



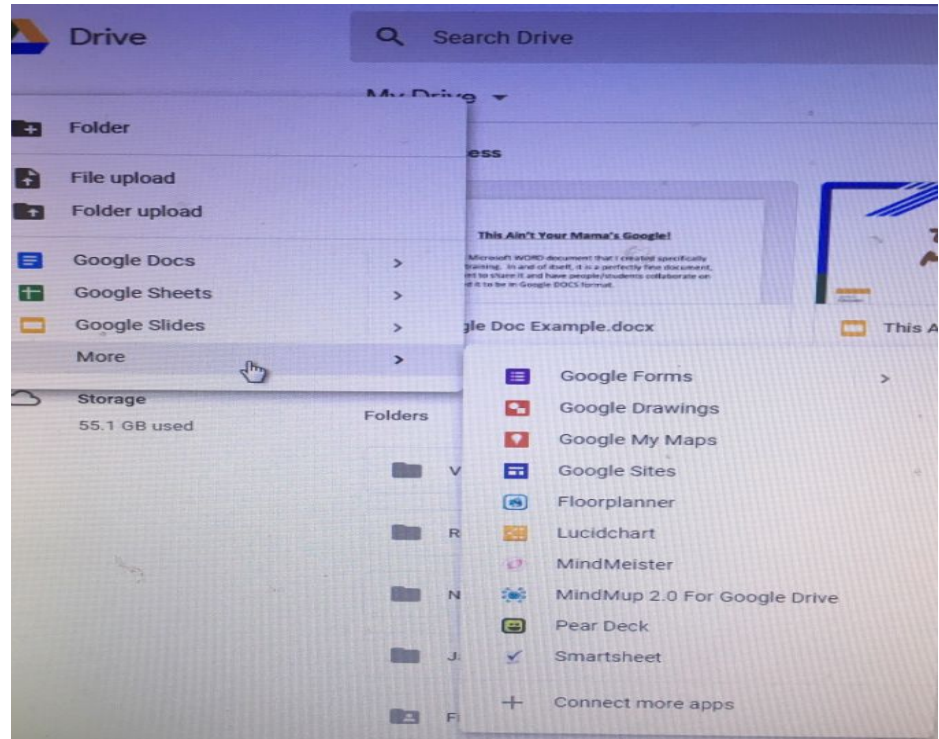
# Google Docs

# Google Drive Tips and Tricks

- It is always best to use Drive in Google Chrome
- Do not reinvent the wheel - upload folders you have already created, but the folder upload only works in Chrome
- Remember, it does not have to be Google GSuite product to go in your Drive
- You can still share any type of document from your Drive, but only Docs, Sheets, Slides, etc. are fully editable online
- You can convert any file to a GSuite product

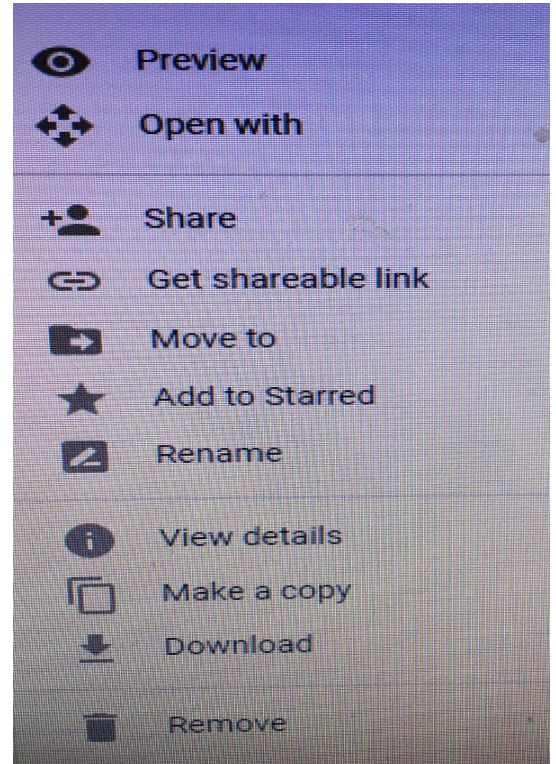
# Let's Look at an Example or Two

- [Google Drive](#)
- You can put anything in the from your desktop or any other file location
- You can also create anything from the “New” button in Drive



