

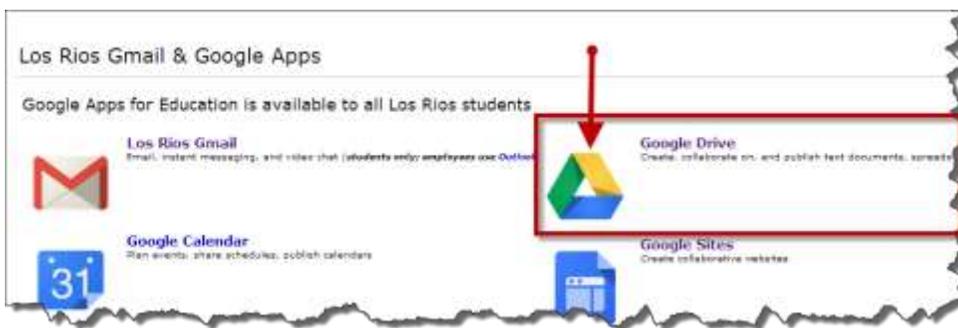
Google Drive: Throw out your USB drive today!

With Google Apps for Los Rios (apps.losrios.edu) you have access to 30GB* of online storage in your Google Drive. Google Docs is one of the applications in Drive (others include Sheets, Slides, Forms & Drawings). Google Docs is an online word processor which lets you create documents and collaborate with others. Here's how to access and make Google Docs work for you:

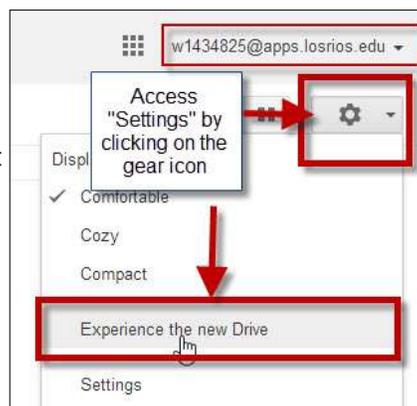
1. LOG IN TO APPS.LOSRIOS.EDU AND CLICK ON GOOGLE DRIVE
2. CLICK ON SETTINGS TO ACCESS "NEW DRIVE"
3. CREATE A GOOGLE DOCS DOCUMENT
4. FORMAT, NAME & SAVE YOUR DOCUMENT
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* Items that count toward your storage limit – Gmail: All the messages and attachments in your mail, including those in your Spam and Trash folders.
Drive: Files you've stored in Drive, like PDFs, images, and videos. Anything you've made with Google Docs, Sheets, and Slides won't count toward your storage limit.

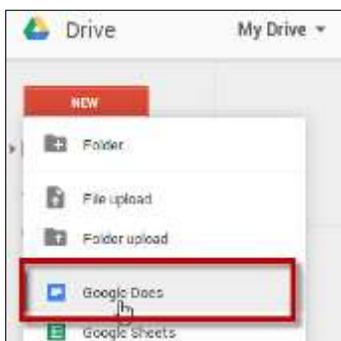
1 LOG IN TO APPS.LOSRIOS.EDU AND CLICK ON GOOGLE DRIVE--USE CHROME BROWSER FOR BEST RESULTS



2 CLICK ON SETTINGS TO ACCESS "NEW DRIVE"
apps.losrios.edu will be changing to the new Google Drive soon, so let's learn about it. Click on the gear icon in the upper right-hand corner of your screen – just below your apps account listing.

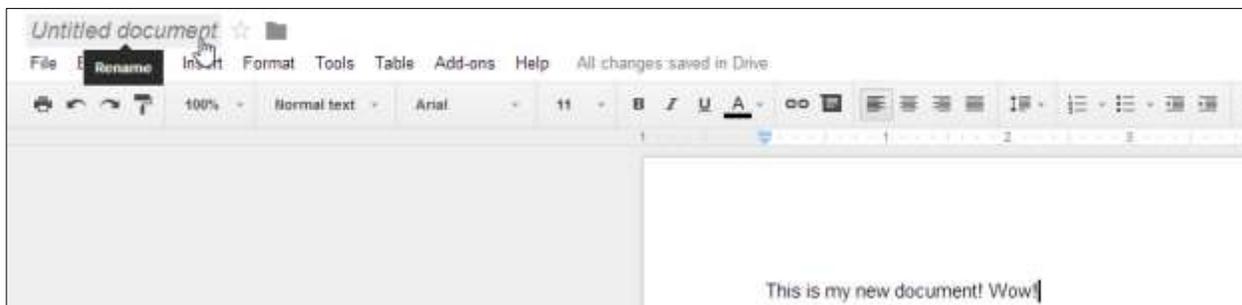


3 CREATE A GOOGLE DOCS DOCUMENT



On the upper left, below Drive, select NEW and Google Docs. This will open a new, blank document. Your cursor is already located inside the document and you can start typing immediately.

