which is similar to PowerPoint. The presentation page will open. Begin creating your presentation. You will see menu bars that are similar to word and powerpoint.



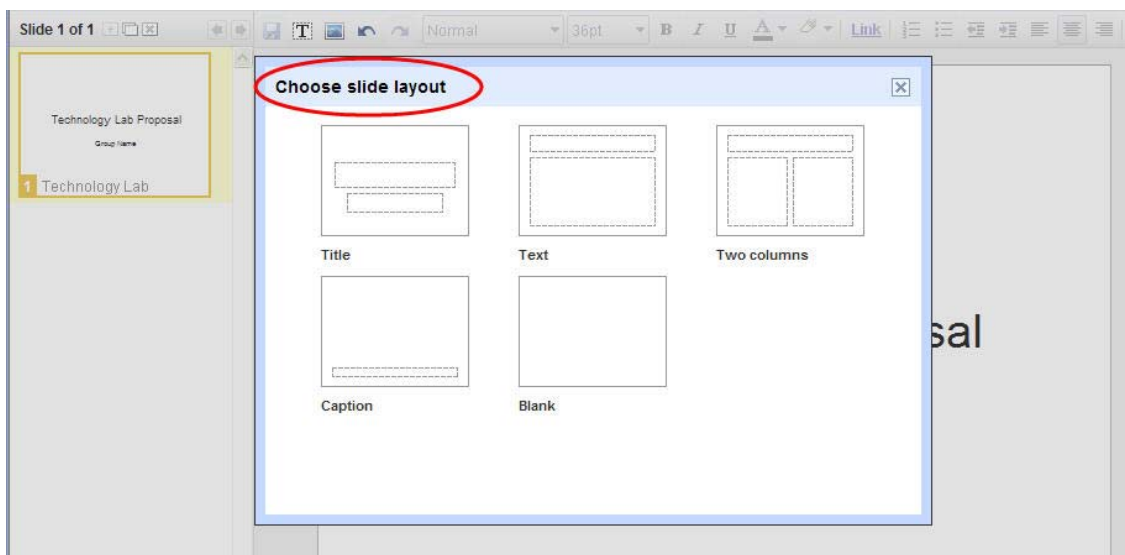
7. To add text, images, shapes, or video click insert.



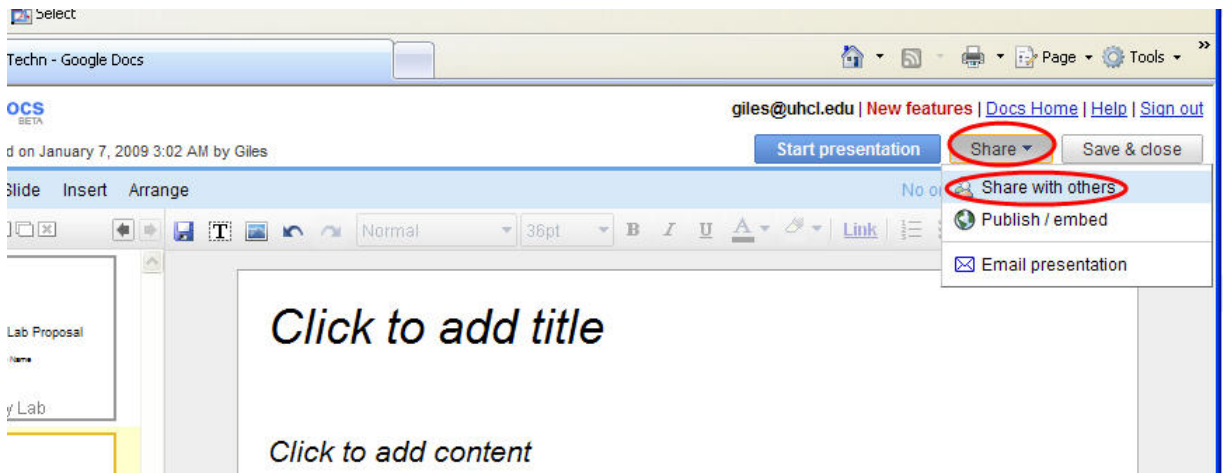
- To add a new slide click “Slide” and then “New Slide.”



