**Project for Pride in Living**
612-455-5100
www.ppl-inc.org

Google Drive
Create, Share and Edit Documents Online

With Google Drive, you can easily create, share, and edit documents online. Here are a few specific things you can do:

- Invite others to collaborate on a document with you, giving them access to edit, comment or view.
- Collaborate online in real time; chat with other collaborators.
- Convert most file types to Google Drive format.
- Download documents to your desktop as Word, Open Office, RTF, PDF, HTML or zip files.
- Format and add flair to your documents, with paint, margins, spacing, and fonts.
- View your documents' revision history and roll back to any version.
- NOTE: Google Drive is also commonly referred to as Google Docs.

To start using Google Drive, simply sign in with your Google Account at **http://drive.google.com/.** You can also access Google Drive by logging into your email and clicking on the Apps icon in the upper right:
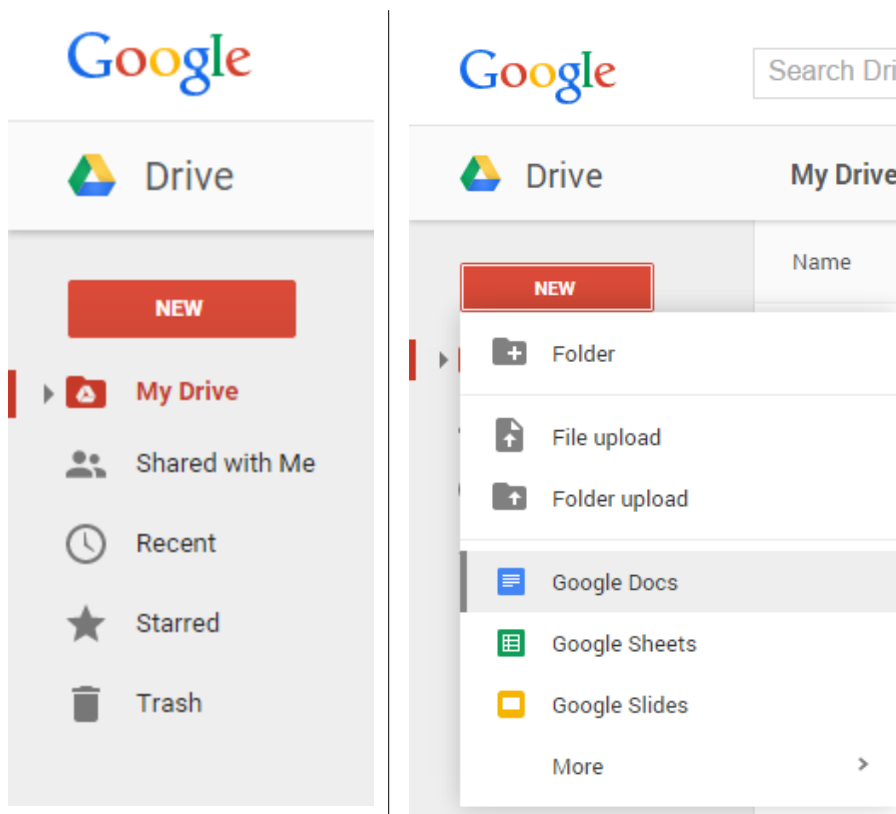
To create a new document, click the red **Create** button, and select a document type from the drop-down menu.

Folder: To organize your My Drive homepage, select Folder. You can then drag-and-drop documents into specific folders.

Document: Similar to an MS Word document; use for writing cover letters, resumes, or papers.

Presentation: Similar to MS PowerPoint; use for creating graphic presentations.

Spreadsheet: Similar to an MS Excel document; use for organizing data or creating budgeting spreadsheets.

Form: Create a survey and to send to friends, co-workers, or classmates.

