Quick-Start Guide: How to Create a Google Docs Document.

Google docs

This tutorial is intended to be a quick-start guide for teachers to "get them started" using more Web 2.0 technology in their classrooms.

#2: If you do not have a Google Account, simply click "**SIGN UP**" and create an account.

SIGN UP

#1: "**Sign-in**" to your Google Account (EDU or other).

Google

Docs
Create and share your work online

Upload your files from your desktop: It's easy to get started and it's free!

Access anywhere: Edit and view your docs from any computer or smart phone.

Share your work: Real-time collaboration means work gets done more quickly.

Sign in   Google

Email

Password

Sign in   ☐ Stay signed in

Can't access your account?

Documents   Spreadsheets   Presentations   Drawings

Forms

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Docs

CREATE ▾

📄 Document
🟧 Presentation
📊 Spreadsheet
📋 Form
🎨 Drawing
✅ Table (beta)
📁 Collection

From template...

#3: Click "**CREATE**"

#4: Select "**Document**" from the drop down menu.

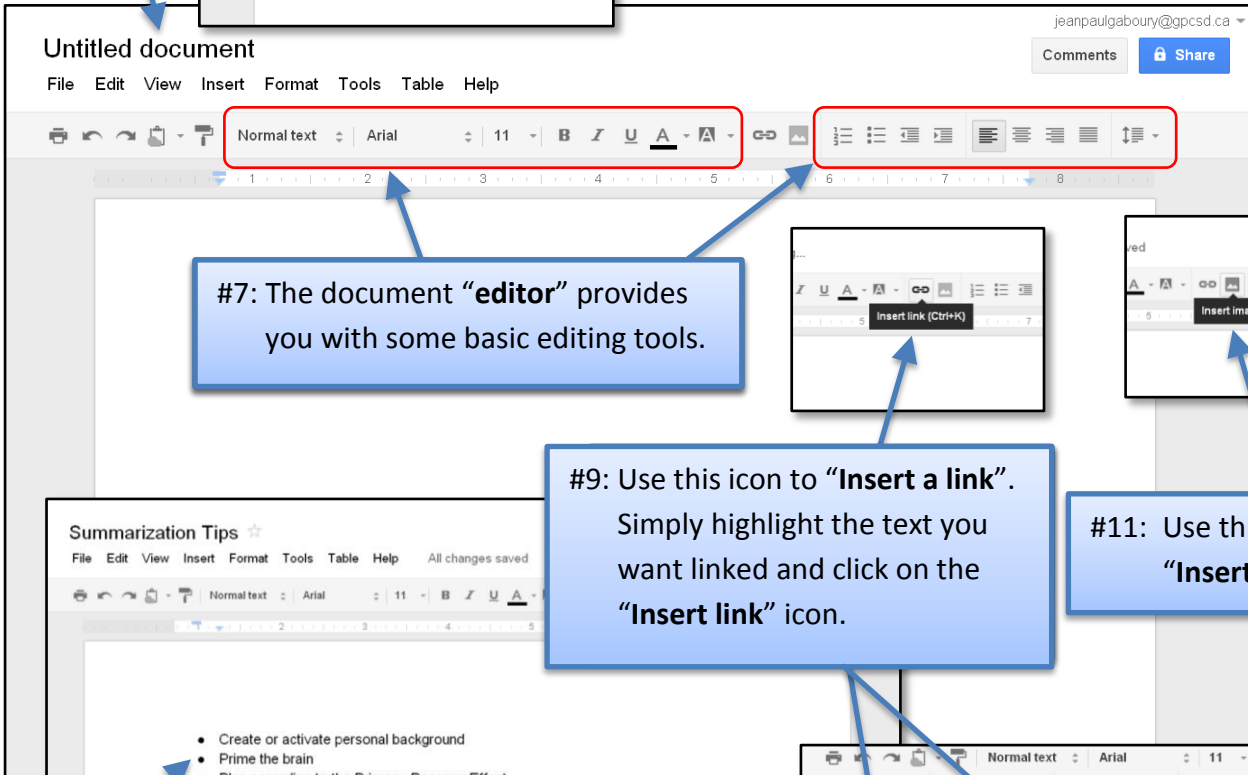|		TITLE		LAST MODIFIED
		📋 Lesson Exit Card	me	Mar 6 me
	⭐	📋 AISI TECH Project Study Team Learning Plan	me	Mar 6 me
	⭐	📋 Gr 7-12 AISI Project Study Team Journal	me	Mar 6 me
	☆	🟧 Quickpoint How To.ppt		
	☆	📄 Untitled document Shared		
	☆	📄 APAR Goals.doc		
	☆	📄 Sample file - Box Case Study.doc		
☐	☆	📕 Poster.pdf Shared Science 7A	me	12/12/11 me
☐	☆	📕 Exported - Canvas Price List JAN 2012 - page 1 - 20120115_202722.pd	me	Jan 15 me
☐	☆	📕 Exported - Written-Pages-2012-01-15-20-17-42 - page 1 - 20120115_20	me	Jan 15 me
☐	☆	📕 Scantron Test Header.pdf	me	6/7/11 me
☐	⭐	📄 Assessment4LRNG2	me	5/2/11 me
☐	☆	📄 Student Engagement Through Technology Staff List.docx Shared	me	**10/20/11** Unknown user
☐	☆	🏳 Science 7A Shared Classwork	me	12/14/11 me
☐	☆	🏳 Classwork Shared	me	12/12/11 me
☐	☆	🏳 Science 7B Shared Classwork	me	12/12/11 me
☐	⭐	📄 Gradebook Tutorial.doc	me	9/24/11 me
☐	☆	📕 Scantron Student Sample.pdf	me	6/7/11 me

