# Chip’s Google docs Bits

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## Setting up google docs

* In the Chrome browser, sign in to Google account (upper right corner of screen)
  + Can create account for free with minimal hassles
* Click on “Google Apps” icon (nine small squares shaped in a square at top-right)
* Select the “drive” application (includes 15 GB space without charge)

## creating new folders for sharing documents

* Click the “New” icon at upper left
* Select “Folder” and name it (Project 2, e.g.), then click “Create”
* You can create new documents here, or upload existing docs (Word docs, PDFs, etc.)
  + Upload by right-clicking anywhere in folder and selecting “Upload Files”
  + Can also drag and drop
  + Can also upload entire folders
* Can upload many different file types (video, music, program files, pretty much anything)

## sharing files and folders with collaborators

* Click “My Drive” in upper left corner
* Right-click folder or file to share
* Select “share,”
* In the bar with “Anyone with link,” select “Can edit”
* Enter email addresses in the “People” bar (use Gmail addresses if known)

## working with docs in Google docs

* Can open Word docs with Google docs: choose “Open with Google Docs”
* Can edit and comment upon as Google doc (good for planning, assigning tasks, group conversations, etc.)
* Can download docs (Word, e.g.), edit elsewhere, and upload again to Google docs
* Can download Google doc as Word doc:
  + With file open in Google docs, click “File,” then “Download as [choose format]”
* Be sure to give uploaded files new title—version 2, with time stamp, etc.
* If you upload a version that updates others, delete earlier versions only with care (and save them offline)