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# **Google Docs for Educators at Robert Morris University**

**EDUC 6140  
Robert Morris University  
Spring 2009**

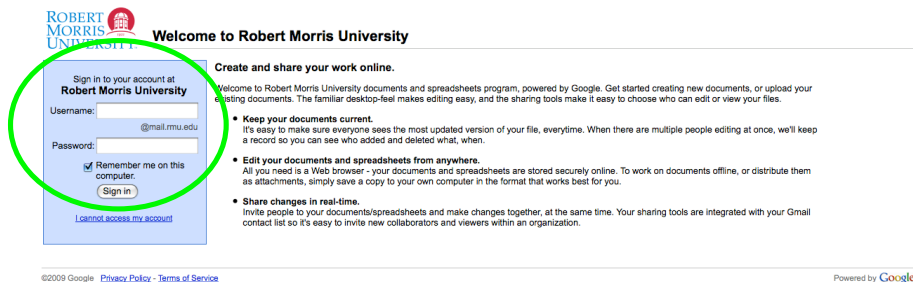
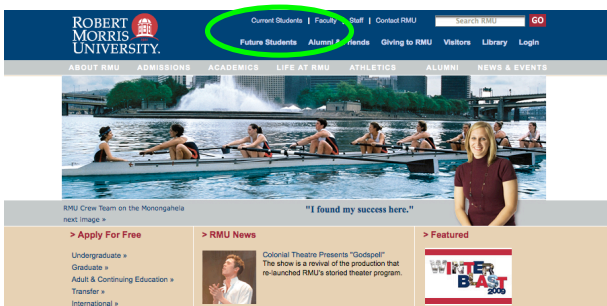
**Jason Hank**

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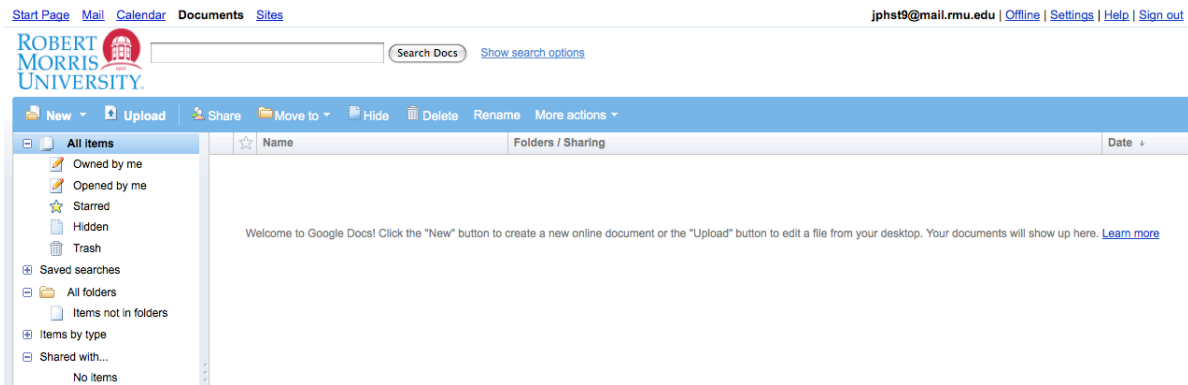
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## I. Getting Started

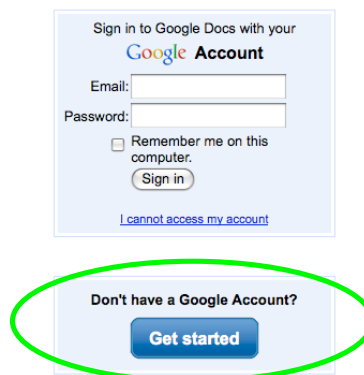
- From the Robert Morris homepage, click on “Current Students”.
- Then, click on “Google Docs”.
- Next, use your university-issued username and password. It is the same as your email account.