Sort ▾   ⚙ ▾

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The Google Document editor appears.

Rename Document

Enter a new document name:

Summarization Tips

OK   Cancel

#6: The "**Rename Document**" dialogue box appears. Enter a name for your new document.

#5: Give your document a title.

← Untitled document

File Edit View Insert Format Tools Table Help

Normal text ⋮ Arial ⋮ 11

Untitled document

jeanpaulgaboury@gpcsd.ca ▾

Comments   🔒 Share

File Edit View Insert Format Tools Table Help

Normal text ⋮ Arial ⋮ 11 ▾ B I U A ▾ A ▾ 🔗 🖼
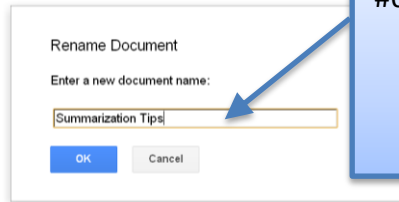
#7: The document "**editor**" provides you with some basic editing tools.

Insert link (Ctrl+K)
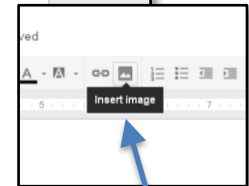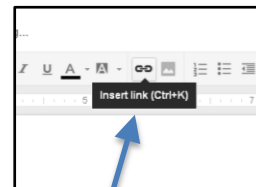
Insert image

#9: Use this icon to "**Insert a link**". Simply highlight the text you want linked and click on the "**Insert link**" icon.

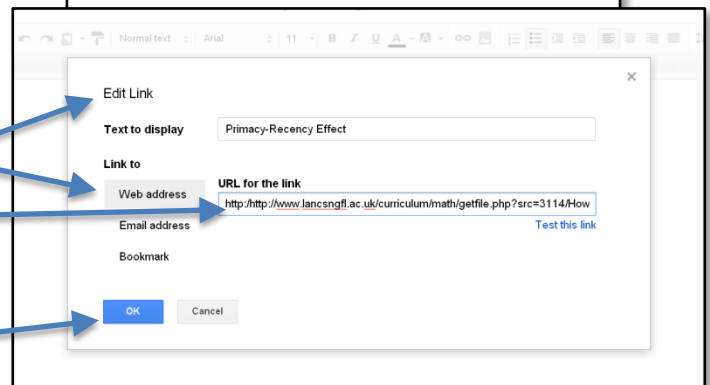**#11:** Use this icon to "**Insert an image**".

