




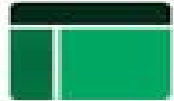





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Create. Share. Collaborate.



Google Docs Collaboration

2/18/2016



In Chrome, open your school account.



If you have not signed into your school account do so now by typing in www.google.com.

Google





To set up your school account, click on the Sign in icon in the upper right corner.

Gmail Images



Sign in






Use your school username for the username and your school password for the password.

Click Next.

Now you are in your school Google account.



Sign in to add another account



[Next](#)
[Need help?](#)

[Create account](#)



Go to upper right corner and click on the nine little boxes.

The screenshot shows the Google My Account dashboard for a user named Ray Collins. At the top left is the Google logo, and at the top right is the user's name 'Ray' next to a grid icon (the account menu), a profile picture, and a location pin. Below this is a blue header with 'My Account'. The main content area features a central heading 'Control, protect, and secure your account, all in one place' and a sub-heading 'My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.' Below this are three main sections: 'Sign-in & security', 'Personal info & privacy', and 'Account preferences'. Each section has a brief description and a list of sub-options. There are also 'Security Checkup' and 'Privacy Checkup' cards with 'GET STARTED' buttons.

Google

My Account

Ray

GM

Welcome, Ray Collins

Control, protect, and secure your account, all in one place

My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.

Sign-in & security

Control your password and account-access settings.

[Signing in to Google](#)

[Device activity & notifications](#)

[Connected apps & sites](#)

Security Checkup

Protect your account in just a few minutes by reviewing your security settings and activity.

[GET STARTED](#)

Personal info & privacy

Manage your visibility settings and the data we use to personalize your experience.

[Your personal info](#)

[Activity controls](#)

[Ads settings](#)

[Account overview](#)

[Control your content](#)

Privacy Checkup

Take this quick checkup to review important privacy settings and adjust them to your preference.

[GET STARTED](#)

Account preferences

Set language, accessibility, and other settings that help you use Google.

[Language & Input Tools](#)

[Accessibility](#)

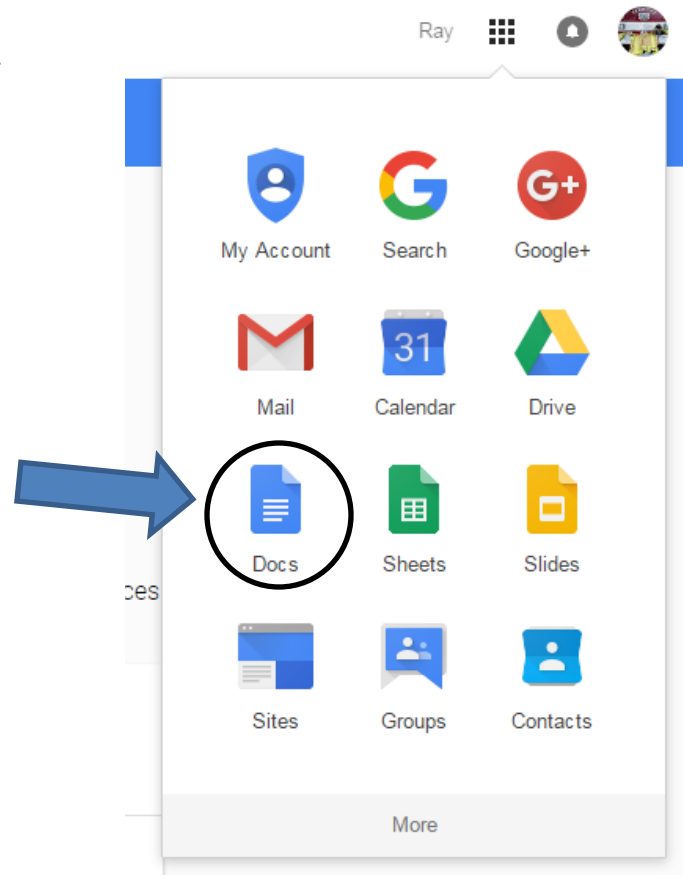
[Your Google Drive storage](#)

[Delete your account or services](#)



Scroll down and click on Docs.

You're in.



