

Google Docs

Tip Sheet and Resource Guide

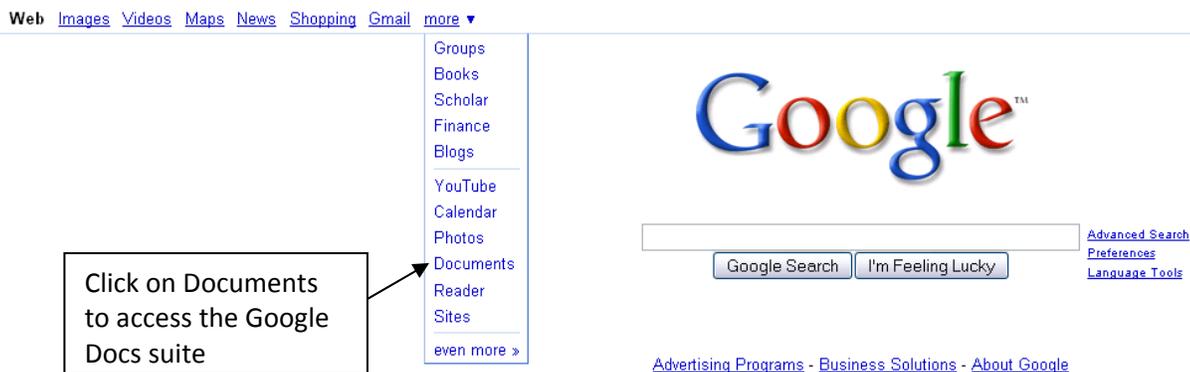


Basics

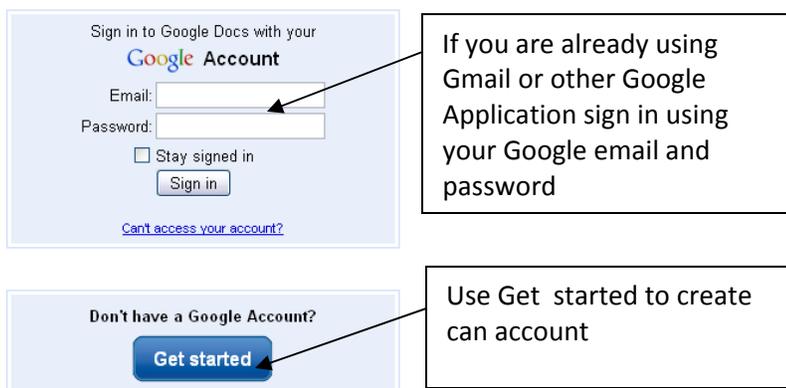
- Google Docs provides a free suite of office essentials including Documents, Spreadsheets, Presentations and Forms
- Google Docs allows you to access, save and edit your work from any computer connected to the Internet
- Share your work with others by inviting selected users
- Edit and collaborate with colleagues worldwide

Setting Up and Accessing a Google Docs Account

To get started, visit <https://www.google.com>. To access Google Docs or sign up for a Google Account use the More option at the top of the page. From this menu select the Documents option. Begin by logging in or creating a new account. Also accessible through <http://docs.google.com>.