Summarization Tips ☆

File Edit View Insert Format Tools Table Help   All changes saved

Normal text ⋮ Arial ⋮ 11 ▾ B I U A ▾

- Create or activate personal background
- Prime the brain
- Plan according to the Primacy-Recency Effect
- |

#8: You can enter text as you would in any word processor or "cut and paste" from another document.

Normal text ⋮ Arial ⋮ 11 ▾ B I U

Insert link (Ctrl+K)

- Create or activate personal background.
- Prime the brain.
- Plan according to the Primacy-Recency Effect.
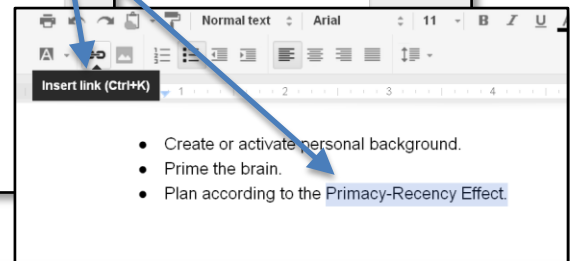
#10: The "**Edit Link**" dialogue box appears. Choose what the text will be linked to and simply paste the address of the "**URL for the link**". Click "**OK**" to save your changes.

Edit Link   ✕

Text to display   Primacy-Recency Effect

Link to

Web address   **URL for the link**
                   http://http://www.lancsngfl.ac.uk/curriculum/math/getfile.php?src=3114/How

Email address   Test this link

Bookmark

OK   Cancel

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**Use your Google document as a tool for collaboration!**
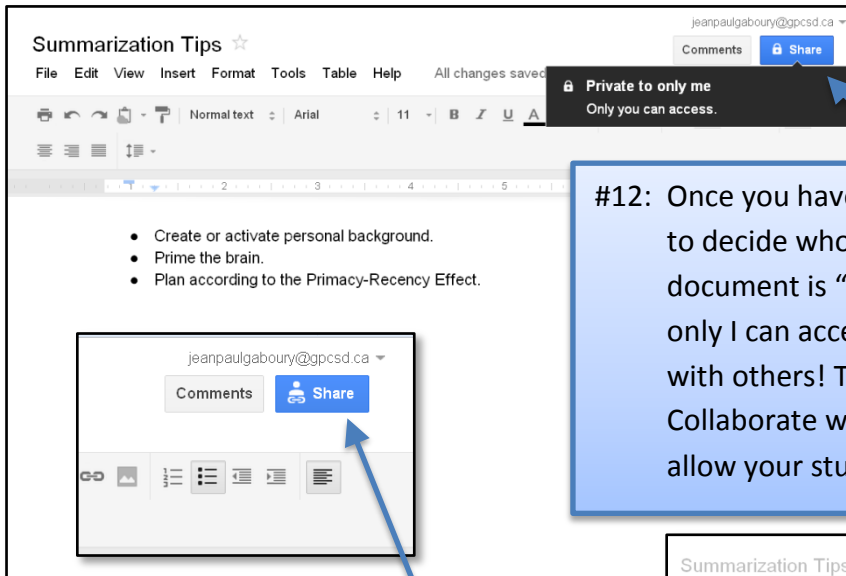
#12: Once you have completed your document you will need to decide who will have access to it. Currently this document is "**Private to only me**" which means that only I can access it. You can "**Share**" your document with others! This would facilitate collaboration. Collaborate with colleagues or set-up the document to allow your students to collaborate.