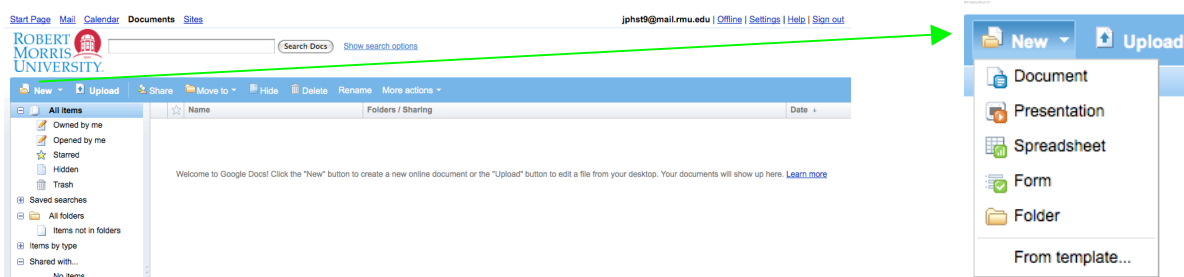
- Once you are logged into your Docs account, this is what you “Docs Home” will look like.



- If, for some reason, you cannot log into Google Docs through RMU, you can simply go to docs.google.com, and set up your own account. Follow the steps for account setup and verification, and then log into your account.

