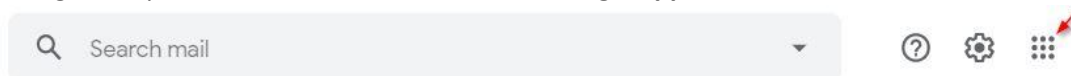# Using Google Docs & Google Drive

Here are some basic tips for accessing and using Google Docs and Google Drive. Note that the instructions given for using Google Docs are, as a generality, also applicable to Google Sheets and Slides as well.

If you need more information than what you find below, Google has an excellent collection of training documents and cheat sheets for Docs at https://support.google.com/a/users/answer/9282664?hl=en, and for Drive at https://support.google.com/a/users/answer/9282958?hl=en.

Getting to Google Docs and Google Drive:

- Start by logging in to your STCC Gmail account.
- Along the top of the Gmail interface, click the **Google apps** button:

- From the popup menu that appears, you can navigate to a variety of apps. The most important ones for our purposes are **Docs** and **Drive,** which are commonly called "Google Docs" and "Google Drive" respectively.
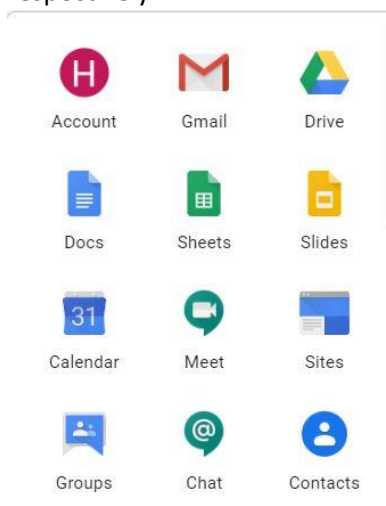

  - o   **Docs** is where you will create and edit documents, as well as importing Microsoft Word documents.
  - o   **Drive** is where you will save and store documents in the cloud.
  - o   If you need to create a spreadsheet or import a Microsoft Excel spreadsheet, use **Sheets**.
  - o   If you need to create a presentation or import a Microsoft PowerPoint document, use **Slides**.

Creating and opening Google Docs documents:

- **Google Docs:** When you click on the **Docs** icon in the above popup menu, your browser will open a new tab for the Google Docs web app.
  - o   You can create a new document in the **Start a new document** section by clicking **Blank**, or by selecting one of the pre-made templates. More templates can be found by clicking the **Template**
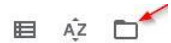
gallery button.
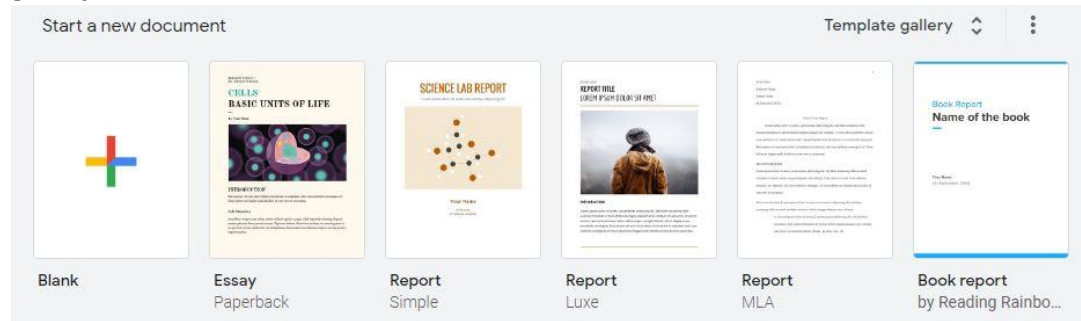
- o You can open an existing document by selecting one of the docs in the **Recent documents** section, or by clicking the **Open file picker** icon on the right side.

- ▪ **Note**: The **Open file picker** icon will take you to a miniature version of Google Drive, so you'll be able to see all of your documents stored there in this window.
- **Google Drive:** When you click on the **Drive** icon in the above popup menu, your browser will open a new tab for the Google Drive web app.
  - o You can create a new document by clicking the **New** button in the upper left corner of the interface, then selecting **Google Docs** (or Google Sheets, or Google Slides, etc. depending on your needs).
  - o You can open existing Docs documents – or any other files you've saved to Google Drive – by selecting them in the **Files** interface.
  - o You can change the view in a variety of ways. We strongly suggest experimenting with the Drive interface to get to know it…it will always return to the default view when you open it again.

