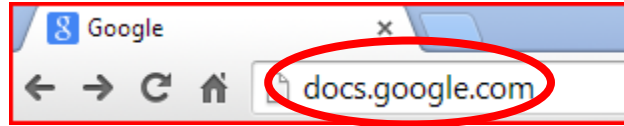


Working with Google Docs/Drive

1. You can open Google Docs by two means:

(a) Open your web browser (e.g. Internet Explorer). Highlight the address in the address bar at the top of the page by clicking on the address with your mouse. When the address is highlighted, type docs.google.com in the address bar and hit the “Enter” key on the keyboard. You will then be taken to the Docs or Drive homepage.



(b) Or, from the Google homepage, click on “Google Apps”, and then on the “Drive” icon.

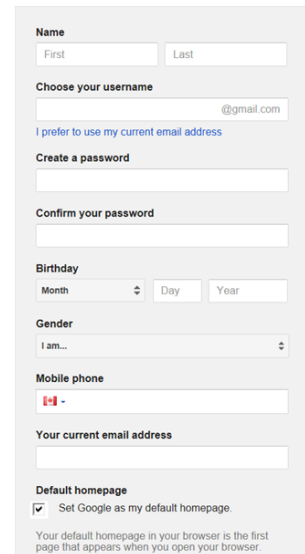


2. If you don’t already have a Gmail account, as a first time user, you will need to set up your Google Account. To do this, click on the “Create Account” link under the sign-in box.

Fill out the required information and note your password for future reference. Your instructor or instructional assistant can help you with the process

Before you click on “Next step”, make sure that you have checked the box next to “I agree...”, and un-check the box next to “Google may use . . .”

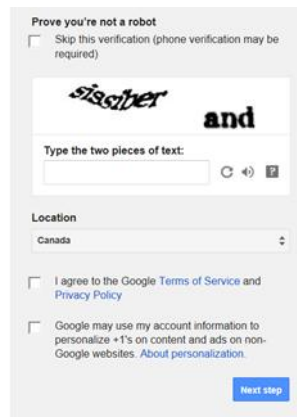
The next time you want to access Google Docs all you will need is your email address and password.



The form includes the following fields and options:

- Name:** First and Last name input fields.
- Choose your username:** Input field with a dropdown menu showing "@gmail.com".
- I prefer to use my current email address:** A link for users with existing email accounts.
- Create a password:** Password input field.
- Confirm your password:** Password confirmation input field.
- Birthday:** Month, Day, and Year dropdown menus.
- Gender:** "I am..." dropdown menu.
- Mobile phone:** Country code dropdown (showing "+1") and phone number input field.
- Your current email address:** Email address input field.
- Default homepage:** A checked checkbox labeled "Set Google as my default homepage".

Below the form, a note states: "Your default homepage in your browser is the first page that appears when you open your browser."



This step is titled "Prove you're not a robot" and includes:

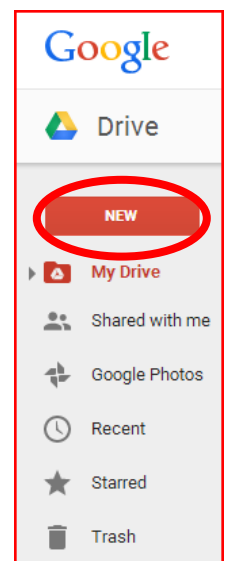
- An unchecked checkbox for "Skip this verification (phone verification may be required)".
- A CAPTCHA image showing the words "sisiber" and "and" with a "Type the two pieces of text:" input field below it.
- A "Location" dropdown menu set to "Canada".
- Two unchecked checkboxes:
 - "I agree to the Google Terms of Service and Privacy Policy"
 - "Google may use my account information to personalize +1's on content and ads on non-Google websites. About personalization."
- A "Next step" button at the bottom right.

