NPS Apps - **Google Docs**
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Creating, Uploading and Sharing Documents

To open Google Docs, select **Drive** on the menu bar of your Google Mail browser. To create a new Google Doc, click **Create** then select the type of doc you'd like to work on i.e.: **Folder**, **Document**, **Presentation**, **Spreadsheet**, **Form**, **Drawing**, etc.

To search for a file, just type its name in the search box, then hit the search button.

*You can click the down arrow on the search bar to refine your search.*

The screenshot below (the right side of My Drive – not shown in the view above) indicates that the items have been sorted alphabetically by Title. I can also choose to sort by **Last edited by me**, and **Last modified** (by date). **Notifications** will appear in red, with a number indicating how many the user has received since last logging on. I can easily share any items in My Drive on **Google+** by clicking on **Share**. To log off, just click the pull down arrow to the right of my ID picture.

Documents looks and functions much like other word processing programs. When opened, it creates a new document entitled **Untitled**, but you can easily rename it by clicking **File** and **Rename**. Notice that Save is not an option under file, as Google Docs automatically saves within seconds after any edits are made to the document.

Untitled document   Comments   🔒 Share

File   Edit   View   Insert   Format   Tools   Table   Help
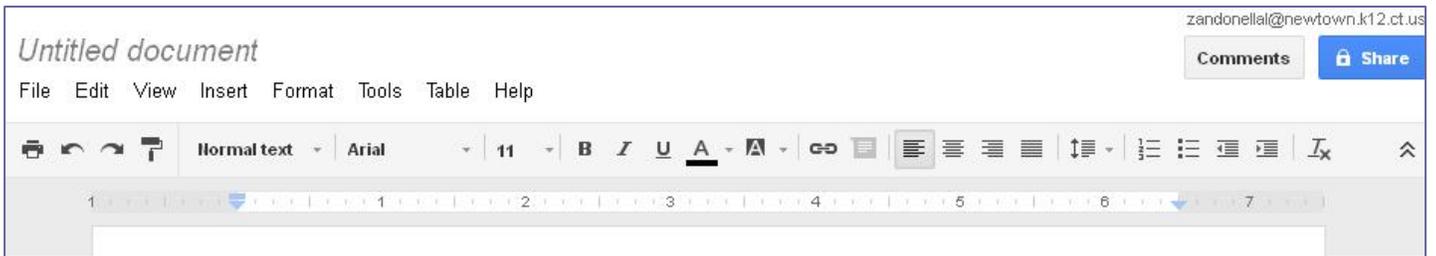
One of Google Docs major strengths is in its potential for collaboration. You can choose to **Share** access of your Google Docs with others, enabling them to, not only view your document, but also add **Comments**, **Edit**, and **Share** the document with others.

Unless you choose otherwise, you will be the only one with access to your document. If you would like to share access, click on **Share** in the upper right hand corner as shown in the previous image, (or click **File** and select **Share**), then click on **Change…**

Who has access

🔒   Private - Only the people listed below can access   Change...

🐶   Liza Zandonella (you) zandonellal@newto...   Is owner

○ 🌐 **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.

○ 🏢 **Newtown Public Schools**
        People at Newtown Public Schools can find and access.

○ 🏢 **People at Newtown Public Schools with the link**
        People at Newtown Public Schools who have the link can access.

◉ 🔒 **Private**
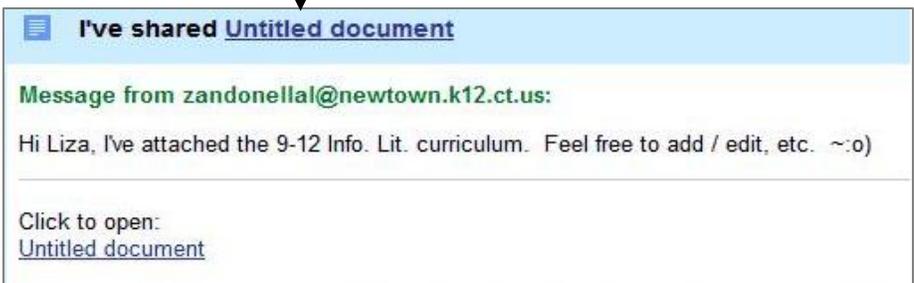   Only people explicitly granted permission can access. Sign-in required.

The **Share settings** window to the right offers a number of **Visibility options** from which to choose depending on your needs. As Google Docs are accessible via the web it's important to select visibility options with care.