Google



Ray   

Docs



Start a new document

MORE 



Blank



Letter
Spearmint



Essay
Paperback



Report
Simple



Report
Luxe



Report
MLA



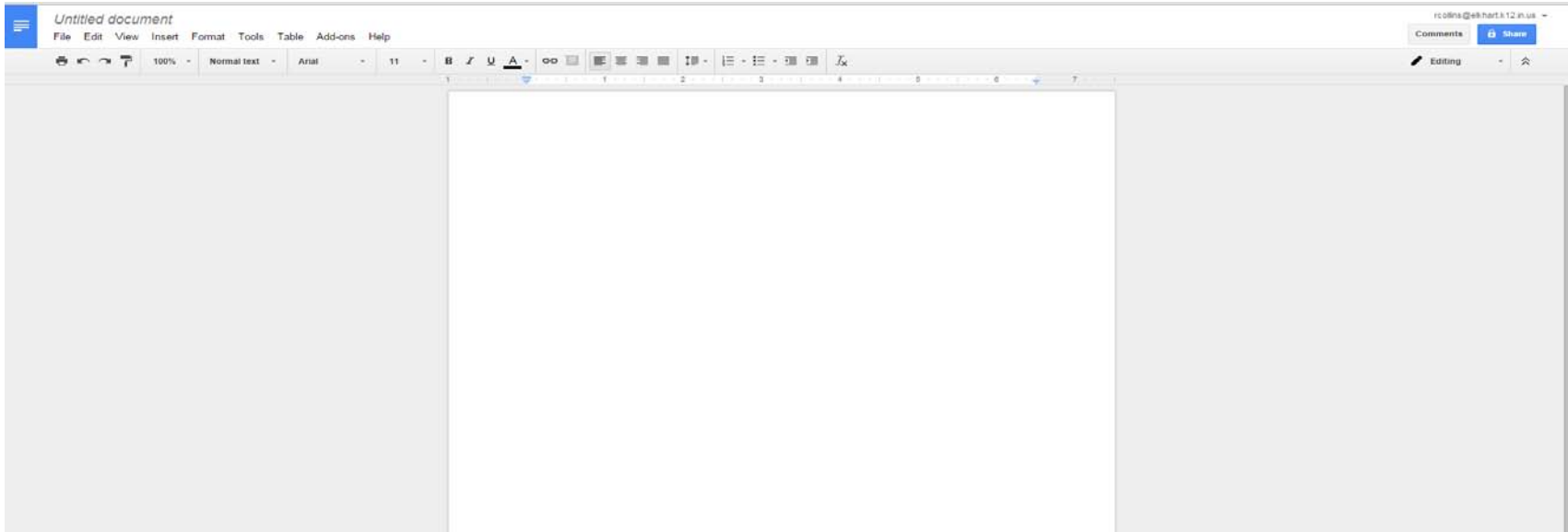
Class notes
Playful

Recent documents

Owned by anyone 

Click on “Blank” + in the upper black banner.





Now you will see a blank page ready to type or insert information.

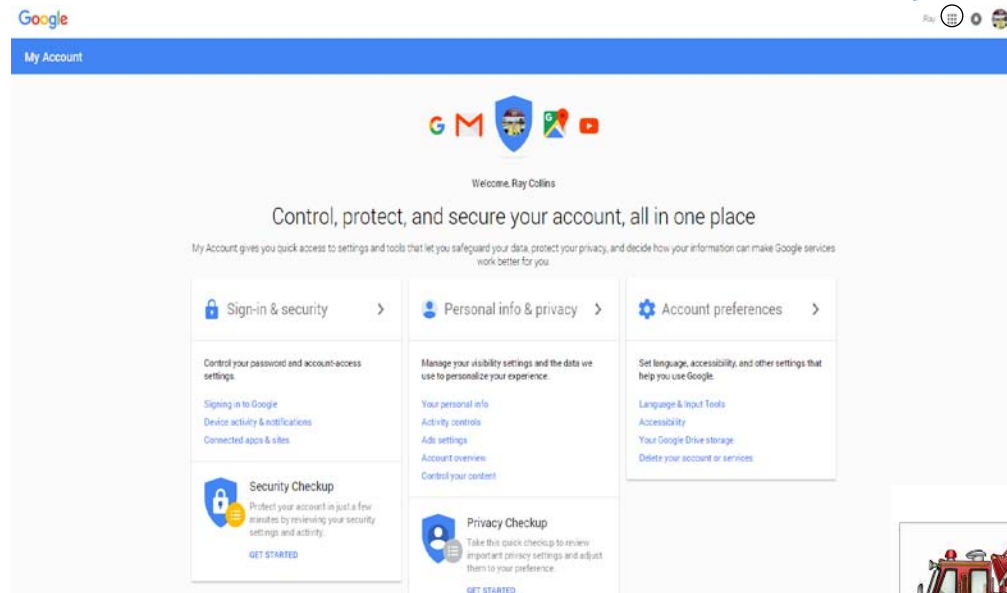
From this point the regular document preparation works similar to Word.



You are now ready to create an account in Google Drive.

