

Google Docs

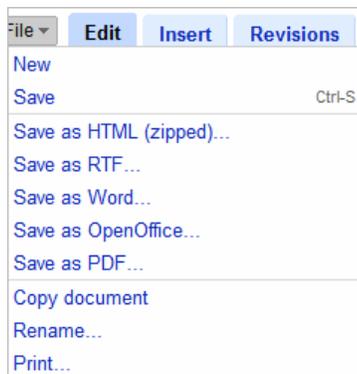
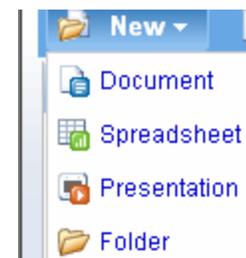
Create online documents, spreadsheets and PPT presentations from scratch and access them from anywhere!

You can also upload existing Word, PowerPoint and Excel documents (**version 2003 and lower**). Once saved, anywhere you can access the internet, you can access

your files. Your documents will be private by default, they cannot be retrieved through searches. However, you do have the option of sharing your documents or publishing them to the Web.

To get started, go to **Google Docs**: <http://docs.google.com/> and sign in to your Google account. If you do not have a Google account please create one. You can use your Woodward Academy email address as your username.

Once signed in, you can select **New Document/Spreadsheet or Presentation** or **Upload** to import existing files.



Edit

If you know how to use Word, Excel or PowerPoint then you can use Google Docs. All the basic formatting is there, available through familiar icons. The icons even have pop up tool tips when you hold your cursor over them, just like those applications. There is even a spell

checker.

Save It's as easy as going to file and selecting *Save*. You can save in a number of formats, as you can see from the File menu to the right:

Share It There are three ways to share your Google Docs & Spreadsheets: collaborate via email, publishing to the Web, or to your blog.

Collaborate

To share, enter the email addresses of the people with whom you want to share a given file and send them an invitation. Anyone you've invited to either edit or view your document or spreadsheet can access it as soon as they sign in. Multiple people can view and make changes at the same time. There's an on-screen chat window for spreadsheets, and document revisions that show you exactly who changed what, and when.

Publish It

Publish your documents and spreadsheets to the web with one click, without having to learn anything new. This option is available in the upper right corner of the Edit page. From here you will be given a URL that will allow anyone to access and view your published document or spreadsheet. Similarly, you can make your spreadsheet public by checking the "Let anyone view" box, in the collaboration window (from the Spreadsheets Edit page). After this box is checked, anyone with a Google Account can access the shared spreadsheet via the URL.

Limits

Documents (up to 500KB)

HTML files and plain text (.txt).

Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt) and StarOffice (.sxw).

Presentations (up to 10MB)

Microsoft PowerPoint (.ppt, .pps).

Spreadsheets (up to 1MB)

Comma Separated Value (.csv).

Microsoft Excel (.xls) files and
OpenDocument Spreadsheet (.ods).