In the screen shot to the right, I've selected **Private** this means that only people that I grant access rights to can view it, provided they sign in. To add people to whom I want to grant access, I can choose from contacts in my Gmail account or, as seen below, non-Gmail users after they create a Google account. To allow others to **comment** on or **edit** your document, click the **Can edit** box.
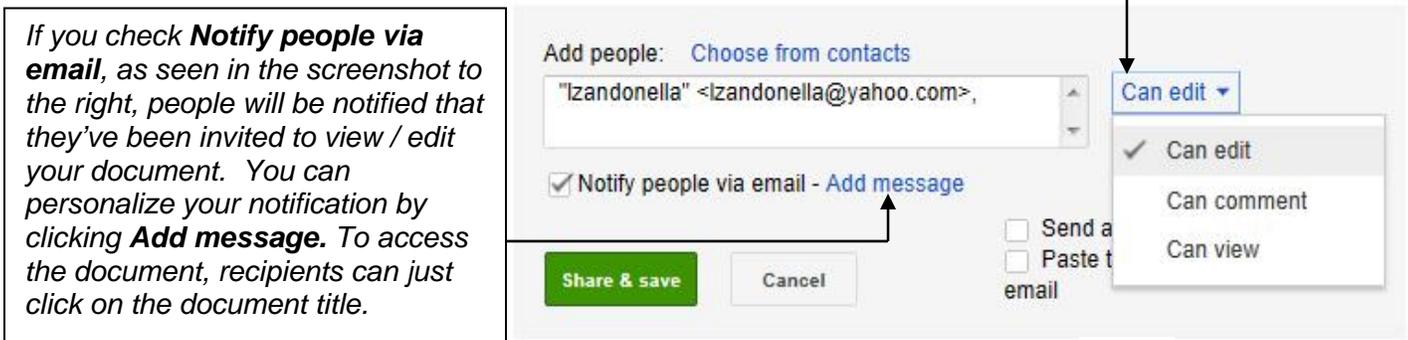
*If you check **Notify people via email**, as seen in the screenshot to the right, people will be notified that they've been invited to view / edit your document. You can personalize your notification by clicking **Add message**. To access the document, recipients can just click on the document title.*

Add people: Choose from contacts

"lzandonella" <lzandonella@yahoo.com>,   Can edit ▾

☑ Notify people via email - Add message

                                        ✓ Can edit
                                            Can comment
                                            Can view

Share & save   Cancel   ☐ Send a
                                    ☐ Paste t
                                    email

Editors will be allowed to add people and change the permissions.

📄 **I've shared Untitled document**

Message from zandonellal@newtown.k12.ct.us:

Hi Liza, I've attached the 9-12 Info. Lit. curriculum. Feel free to add / edit, etc. ~:o)

Click to open:
Untitled document

*Note: Editors can add viewers or change permissions. If you do not wish to allow others to do so, restrict their access to **Comment** or **View** only.*

Revision History makes is easy to keep track of the edits made by the various collaborators with whom you've shared your document. You can also restore previous versions of your Google docs.
To access the various versions of your documents, click **File** on the menu bar and select **See revision history**. And the most recent version of your document will appear as shown below:
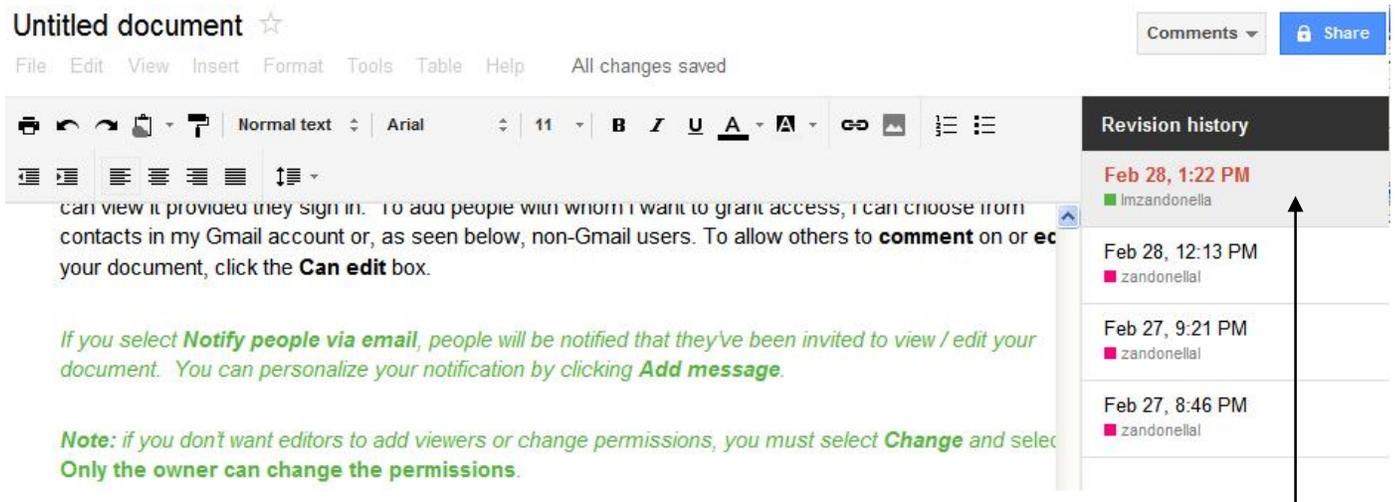
To the right of the document, the revision history appears with the most recent revision at the top. You'll notice that the date and time are included with the collaborator's name, and each collaborator is assigned a different color corresponding to the text color of their edits. If you wish to restore a previous version, click on it, and select **Restore this revision**.