4 FORMAT, NAME & SAVE YOUR DOCUMENT

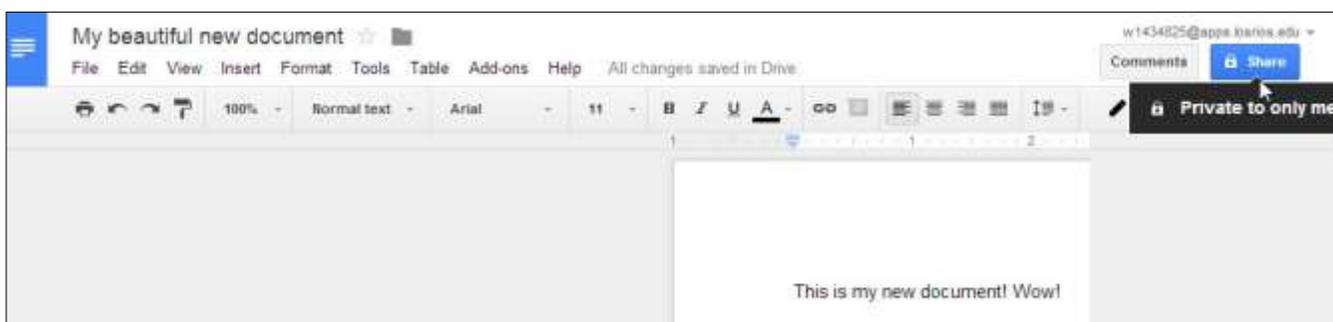


- The formatting features are very similar to other word processing programs like MS Word. You can adjust margins, spacing, fonts, and colors, insert links and images, and much more.
- Name your document right away. Hover over “Untitled document” at the top left of your document and type a name.
- You never need to save a Google Doc because when you’re online, Docs will automatically save as you type.

5 INVITE OTHERS TO COLLABORATE

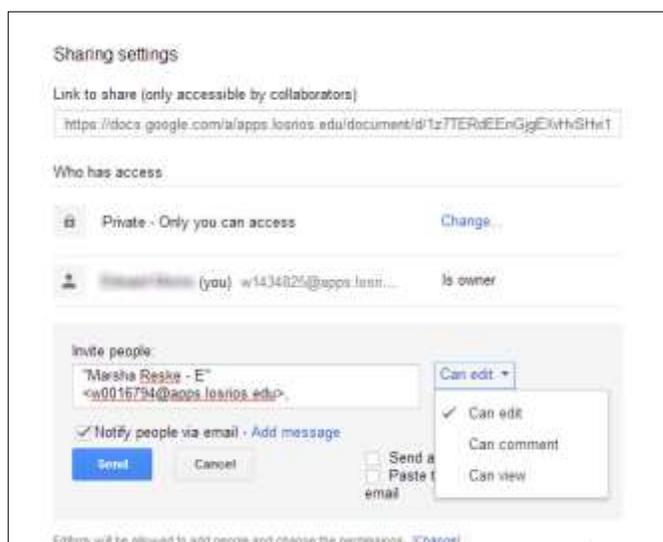
You can share a file or folder in Google Drive or in the Docs home screens

- While you have a file open: Click **Share** in the top-right corner.



Sharing via email notification

1. Choose the type of access you want to give these users by clicking the dropdown arrow to the right of the text box:
2. **Can edit:** Users can edit the file or folder and share it with others
3. **Can comment:** Users can view and add comments to the file or folder, but can’t edit it
4. **Can view:** Users can see the file or folder but can’t edit or comment on it
5. Click **Done**. The users will receive an email letting them know you’ve shared the file or folder with them.
6. If you want to share multiple files at once, add the files to a folder in Drive and then share the entire folder with the people you want to see the files.
7. **Tell users that before they click on the link in the email, they must be logged into apps.losrios.edu first!**

