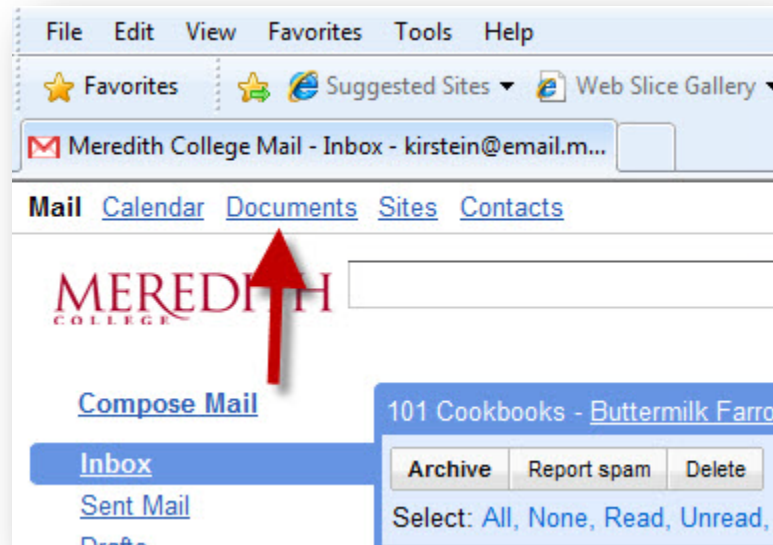


# Google Documents



Documents are part of the Google Apps available to students through the Gmail account here at Meredith. To access your Google documents, log into your Meredith Gmail account. Click on the Documents link at the top of the page as shown:

These files will be accessible anytime you have access to the internet. This is a great place to backup your current project or homework.

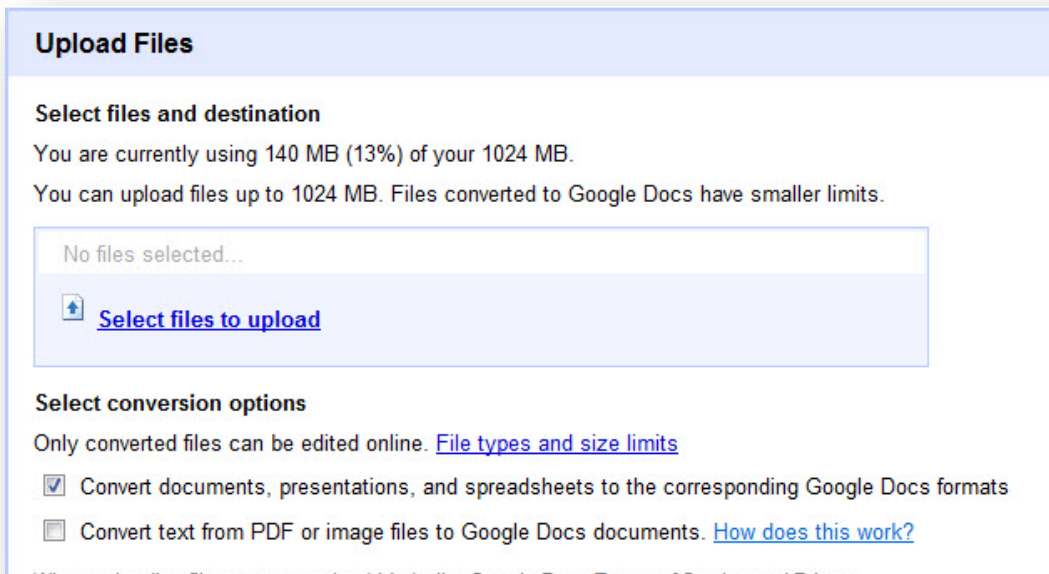


You have over 1 GIG of space to store documents that are not Google Docs. Google Docs do not take up any space so you can store as many of those as you like.

**You can create** word processing, spreadsheet, form, drawing or presentation artifacts in Google Docs. All Google Docs files can be shared for collaboration with other students in collaborative projects or for feedback.

- **Documents** are the standard word processing files, where you can create online, or upload from an existing Microsoft Word or Open Office word processing file.
- **Spreadsheets** are the standard spreadsheet applications which can be imported from an existing Microsoft Excel or Open Office spreadsheet file.
- **Presentations** are the standard slide show application which can be imported from an existing Microsoft Power Point or Open Office presentation file. Other people can be sent the URL for the presentation, and they can view the presentation in real time.
- **Forms** are created in Google Docs and distributed through Gmail. Responses are returned to a spreadsheet in your Google Docs account.
- **Drawings** can create flow charts, design diagrams and other types of drawings. It is recommended that you use the Google Chrome browser or download the Chrome frame. I found that the frame works fine with IE.

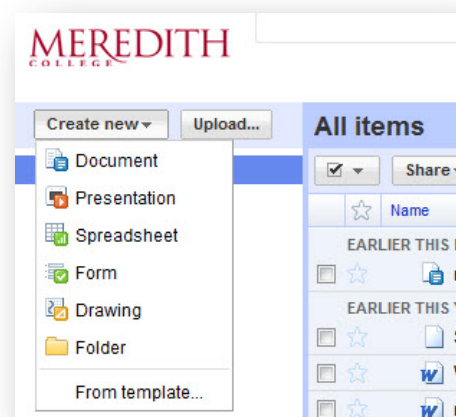
**You can upload** any type of file. Be sure to unclick “Convert documents, presentations, and spreadsheets to the corresponding Google Docs format” (see below) if you do not want to change the file’s format. Google formats are not exactly the same as the Microsoft Office counterpart. You may lose some of your formatting if you convert. **NOTE:** There is an advantage though. Google does not count files converted to their format when it calculates how much of your storage you have used. So, they are free uploads.



## Creating Docs:

Click the **Create New button**, and select the type of document from the drop-down menu you would like to create. As you're working on your document, click the **Save** button in the top right corner of the document, enter a name for the document in the window that appears, and click **OK**. Then, you'll see your document in your Docs list.

If you'd like to save and close a document, click the **Save & close** button.



For specific instructions on each type of document, click on Help in the upper right corner of the Docs window and search on the type of document you are interested in. There are video tutorials

and written instructions. You can also check [Google Apps @ Meredith](#) for our learning modules.