



Get Started with Google Docs

Accessing Google Docs and creating, editing, and sharing documents

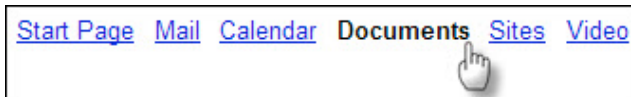
Access your documents

To view a list of documents you own or have access to, or to create a document:

- Visit the district Web Site—>Staff Access—>Google Docs

Enter <https://docs.google.com/aisd47.org>

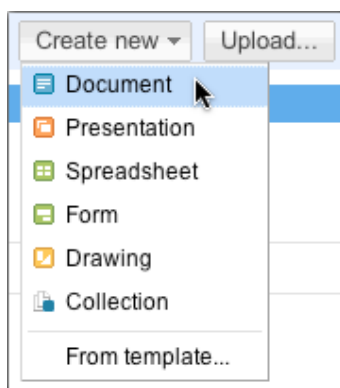
When you're using a Google Apps product (e.g. Gmail, Calendar), you'll see other Apps products listed at the top left of the page. Click **Documents** to access your Docs list.



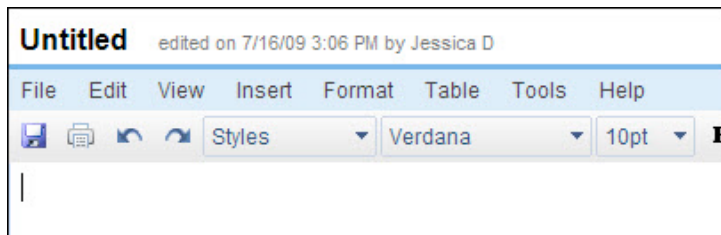
In your Docs list, you'll see all of the documents, presentations, spreadsheets, forms, and drawings you have access to.

Create a document

From your Docs list, click the **Create new** drop-down menu and select **Document**.

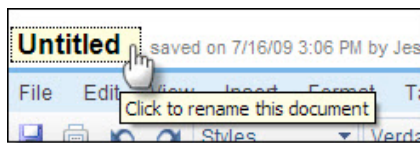


An untitled document appears in your browser -- now you're ready to edit!



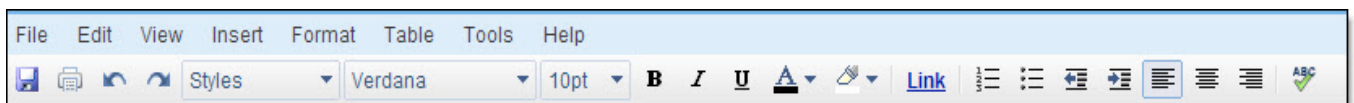
Rename your document

Click on the title to rename the document.



Edit and format your document

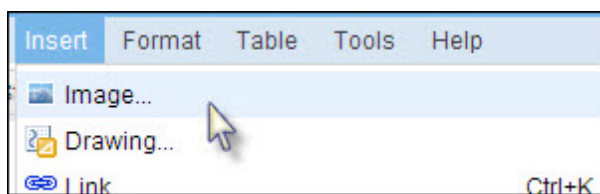
There are many ways to edit your document with the edit toolbar.



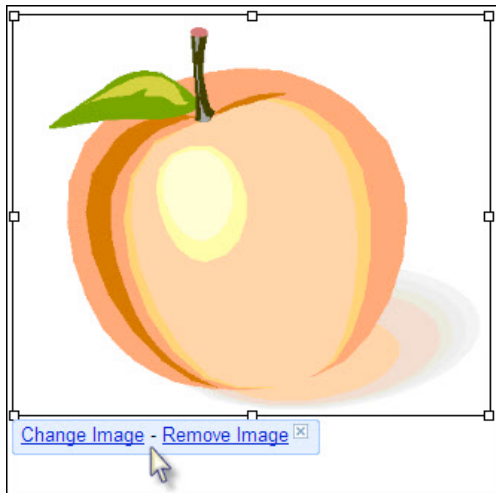
You could stick to entering plain text, but why? Take advantage of the full range of features in Google Apps Documents to make your documents stand out from the rest.

Here are some ideas to get you started:

Insert images

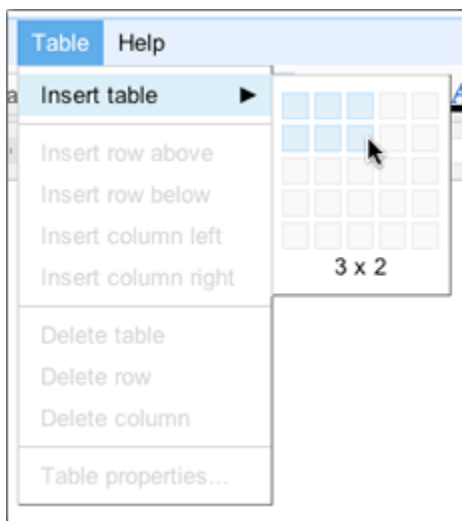


Choose an image from your computer or from the web (via URL). Once your image is added, you can modify or remove it at any time.



