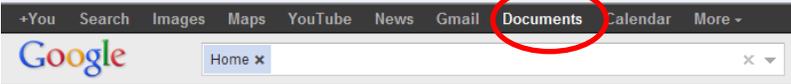




Google Docs--Agenda

What is it?	Other Features:
<ul style="list-style-type: none"> • Free suite of tools (documents, spreadsheets, presentations, drawings, forms, etc) • Cloud based application: all docs stored on a Google server; stored 'in the cloud' 	<ul style="list-style-type: none"> • Revision history is kept—ability to view revisions made • Comments can be made on the document • Upload files or create new ones • File converter—ability to import and save in multiple file types • Template library is available • Organize files into folders (folders are called collections) • Preview doc (click to right of the doc name to see preview)
Why would you want to move your work to the 'cloud'?	
<ul style="list-style-type: none"> • Access to documents from any computer with an internet connection, anywhere in the world—no need to email documents or use flash drives • Ability to collaborate and share—real time collaboration in editing—you can see changes another is making as they make them 	

1) Overview	Video
2) Editing and Collaborating Activity: <i>Try it out</i>	Sample Google Doc Edit your document All services have toolbars—with all the editing features—easily do all the basics Share instantly: edit with others in real time
3) Google Docs or Gmail account Activity: <i>Create a new account</i>	1) If you already have a Google account through Gmail then you can use the same login to access Google docs. 2) If you do not have a Gmail account, you can sign up for a free Google account by creating a Gmail account or using an email address of your choice and a password. Sign up or Sign in
5) Google > Documents > Create Activity: <i>Create a new document</i> Re-name, edit, auto-save, sharing options Upload an existing document	https://www.google.com/  https://docs.google.com You are presented with 2 options: 1) Create basic documents and spreadsheets from scratch 2) Upload existing documents and spreadsheets
Collaborate and Share Collaborators have read and edit access Viewers only have read access	-- Share: edit with others in real time by filling out the invitation--add email addresses of those you want to share a given file with. --Options: documents can have open or restricted access—users can have access as soon as they sign in --More than one person can view and make changes at the same time; there is an onscreen chat window --Document revisions show you who changed what and when
6) Data Storage	Safely store your work online; save your files to your own computer in DOC, XLS, CSV, ODS, ODF, PDF, RTF and HTML formats.