



Bringing the Agency Closer Together!

Getting Started with Google Docs





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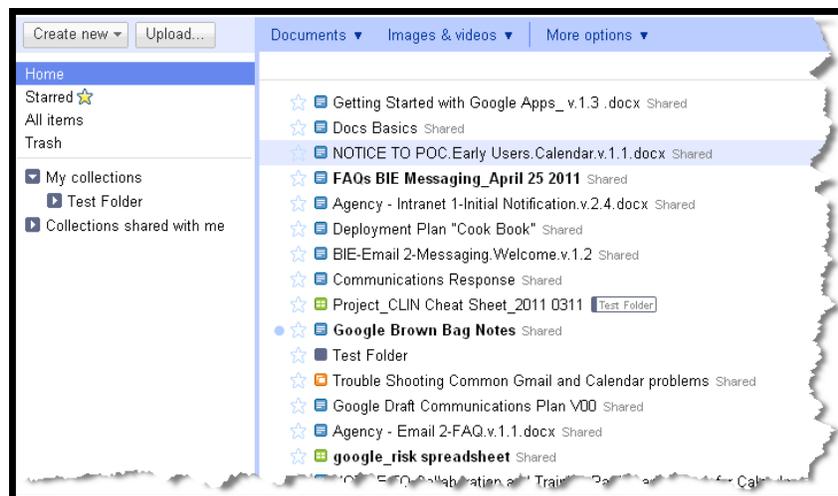
Accessing Google Docs and creating, editing, and sharing documents

Access your documents

1. To create a new document and to view a list of documents that you own or can edit:
 - a. Directly visit the page by entering <http://docs.usaid.gov> into the browser.OR
 - b. Visit from another Google Apps product
2. To access Google Docs click Documents to access available sites list.



In the Docs list, all of the documents, presentations, and spreadsheets that you have access to are displayed.

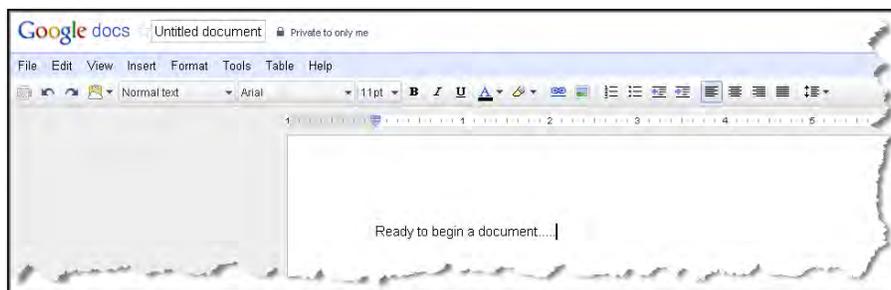


Create a document

1. Click the **Create new** drop-down menu and select *Document* create a new document.

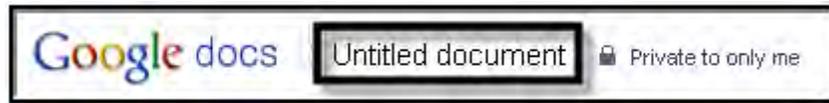


An untitled document appears in the browser -- now you're ready to edit!



Rename your document

1. Click in the **Untitled document** field. .



The Rename Document dialog box appears.

2. Type the name of the document in the **Enter a new document name** field.
3. Click **OK**.

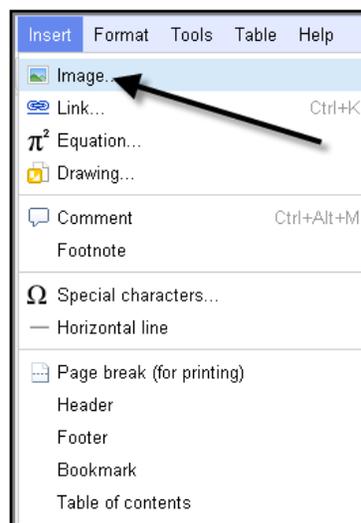


Edit and format your document

There are many ways to edit a document with the edit toolbar.