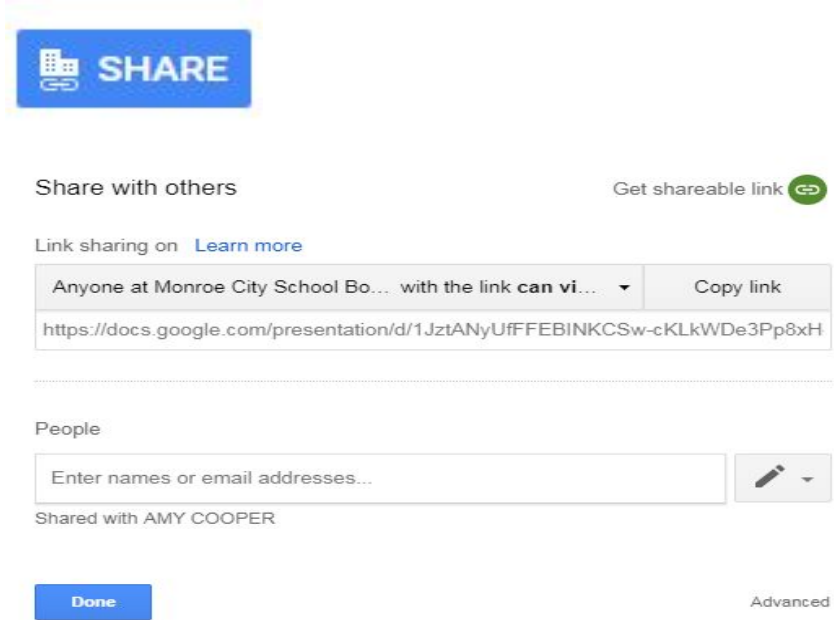
# What can you do with a file/folder in Drive?

- You can right-click on the file and a menu will pop up.
- If it is not a Google format, you will have the option to open with the appropriate Google program
- You can also share from this point.
- If you want to share a link with an email recipient, or maybe you want to post it on a website, you can get the shareable link.
- You can move, make a copy, or download to your computer.
- A key feature is the “View Details”. It shows all activity on the file/folder!



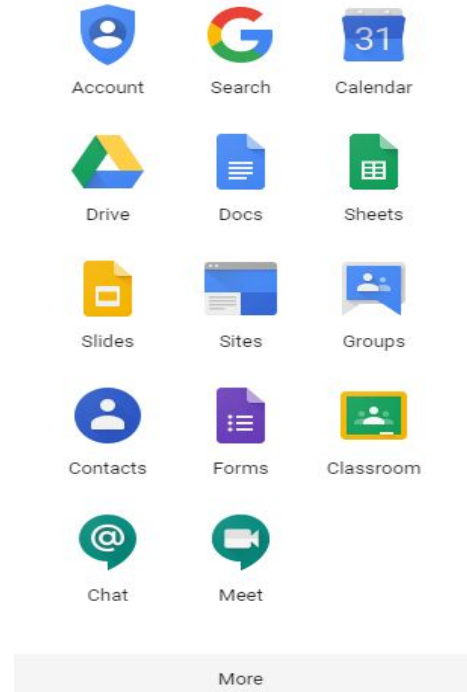
# Sharing a File/Folder in Google Drive

- It is quite easy to share files and folders with your students and colleagues.
- If a file is open, there will be a blue “SHARE” button. Click it!
- You will see the dialog box on the right.
- Make the choice that best meets your needs.
- Enter the name(s) you wish to share with.