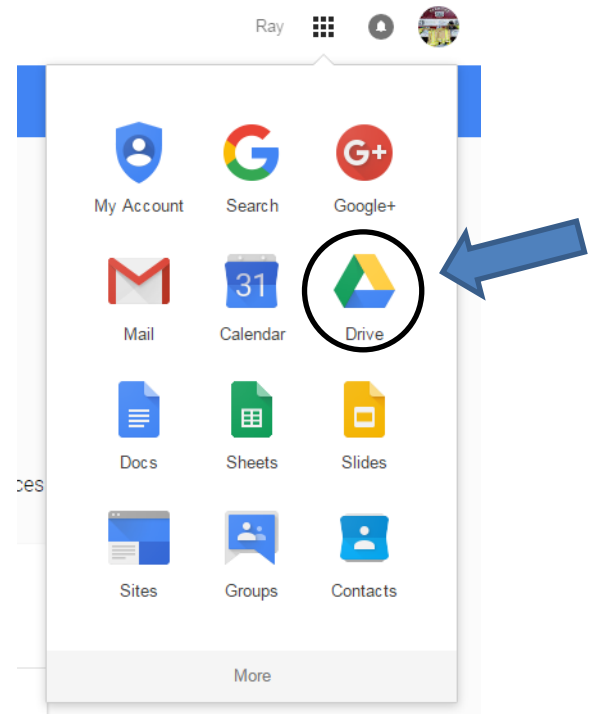
Open a new tab in Chrome.

Go to upper right corner and click on the nine little boxes.



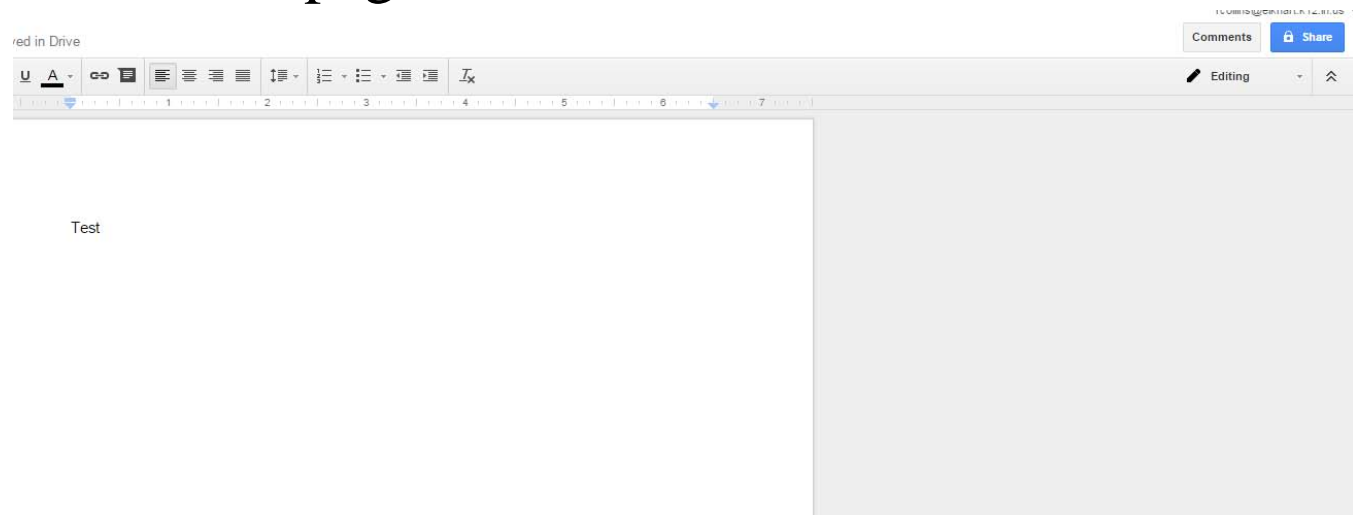
Scroll down and click on Drive.

Now you are ready to save documents.



Go back to the untitled doc tab.

Type in “Test” on the page.



In the upper right hand corner, click on the Share button.



It will ask you for a title of your document, name it “TEST”.

✕

Name before sharing

Give your untitled document a name before it's shared:



Next it will ask with whom you would like to share the document.

Type in the address of those whom you would like to be able to see the document.

rcollins@elkhart.k12.in.us



Click Done

A screenshot of a document sharing dialog box. The title is "Share with others" and there is a "Get shareable link" button with a link icon. Below the title is the word "People". There is a text input field with the placeholder text "Enter names or email addresses...". To the right of the input field is a "Can edit" button with a pencil icon and a dropdown arrow. At the bottom left is a blue "Done" button, and at the bottom right is the word "Advanced".

Share with others Get shareable link

People

Enter names or email addresses... Can edit


Done Advanced




This box will also ask you the editing privileges you want the recipients to receive.

You can also add a note.

Click Send.

Share with others Get shareable link 

People

 Ray Collins ✕ Add more people... Can edit ▾

Add a note

Send Cancel Advanced




It will come in the form of an email and list the permissions you sent the reader.

Ray Collins (via Google Docs) <drive-shares-noreply@google.com>
to me

3:39 PM (1 minute ago)

Ray Collins has invited you to **edit** the following document:

 Test

[Open in Docs](#)

Google Docs: Create and edit documents online.

