

Student User Guide: Google Docs

*****IMPORTANT: Using Google Chrome will give you the best results when using the following applications.*****

Signing In:

Go to Google.com. Click the “Sign In” button in the upper right hand corner on the page. Type in your Gmail address and your password and click “Sign In”.

Signing Out:

If you are properly sign in to Google, your username will appear in the upper right-hand corner of any Google application. **You must sign out at the end of each session or someone else could be logged into your account when they get on your computer!** To sign out, press the small down arrow button to the far right of your username. From the box that appears, click the “Sign Out” button.

Your Google Drive:

Once you have signed in, you will be able to access all of your Google applications. The bar going across the top of your Google webpage has all of the links you will need to use to get to each application. Clicking on the “Drive” button will take you to all of the documents you have saved and shared.

Notice the navigation menu down the left side of your Drive page.

“**My Drive**” will show you all of the documents that you have made. Click on the small arrow next to it to see everything in that file.

“**Shared With Me**” will show you all of the documents that others have shared with you. You can click on these and read or edit them, depending on what the document’s author allows you to do.

Creating a Document:

To create a new document, click on the large red “Create” button at the top of your navigation menu in your Google Drive. From the drop down list that appears, click “Document”. Notice that you can create many other things, but we will only be focusing on documents for this class. Once you click on “Document”, you will be taken to Google Docs.

Deleting a Document:

To delete a document from your drive, go into your Google Drive. Click on “My Drive” or “Shared With Me” in the navigation menu (depending on where the document you want to delete is). Click the box to the left of the document you no longer want. Buttons will appear across the top of the screen when you do this. Click on the trash can button to delete any documents whose boxes are checked.

Google Docs

Titling Your Document:

To rename your document, click on the words “Untitled Document” at the top of the page. Type in the title you want in the box that appears and click “OK”.

- **Buttons across the top of Google Docs:**

Printing:

The print button is the first one on the left across the top of Google Docs. Click this button to get to the print screen. A preview of your document will appear on the right side of this window. Change the printer to the correct setting by clicking the “Change” button below it. Select the correct printer for your computer and click “Print”.

Undoing an Action:

You are able to undo an action if you make a mistake in your paper, setting it back to how it was before you made your mistake. The Undo button is the arrow button pointing to the left located on the left side of the tool bar at the top. This can be pressed multiple times to undo multiple mistakes.

Redoing and Action:

If you decide that you want to redo something you previously undid, press the Redo button. This is the arrow button pointing to the right located next to the Undo button.

Changing Fonts:

To change your font, click the small arrow next to the button that says “Arial” to get a drop down menu (the word “Font” will pop up when you scroll over this button). Click the font you want from the menu and it will be changed. **FOR THIS CLASS, YOU ARE ALWAYS TO USE EITHER ARIAL OR TIMES NEW ROMAN FOR YOUR FONT!**

Changing Font Size:

The default font size is set to 11. To change this, click on the small arrow next to the number 11 at the top (the words “Font Size” will appear over this button). Click the new font size you want and it will be changed. **FOR THIS CLASS, YOU ARE ALWAYS TO USE THE FONT SIZE 12 FOR ALL TYPING.**

Bolding:

To bold in your paper, highlight the word(s) you want to be in bold. Then, click the “**B**” in the bar going across the top of the page. Whatever you have highlighted will then be bolded.

Italicizing:

Follow the steps for bolding above, but click the *I* instead.

Underlining:

Follow the steps for bolding above, but click the “U” instead.

Changing Text Color:

You will only be using this button when you are peer editing. Place your cursor in the document where you need to write something. To change the color of your text, click on the A that is underlined. From the drop down menu, choose an appropriate color (noticeably different but still dark enough to be easily read) from the menu. You will need to do this each time you want to edit something in the paper.

Highlighting Text:

You will only be using this when you are editing. To highlight an area in color, highlight it first with your cursor using the mouse. Then, click on the “A” button that has a black box around it. From the drop down menu, choose the color that you want to highlight in. Make sure this is light enough to still read the text through.

Aligning Your Paper:

Most papers you type will be left aligned, but you may wish to center, right align, or justify different portions or words in your document when appropriate. You can do this by highlighting the part of your document that you want to align differently, and then clicking the center, right align, or justify buttons on the right end of the bar across the top of your document (the words for each button will appear when you scroll over them).

