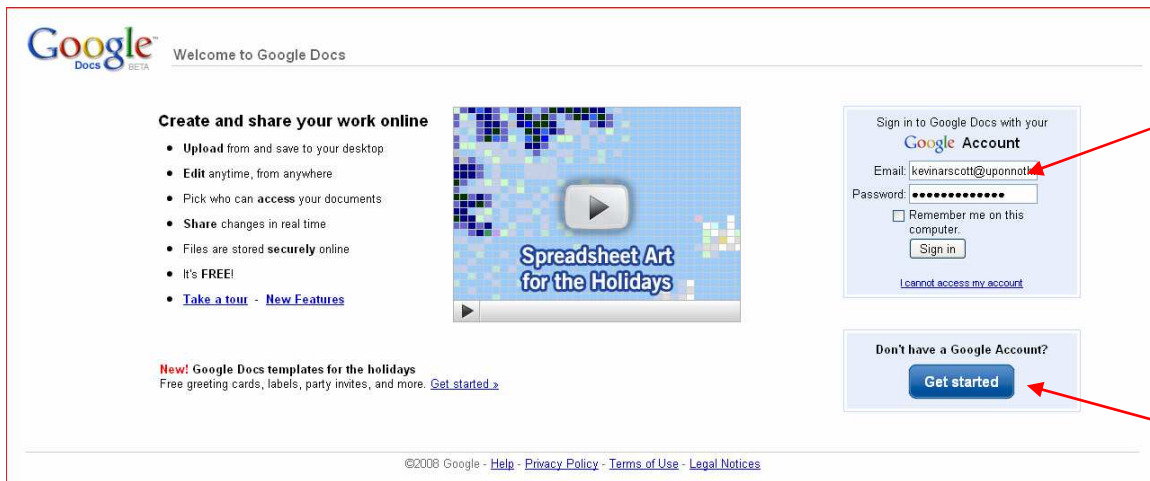


How to Use Google Docs

Google Docs is an online program that allows you to create Word, PowerPoint or Excel documents online. You can also upload existing files to edit on any computer, as long as that computer has internet access. Once you have created or edited your files you can save them to your Google account, print them or download them to your own PC or USB pen in a variety of formats

Creating an account or logging in

Type <http://docs.google.com/> into your web browser address bar.