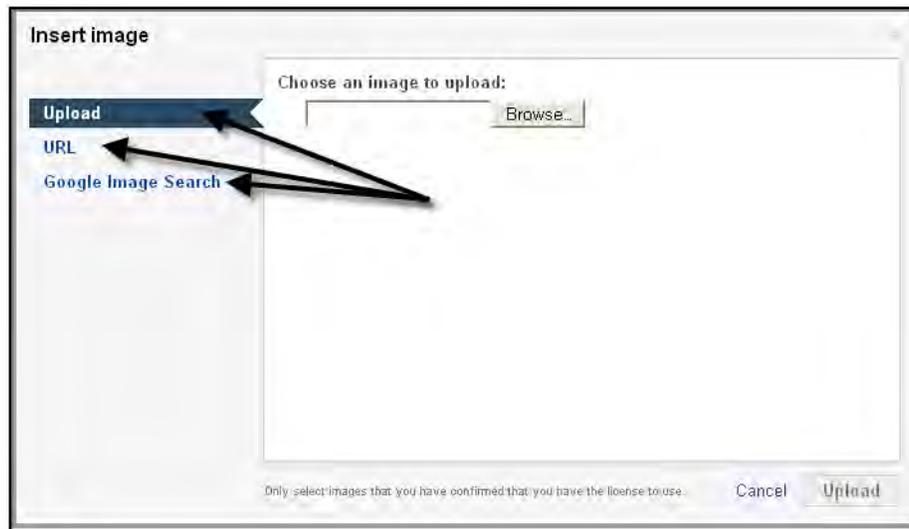


1. Insert images
 - a. Select **Image** from the **Insert** drop down menu.
 - b.

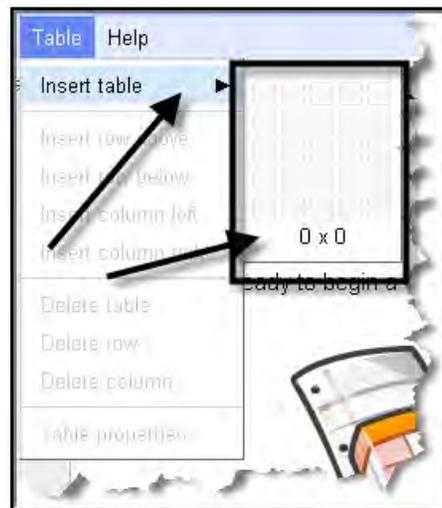


The Insert image dialog box appears.

- c. Choose an image from your computer or from the web (via URL).
- d. Users are able to modify or remove it at any time.



2. Add a table
 - a. Select Insert Table from the Table drop down menu.
 - b. The Table tools appear on the left.
 - c. Start by choosing the number of rows and columns and then begin to format your table.



Share and collaborate

Once you've created your document, share it with others! Collaborators will be able to edit the same document at the same time -- you'll always have the most up-to-date version at your fingertips.

1. Select Share settings... from the Share drop down menu.



The **Share settings** dialog box appears. This allows you to share your document with specific individuals and determine their level of access.

Adding people with whom to share a document

2. Type names into the Add people field. Persons in the Global Address Book (GAL) will appear as you type their name.
3. Determine the type of action you what type of access is desired for the people with whom the document is shared.
 - a. Can edit: Collaborators can add and edit content in your document.
 - b. Can view: Individuals can access a read-only version of your document. They won't be able to edit any content in your document.
4. You may enter a note that will go to the people added, if desired.
5. The default is to **Send email notification** to the persons intended. This is recommended.
6. Click **Share**.



Sharing settings

Permissions:

Private - Only the people listed below can access [Change](#)

 Gerald Kennedy (you) Is owner

Add people: [Choose from contacts](#)

"Linda Queen" <lqueen@usaid.gov>, "David Home" <dhome@usaid.gov>

Please review document by noon on Friday. THANKS!

Can edit (selected)
Can view

Send a copy to myself
 Paste the item itself into the email
 Send email notifications (recommended)
All new invitees will be included on this email

Share Cancel

Editors will be allowed to add people and change the permissions: [Change](#)

The **Share settings** confirmation dialog box appears. The persons with whom the document is to be shared appear.