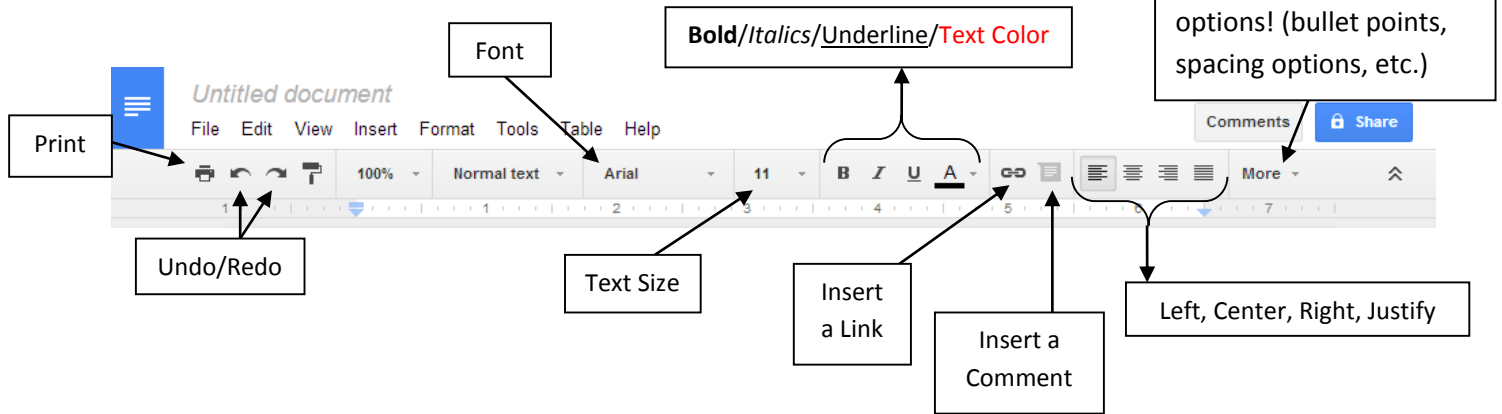**Drawing:** Use shapes, paint, and other features to create an online masterpiece!

Using Toolbar

The toolbar is a "basic" version of the MS Word toolbar.

Print

Undo/Redo

Font

Text Size

Bold/*Italics*/Underline/Text Color

Insert a Link

Insert a Comment

Click the arrow next to "More" to get even MORE formatting options! (bullet points, spacing options, etc.)

Left, Center, Right, Justify

Untitled document

File   Edit   View   Insert   Format   Tools   Table   Help

Comments   Share

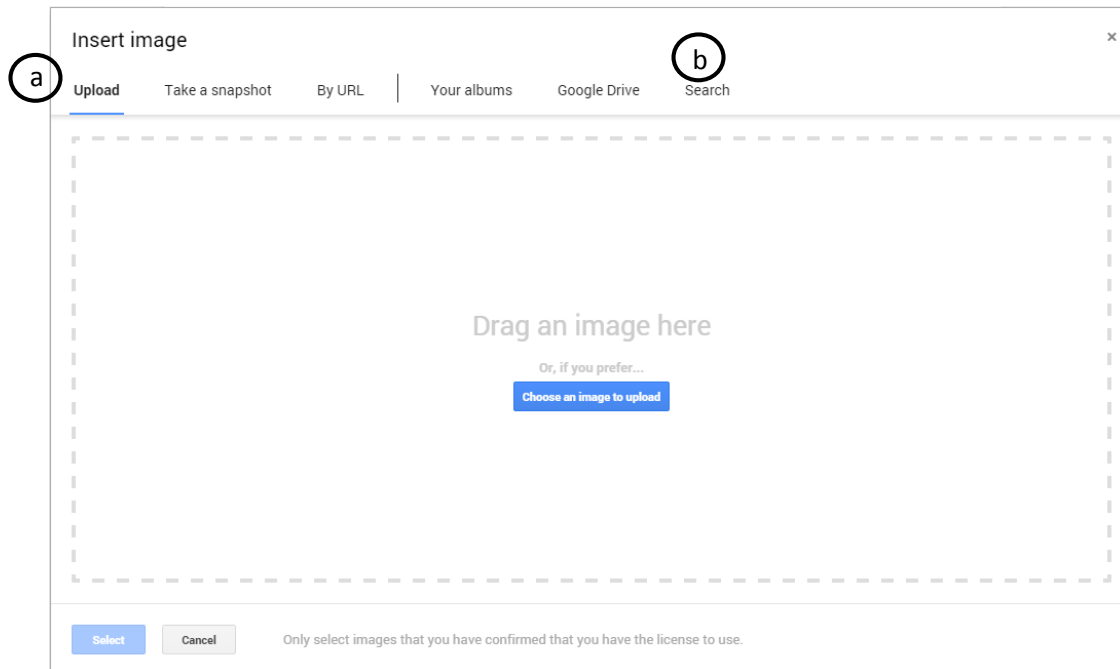100%   Normal text   Arial   11   B   I   U   A   More

Renaming Document

All new Drive Documents are untitled. To name your new document, single click on "Untitled Document." In the box that appears, enter the name of your new document and select "OK".

