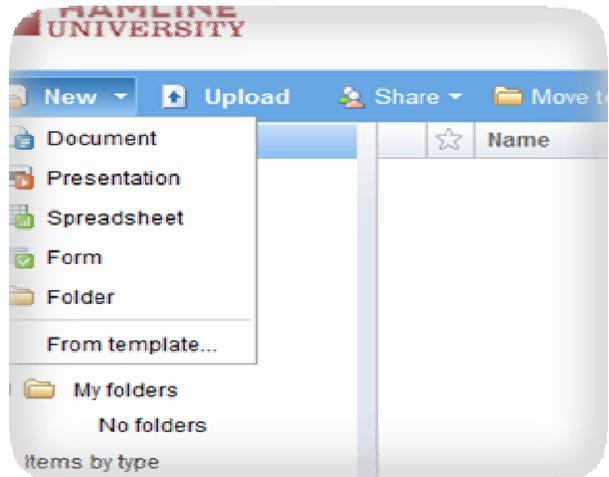


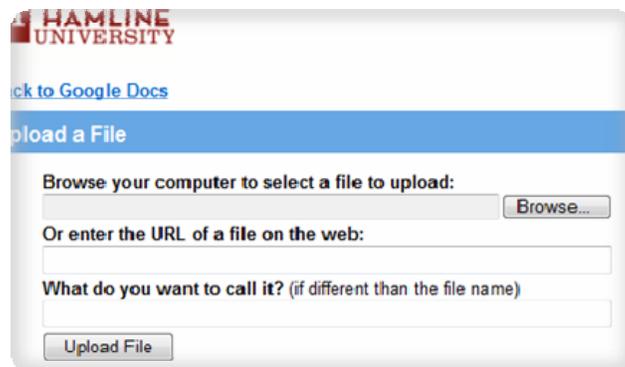
Using Your Docs Suite

Types of Documents and How to Create/Delete/Share Them

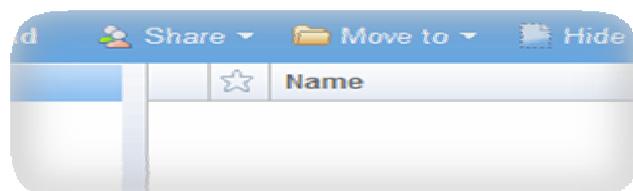
- Using Google docs, you can create one of four different files. The first is a **document** – useful for creating such documents as papers, syllabi, etc. The next is a **spreadsheet**, which allows you to create and organize tables and charts using various calculations. The next is a **presentation**, built to allow users with a tool to publish slides for a visual aid to lectures, workshops, etc. The last is a **form**, which one can use to distribute surveys and questionnaires wherever necessary.
- To create a Doc, click on the New drop-down button in the upper left, right below the Google docs logo, and select the type of file.



- To upload a file from your computer or a network drive, select the Upload button right next to the 'New' button. From there, enter where the file can be found either by browsing your computer or entering a web address.



- To delete a doc, check the box next to the document(s) you would like to delete and click Delete, the third button from the right on the top taskbar.
- To share a doc, check the box next to the document(s) you would like to share and click Share, the third button from the left on the top taskbar. From there, enter the email addresses of the people you would like to share the document with and specify whether they are 'viewers' or 'collaborators'. Set the advanced permissions below and then click the Invite button.
- To publish your doc, open the 'Share' drop-down menu in the upper right corner of the doc screen and select either 'Publish as web page' or 'Publish/embed', depending on what kind of doc it is. On the next screen select Publish Document.



Useful Tips for DOCUMENTS

- Select New from the top taskbar and select Document.
- To access the menu for setting the document style, click on 'Edit' in the top taskbar and go down to Document styles.
- To insert such tools as pictures, tables, or page breaks into your document, click on 'Insert' in the top taskbar and choose which type of item you would like to insert.
- To remove all of the formatting (bold, highlighting, italics, etc.) from a specific selection of text, choose 'Format' in the top taskbar and select Clear formatting.
- To save your file, select 'File' from the taskbar and then select Save, or choose the Save icon on the toolbar directly below 'File'. To print, select the icon direct to the right.

Useful Tips for SPREADSHEETS

- Select New from the top taskbar and select Spreadsheet.
- To enter contents into an empty cell, just select the cell and start typing. To edit contents in a cell, select the cell and press F2. To delete contents of a cell, select the cell and press delete.
- To insert formulas into a cell, select the cell and click on 'Insert' from the top taskbar and then select 'Formula...'
- To add rows or columns, click on 'Insert' in the top taskbar and select where you would like to insert a new row/column relative to what cell is selected.
- To adjust how many rows are frozen in position at the top of the spreadsheet, drag the Sort Bar – indicated by the handle and the horizontal bar separating active from frozen rows – up or down. To adjust how many columns are frozen, adjust the Column Bar found by default in the upper right corner of the "A" column label within the spreadsheet.
- Note that forms are merely spreadsheets with a few changed settings. To create a form either select 'New' from the top taskbar and select Form or open a spreadsheet, click on 'Form' on the top taskbar and select 'Create Form'. From there, enter the questions and other information necessary.

Useful Tips for PRESENTATIONS

- Select New from the top taskbar and select Presentation.
- To create a presentation using one of the templates provided, click on 'File' on the top taskbar, then 'New', then 'From template...'
- To change the theme of your presentation, click on 'Edit' on the top taskbar and then select Change theme. From there, make a theme selection.
- To insert images or video, click on 'Insert' on the top taskbar. From there, select 'Image', 'Video', or any of the other options. The selected media will appear in your presentation.