

# How to successfully use Google Docs

## Setting up a Google Docs account:

1. Before you begin, make sure you can access Google Docs using a compatible web browser. For system requirements, visit <http://docs.google.com/support/bin/answer.py?answer=37560&topic=8613>.
2. Log in to or set up an email account you are able to access at school.
3. Go to <http://docs.google.com> and click on the “Don’t have a Google account? Get Started” button.
4. Fill out the information. Make sure you provide your school-accessible email address.
5. When you are done, click on the “I accept. Create my account.” button.
6. Google Docs will then proceed to send you an email verification to your provided email address. You cannot use Google Docs until you respond to this email. Log in to your email account to access the email. If no email from Google Docs appears, refresh your inbox until it does.
7. View the email. It will provide a link for you to proceed back to Google Docs. Click on this link.
8. You are now ready to explore Google Docs.

## Uploading documents:

1. Log into your new Google Docs account. The document you wish to upload should be saved and closed.
2. Near the top of the screen there should be a blue bar with several icons on it. Click on the one that says “Upload.”
3. The page will prompt you to browse your computer and find the file you wish to upload.
4. If you want to call it something other than its file’s name, rename it.
5. Click “Upload File.”

## Sharing documents:

1. Near the top of your uploaded document’s page, there should be a blue “Share” button. Scroll down and click “Share with others”.
2. If you want people to edit and contribute to your document, make sure you invite people “as collaborators.” If you don’t want people to be able to make changes to your document, invite them “as viewers.”
3. Fill in the email addresses of people you wish to invite. If you’re inviting multiple collaborators, separate their addresses with commas.
4. Click “Invite collaborators”
5. Google Docs will then give you the option of sending your collaborators an email to alert them of your document. You also have the option to skip sending them a message.

## Inserting comments:

1. Place your cursor in the text where you would like to make a comment.
2. On the top toolbar, click “Insert” and then click “Comment.” A comment box will appear with your name, the date and the time. Type your comments and then move on to the next place you would like to place a comment.
3. To remove a comment, simply click on the comment box and click “Delete comment.”

## Revision history:

1. If you would like to check previous drafts, click “File” on the top toolbar and then click “Revision history.”
2. If you would like to view one previous draft, simply click on that draft.
3. If you would like to view more than one draft at once to see what changes have been made, check the box to the left of each of the drafts then click “Compare checked.”

**\*If you have any questions, please don’t hesitate to contact me at [susan\\_skalicky@bismarckschools.org](mailto:susan_skalicky@bismarckschools.org)**