- Once you have completed the sign-up steps and you open your “Drive” you will be encouraged to download “Google Drive” to your PC (which stands for Personal Computer). If you are working from your own personal computer, then feel free to download “Google Drive” (after finding out what it does), but if you are working from a computer in a computer lab or at a community centre then please do NOT download “Google Drive”. You can still use Google Docs to create and save documents without needing to download “Google Drive” on to your computer.
- To get an overview of Google Docs, go to “Getting Started with Google Docs” at: https://support.google.com/drive/answer/143206?ref_topic=21008&rd=1 This site will show you how to open, edit, and save your documents.

- When you log in to Google Drive, you open a new document, by click on “New” which is located on the left side of the screen:

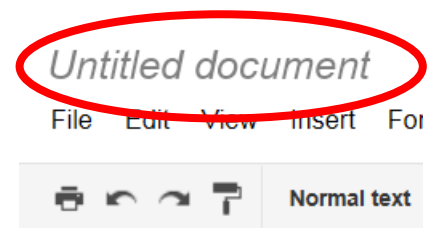
Then Select “Google Docs” from the drop-down menu. This will open a new document. Once your new document is opened you can either start keyboarding or copy and paste from another document. Google Drive will automatically save your document every few seconds so you don’t have to worry about saving.

The editing and format tools used in Google Docs are similar to other word processing programs like MS Word.

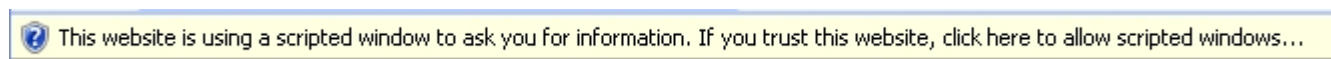


- Once you have finished working on your document, you will need to name your document and save it.

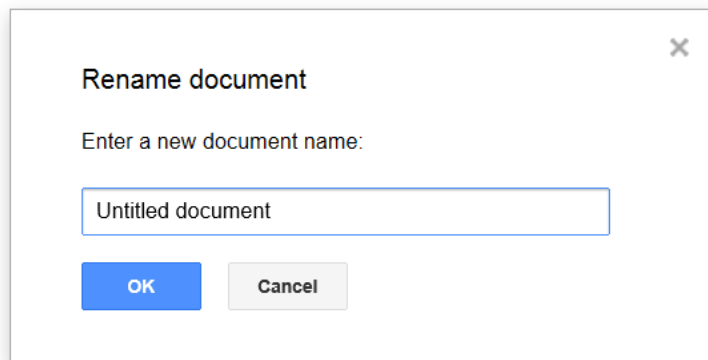
To name your document, click on the “Untitled document” button located in the top left corner of document window:



Depending upon the security settings of your web browser, you may have to click on the Information Bar to “Temporarily Allow Scripted Windows”, which will allow you to name your document. The Information Bar will be similar to the one below:



Once you have clicked the Information Bar and then “Temporarily Allow Scripted Windows”, you will need to once again click on the “Untitled” button. You should get a dialogue box that looks like this:

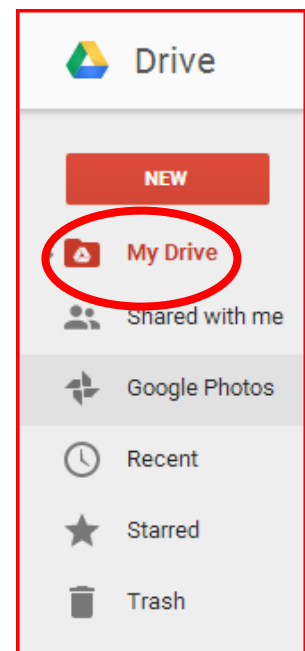


With your mouse, click in the box and then type in a name for your document. Then click “OK”. The new name of your document should appear in a couple of seconds.

7. Once you have named your document you can continue working on it or chose to close it. How to close the document will depend upon the computer’s operating system – e.g. Windows XP, VISTA, Windows 7, etc. You will either close the Tab in which the document appears, or you may have to close the window. Your instructor or instructional assistant can assist you in choosing the right option (you will close it by clicking on the “X” in either the Tab or Window).