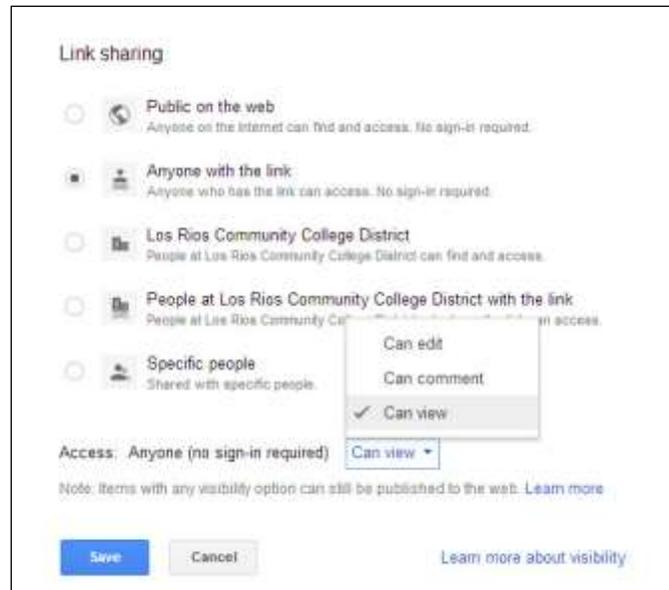


Sharing via a link

This is my preferred way of sharing because it makes it easy for others to access the document:

1. Click on the share button as above
2. Click on "Change"
3. You now see the Link share pop-up
4. Select "Anyone with a link"
5. Select the level of access ("Can View" is the default)
6. Save. The pop-up closes.
7. You return to the Share settings screen
8. Copy the link and email this to your editors, commenters, or viewers.
9. They click on the link and have immediate access.

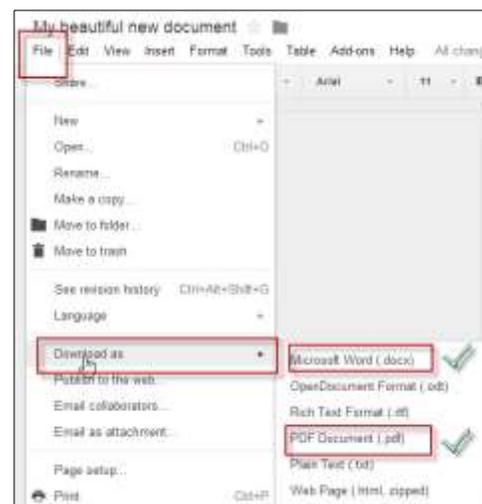
Note: remember that anyone with the link will be able to access, so consider the level of security you desire.



6 DOWNLOAD A COPY OF YOUR DOCUMENT

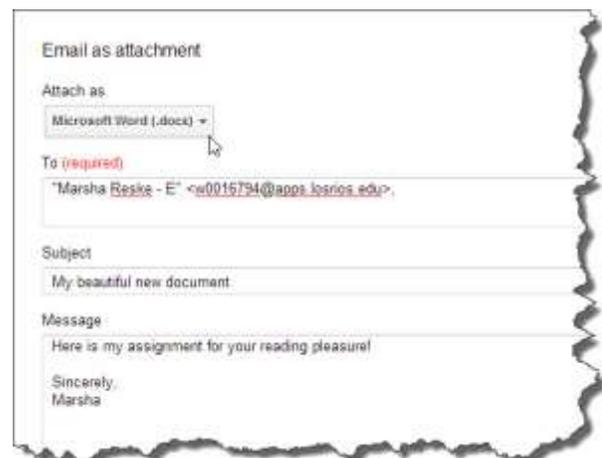
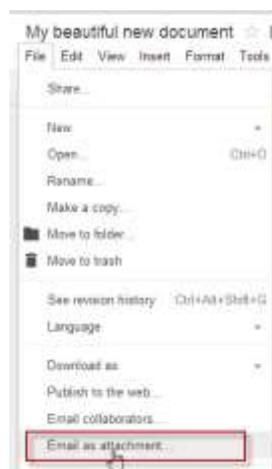
At any point while editing, you have the option of downloading a copy of the document to your computer. You will probably want to download to Word and make final formatting edits before submitting to your professor.

1. With the document open
2. Click the **File** menu.
3. Hover over **Download as** and choose one of the file types.
4. The document will download to your computer using the selected file type.



7 EMAIL YOUR DOCUMENT TO OTHERS AS AN ATTACHMENT

1. Click the **File** menu.
2. Select Email as attachment
3. The "Email as attachment" window pops up.
4. Select file type (i.e. .docx)
5. Send to the recipient. You may also send a copy to yourself.



8 COLLABORATE IN REAL TIME/LEAVE COMMENTS

CHAT

When you're working on a file at the same time as others, you can chat with the group viewing the file so that you don't have to email back and forth while you work. Anyone viewing the file who is signed in to a Google Account will be included in the chat.