Rename document

Enter a new document name:

Untitled document

OK   Cancel
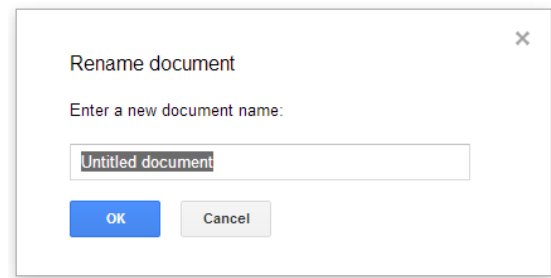
Insert an Image

You can enhance your Doc by inserting an image. Here's how:

Insert image

(a)   Upload   Take a snapshot   By URL | Your albums   Google Drive   Search   (b)

Drag an image here

Or, if you prefer...

Choose an image to upload

Select   Cancel   Only select images that you have confirmed that you have the license to use.

1. Go to the **Insert** menu and select **Image**.
2. Depending on what image you'd like to add to the Doc, click **Upload** or **Search**, and follow these instructions:
   a. **Upload**: Choose an image from your computer and click the **Upload** button.
   b. **Search**: Enter a search term in the Google Search bar and hit "*Enter*" on your keyboard. Once you've found the image you were looking for, click the image and then the **Select** button. Your image will appear wherever your cursor was last.
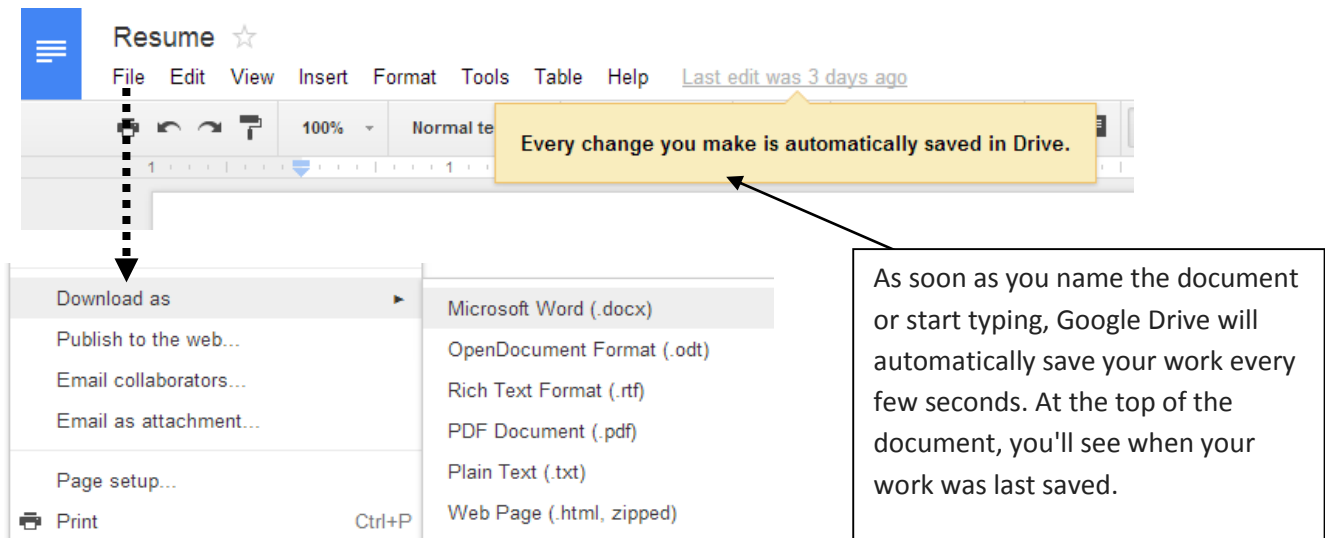
Insert Links

If you want to insert a link to a website, email, or an online document, follow these steps:

1. Place your cursor in your document where you'd like the link to appear.
2. Click the **Insert** drop-down menu and select **Link...**, or click the link icon in the toolbar. The 'Edit Link' window will appear.
3. Type the text you'd like displayed as the link (if you've already selected text, it will show in the 'Text to display' field). Leave this field blank if you want the full link to be displayed in your document.
4. Enter a URL (or an email address) in the Link box.
5. Click **Apply**.

| Insert | Format | Tools | Table | Help | L |

🖼 Image...

