# Using Google Docs

## Setting up Google Docs

In order to use this you will need an email address and password.  It is easiest to use a Gmail account, which you can set up here:

https://accounts.google.com/SignUp?service=mail&continue=http%3A%2F%2Fmail.google.com%2Fmail%2F%3Fpc%3Dtopnav-about-en

### Google Docs

Browse to: http://www.google.co.uk/docs/about/ and click **Go to Google Docs**.

Log in with your user name and password**.**

### Google Drive

Browse to: https://drive.google.com/ob?usp=web_ww_intro and download Google Drive (if you click on the link under the download button it will take you to a web based version).

## Create a new document

Docs: Click on the **"+"** to create a new document.  Drive: Click on **Create** and select **Document.**

Click **File – Rename**  to give it an informative title.

You have now set up a new document.

Changes are saved automatically as you make them.  However, you might want to keep a copy on your hard drive.  See **Download a document** at the end of this guide for instructions.

## Editing a document

You will find that the editing tool bar is like a cut down version of Word's, and that all the basic features are available.

Changes are saved automatically as you make them.

### Hyperlinks

Add a hyperlink either:

- by highlighting text, then clicking on the **drawing pin icon**,
- by highlighting text and right clicking,
- by clicking on the **drawing pin icon** and adding the link,
- by clicking **Ctrl + K**
- by dragging the padlock icon from Google Chrome.

### Pictures

Add pictures by copying and pasting them from the web, or by clicking **Insert – Image** and uploading one from your computer.

### Videos

Cannot be added to Docs, but can be added to slides (**Insert – Video**), which you can then link to.

## Table of Contents

You can auto-generate a table of contents as long as you have used headings within your document.

Make sure your cursor is where you want the table of contents to be.  Select **Insert – Table of contents.**

This can be updated as more headings are added by clicking within the table of contents and clicking the **Refresh icon** (circle at bottom right of box).

## View Full Screen

**View – Full screen** to hide menu bars.  **Escape** to show them again

# Sharing a document so others can edit it

Click **Share** at the top right hand side of the screen.  Click on the drop down list to see the various options. Leave it as the default "can edit" for now.
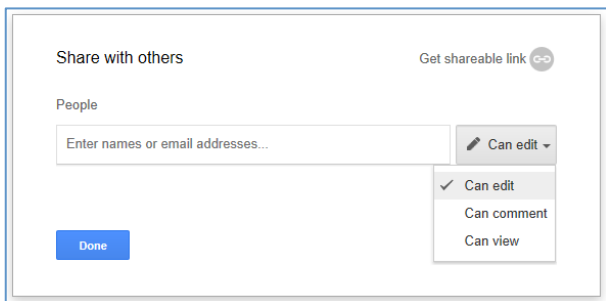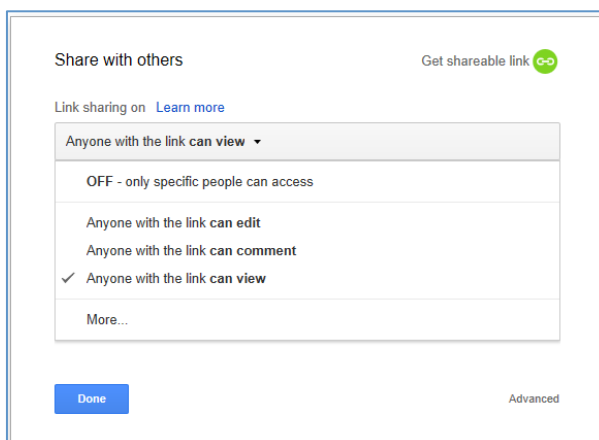
You can **paste email addresses** into the box and send an email to your collaborators.  Type a note to go with it as well if you want. These will be the only people who can access it.

You can use any of their emails, but they will have to tell Google they are logging in with that email.  (Although there is a way for a user to tell Google to treat several different email addresses as the same person.)
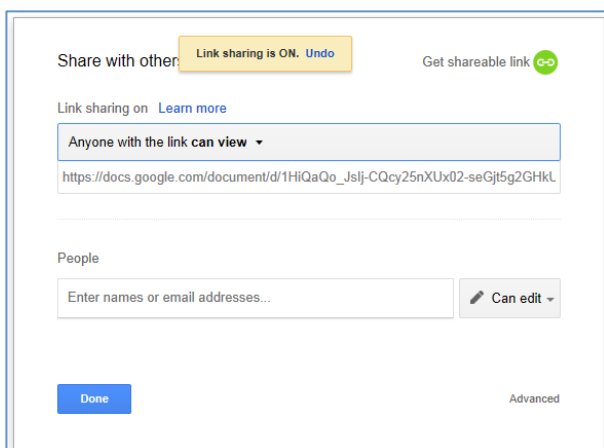
Alternatively you can click **Get shareable link** and send that to your collaborators.

Click on the drop down menu **Anyone with the link can view** and note the various options you can select.

# Working Collaboratively

## Comments

Highlight text and select **Comment** to leave comments for others to see.

## Suggestions

Right click and select **suggest edits** to add text which others can decide to keep or reject.

## See Revision History

Click **File – See revision history** to see who has edited what. Click on an earlier version to see what has been changed.

# Downloading a document

Click  **File – Download as** and select the format you want, e.g. pdf.  This allows you to save a copy to your computer.