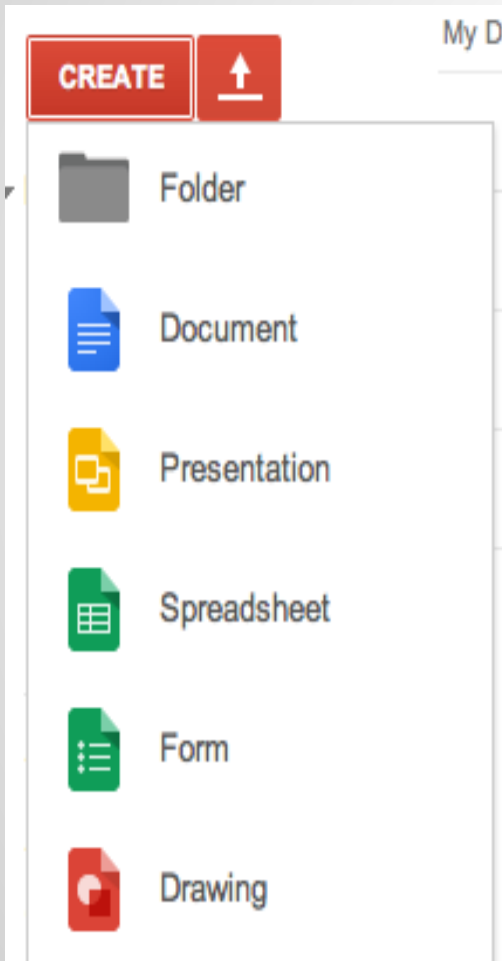


Creating Your Doc

Compose, Name, Edit, Share, Organize, Exit

Composing



When getting started with Google Docs, you must start in the Google Drive.

Sign in to the DPSK12.net Google domain and click on Drive in the black toolbar.

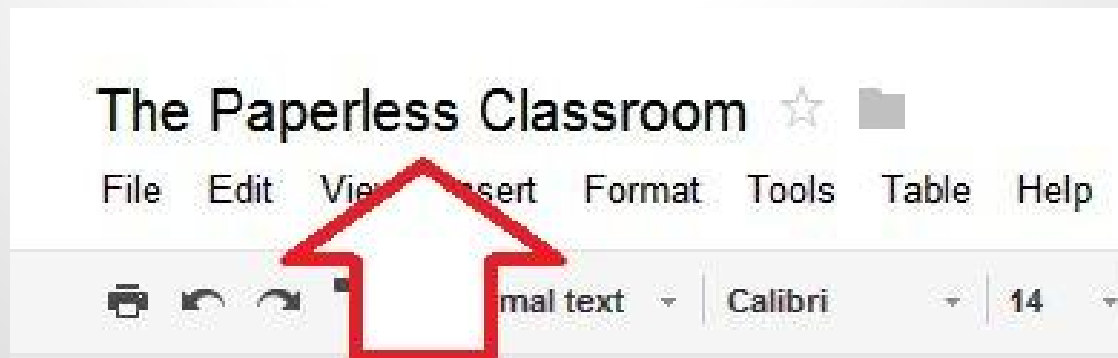
Once you are in Google Drive, you can click on the red "Create" button to get started or you can look below the button to see the folders and documents you have already created.

Click on the "Document" option to open a new Document for writing/editing.

Name Your Document

In the upper Left corner of the screen, you will see that Google has given your document the name "Untitled Document" by default. This should be the first thing you change.

When you click on the title, it is replaced by a text box. Type your new title in that box.



Naming Conventions

You may want to come up with your own specific way for files and folders to be named, but if not, below are some helpful recommendations:

For documents and folders, include in the name:

- the current school year
- your class period
- student's name
- the name of the document or folder