Add a table

Tables are a great way to organize information in your document. Start by pointing at the number of rows and columns you want:



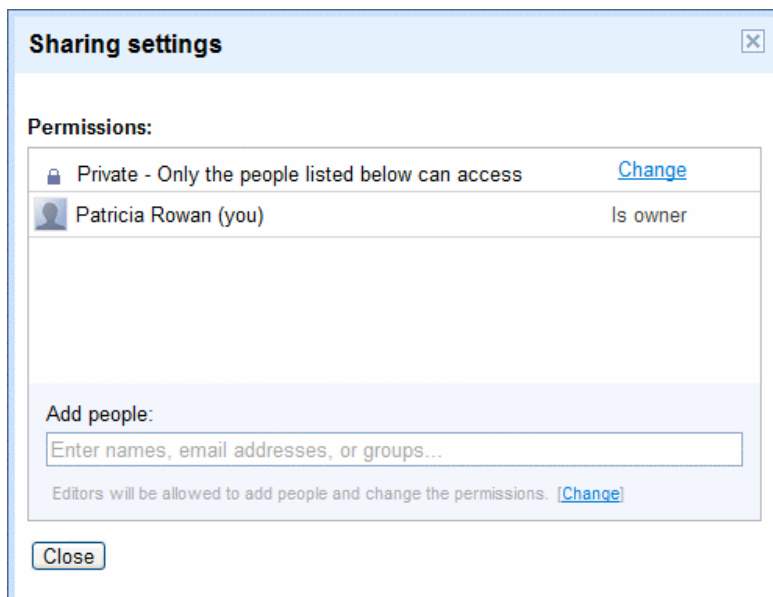
Then format and fill out your table:

Project Member	Role
Ted Wallace	Team Lead
Ashley Smith	Project Coordinator
Jonas Ford	Scout

Share and collaborate

Once you've created your document, share it with others! Collaborators can then edit the same document at the same time -- you'll always have the most up-to-date version at your fingertips.

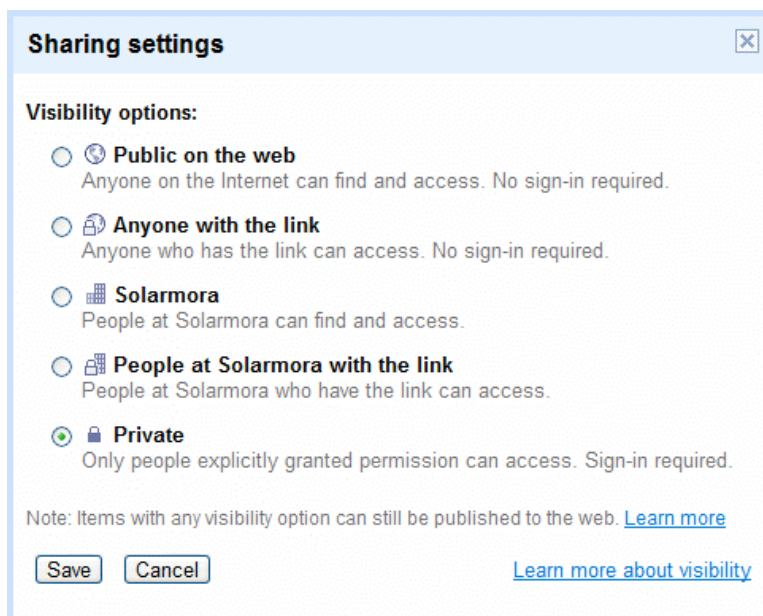
To get started, click the **Share** button at the top right of the page to open this dialog:



You then have the following options:

Get the link to share

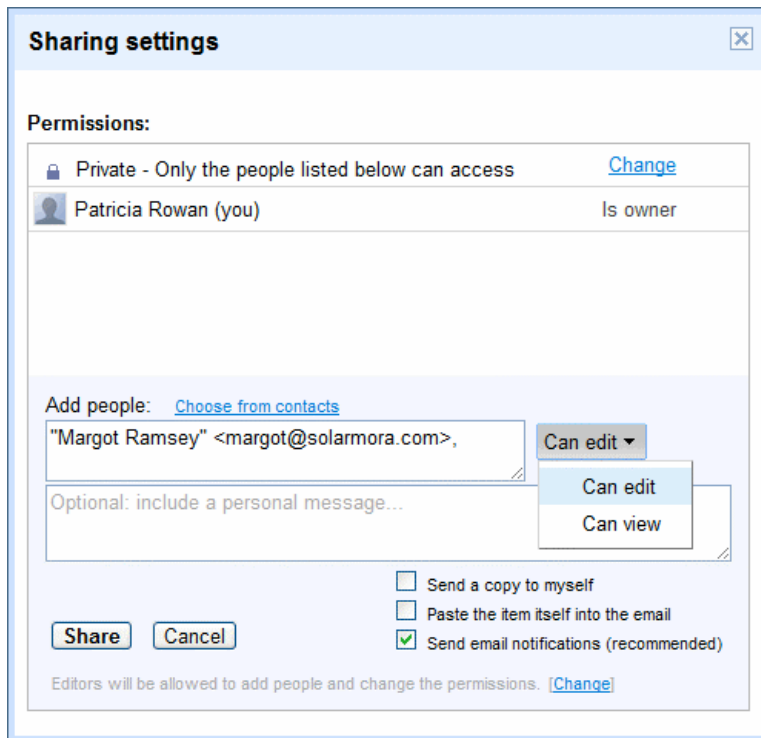
One way to share your document is to choose how to share its link. Click **Change** under **Permissions**. Then choose one of the following sharing settings:



Invite individuals to view or edit

Or, you can share your document with specific people and determine their level of access.

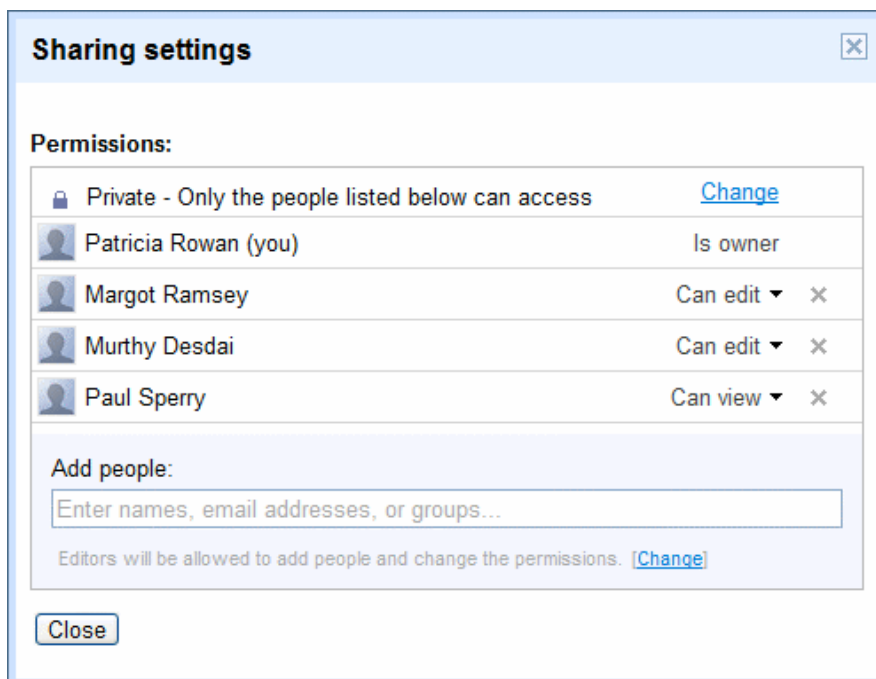
- **Can edit:** Collaborators can add and edit content in your document.
- **Can view:** People can access a read-only version of your document. They won't be able to edit any content in your document.



You'll have the option to send an invitation (in email message format) to view or edit your document.

See who has access

To see who has access to your document, including their permission levels, click the **Share** button. Notice you can also change permission levels here.



Publish as web page

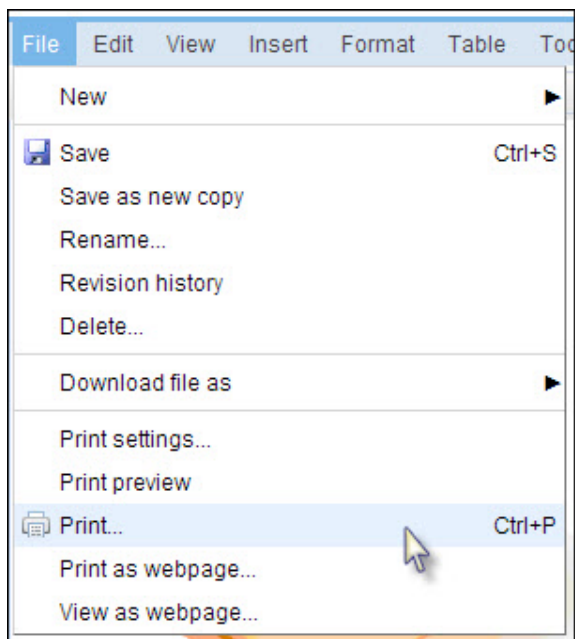
Publish your document as a web page and others can access and view it online. Your document will be assigned a unique address (URL) that you can send to friends and colleagues.

Click the down arrow to the right of the **Share** button, and then choose **Publish to the Web**.



Print

To print your document, select **File > Print**



A PDF version of your document will appear along with the print dialog box.