Google





Now for the cool part; upload files to the cloud.
You can upload files and folders from any device.

Android devices; Phones and Tablets

Open the Google Drive app.

Touch Add.

Touch **Upload**.

Find and touch the files you want to upload.

View uploaded files in **My Drive** until you move them.



iPhone & iPad

Open the Google Drive app.

Touch Add, then touch **Upload**.

Find and touch the files you want to upload.

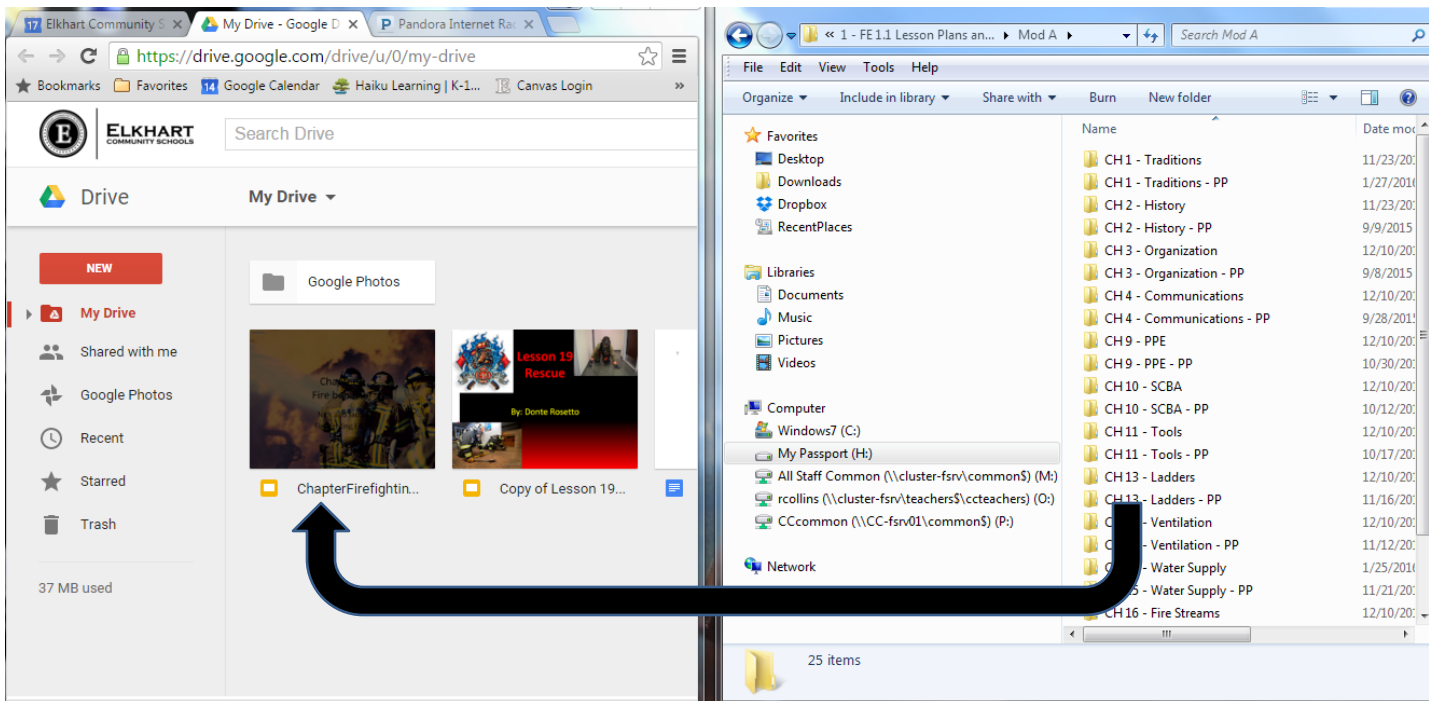
At the top of the screen, touch Done to upload.

You'll see a status bar at the bottom of your screen. To view your file, touch **Locate**.



Up loading Files and Folders from your computer or drives

OPTION 1: Drag and drop files into Google Drive.



Easiest





OPTION 2: Use the file uploader.

Note: To upload entire folders, you'll need the latest version of Chrome.

Go to **drive.google.com**.


On the left, click **New**.

Click **File upload** or **Folder upload**.

Choose the file you want to upload. **Tip:** To select multiple files, press **Ctrl** (PC) or **⌘** (Mac) and click all the files to upload.

You'll see a window with the upload status. To open the file, click the **filename**. To close the box, click **Close** .





Now you are able to share newly created documents along with all of the documents you have created from other platforms.

I hope this has been an informative and enjoyable class. If you have any additional questions, I will be glad to spend some time searching for the answers.

Thanks,
Ray Collins

So, happy creating!

