

**Workshops on Google Docs
By Interactive Measurement Group at
The University of Nevada, Las Vegas**

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Lesson 1: Google Docs

Purpose

In this workshop you will learn how to create a new Google Docs account and to become proficient enough to use it comfortably. Students will learn how to create an account, how to create new documents and spreadsheets, how to share files, how to edit files simultaneously, and how to make a Real Time Presentation.

Prerequisites

This workshop is to be done in groups of two. Each student must have a valid email address and must sign up for a Google Docs account.

Part 1: Introduction to Google Docs

What is Google Docs?

Google Docs is a free, easy-to-use, web-based collaborative writing tool. It allows multiple users to work on the same document at one time. This makes for efficient editing at a faster rate. Its unique features allow the use of text documents, spreadsheets, and presentations all of which can be saved and uploaded in a variety of formats (i.e. HTML, PDF, and RTF). Please note that many of these unique features are not available to Wiki users. Google Docs allows its users to have the opportunity to either share their work or keep it private.

Part 2: Signing up for Google Docs

Creating an Account

1. Open up a web browser window and go to: <http://docs.google.com>
This will lead you to the Google Docs starting page.
2. If you already have a Google account, enter in your email and password. If you don't have a Google account, click on *Get started*. Fill out all the necessary information, read the Terms of Service, and click: *I Accept. Create my account*.
3. You will then be redirected to an acceptance page that will ask you for an email confirmation. Sign into the email account that you used to create your Google Docs account, open the email from Google, and follow the instructions in the email to confirm it.
4. Once you have completed the email confirmation, your Google Docs account will be set up and ready to use.

Part 3: Uploading Files

Uploading an Existing File

1. Now that you've successfully signed up for an account, go back to the Google Docs main page, which can be found at: <http://docs.google.com>
2. Enter in your email and password. You will then be redirected to the Google Docs starting screen.
3. To upload an existing file, you're going to need an existing file. Open Microsoft Word and create a new blank document. Save the document under the name "Google Docs" on your desktop so that it's easy to find. It's alright if the document is blank because you are going to edit it later.
3. Next, you are going to upload the file. To do this, click on *Upload* on the left hand corner, next to the *New* button. You will then be given the option to upload a file that you have saved on your computer or to upload a file or document that is saved on the web (via an internet URL). Click *Browse* and find the file you've created ("Google Docs") on the desktop. Next, you can give the file a different name next to the phrase: *What do you want to call it*. Here, name the file "Google Docs workshop".

4. Click on *Upload file*, which should open the file in a Google Docs document. In this case, the document shows you an empty page because it was originally empty. Click *Save & close* in the upper right hand corner. You will be redirected to the Google Docs main page, which will show you the Google Docs workshop file that you have just uploaded.

Part 4: Creating New Files

Creating New Documents

1. From the Google Docs main page, once you have signed in, click on *New* in the left hand corner and scroll down to *Document*. This will open up a new document that is similar to a Microsoft Word document. This Google Docs program has basic word processor format functions, such as different letter sizes, fonts, highlighting, etc.
2. Play with the formatting a little to get acquainted with some of the features and then click on *Save & close*. As you look at the document, you will notice that there is a little blue icon next to the name of the file. This indicates that the file is a “document” file.

Creating New Spreadsheets

1. From the Google Docs main page, once you have signed in, click on *New* in the left hand corner and scroll down to *Spreadsheet*. This will open a new spreadsheet similar to a Microsoft Excel spreadsheet.
2. Play with the formatting a little to get acquainted with some of the features and then click on *Save & close*. As you look at the document, you will notice that there is a little green icon next to the name of the file. This indicates that the file is a “spreadsheet” file.

Saving Files with Different Formats

1. From the Google Docs main page, right click the new document you have just created.
2. A list of options will appear including several different saving formats. Select “Save as word” and save to the desktop. You have just saved your documents as a word file that can be accessed without logging onto Google Docs.
3. Play around with the other formats in which you can save your document.