For example a document may be named: 2011-07-Smith John-Research Paper

A shared folder may be named: 2011-02-Doe Jane-Turn-in Folder

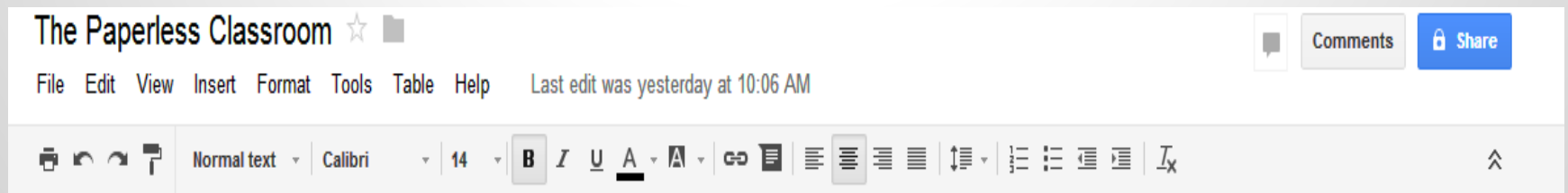
Composing: Naming Conventions

The most important aspect of a good naming system is that the files and folder names should make sense to both the person who created them, and the people they are being shared with.

Once you have logged in, you will see that Google Docs looks similar to Microsoft Word. There is a simplified toolbar with editing options.

You can adjust your font size and style, and color as well as choosing numbers, bullets, and spacing options.






Changes are saved as you make them, so your document is safe if your computer is turned off during composition



Sharing Your Document

Sharing settings

Visibility options:

-  **Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Denver Public Schools**
People at Denver Public Schools can find and access.
-  **People at Denver Public Schools with the link**
People at Denver Public Schools who have the link can access.
-  **Private**
Only people explicitly granted permission can access. Sign-in required.

Access: **Anyone within Denver Public Schools** **Can view** ▼

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

Sharing

Public on the Web will make your document available to anyone, anywhere.

If you would like to share this Doc with parents, but would like to ensure that access is still limited, choose **Anyone with the link**. You will then have to make the link to the document accessible to the people to whom you wish to give access.

If this is a Doc you don't mind sharing with students and co-workers, **Denver Public Schools** will make it accessible and searchable to anyone in the district with a dpsk12.net login.

If you would like to share it with students and/or co-workers, but not the entire district, choose **People at DPS with the link**. You will then have to make the link to the document accessible to the people to whom you wish to give access.

Private makes it so you are the only person who can view or edit the Doc.

Access

Once you have chosen the visibility level for your Doc, you need to choose how much access you wish to give to your audience.

Can edit - If you choose this option, then the other person is able to make changes to the document. This is good for group work, where several people are collaborating on the project. This can also be a good match when turning in an assignment to a teacher, if the teacher needs to be able to mark up the document in detail.

Can comment - If you choose this, then the other person will not be able to edit the document, but they will be able to leave comments in the document. These comments will not print out with the document, but will be visible on screen. This is useful for peer review, such as when a student needs another student to read their work and leave comments on it. This is also a good fit when turning in an assignment to a teacher, if the teacher just needs to leave feedback and grading information as comments.

Can view - If you choose this option, then the other person is only able to view the document. This is good for material that simply needs to be read (handouts, syllabi, sample work, etc.) or for documents that will serve as templates, where the user will make a copy of the document that they can modify as their own.

The access level you choose is based entirely on how much control you need to have over your document. Remember that the other party can always make a copy for him/herself.

Sharing as a Link

At the top of the “Sharing settings” window, you should have a link for the document that you can share with others.

To copy the link, click on the link to select it, then right-click and choose “Copy”. If you need to make any changes to sharing, you can repeat the process above and choose different settings at any time.

Since the link for the document will be very long and confusing, you will need to consider how to share it with others.

Options might include:

- Email the link to those who need it.
- Post the link on your website, blog, forum, or other online source.
- Put the link inside another document and share that document (perhaps as a document with a whole list of links).
- Turn the link into a QR Code, and then include the QR Code in other media. (A good QR Code generator can be found at: <http://qrcode.kaywa.com/>)

Use a URL shortener to make the link smaller such as: <https://bitly.com/> or <http://tinyurl.com/> or <http://goo.gl/>



Revoking Sharing Privileges

In the future you can always return to the Sharing settings window to change or remove people

Click the Share button again to return to the “Sharing settings” window.

Next to each user’s name will be a drop-down menu to switch between Can edit, Can comment, and Can view

Also there will be an X that you can click to remove that person’s access entirely



Organize Your Docs

You will want to create folders in order to keep your Docs organized and easy to find.