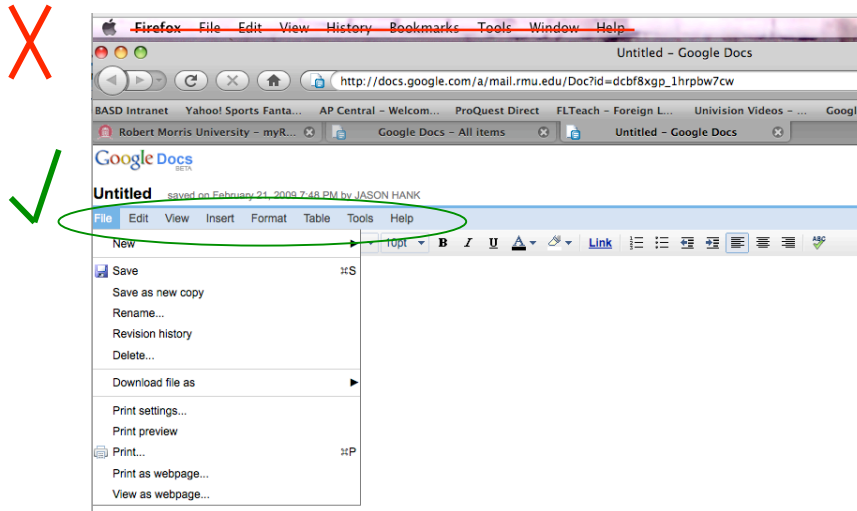


## II. Create a New Document



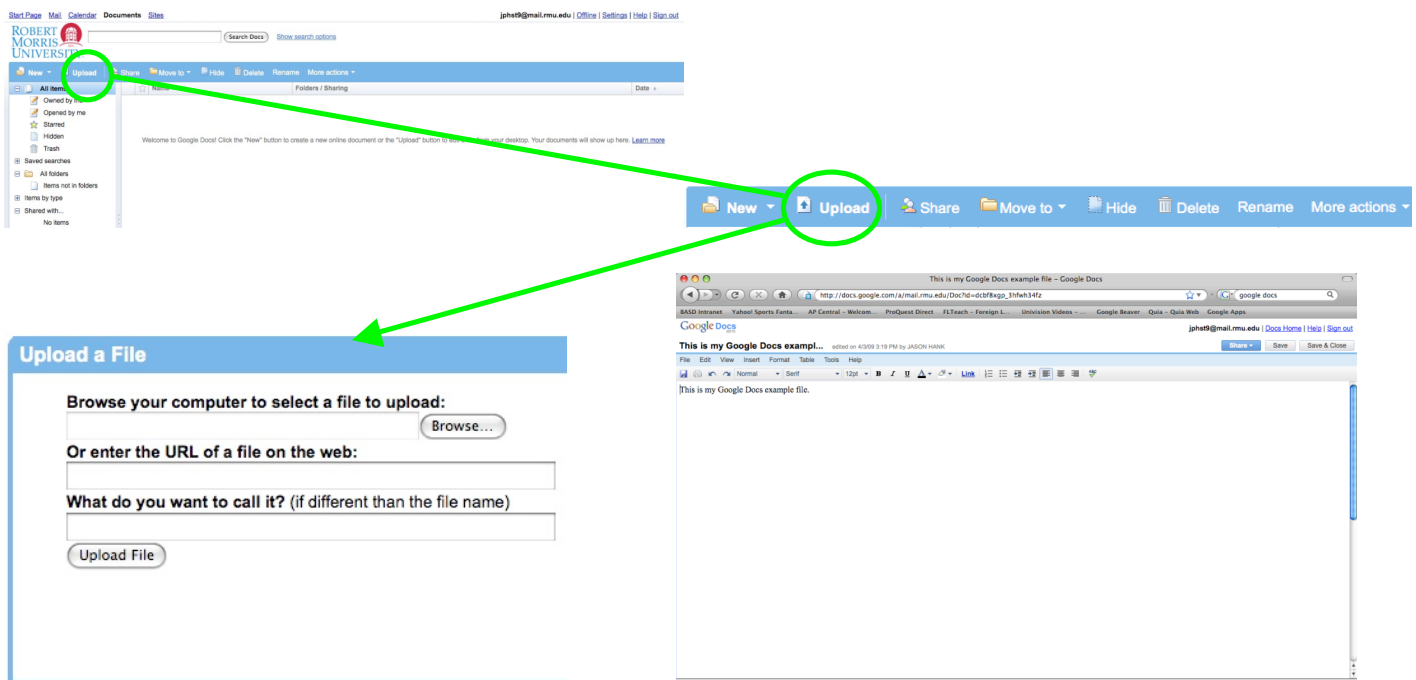
- Click on the “New” tab, and then select “Document”.
- Formatting, editing, and saving a document are all very similar to Microsoft Word.

- To return to the main page of Google Docs, click on “Docs Home”, which is located in the top right corner.
- **Be sure to use the menus within Google Docs, and not the menus of your browser.**



### III. Uploading Files

- From the Docs Home, click on “Upload”. You will be prompted to choose a file. Your document will automatically open in Google Docs.



## IV. Sharing and Collaborating

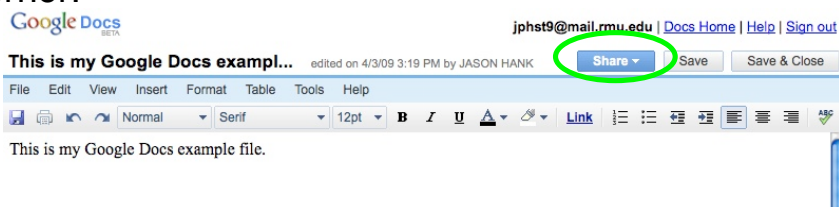
- To perform an action on a document (share, delete, move to a folder, etc.), you must first select it from the Docs Home.

Name	Folders / Sharing	Date
EARLIER THIS MONTH		
MS Detention Log	me, Romanj, Rowec	Jan 15 Romanj
High School Detenti	me, Beltzj	Jan 15 me
Past Participle Notes	me, Acast, Alist01, Ascst, Ckfst, Cmast, Crdst01, Edtst, Fmpst, Hjwst, Idgst, Jdbst01, Kmdst03, Krwst, Mamst03, Mornst, Mefst,	Jan 6 Hjwst
pressubj	me, Acast, Alist01, Ascst, Ckfst, Cmast, Crdst01, Edtst, Fmpst, Hjwst, Idgst, Jdbst01, Kmdst03, Krwst, Mamst03, Mornst, Mefst,	Jan 6 Hjwst