# Creating a Group in Google

- Open your Google Tools using the tic-tac-toe board
- Click on the “Groups” icon
- Click the orange button that says “Create Group”
- Name the group, select the group type, and make sure you select who can join the group - then save the group
- Then, click on the “Manage” button
- Down the right-hand side, you will see “Invite Members”
- Enter the email addresses of the people you want to invite and include a message
- When you want to share something, click the share feature and type the email address of the group






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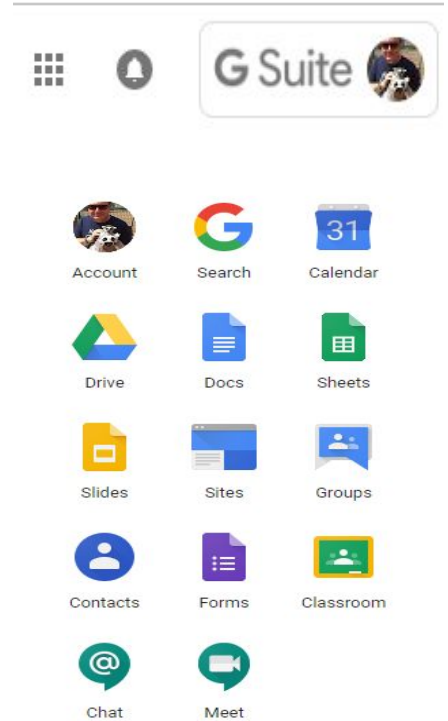
# Google Docs

# Google Docs

- Works pretty much like Microsoft Word
- Runs off a “ribbon menu”
- Can do everything that Word can do, and it is just a matter of finding where all the tools are located

## Steps to Opening Google Docs

1. There are several ways to open Google Docs
2. First, click on the tic-tac-toe board and you will see the menu to the right. Click on Docs.
3. From your Google Drive, click on the  and you will have the option of opening a creating a new type of file.





# Google Toolbar



The toolbar icons will remind you what each tool does when you scroll over it! This is helpful!

Pay attention to this name!

If you don't change this name, it will appear in your Google Drive as "Untitled Document"



**Let's look at the tools on the toolbar. Open a Google Doc and let's explore.**

- Google will save almost instantly into your Google Drive
- You do not have to worry about losing a lot of data should there be a glitch
- It saves into your Google Drive, but once you have typed and it has saved, you can place it in a specific folder by clicking the folder and selecting the destination  
- Let's look at some cool features that make it more streamlined (in my opinion) than WORD

# Google Docs Tips and Tricks

- Adding an image
  - Search for the image using “Explore” under the “Tools” tab
  - Edit the image - once inserted, click on the image and the edit menu will appear
  - You can also insert maps using the same techniques

# Google Docs Tips and Tricks

- Sharing a Document


- When in the document, there is a blue square in the top right.
- Publish or embed the Doc on the web by clicking on the “File” option and selecting “Publish to the web”
- Always remember your “editing options” when sharing a doc/file



# Google Docs Tips and Tricks

- Utilizing Comments and Notifications
  - Commenters can leave notes tagged to specific locations but cannot edit in any fashion
  - You can also respond to the commenter and mark the thread as “Resolved”
  - You can tag specific individuals by doing a comment and using the @ or + and their name

# Google Docs Tips and Tricks

- Final Steps with Docs
  - Change to “viewing” mode to review the final draft by going to the  button in the top right and selecting “Viewing”
  - Rather than editing, try “Suggesting”. It allows you to edit a document without committing to the changes
  - See previous version by clicking on “File” and selecting “Version History”


# Google Docs Tips and Tricks

- Formatting in Google Docs
  - If you copy and paste into a Google Doc and it comes with all that nasty formatting, highlight the text and then click on the “Format” menu bar option. Then select “Clear Formatting”.
  - Math teacher rejoice! You can insert formulas by going to “Insert” and then selecting “Equation”.

BONUS - If you divide your DOC with headings, click on “Insert” and it will create a Table of Contents.

# Don't forget to customize your Google docs experience Using the Add-ons options. You can install the add-ons without waiting on a tech to come to your machine.

Demo Document TEC21 Version2.0 ☆ 📁  
File Edit View Insert Format Tools Add-ons Help All changes saved in Drive

 Click the “Add-ons” on the  
menu bar!

Click on the “Get Add-Ons” menu option.  
A separate window will open and you will  
see the options available to you!