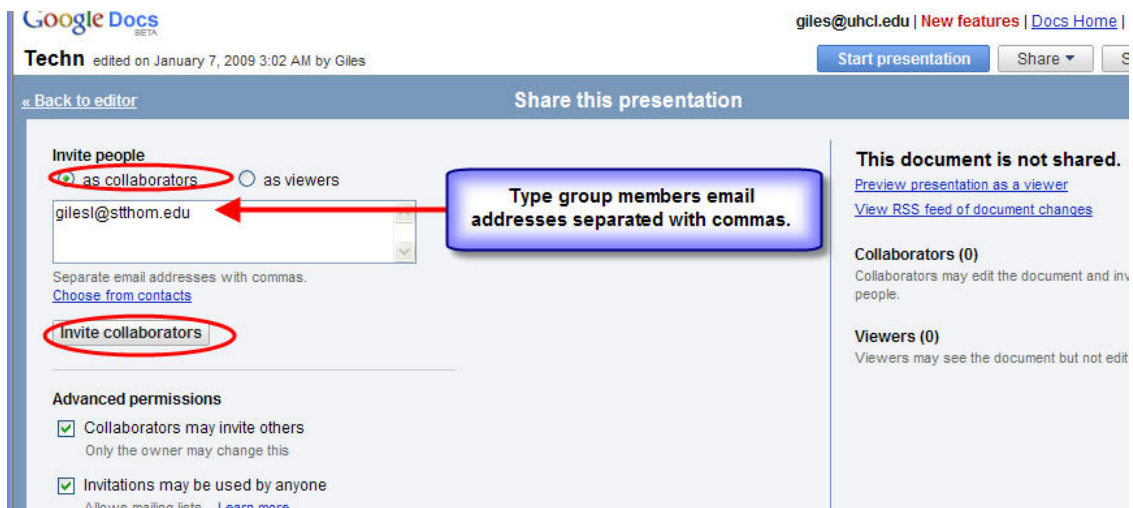
- Select your slide layout and continue with your presentation.



10. When you are finished with your part of the presentation, you will need to give your group members access by clicking “Share” and then “Share with others”.



11. Invite all your group members as collaborators. Enter each group members email address. Separate email addresses with commas. This way each of you can go in and add your part to the project and you don't have to email a PowerPoint back and forth. Be sure you are inviting group members to be collaborators and not viewers or they won't be able to edit the presentation. When you have added all email addresses click the “Invite Collaborators” button.



12. You will receive an Email message to fill out that will go to your group members. Type a subject, message, and then click send. This will send an invite to your group members so that they will be able to work on the presentation.

Email Presentation

To: gilesl@stthom.edu

Subject: Technology Lab Proposal

Message: *Note: a link to the document will be included in the message*
Here is my part of the proposal.

CC Me

Send **Cancel**

13. Click Docs Home to return to the main google docs page.

Google Docs BETA

giles@uhcl.edu | New features | **Docs Home** | Help | Loading...

Techn edited on January 7, 2009 3:02 AM by Giles

Start presentation Share Save & close

« Back to editor **Share this presentation**

Invite people
 as collaborators as viewers

Separate email addresses with commas.
[Choose from contacts](#)

Invite collaborators

Advanced permissions

Collaborators may invite others
Only the owner may change this

Invitations may be used by anyone
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Collaborators (2) - remove all
Collaborators may edit the document and invite more people.

Me - owner
Gilesl

[Email collaborators](#)
[Create event with collaborators](#)

Viewers (0)
Viewers may see the document but not edit it.

14. Once you have completed your project in Google Docs you will create a word processing document named groupproject that contains the URL to your Google Docs Presentation. Be sure your instructor has access to your Google Docs by clicking on "Share" and then "Share with others". Click on Invite Viewers. Enter your instructors email address. If you have created more than one document, you will need to do this for each document created.