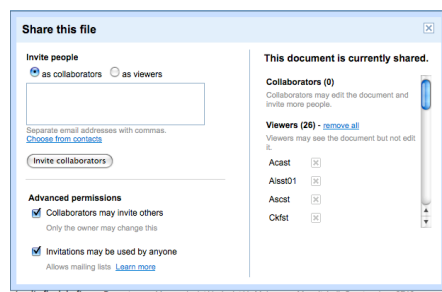
- Once a document is highlighted, you can then chose from the following menu.
- To share the document with another person, click on “Share”.



- You also have the option of sharing an *open* document, by clicking “Share” in the upper right corner.



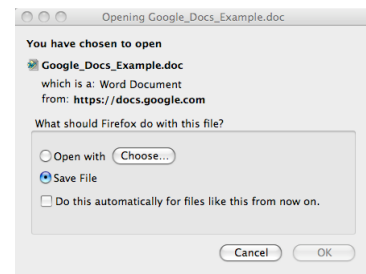
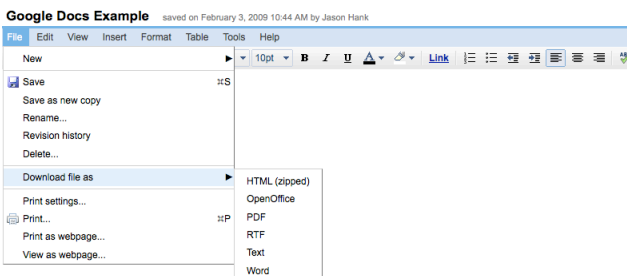
- When the following menu appears, type in the email addresses of the people with whom you wish to share.



- If you do not want the person to be able to edit the document, then invite him/her as a viewer.
- If you do wish for the person to be able to edit the document, then invite him/her as a collaborator.

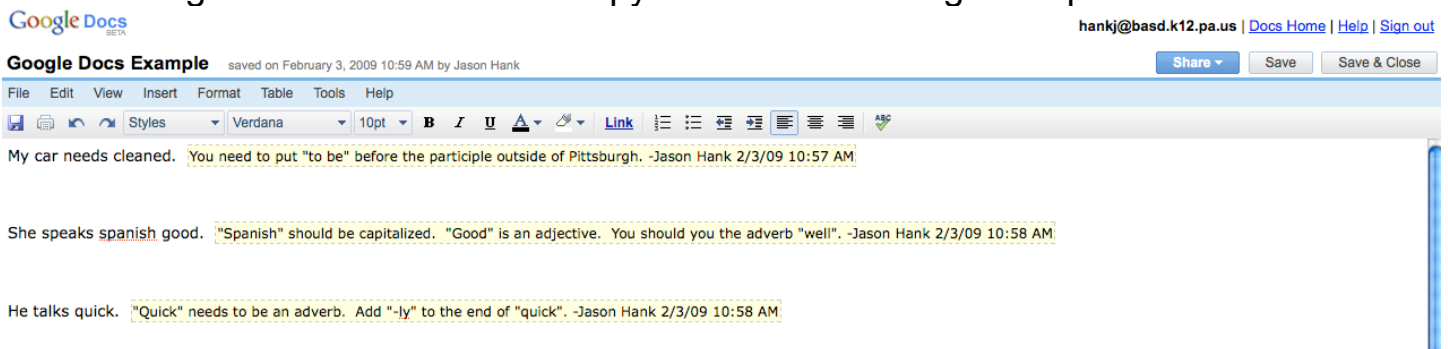
## VI. Downloading Documents from Google Docs

- If you wish to convert your open Google Doc into any other file format (Microsoft Word), start by clicking on “File”.
- Be sure to click on the “File” button from within Google Docs, not from your browser.
- If you want the document to be a Word file, choose “Word”. You will then be prompted to save the document.