Part 5: Sharing and Editing Files

Sharing Files with Other Collaborators

1. To share a file with a collaborator, sign into your Google Docs account and open the file that you would like to share with another student.
2. One student should open up his or her Google Docs document from his or her Google Docs main page.
3. Click the *Share* button on the right hand corner. It is located under the *Save & close* button that you’ve already used.
4. You will then be redirected to a page that is entitled: *Share this Document*. It has many features, including the following: sharing the file with a collaborator or with a viewer. Select the Collaborator option, in order to allow your partners to make changes on the document.
5. In the box located above the selection of *Collaborator* and *Viewer*, enter your partner’s email into the box in order to add him or her as a collaborator on your file. Press the *Invite Collaborators* button to confirm the add.
6. Google Docs will open an email that allows you to send a short message that will let the other person know that you are inviting them to be a collaborator on the project. In the box, type in the following: *Sharing Google Docs Workshop*. Click *Send*.
7. The *Share this Document* window will open and you can see that your partner is now added as a collaborator on this document. His or her name should appear under *Collaborators* on the right hand

side, and the number next to *Collaborators* should be two (2). This area of *Share this Document* allows you to control with whom you are sharing the file and who you would like to add or remove.

8. Click the *Save & close* button, which will lead you back to the main screen. You should be able to see your document, and under *Folders/Sharing*, it should have you and your partner's names on it.
9. It is important to mention that the default option is that all documents stored on Google Docs are private. This means that only you and your collaborators have access to the information inside the documents. Files cannot be accessed through search engines or any other means, unless you Publish those files as web pages. This workshop does not cover how to Publish your Google Docs files as web pages.

Editing a File

1. Sign onto your Google Docs account, which will redirect you to your main page. As you can see if you've completed the last portion of the workshop, you have a new file that your partner has now shared with you.
2. Both partners should open the same file that you're sharing and play with some of the editing. As you can see, Google Docs supports simultaneous editing of a file, which is one of the best features of Google Docs. You should be able to see the changes that your partner is making from his or her computer on your computer screen. Click *Save & close* after you've made your changes.

Part 6: Real Time Presentations

Making a Presentation

Real Time Presentations allow up to 200 people to watch the same presentation using Google Docs. Meanwhile, audience members can type comments and ask questions via chat room. Real Time Presentations can be used to both collaboratively edit and present. Its format is similar to Microsoft PowerPoint and the chat room is easy to use.

1. To make a new presentation, select "Presentation" from the "New" tab.
2. Notice that this layout is similar to PowerPoint. Begin by adding a title to slide 1.
3. Feel free to play around with the features when designing your presentation.
4. To create a new slide, select the "New slide" button and choose "slide layout."
5. In order to save your presentation, click the "Save & close" button at the top right.
6. To rename a presentation, highlight your file from the main page and select "Rename." Rename your presentation appropriately.
7. Inviting collaborators or viewers to your presentation is identical to inviting collaborators to a document, which we have done previously. Viewers are unable to edit a presentation as opposed to collaborators.

Giving a Presentation

1. Begin by clicking the "Start presentation" link at the top right corner. This will open up your presentation in a slide view format.
2. Slides can be changed by clicking the arrows at the bottom left.
3. The chat room window to the right can be used by both collaborators and viewers. This allows for discussion and questions during a presentation.

Speaker Notes

Speaker notes are useful to add additional notes for the lecturer, which are not visible to audience members. It can also be used as a makeshift chat room for collaborators when editing a presentation.

1. In the editing window, open up Speaker notes by clicking the icon at the bottom right.
2. You will notice that this window is similar to a text document window. Type your text. Anything typed is automatically saved and can be viewed by collaborators. Additionally, speaker notes are individualized to each slide.

3. Close out of Speaker notes.
4. To open up Speaker notes during a presentation, click the “view Speaker notes” link at the top right while in Presentation mode. A new window will pop up containing your notes. These notes can only be viewed by you (the presenter).