🔗 Link...   Ctrl+K

| Text | Project for Pride in Living |
| Link | http://www.ppl-inc.org/ | **Apply** |
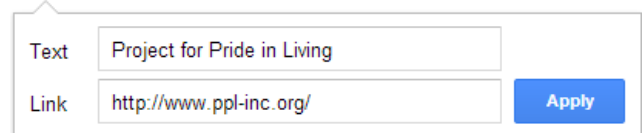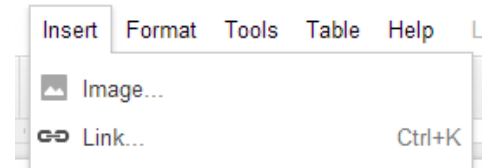
Downloading a Document to a Computer

To save a copy of a Google Drive document to your computer, you download it. To download, go to the **File** menu and point to the "**Download as**" option. Select the following file type: Word. Your Google Drive document will now download to your computer as an MS Word document.

Resume ☆

File   Edit   View   Insert   Format   Tools   Table   Help   Last edit was 3 days ago

100%   Normal te   **Every change you make is automatically saved in Drive.**

Download as   ▶   Microsoft Word (.docx)
Publish to the web...   OpenDocument Format (.odt)
Email collaborators...   Rich Text Format (.rtf)
Email as attachment...   PDF Document (.pdf)
                               Plain Text (.txt)
Page setup...   Web Page (.html, zipped)
🖨 Print   Ctrl+P

As soon as you name the document or start typing, Google Drive will automatically save your work every few seconds. At the top of the document, you'll see when your work was last saved.

Uploading Documents from Your Computer

In addition to creating new documents in Google Drive, you can also upload existing documents. When uploading, you can keep your document in its original file type or convert it to a Google Drive format. Converting your document to a Google Drive format allows you to edit and collaborate online from any computer.

Google Documents have different icons than "regular" documents; this allows you to tell the difference between an **editable** Google Document and an **un-editable** uploaded document.
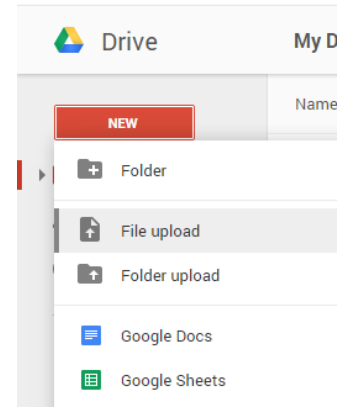
	Icon in Google Drive - **CAN** edit	Icon in Google Drive - **CAN'T** edit
Word Document		
Spreadsheet		
Presentation		

When uploading for the first time, you may need to change your Drive's upload settings to ensure your documents are converted to Google Drive format. To change the settings, follow the steps below:

1. Click the **Settings** icon in the top right of your Documents List.
2. Click **Settings** in the dropdown menu and check the checkbox next to "Convert uploads" to convert uploaded documents, spreadsheets, and presentations to the Google Drive format. Check this box if you'd like to be able to edit and collaborate on the document online. Uploaded document files that are converted to a Google Drive format can't be larger than 1 MB.
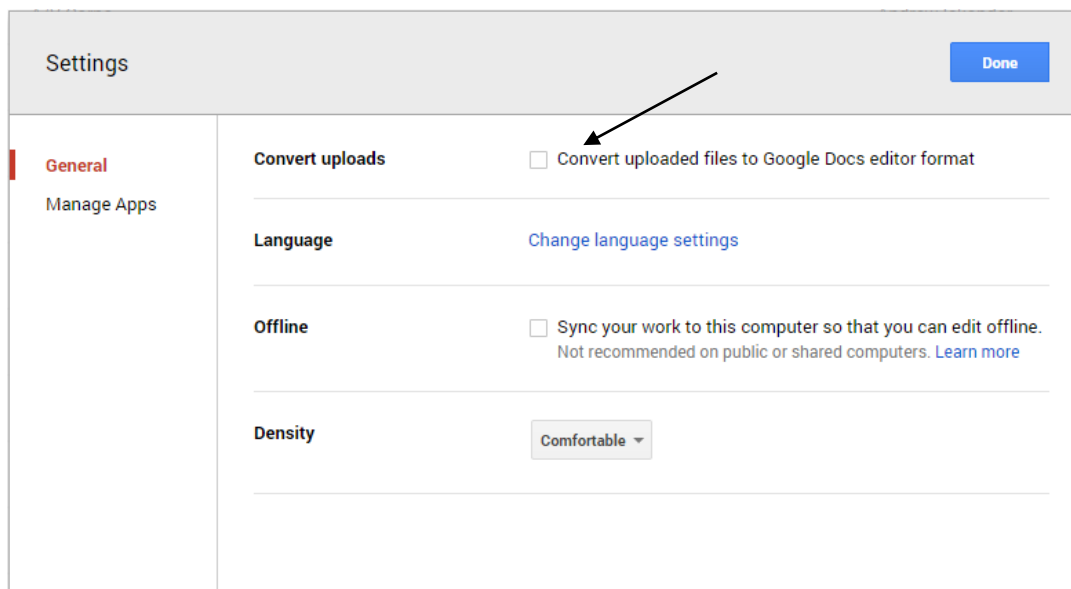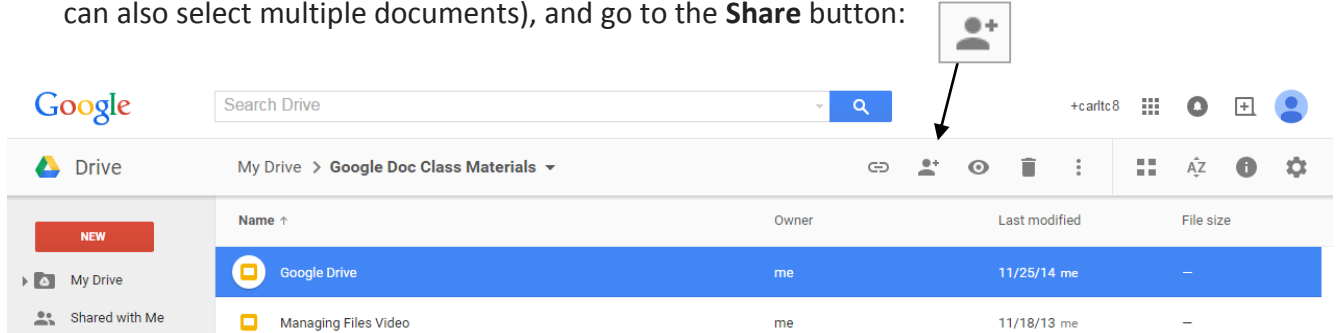
Sharing Documents

Now that you've created your Google Drive, you can share and edit with your friends, family, or coworkers. You can do this from your My Drive documents list or directly from the active document.

- From your list of documents, select the document, spreadsheet, etc. you want to share (you can also select multiple documents), and go to the **Share** button:
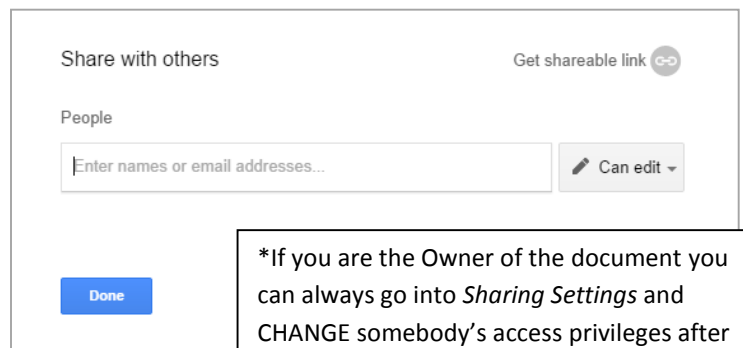

- To share from within your active document, click the blue **Share** button in the top right of the window. Or select **Share** from the drop down **File** menu.

Once you've selected Share, the following menu will pop-up:

1. Under 'People,' type the email addresses with whom you want to share your document. You can add a single person or an entire mailing list.
2. To the right of the list of names, select '*Can edit*,' '*Can view*,' or '*Can comment*' from the drop-down menu. '*Can edit*' offers the collaborator full access to your document, while '*Can view*' is most restrictive, only allowing your collaborator to view the document.
3. Once you have chosen your recipient a box will appear for you to "Add a note" to your invitation. Text added in the box will be sent with the email invitation.
4. Click **Send**.