• Other Actions

Double or Single Spacing Your Paper:

All of your papers for this class should be double spaced. Google Docs are all automatically set at single spaced. To change this to double, click the “Format” word at the top of the Google Doc screen. From the drop down menu, click “Line Spacing”. From the menu that appears, click “2.0”. This will double space your paper. If you have already typed something, you will need to highlight that before you change the spacing. If you want to change your spacing back to single, follow the steps above and click “1.15”.

Saving Your Paper:

Google will automatically save your paper to your Drive. You do not have to save it yourself.

Cutting/Pasting:

NOTE: Cutting and pasting only work with in a Google document. In other words, you cannot type something in Microsoft Word and then cut and paste it into a Google Doc. It will be messed up.

Cutting: Highlight what you want to cut. Right click on the highlighted part and select “Cut” from the drop down menu.

Pasting: After cutting what you want to paste (see directions above), click your cursor to the exact point you want to paste. Right click on that cursor, and select “Paste” from the drop down menu.

Indenting a Paragraph:

To indent paragraphs, always press the **TAB** key once. Do not press the space bar to indent.

Restoring Your Document to an Earlier Version:

This feature should only be used if something has happened to your document and you cannot fix it. This feature will open your document just as it was when it was saved a previous time, so every change you have made since that point will be lost. To do this, click “File” from the menu at the top of the document screen. From the drop down menu, choose “See Revision History”. This will bring up another menu listing all of the saves that your document has gone through. Choose the version that you would like to revert to and it will appear. You can look through multiple versions before choosing one. Click the blue “Restore This Version” underneath the version you want.

● Using the “Comments” Button

There will be certain times this year when you will need to use the “Comments” button at the top of the Google Docs screen to communicate with both your teacher and fellow group members working on the same paper. Here is how it works.

To open the comments window, click the “Comments” button on the top right hand side of your Google Docs. Clicking the “Comments” button again will close it, but your comments and those of others will still be saved, even if you sign off of Google.

To make a new comment, simply type your question/comment into the space provided in the comment box. Click “Comment” to post it, or “Cancel” to delete it. When you post it, everyone with whom you have shared your document will be able to read and respond to it. In this way, you can ask your teacher about specific questions concerning your document, or you can conference with group members to share ideas, decide who will work on what, ask questions, and get feedback from them.

To respond to a comment, click the “Comment” link below the comment you want to reply to. This will open an additional comment window below it. Type your response in this new window. Click the blue “Comment” button to post it. Your reply will now appear below the comment you wanted to reply to. In this way, you can have multiple questions or discussions going on at one time, and it will limit the confusion of what you are responding to.

To close a finished comment or discussion, click the “Resolved” button below the initial question/comment. This will place a green checkmark next to it and help you focus on active questions. Even if you have resolved a comment, you may reopen it any time to revisit the issue.

● Sharing Documents

Any document you create will only be available for you to personally see or change unless you modify this. You will be sharing your paper with others for a few reasons this year:

1. To allow your teacher to see/edit what you are writing
2. To allow fellow class members to peer edit
3. To allow members of your group to work on the same paper

To share a document, follow the following steps:

1. In your document, click on the “Share” button in the upper right hand corner of the page.
2. In the window that pops up, go down to the bottom where it says “Add People”.
3. Type in the Google email address of the person you want to share your paper with. Remember, everyone you type in will be able to see your document.
4. To the right of the box that you typed the email address in, you will see a button that says “Can Edit”. Click on this button to choose what the person you are sharing with will be able to do.
 1. Choose “**Can Edit**” if you want to allow this person to make changes to your document or type with you. This person will also be able to comment as well.
 2. Choose “**Can Comment**” if you want this person to only be able to comment in your discussions.
 3. Choose “**Can View**” if you only want this person to be able to look at your document and read it.
5. Underneath the box where you added the Google email address, **uncheck the box that says “Notify people via email”**. You will not need to do this since these are class assignments and the people you are sharing with know it already.
6. Click “Share and Save”.
7. Click “OK” in the box that pops up.
8. You should now see the person’s name whom you shared the document with show up underneath yours in the window. Notice that you can still make changes to what they are able to do and see next to their name. You are also able to delete them from your shared list by clicking on the “X” as well.
9. You may add more people at this time following the steps above, or you can click “Done” if you are finished.
10. The person (people) you have shared your document with should now be able access your document in their Google Drive.