



Google Drive: Documents

creating and sharing documents

Cloud Computing:

Cloud computing refers to the remote storage of files. This means that instead of being saved on your hard drive, files are saved using a web-based service.

The advantage of saving files to the cloud is that the files are accessible wherever you have an Internet connection. Cloud computing is often used to back up important files. Many cloud services also make working collaboratively easy.

Google's version of cloud computing is called Google Drive. Google Drive has a relatively simple design and is free to use. The website for Google Drive is drive.google.com. Create an account or log in using your existing Google account. A Gmail account is a Google Account, so a Gmail username and password will work for Google Drive as well.

Creating a Document:

- Documents can be created through Google Drive.
- The documents created are similar to Microsoft Word documents and primarily contain text with a few images.
- Documents can easily be created and modified collaboratively.
- To create a new document, click on the red "New" button at the top left of the screen, and then click on "Google Docs."
- To name the document, click on "Untitled document" at the top of the screen, and then type the name of the document. Press Enter on the keyboard to save the new document name.

Formatting:

- Changes can be made in two ways:
 - Change the tool and then type.
 - Type, select the text to be changed, and then change the tool.
- To select text, click before the text and drag across it while holding down the left mouse button.
- Selected text is highlighted in blue.
- The toolbar at the top of the screen contains tools used to change the following:
 - font (typeface)
 - size
 - emphasis (i.e., bold, italic, underline)
 - color
 - alignment (left, center, or right)
 - lists (numbered or bulleted)
- The line spacing tool, which is located on the toolbar at the top of the screen, contains a menu which allows the following to be changed:
 - line spacing (i.e., the space between lines)
 - space before a paragraph
 - space after a paragraph

Mistakes:

- The autocorrect feature checks spelling as text is typed.
- Errors are noted with red lines under the text. These lines do not print.
- Right click on the word for spelling suggestions.
 - Note that correctly spelled names and foreign words may be marked as misspelled.
 - Decide how to properly correct the error, remembering that the autocorrect feature is not always correct.
- The undo button can also be used to fix mistakes.
- If the undo button is used accidentally, the redo button can be used to remedy the situation.

Finishing:

- Each time a change is made, the document is saved automatically.
- To print the document, click on “File” at the top left of the screen and then click on “Print.”
- Close the document by closing the browser tab.
- Open a document as follows.
 - Click on the document to select it.
 - Click on the three dots in the top right of the screen.
 - Hover over “Open With,” and click on “Google Docs.”

Sharing:

- Sharing a document allows others to view or edit the document.
- Share a document as follows.
 - Open the document.
 - Click on the blue “Share” button at the top right of the screen.
 - Type in the e-mail addresses of people with whom you would like to share the document.
 - Choose a permission level.
 - Click on the blue “Send” button.
- Edit a shared document as follows.
 - Locate the shared document by clicking on “Shared with me” on the left side of the screen.
 - Open the document to be edited.
 - Edit the document. All changes are saved automatically and others viewing the document will see the changes nearly instantly.
 - Close the document.

Signing Out:

Sign out of Google Drive when you are finished. First, click on your username in the top right. Then, click on “Sign out.”

Tips:

- Use the undo button.
- Point at a tool to see its label.
- Share documents to collaborate with others.
- Do not be afraid to ask for help.