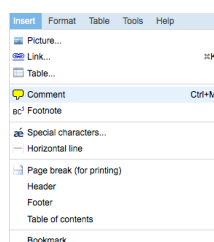


## VI. Inserting Comments into Google Docs

- If you would like to make comments on a shared document, without editing the actual document, it's possible with Google Docs. Inserting a comment is like writing a comment on a hardcopy. See the following example.

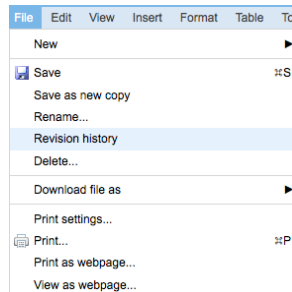


- To insert a comment, click on “Insert”, and then choose “Comment”.
- These comments will later need to be deleted, before the document is printed (Mac only).
- Comments will disappear if the Google Doc is saved into Word, or printed from a PC.



## VII. Revision History

- If you would like to see *who* has contributed *what* to a document, when certain additions were made, or even revert back to a particular version of a document, that can be done through viewing the revision history.
- To do so, click on “File”, and then “Revision history”.



- As you can see in the following example, the revision history tells you what revisions were made, who made them, and when they were made.

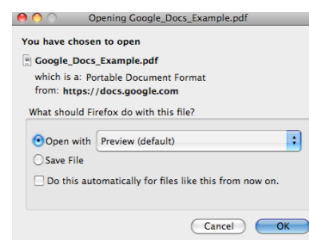
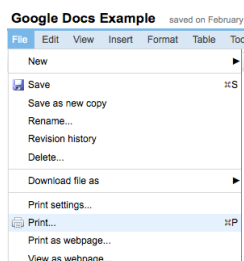
Google Docs Example

hankj@basd.k12.pa.us | [Docs Home](#) | [Help](#) | [Sign out](#)

Revision	Last Edited	Changes
<input type="checkbox"/> <a href="#">Revision 6</a>	4 minutes ago by Me	"Quick" needs to be an adverb. Add "-ly" to the end of "quick". -Jason Hank 2/3/09 10:58 AM
<input type="checkbox"/> <a href="#">Revision 5</a>	5 minutes ago by Me	You need to put "to be" before the participle outside of Pittsburgh. -Jason Hank 2/3/09 10:57 AM She speaks spanish good. "Spanish"
<input type="checkbox"/> <a href="#">Revision 4</a>	8 minutes ago by Me	He talks quick.
<input type="checkbox"/> <a href="#">Revision 3</a>	9 minutes ago by Me	My car needs cleaned. She speaks spanish good.
<input type="checkbox"/> <a href="#">Revision 2</a>	21 minutes ago by Me	no text added <a href="#">Revisions 0-2</a>

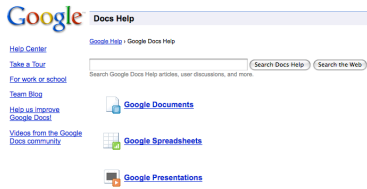
## VIII. Printing from Google Docs (Mac Users)

- Similar to Word, you need to click on “File”, and then choose “Print”.
- Do not click on “File” from your browser, and do not use + P to print.
- The document will not be immediately sent to the printer, but rather be made into a PDF file, which will open in Preview.
- Once the document is opened in Preview, then it may be printed.



## IX. Online Resources and Tutorials

## Docs Help



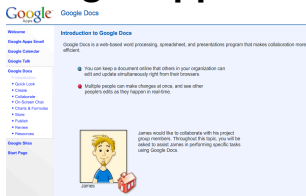
<http://docs.google.com/support/?ctx=ausers&hl=en>

# Docs Tour



<http://www.google.com/google-d-s/intl/en/tour1.html>

# Google Apps Learning Module



<http://services.google.com/apps/resources/overviews/welcome/topicDocs/index.html>

## Google Apps Channel on You Tube



<http://www.youtube.com/user/GoogleApps>