#13: Click "**Share**" to access the "**Sharing settings**" dialogue box. Here you can specify who has access and what type of access they have.
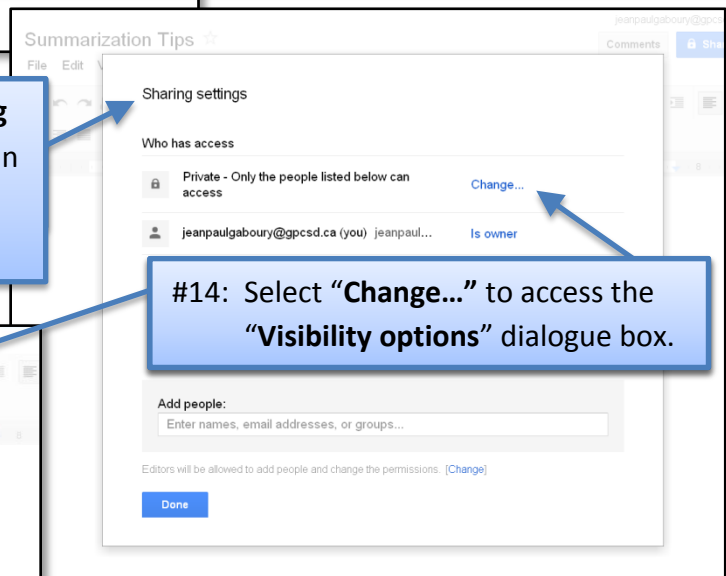
**#14:** Select "**Change…**" to access the "**Visibility options**" dialogue box.
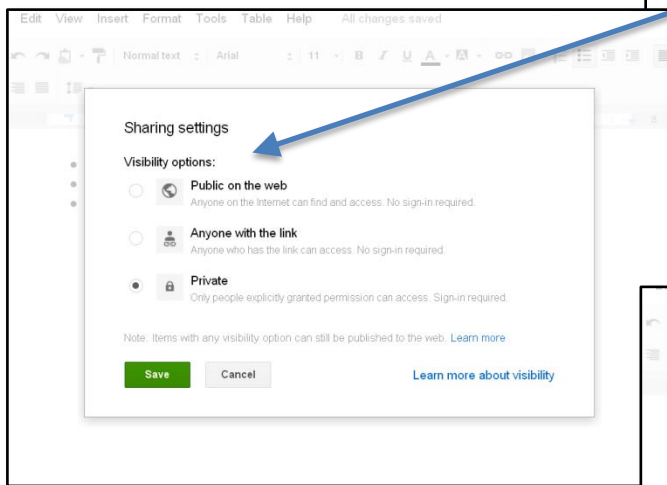
#15: You can choose from three "**Visibility options**". Choose "**Anyone with the link**" to limit who can access this document. This means that anyone with a link to this document will be able to access this document.
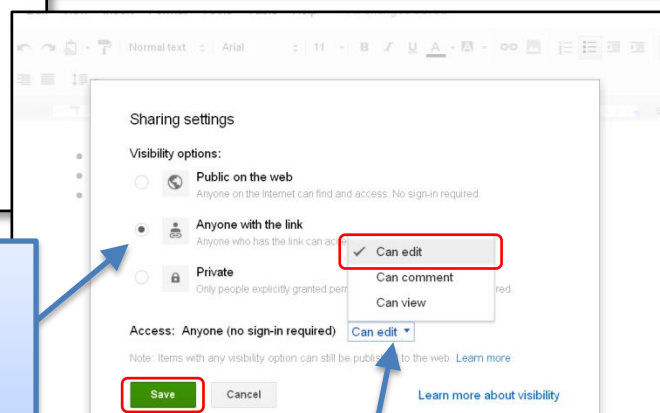
#16: You will need to decide the "**type**" of access to the document. Choosing "**Can edit**" will allow individuals to "**view**", "**Comment on**", and/or "**Edit**" the document. Click "**Save**" to save your changes.
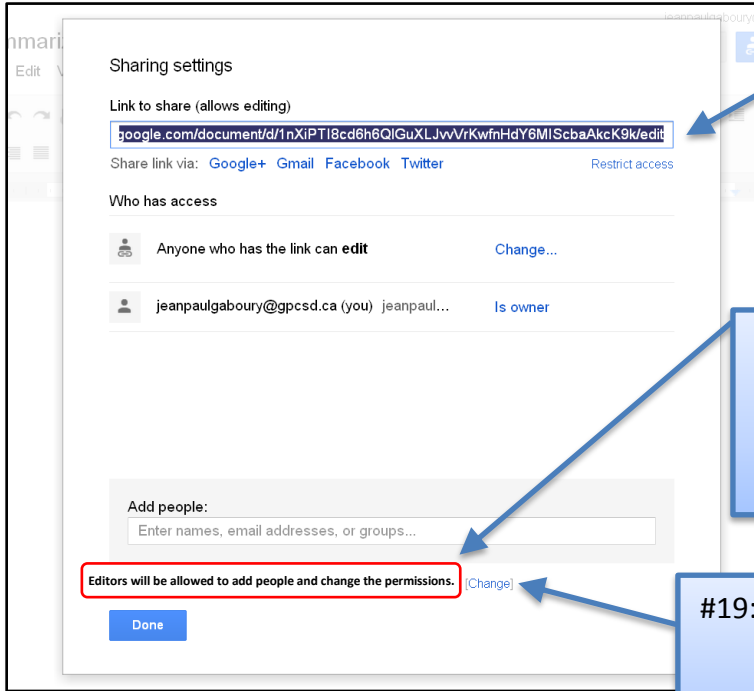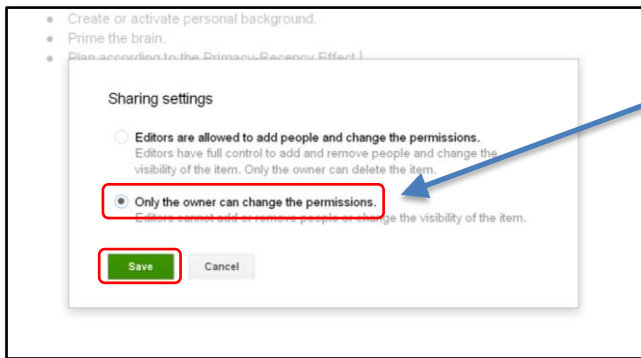
#17: Copy the "**Link to share**". You can insert this link in your blog or website. You can also email this link to anyone who you want to have access to this document.

