Google Docs - Documents

An introduction to using your CPSD Google Docs account

Google Apps for Education

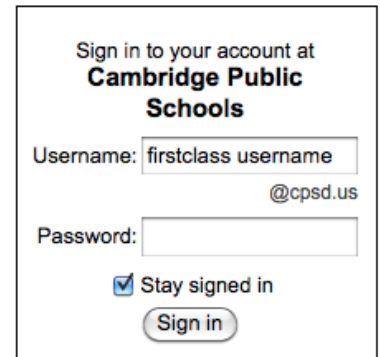## What is Google Docs - Documents?

Google Docs Documents is a **word processor that runs in an Internet browser** such as Firefox, Safari, Internet Explorer, etc. Your document is saved online in your account, so it is accessible from any computer with an Internet connection. Documents save automatically while you work.

How can I login?

http://google.cpsd.us
username: firstclass username
password: see your building technology specialist for default
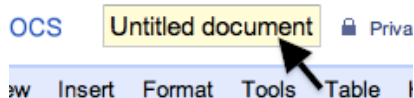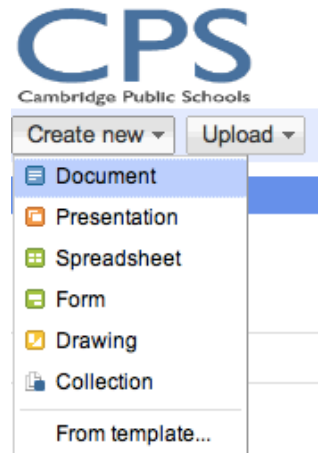
Create a New Document

Login in to your Google Docs account. When you can see your Google Docs homepage, click the "Create new" drop-down menu and select "Document" to make a new document, which will open in a new window or tab in your browser.

Name your new document by clicking on the "untitled document" area. A pop-up screen will allow you to type in a name.

Type and Edit

At the top of each document, you'll see a toolbar with features such as changing fonts, styling, adding colors, inserting links, images and tables, alignment, and lists. Hover your mouse over any icon in the toolbar to learn about that feature.
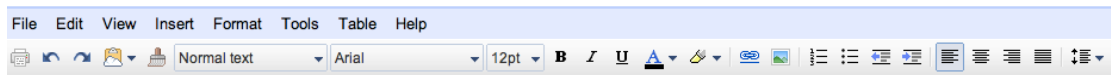
Save

No more emailing documents, fumbling with flashdrives, or finding the right document on your computer. Google Docs automatically saves your documents as you work on them. In the upper right-hand corner, you'll see when the document is being saved, or push the "Save now" button for peace of mind.

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Document History (Revision History)

Every period, comma, deletion and modification is automatically saved and recorded in the document's **revision history.** Not only are the changes recorded, but also who made the changes and at what time. With a click of a button, view and compare document revisions, reverting back to a previous version if needed. Revision history can be found in the "File" menu of the document.
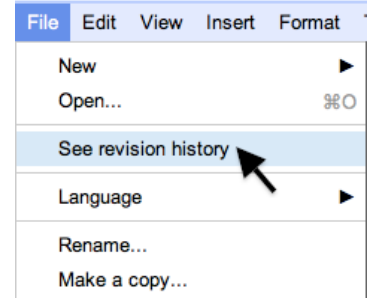
Share

Share your document with others, called collaborators, to only view or edit the same documents at the same time. Click the "share" button in the top right-hand corner of your document. You'll always have the most up-to-date version in your online Google Docs account - no more emailing versions of documents back and forth. Documents can only be shared with other teachers and staff in the Cambridge Public School District.

Comment

Make notes for yourself or others using the commenting feature. Highlight text in your document and click "Insert → Comment" from the Google Docs toolbar. Comments appear on the sides of the document with the author's name and time stamp.

Download - PDF, Word Documents, Text Files

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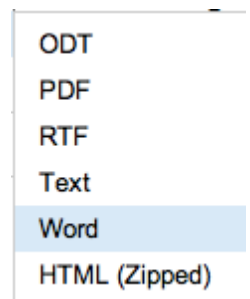
Print

Go to "File → Print" in the Google Docs toolbar to print your document. Before it prints, it will open as a PDF document for you to preview how it will look on paper. To make changes to the preview, go back into your document in your Google Docs account. When ready, select "File → Print" from the PDF viewer, such as Preview or Adobe Acrobat to print your final document.