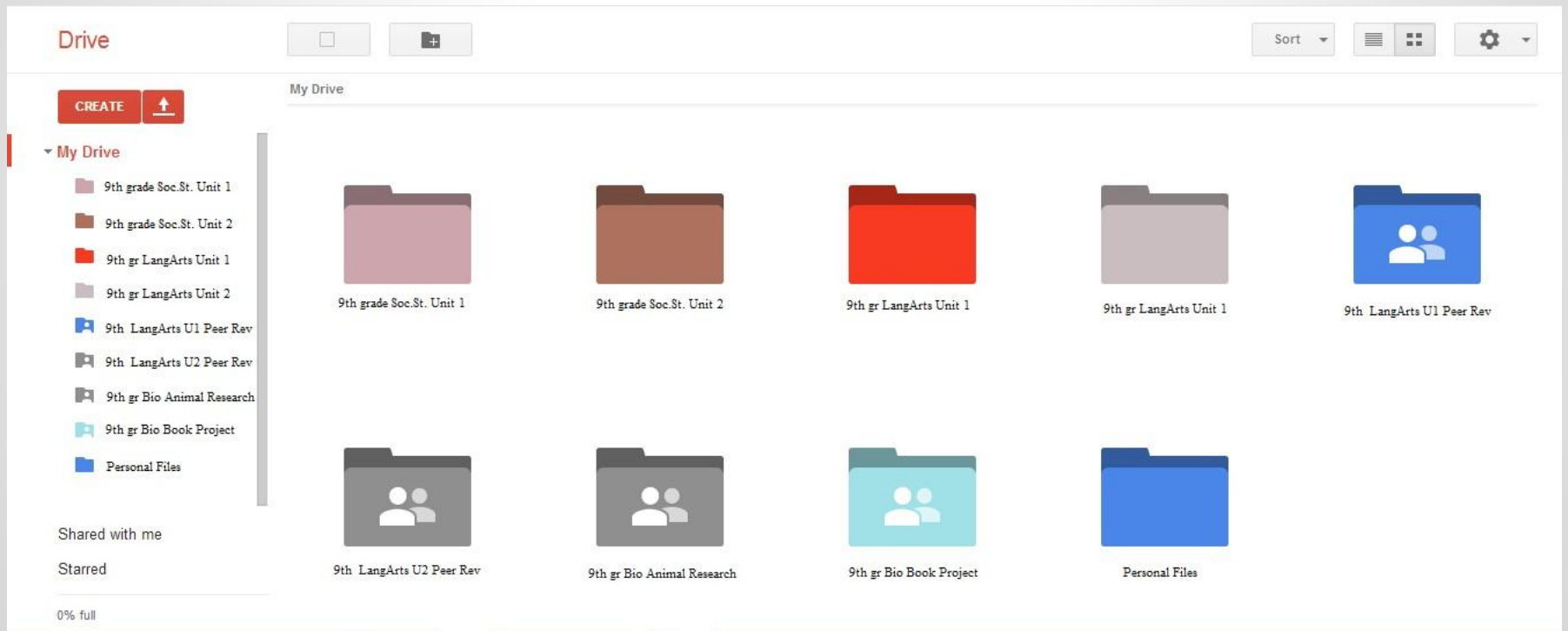
To create a new folder, go back to your Drive and click on the red Create button. Choose Folder.

A window will pop up, asking you to choose a name for your folder. Make it something that makes sense, (see naming your file above) but you can always rename the folder at a later date if you need to.

You can change the color of your folders by right clicking on the little icon next to the name of the folder. A menu will pop up. Scroll down to change color and choose from the selection available.

If your folder has an icon that looks like two people, that is a folder you have shared with someone else or that someone has shared with you.

For Example



Print in Chrome

When you print in Chrome, your Google document will print exactly as it appears in Google Docs. Because of this, there's no Print preview option.

When your document is ready to print, follow these steps:

1. From the document you'd like to print, select File > Print.
2. A dialog box for your printer and print settings will open.
3. When you're ready, select the Print button.
4. Print preview and print in Firefox or Safari

Exiting your Document

To exit the Document and go back to your drive, go to the upper right corner of the screen. An arrow will appear. Clicking on the arrow will take you back to your Google Drive.