#18: Please note that "**editors**" will be allowed to add other editors and will be able to change permissions to your document.

#19: Select "**Change**" to limit what "**editors**" are allowed to do with document permissions.
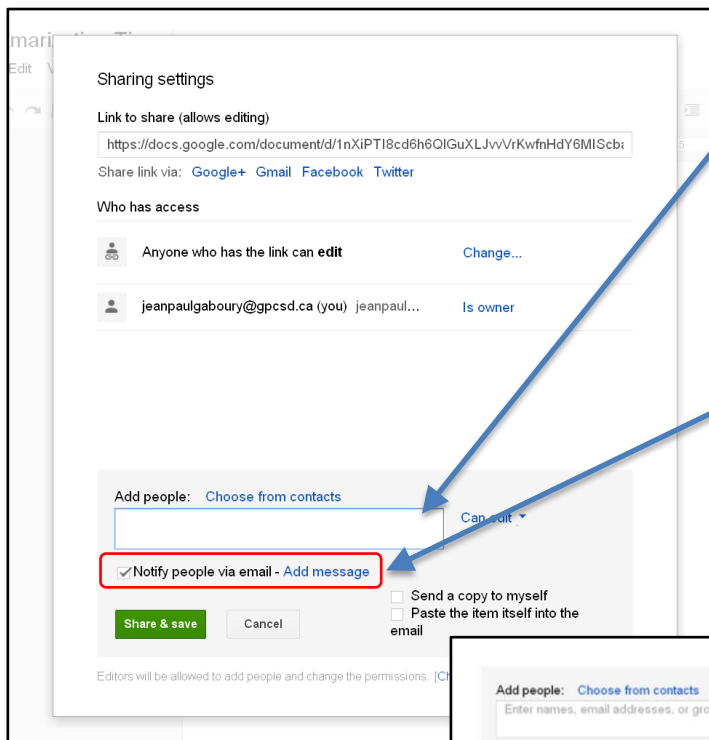
#20: Select "**Only the owner can change the permissions**". This means that you as the document owner has complete control of document permissions. Click "**Save**" to save your changes.