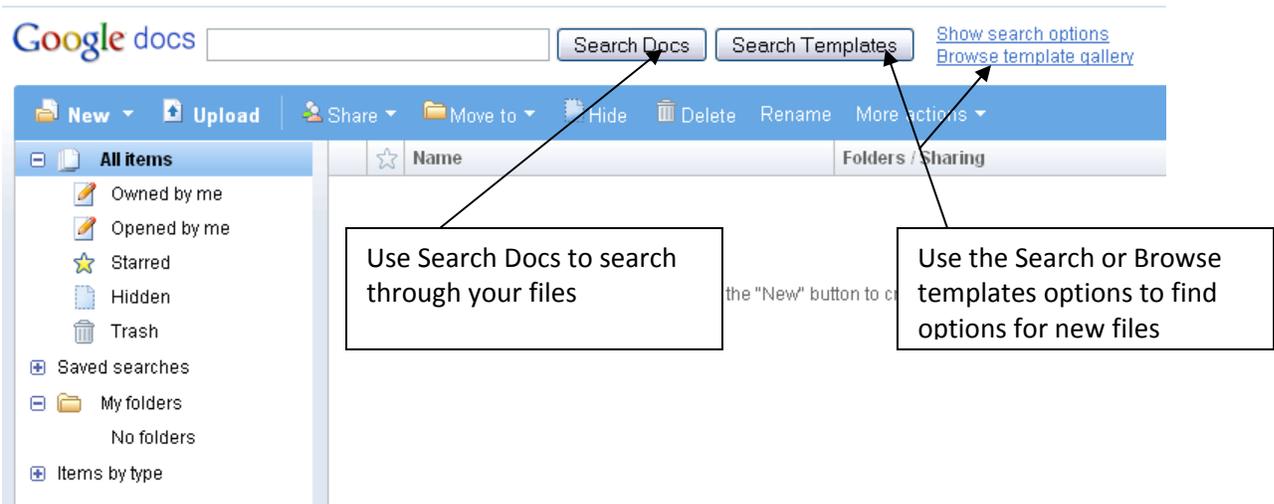


On the next page you can log in or use the Get Started button at the bottom right of the screen to create a new account.

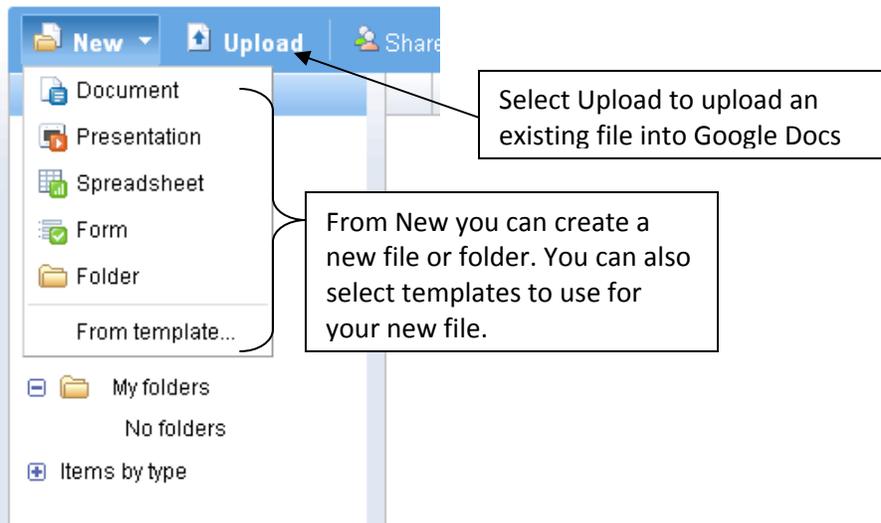


Getting Started

Once you have set up an account you can begin to explore Document, Spreadsheet, Presentation and Form creation through Google Documents.



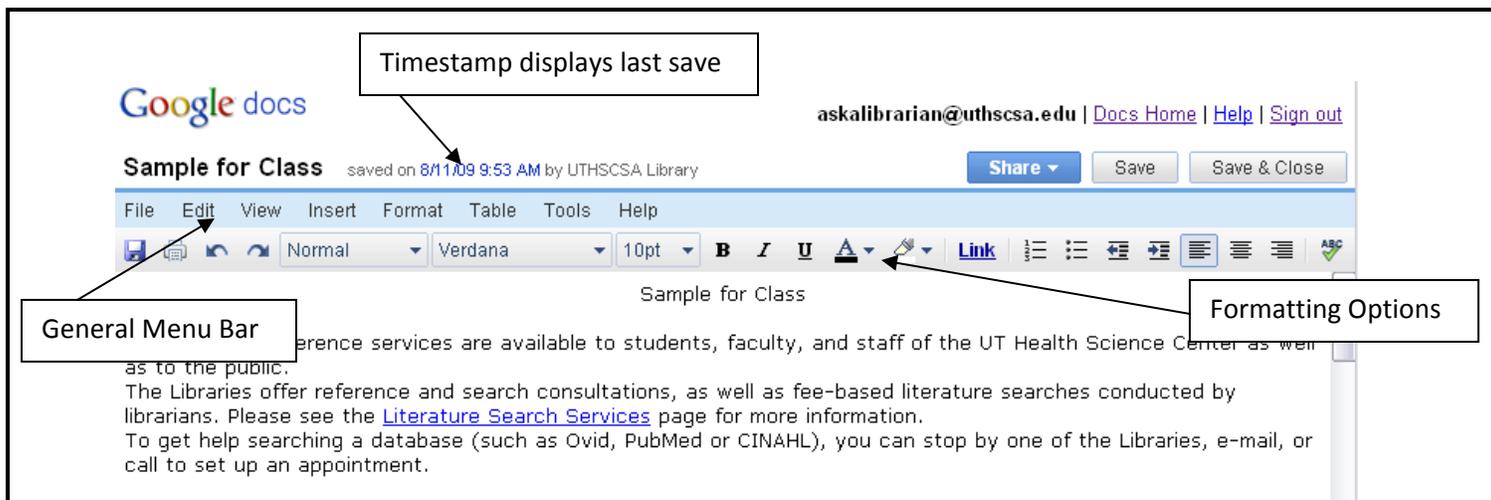
You can create a new project by clicking on the New option then selecting the type of project you want to begin. Or you can select the Upload button and upload an existing Word, Excel, PowerPoint or PDF document to begin editing in Google Docs. *At this time Google Docs does not support Office 2007 file extensions (docx, pptx, etc). Save files as doc or ppt before upload.*