If you have a Google account log in here

If you do not, get one by clicking here

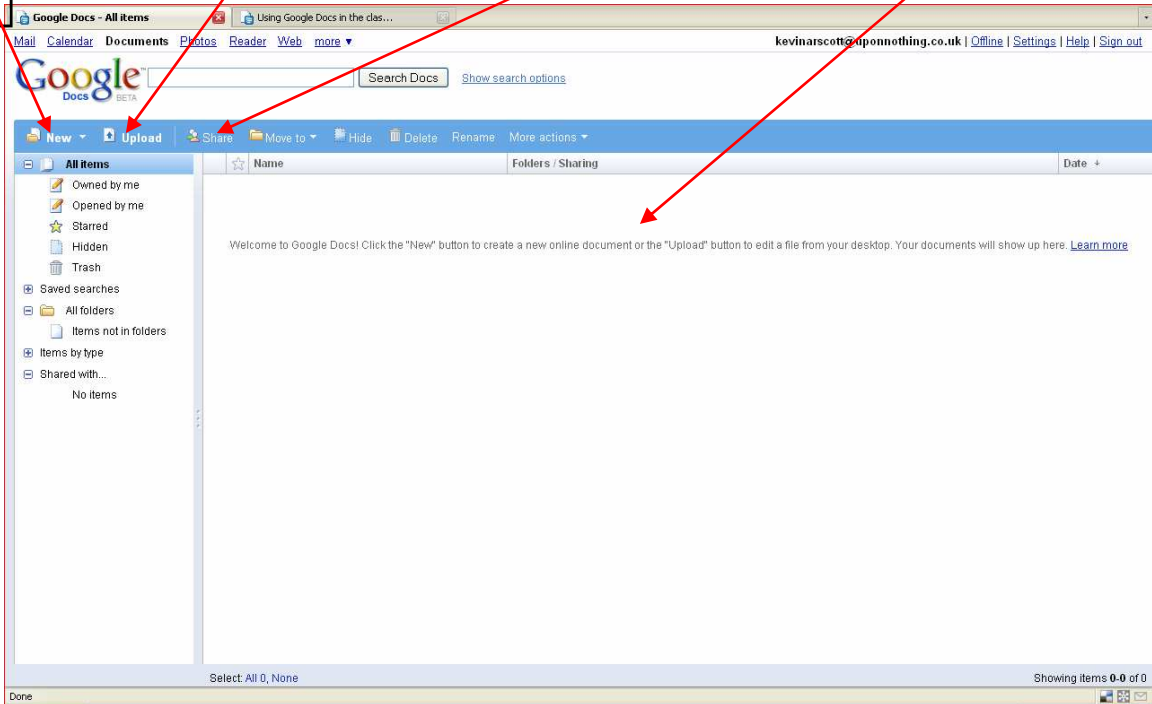
The main screen

To create a new document click here

To upload a document click here

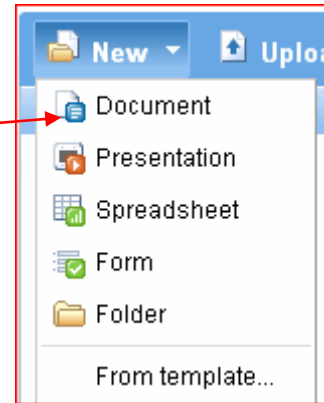
To share a document click here

Your documents will appear here

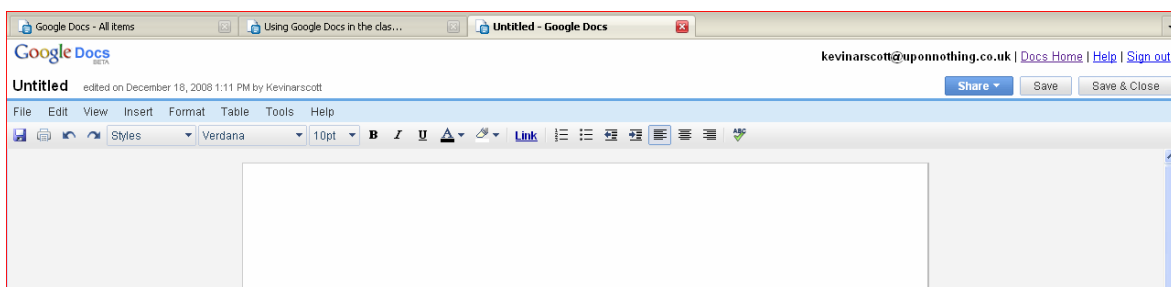


Creating a new document

When you click on 'New' you will get the following drop down menu. From this menu you can create a new word document, presentation, spreadsheet, form or folder. We'll start by creating a new word document.



When you click on 'Document' it will open a new tab (in Firefox) or new window (in explorer). This window or tab will contain a word processor screen that should be familiar to you. All the same standard formatting options are present and you can click on the page and start typing as would do in any other word processor.



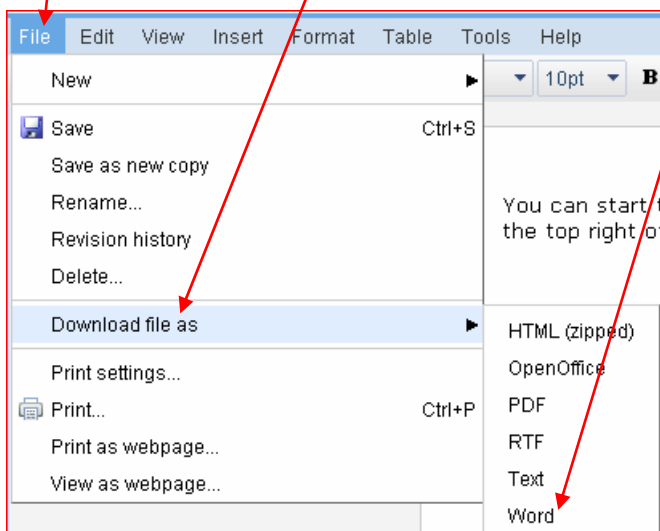
Saving or downloading a document

Google automatically saves your document every few seconds so do not worry if your browser or PC crashes. However, you can click save in the top right hand corner of the open document at any point. You can also download the file in a variety of formats whenever you wish.

Click file

Move mouse pointer over 'Download file as'

You can then choose the file type that you want. To download the file to be opened with Microsoft Word, make sure you select 'Word'



Remember, you can edit your Google word file from any PC with an internet connection.

Uploading a document

You can upload existing documents to Google Docs to edit them, or simply to back them up in case something happens to your original document. If you save a copy of your work to Google Docs you will always be able to access this document on any PC with an internet connection. Therefore if your USB pen is lost or damaged you can simply download it from Google—you do not have to type it out again! To upload a file first click 'Upload' (see page 1 of this guide).

You will then see the following screen:

Click on 'Browse' to select your file

If you want to upload a file from the web enter the URL address of the file

Type here if you want to rename the file

Your selected file will appear here

Once you are done, click 'Upload File'

Your document will then appear in your documents section (once you have clicked 'Save and Close').

You may now edit your document or simply leave it in your document area as a backup.