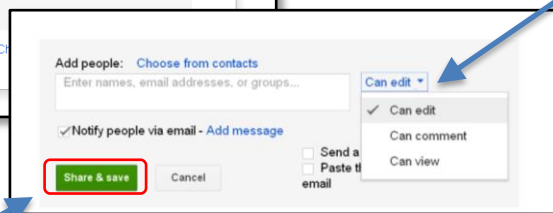**#21:** You can also choose to "**Add people**" that you want to share this document with.
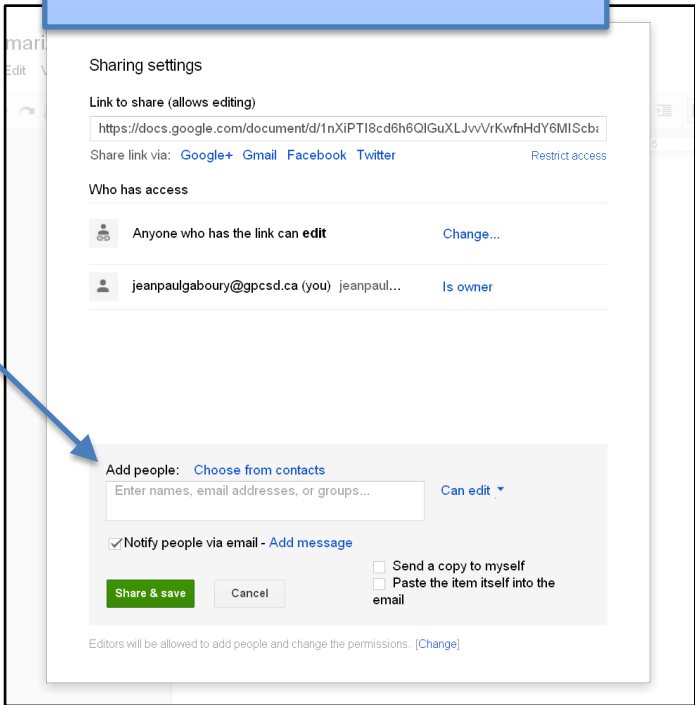
#22: You will need to enter the email addresses of each individual who you want to share this document with. You will also need to decide if you want to "**notify**" them via an email. If so, you can also "**Add a message**" with your email.

#23: Don't forget to set the editing privileges.

#24: Select "**Share & save**" when you are done adding people.

#25: When you return to your Goggle Docs dashboard you will note that your document is now a "**Shared**" document.
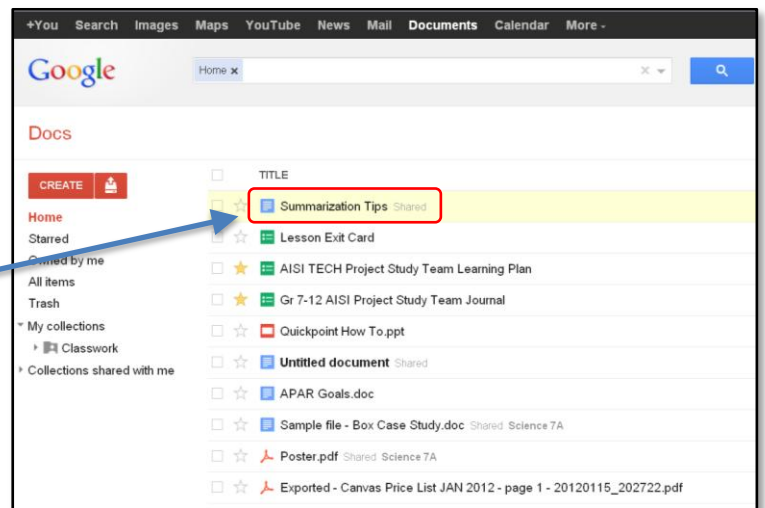
About the Author: Jean-Paul Gaboury is a school principal and the AISI Technology in Education Project Lead for Grande Prairie and District Catholic Schools.

Need help putting this guide into practice? Contact him @ jeanpaulgaboury@gpcsd.ca

Learn about other Web 2.0 Tools, APPS, and How to use technology to differentiate instruction and engage students @ http://etechclassrooms.weebly.com/index.html