Start a chat in a file

1. Open a document
2. Click the  button in the top-right corner of the screen.
3. Begin typing into the chat box.
4. When you're finished, click **X** to close the chat window.
5. You won't be able to chat if you're not signed in to a Google Account. If you're viewing a file but aren't able to chat, make sure you're signed in with your account.

COMMENTS

To communicate with others about specific parts of a document, you can insert a comment in your file.

Add a comment

1. Open a document
2. Highlight information you'd like to comment on
3. Add a comment in one of the following ways:
 - Click the  Comment button in the toolbar, or
 - Go to the Insert menu > Comment.
4. Type your comment in the box that appears to the right of the file.
5. Click Comment to save the comment.

9 VIEW REVISION HISTORY/ROLL BACK TO PREVIOUS VERSIONS

The revision history pane that allows you to view at a glance all changes made to a document by each collaborator. While it may not work exactly like a track changes tool, the revision history tool lets you view and revert to earlier versions of your document and see which collaborators made edits to any of these versions. To access revision history, follow these steps:

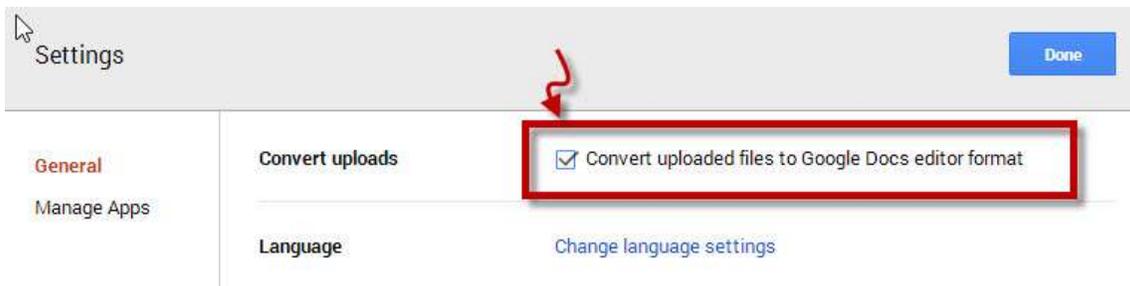
Note: Restoring your document to a previous version does not eliminate any versions of your document. Rather this version moves to the top of your revision history, maintaining all previous versions of your document, including the current version.

1. Select **File > See revision history**.
2. Click a time stamp in the right pane to see a previous version of the document, edited by the collaborators listed below the time stamp. Any changes made by a particular collaborator will be shown in the body of the document in the color assigned to that individual in the revision history pane. For example, James, whose edits appear in orange text, deleted and added text while bmichael, whose appear in green text, removed a paragraph and added a comment.
3. If you'd like to revert to the version you're currently viewing, click **Restore this revision**.
4. If you'd like to return to the current version of your document to continue editing, click the **X** in the upper right of the 'Revision History' pane.

10 UPLOAD A WORD DOCUMENT & CONVERT IT TO A GOOGLE DOCUMENT

You can upload an existing document to Google Drive at any time. If you want to edit and work with others on the document when you're online, you can convert your document to a Google Doc when uploading.

1. To convert the document to Google Docs which will allow you to edit, go to the "Settings" gear (#2 above) to access Settings. Click on Settings and select the box to convert uploaded file to the Google Docs editor format. Click done.



2. In Drive, click **New** in the top-left and choose **Upload files**. Choose **Files**. (you can also upload folders)
3. Find the document on your computer you want to upload and click **Open**. Upload will start immediately.
4. Your document will begin uploading and will appear in your Drive.
5. Note: You can upload documents without converting them. They will remain in their original format (i.e a .docx) and you will not be able to edit them. You can still share them. Think of Google Drive as your virtual USB thumb drive for these kinds of documents.

11 ORGANIZE YOUR DRIVE WITH FOLDERS

Create a folder

To create a folder using the new Google Drive, follow these steps:

1. Click the **NEW** New button in the upper left in Google Drive or click the + icon in the bottom-right in the Google Docs editor home screens.
2. Select **New Folder**.
3. Enter a folder name and click **Create**.

Move documents into the folder

1. Drag and drop documents into a folder or right-click on the document and move to a particular folder
2. You can share folders with other people. The sharing permissions that you set for the folder will be applied to everything inside of it.

Share a folder

1. Select a folder and click  Share to give others access to the files inside your folder.
2. The sharing permissions that you set for the folder will be applied to everything inside of it. If you are working with a group and multiple documents, this is a great way to share as you need only to set permissions once.

12 NEED HELP?

The best way to find the answers you need is to **Google it!** Or try

<https://support.google.com/docs/#topic=1382883>