Documents

Google Docs is the free word processing option from Google. The word processor includes options much like those available in Microsoft Word. Through Google Docs you have access to formatting tools including font, alignment, size and more. Google Docs also provides spell check and dictionary functionality as well as a word count option.

To get started you can begin typing or upload an existing document.



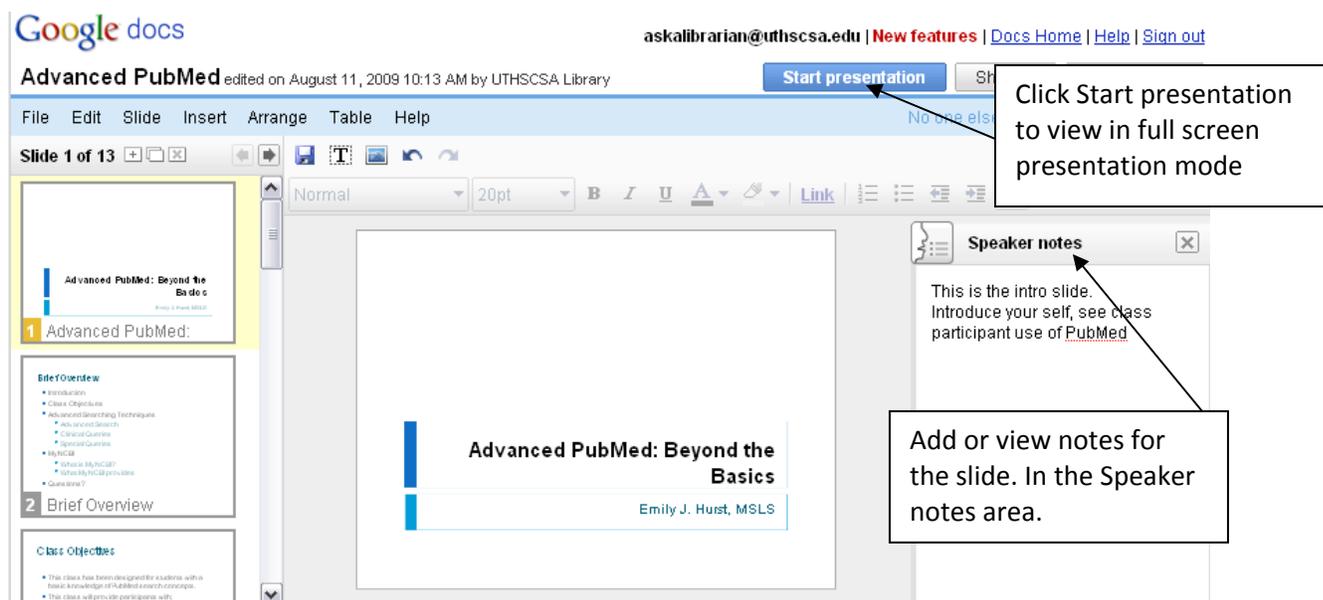
Spreadsheets

As with Documents you can create a new spreadsheet or upload an existing Excel file. Google Spreadsheets provides many of the same options available in Excel including autofill, sorting, additional sheets, formulas, rules, formatting cells and hiding rows/columns as well as chart and graph options.