If you would like to contact all of the collaborators of your document you can easily do so in one email by clicking on **File**, and **Email collaborators**. The document title will appear in the subject line and the email addresses of all of the collaborators will automatically be added in the **Recipients** field.

Organizing Your Google Docs
You can easily organize your Google Docs in folders. To create a folder, click on **Create** and select **Folder**. Your new folder will be named "New Folder." To rename it, just click on it, type in the new name and select **OK**.

To add a Google doc to a folder, just click and drag it to the chosen folder.

*When you create a new **Folder**, it will be listed under **My Drive**.*

Add collaborators
Organize
Delete   **More Options**

Items are arranged in numerical, then alphabetical order.

Sort   **Display**

Indicates file type ———   Indicates **who** last modified the document and **when**

Adding & Responding to Comments

To add a comment to a Google Doc, place your cursor where you would like to insert a comment, then click **Insert** on the menu bar, and select **Comment.** A text box will appear with your email address and a space for you to add your comment. After you've added your remarks, click on **Comment** and your comment will be added. When a comment is added, the word to which it is added will be highlighted. To view comments made by others to your document, just click on the highlighted word and the comment will appear.

You can also click on **Comments** in the upper right hand corner of the screen and select **Show comment stream** to view all comments made to the document. By default, Google Docs will inform you via an email notification when a comment is added to your document. If you do not wish to be notified, click on **Comments** and select **Don't send me any notifications for this doc (not recommended)**.

Creating Forms

Forms are a great way to gather, sort and analyze data. To create a form, click on **Create** and select **Form.** Give your form a title, and then choose from a variety of colorful **Themes** which you can apply to your form. When your form's complete, **Share** it with others, via **Email** or on a website.

Your new form will be entitled *Untitled Form* (as shown to the right.) As with Google Docs, you can easily click on this and give your form a new name.
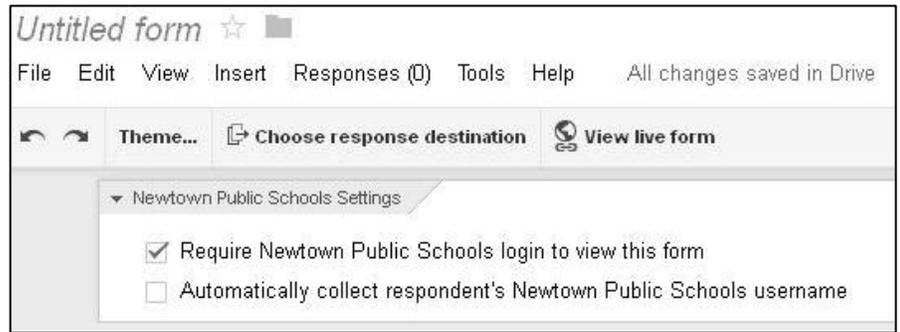
You can click **Theme** to view a number of colorful background colors and designs for your form. **Choose response destination** offers you the choice to have your respondents information displayed on a spreadsheet for you to easily gather and analyze the collected data. By clicking **View live form** you can see what your form will look like to viewers online. You can customize your local settings as well. In the screen shot above, I have selected **Require Newtown Public Schools** [users] **to login to view this form**. I can also choose the option below that to **Automatically collect respondent's username**.
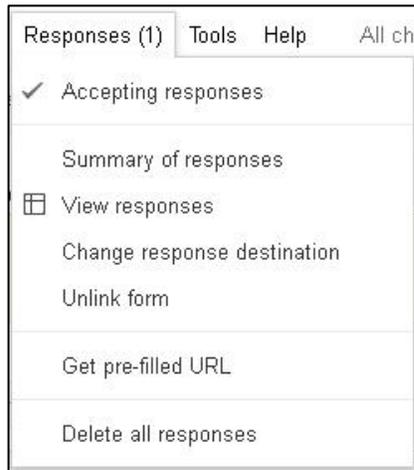
You can **insert** a number of items ranging from types of questions, date and time, pages breaks, and (most recently) images into your form as shown at the far left.

The **Responses** tab, shown to the left, offers options on whether or not your want to accept responses, and how you would like to view the responses, i.e. spreadsheet (default) or **Summary**. You can also **Change response destination**, **Unlink form**, **Get pre-filled URL**(with some fields already filled in for respondents), or **Delete all responses**.

Upon submitting their completed form, respondents will receive a **Conformation Page** which you can easily customize as shown to the left. You can include a message, **Show link for users to submit another response**, **show a link to the results** of the form, and even **Allow responders to edit responses after submitting** their answers.

Where to Get Help

Google Drive offers easily accessible and very extensive user help. To find answers to virtually any Questions you may have on the use and application of any of its modules.

To access help, you can go directly to Google and enter your search terms directly into the search box (to the right of the URL at the top of the page, or select Help at the far right of the menu bar and a pull down menu will appear offering you access to **Forms Help**, **User Forum, Google+ Community** to name just a few and even access a **List of Keyboard shortcuts.**