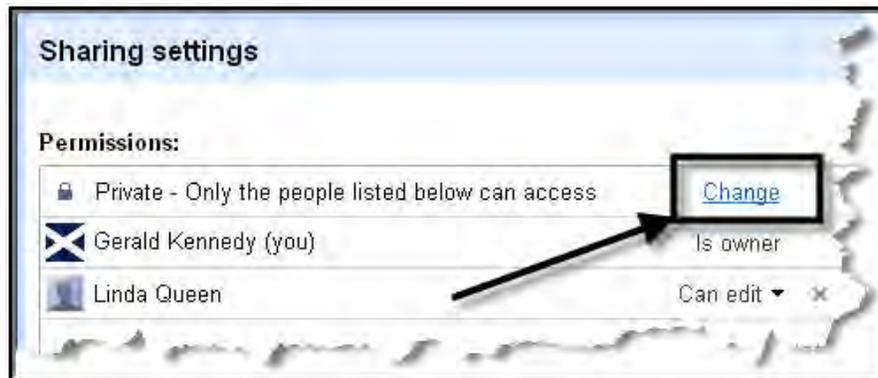
7. You may change their access by clicking the drop down arrow.
8. You may delete a person by clicking the **X**.
9. You may also add additional persons at this time.
10. When finished or there are no changes to be made, click **Close**.

An email notification is sent to those selected persons.



Sharing the link to your document

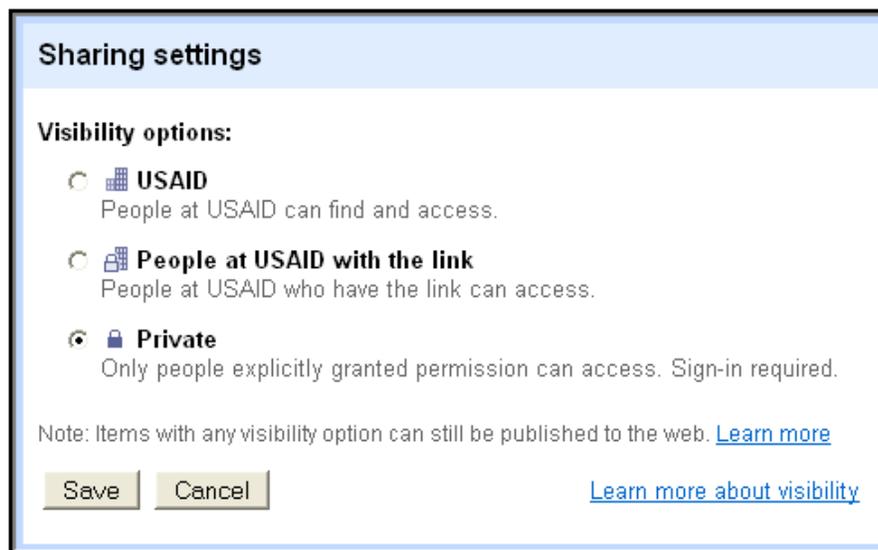
11. Click **Change** under *Permissions*.



The list of settings appears.

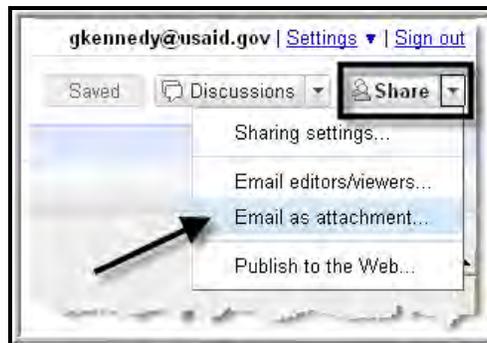
Users may change the visibility of the document by clicking the radial button next to the desired group.