*If you are the Owner of the document you can always go into *Sharing Settings* and CHANGE somebody's access privileges after you have sent the initial invitation.

Opening an Emailed Document in Drive

When a document is shared, the receiver gets an email notification. From this email you will be able to open and view the document. Below is an example of how that email notification appears. To open the document, simply click on the file name. A new tab will open up containing the document and the document will automatically be added to your "Shared with Me" document list.
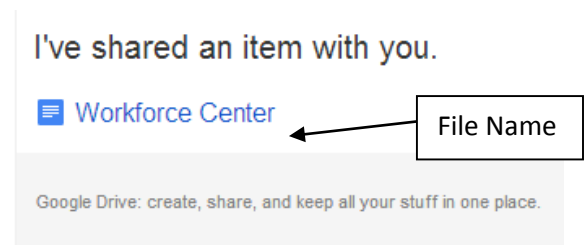
File Name

Printing from the Web

Depending on which web browser you're using, the printing procedures differ.

Print in Chrome

When you print in Chrome, your Doc will print exactly as it appears in Google Drive. Because of this, there's no **Print preview** option. When your document is ready to print, follow these steps:
1. Select **File** > **Print**.
2. A dialog box for your printer and print settings will open.
3. When you're ready, select the **Print** button.

Print in Firefox, Internet Explorer, or Safari

To print a document in Internet Explorer, Firefox or Safari:

1. Select **File** > **Print**.
2. A PDF file containing your document will automatically download. When the download completes, open the PDF file.
3. In your PDF viewer, go to **File** and select **Print**.
4. A dialog box for your printer and print settings will open.
5. Select the **Print** button.
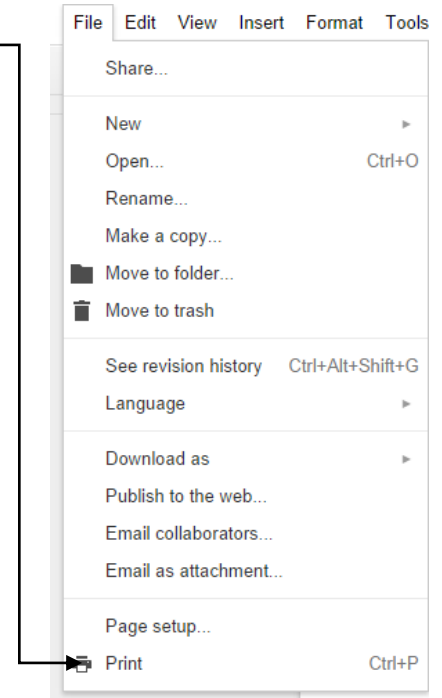
You can also download a Doc to another file format and print that file. To download a Doc:
1. From your Doc go the **File** menu and navigate to **Download as...**
2. From the **Download as...** sub-menu, select the file format you'd like to download your Doc to.
3. Find the downloaded file on your computer, and open it.
4. Print the downloaded file.

Additional Google Drive Features

Chatting

One benefit of Google Drive is that you can chat in real time with other document collaborators. To do so, another collaborator must be accessing the document at the same time as you.
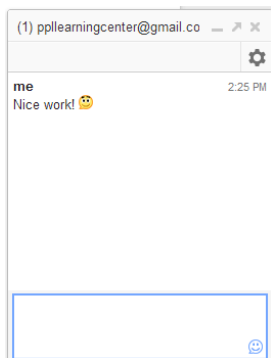
You'll be able to tell if someone else is accessing the document by looking in the upper-right corner. If another person is looking at or working on the document, a colored letter with a dialogue bubble will appear.
To chat, click on the dialogue bubble. A chat box, like the one to the left, will appear in the lower right corner of your page. Type your message in the box at the bottom; a flashing chat message will appear on your collaborator's page alerting them that you want to chat.

This work was created by PPL.

Revision History

You are able to go back in time in your document and see previous versions. Every change, by every document user, is recorded and that version can be revisited.