Presentations

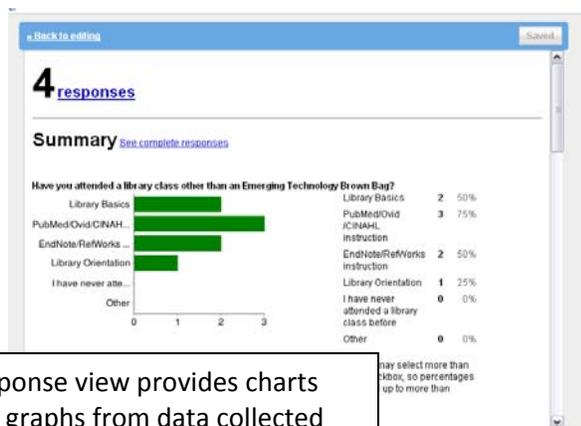
The third option in Google Docs is Presentations. You can create PowerPoint style presentations or upload an existing PowerPoint to be working in Google Docs. Like with all other Google Docs options, templates are available for you to begin working with.

To access templates click on New then From Template (see **Getting Started** above).



Forms

Forms provides a quick and easy way to create online surveys and analyze results. Create online surveys and collect data using Google Docs. You can type in your own questions or use a template. Create short answer, multiple choice, check box or scaled questions. Google Docs can provide a link to the online form which can be sent via email or posted online. Statistics are collected in a Spreadsheet and can be transformed into graphs and charts for easy interpretation.



Response view provides charts and graphs from data collected from your survey

The screenshot shows the 'Add Item' editor view of the 'Emerging Technology Brown Bag Survey'. Callouts highlight the 'Add Item' button, the 'Email this form' button, and a question about future attendance.

Click on Add Item to add a new question

Quick Email option for sending out survey

Hover over question to edit or delete

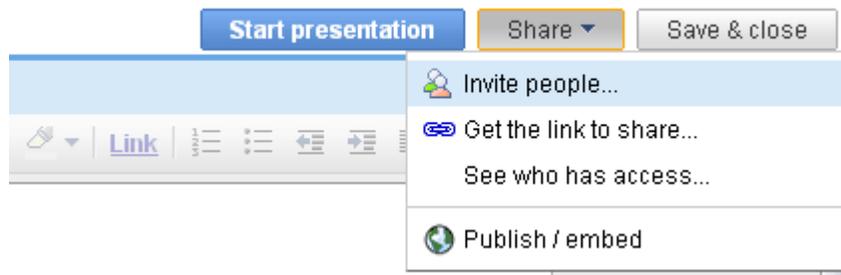
Collaboration

Since Google Docs is available online and from Google, you have the ability to use Google Docs to collaborate with other individuals using Google Docs. There are several options for sharing and collaborating with other Google Docs users.

Share

From any Google document, spreadsheet, presentation or form you will see Share options at the top of the page.

askalibrarian@uthscsa.edu | [New features](#) | [Docs Home](#) | [Help](#) | [Sign out](#)



Please note that some sharing options differ depending on the type of file

You can invite individuals to view or edit your document in Google Docs. Using the Invite people option you can enter emails and set access privileges. You can also include a message. The invite will be sent via email. The individual will see your message along with a link that will allow them to access the document you share with them.

Share with others

Invite people | **People with access** | **Advanced permissions**

Invite: (Any email address will work)
"Katie" <...ntice@gmail.com>,

To edit To view

[Choose from contacts](#)

Subject:
Oral Health Information Tutorial Part 1

Message:
Hi will you take a look at this presentation?
We would like to put online

Thank you,
Emily Hurst

Send a copy to myself

Send | [Add without sending invitation](#)

Enter email addresses to invite users to collaborate with you

Set basic options. Edit will allow invitees to make changes will view will restrict the invitee.

To view or change access privileges use the People with access option

Once you have shared a document you will be able to see who you are sharing it with from the main Google Docs page. You can also edit access privileges from the main Google Docs page.