12. Click **Save** if changes were made.
13. Click **Cancel** if no changes were made.



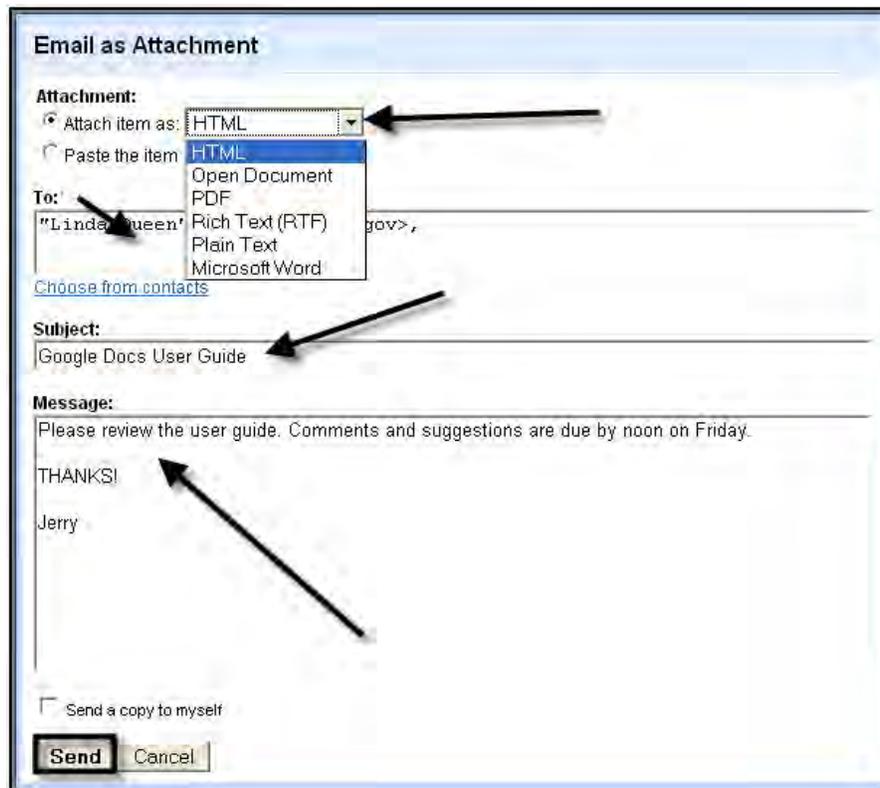
Emailing documents as an attachment

1. Click **Email as attachment** from the **Share** drop down menu.



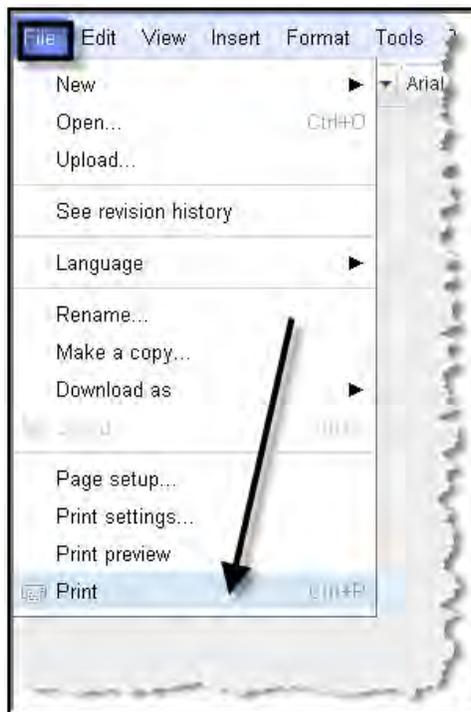
The **Email as Attachment** dialog box opens.

2. Determine the format of the attachment (e.g. Microsoft Word Document, Rich Text Format, etc.).
3. Enter emails of persons to whom the document should be sent.
4. Enter a **Subject** of the email.
5. Enter a **Message**, if desired.
6. Click **Send**.



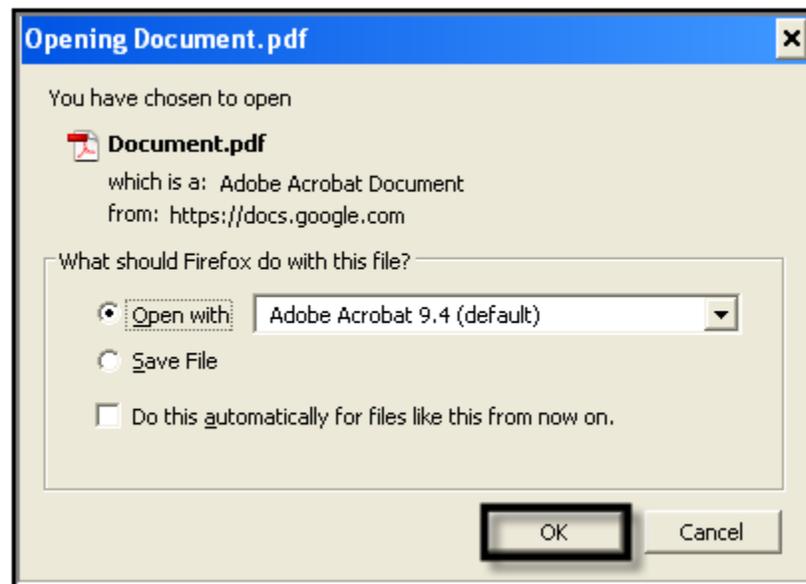
Print

1. Select **Print** from the **File** drop down menu.



A confirmation dialog appears.

2. Click **OK**.



A PDF version of the document appears along with the print dialog box.