1. Go to the **File** menu in your doc.
2. Select **See revision history**.
3. The Revision History side bar should appear on the right. Single click any revision checkpoint to see that version.
4. You can now copy/paste or use any previously written text.
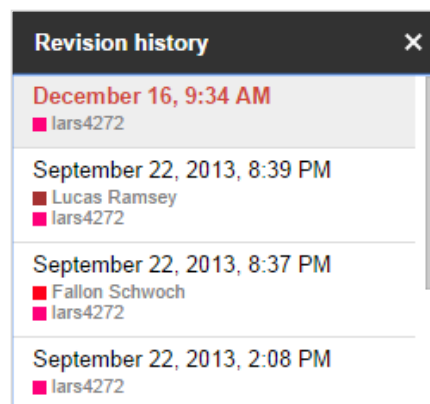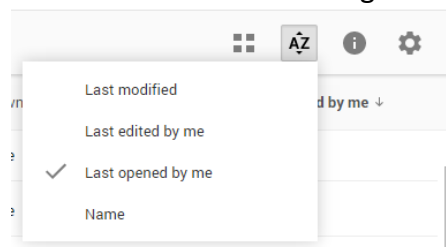
Comments

You are able to leave comments on a document that every doc user can see. To comment on a block of text:

1. Highlight the text of interest.
2. Go to the **Insert** menu.
3. Select **Comment**.
4. When the comment bubble appears, enter your comment and select the 'Comment' button to post it for everyone to view.
5. When you click on a posted comment you may select 'Resolve' to remove the comment or type in the 'Reply' box to add to the comment thread. If the comment is your own you can use the menu adjacent to 'Resolve' to edit or delete the comment.
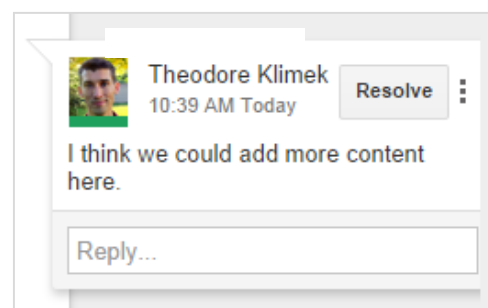
Organizing your My Drive Homepage

- If you start to use your Google Drive account a lot, your My Drive page may get cluttered with a variety of documents. You can create folders to organize all your different documents by category. Simply click on the **Create** button and select **Folder**. A dialogue box folder will appear asking you to name your folder. Once you type in a name and select **Create**, the folder will appear in your My Drive homepage. Drag and drop documents into the folder to organize.

- Additionally, you can use Google Drive's **Sort** feature to quickly find any document in your Drive account. Click the drop down arrow next to **Sort** in the upper right of your homepage. Select a sorting option; your documents will then be re-arranged by edit date, modification date, title, or opening, allowing you to easily find your desired document.

Putting Your Knowledge to the Test

OPTION #1

1. Create a Google Document
2. Title your currently Untitled Document "Favorite Food"
3. In the document, write your name, name of the class (Google Drive), and instructor's name. Hit "Enter"
4. In a text color other than black, type the name of your favorite food. Bold and underline the text you just wrote and then hit "Enter"
5. Insert a picture of your favorite food. Find the picture using the Google Search function.
6. Resize your picture, so it's bigger or smaller than the original.
7. Share your document with the PPL Learning Center (email address: ppllearningcenter@gmail.com). Give the Learning Center "Can Comment" privileges.

OPTION #2

1. Create a Google Spreadsheet
2. Title the spreadsheet "Exercise Calendar"
3. Title the Sheet (bottom of page) with current month
4. Enter Week 1, Week 2, Week 3, and Week 4 in Cells A2, A3, A4, and A5 respectively
5. Enter Miles Run, Miles Walked, and Miles Biked in Cells B1, C1, and D1 respectively
6. Enter numbers (real or made-up) into Cells B2 through D5.
7. Using Spreadsheet functions, sum the total number of miles during each week in Cells E2-E5
8. Using Spreadsheet functions, sum the total number of miles for the month in Cell E6
9. Download the Spreadsheet to your current computer's desktop as an Excel Document.

OPTION #3

1. Create a Google Drawing
2. Insert a picture of your choice using the Google Search function
3. Using 3 different colors, draw or paint a frame around the picture you just inserted
4. Title the Untitled Drawing with a name you believe best describes your art.

OPTION #4

1. Create a Folder in your My Drive homepage
2. Title the Folder "Google Drive Class"
3. Move any documents, spreadsheets, or drawings created in this class to the "Google Drive Class" folder
4. CHALLENGE: Change the color of the folder to blue!