TODAY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	uthscsa_etd	Shared from Luke to 8 collaborators, 1 viewer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oral Health Information Tutorial Part 1	My folders Class Presentations Not shared
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sample for Class	My folders Shared by me to 2 collaborators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emerging Technology Brown Bag Survey	Shared from Emily to 4 collaborators
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Using ILLiad	Shared
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced PubMed	Class Presentations Not shared
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is a sample for class	

See who shared the document and the number of collaborators and viewers

Viewing

Once you have shared a file you will be able to see who is viewing or editing a file as you both work. From a document you will see a notification at the top right of the file if another user is viewing or editing a document while you are also viewing or editing.

Share ▾

Autosaved on 10:12 AM PDT

askalibrarian and 2 others are viewing ⤴

Chat

When another user is viewing the same file as you are, you have the ability to chat with the user. Clicking on the viewing box you will see a chat window appear. You can chat with users as you make changes.

The screenshot shows a Google Docs spreadsheet with a chat window. The spreadsheet has columns A through F and rows 1 through 6. The chat window on the right shows a conversation between 'hurste' and 'lukethelibrarian'.

	A	B	C	D	E	F
1	Timestamp	Have you attended a library class other than an Emerging Technology Brown Bag?	Are you planning to attend a future Emerging Technology Brown Bag Luncheon?	How did you find out about the session you attended?	Why did you attend the session?	Which session or sessions did you attend?
2	7/16/2009 15:56:14	Library Basics, PubMed/Ovid /CINAHL instruction, EndNote/RefWorks instruction, Library Orientation	Yes	On Campus Poster	Personal interest in topic, Professional interest in topic	Saving Face on Facebook, Why Twitter, Social Bookmarking
3	7/17/2009 9:14:30	Library Basics	No	Word of mouth UT Health Science Center Portal Announcement	Professional interest in topic	Why Twitter
4	7/27/2009 18:25:20	PubMed/Ovid /CINAHL instruction	Yes			Social Bookmarking
5	8/11/2009 10:21:28	PubMed/Ovid /CINAHL instruction, EndNote/RefWorks instruction	Yes	Library Website	Personal interest in topic	Social Bookmarking
6						

Chat Window:

- hurste
- lukethelibrarian

lukethelibrarian: okay, so we need to figure out how to do the modified questions we discussed...
...were we going to use a likert scale from "personal" to "professional" or something like that?

me: Yes, you can click on Form and then Edit Form, this will take you to a new screen which will allow you to edit the questions in the form

Press enter to send your message

Revision History

You can track changes and check revision history on shared files. From the main page select the file you want view then More actions. This provides you an option for reviewing Revision history. You can see when the file was edited and by whom.

The screenshot shows the 'Revision History' page for a document titled 'Sample for Class'. It lists four revisions with their respective edit times and changes.

Revision	Last Edited	Changes
<input type="checkbox"/> Revision 4	82 seconds ago by Hurste	The Libraries offer reference and search consultations, as well as fee-based literature searche:
<input type="checkbox"/> Revision 3	2 hours ago by Me	Sample for Class Research and reference services are available to students, faculty, and staff
<input type="checkbox"/> Revision 1	2 hours ago by Me	no text added
<input type="checkbox"/> Revision 0	2 hours ago by Me	no text added

You can compare changes for additional information about how the document was edited. Select Revisions then press Compare Checked. Revisions are visible in different colors.

Sample for Class

[← Back to Revision History](#) Showing document revision #3 vs. #4

Authors: Hurste Me

Sample for Class

Research and reference services are available to students, faculty, and staff of the UT Health Science Center as well as to the public.

The Libraries offer reference and search consultations, as well as fee-based literature searches conducted by librarians. Please see the [Literature Search Services](#) page for more information.

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To get help searching a database (such as Ovid, PubMed or CINAHL), you can stop by one of the Libraries, e-mail, or call to set up an appointment.

Additional information about reference consultations can be found on our website at <http://www.library.uthscsa.edu>

To get help searching a database (such as Ovid, PubMed or CINAHL), you can stop by one of the Libraries, e-mail, or call to set up an appointment.

[← Back to Revision History](#) Showing document revision #3 vs. #4

Authors: Hurste Me

Organization

With Google Docs you can create Folders to organize your materials. To create a folder select New then Folder (see **Getting Started**). You can label folders to meet your needs. Every time you add a document to a folder it will remain in your main list of documents but also receive a tag indicating which folder it was placed in (see below).