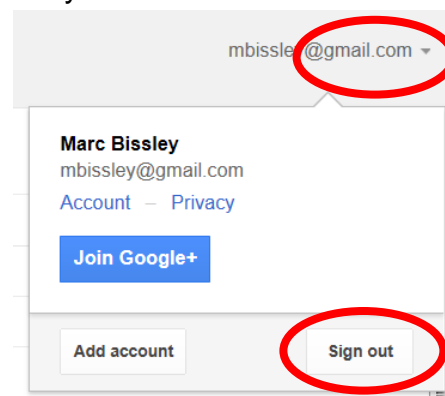
You will be able to find all saved documents in the “My Drive” in your Google Drive homepage. To open the document, click on the document name.

Google Drive is an excellent program for learning about file management and your instructor or instructional assistant can show you some of the essential tools for managing your files and folders.



8. Once you have finished working with Google Drive you will need to exit Google Drive. This is especially important when working from a public computer – e.g. one that is in a computer lab, or library, or community centre.

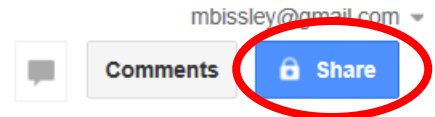
To exit Google Drive click on the down-arrow next to your email address in the top right hand of the window and then click on “Sign out”. You should then close the window to ensure that you have completely logged out of the program.



Sharing Your Document with Others

One of the unique and interesting things about Google Docs is that it allows you to share your document with others. To do this, follow the steps outlined below.

1. You will first need to open the document you want to share with somebody else. Login to your Google Drive account using your email address and password. When you have access to your account, select the document you want from the list of items showing.
2. Once your document is open, then click on the “Share” button, located on the right hand corner of your document window.

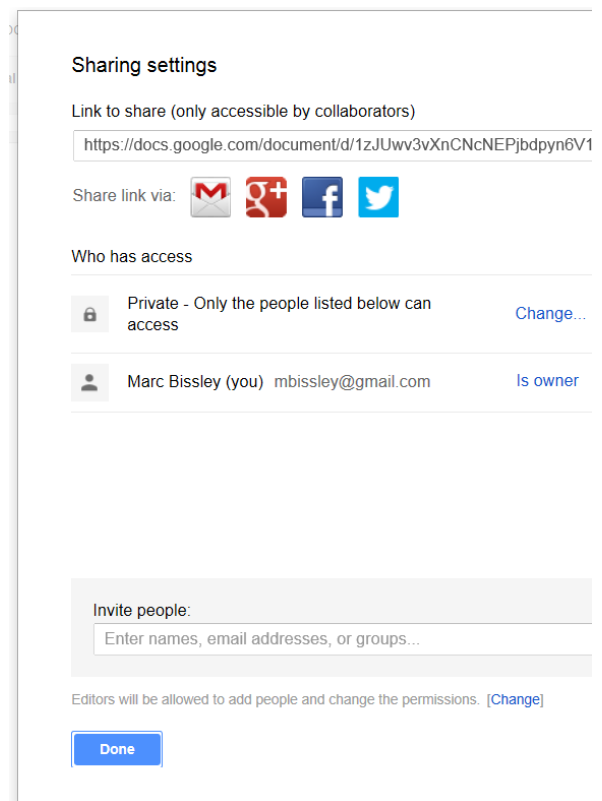


3. After clicking on “Share”, the following dialogue box should appear.

This dialogue box provides you with a number of options regarding privacy, accessibility, and ability to edit your document. If you select “Can edit” this means you are allowing others to edit your document. This can be useful if you are working on a class project or working with a friend or relative to put together a birthday card, but if you just want the other person(s) to only view your document then select “Can view”.

Important: Please talk to your instructor or instructional assistant about more information regarding “Who has access” and “Shared settings” **before** sharing your document.

In the space below “Add people” enter the full email address of the person(s) you want to invite. If you want to add a message to your invitation, click on the “Add message” link that will appear after you enter names into the “Invite people” area.



Once you have decided on your options, click on “Share” and your document will now be shared!