The screenshot shows the Google Docs interface. On the left, a sidebar lists 'My folders' including 'Class Presentations'. The main area shows a list of documents under the heading 'TODAY'. Each document has a star icon and a label in the 'Folders / Sharing' column. The labels are 'Class Presentations' for 'Oral Health Information Tutorial Part 1', 'Sample for Class', and 'Advanced PubMed'. The document 'Using ILLiad' is labeled 'Not shared'. A text box with arrows pointing to the 'Class Presentations' labels contains the text: 'These documents are also in the Class Presentations folder, as indicated by the label'.

Name	Folders / Sharing
Oral Health Information Tutorial Part 1	Class Presentations Not shared
Sample for Class	Class Presentations Shared by me to 2 collaborators
Emerging Technology Brown Bag Surv	Class Presentations Shared from Emily to 4 collaborators
Using ILLiad	Not shared
Advanced PubMed	Class Presentations Not shared

Privacy

Google Docs provides a space for you to save and store your documents privately or to share them with selected users. Your documents will not be shared unless you have designed share options such as those mentioned in the **Collaboration** section of the handout. All other documents remain private and viewable only to you through your account log in.

Other Options

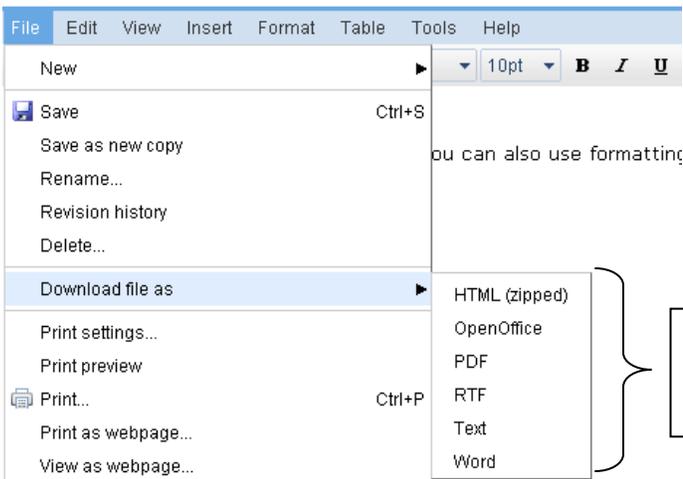
Printing – To Print a file select the printer icon from the menu bar at the top of the file. You can also go to File then Print, Print Preview or Print Settings to change printing options.

Saving – Google Docs provides frequent auto save for files. However there is also a save button you can utilize. Check the bottom right or at the top of an open file to view the timestamp of when the document was last saved. You can also see who saved the file last. If you attempt to navigate away from an open file you will see a pop up alerting you to save before leaving.

Download file as – You can save a file as other file types using the File – Download file as option. You can download a file as a PDF, HTML, Open Office, Rich Text, Text or Word format.

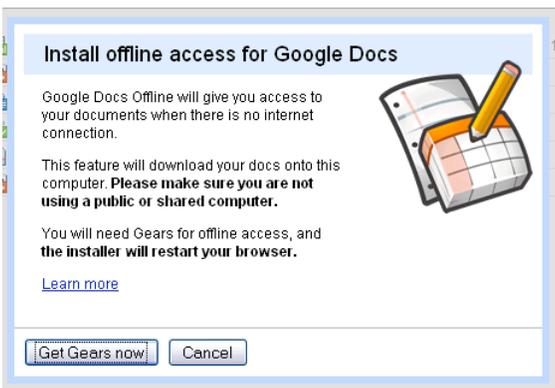


This is a sample for class edited on 8/11/09 8:48 AM by Hurste



Select a file type. You can then save the document to your computer or jump drive.

Offline Access – To use Google Docs a connection to the internet is necessary. If you prefer to work offline you can install Google Gears, this option will download all Google Docs files to your computer and allow you to work on them without connecting to the Internet. Google Gears will require installation.



Additional Resources and Helpful Reads

For access to additional resources about Google Docs please visit the following link;
<http://delicious.com/tag/uthsclib+gdocs>

The librarians have included links to several articles about Google Docs as well as brief tutorials to get you started. Remember to check back regularly as we continue to add links to this page.



Need Help? Ask a Librarian
(210) 567.2450
askalibrarian@uthscsa.edu

Briscoe
Library

9 08/11/2009 (EJH)