Importing documents (Word & PDF):

- Click the **Open file picker** icon in the **Recent Documents** section.
- Click **Upload** at the top of the file picker window and drag the file you want to upload into the window when prompted.

- **Word documents:** When you upload a Word document in Google Docs, it will be converted automatically and open.
- **PDF documents:** When you upload a PDF in Google Docs, it will automatically open in Google's PDF reader mode, which is read only and cannot be edited.
  - o To make a PDF document editable, click the **Open with Google Docs** button at the top of the interface.


This will automatically convert the PDF to a Google Doc and open it in a new tab for editing.

- **Important Note:** When you upload a document, you may lose some layout and formatting. This is especially likely when uploading a PDF, so keep the original document handy in case you need to repair its formatting and layout in Google Docs.

Saving a Google Doc:

- **Saving:** Google Docs automatically saves changes to the document you're working on in your Google Drive, as you're making the changes. There is no need to manually save, unless you want to create a new revision while preserving an old version of the document.
    - As long as you see ↻ Saving... or ☁ Saved to Drive at the top of the Docs interface while you're typing, your document is saved. (Note: After a moment, the "Saved to Drive" text will disappear, leaving just the checked cloud icon – that's normal, and means the document is saved.)
    - To create a copy of a document – to save an older version, or for some other purpose – click the **File** menu at the top of the Docs interface and select **Make a copy.**
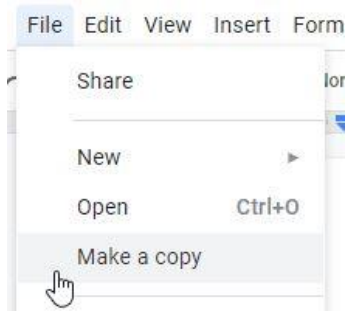
      This will prompt you to name the copy of the document and ask you where to save it in your Google Drive. Click **OK** to continue, and it will open the new copy of the document in a new browser tab.

Exporting, Sharing and Sending Google Docs:

- **Exporting:** To export from Google Docs – to save a copy of the document to your computer – click on the **File** menu at the top of the interface and select **Download**.
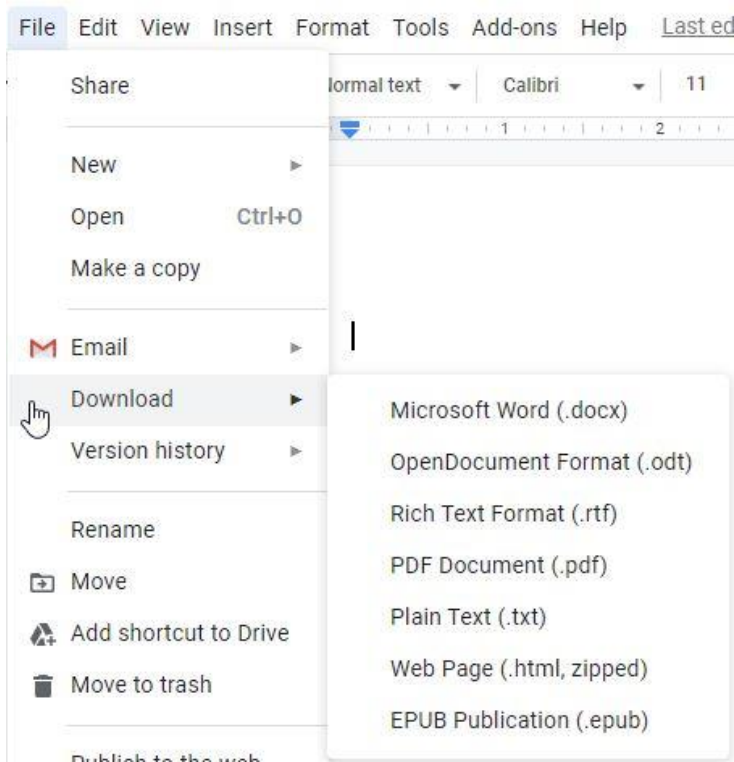
You can then choose from a number of document formats to export the file as. The most important ones are **Microsoft Word (.docx)** and **PDF Document (.pdf)**. Once you select a format, you will be prompted to choose a location to download it to on your computer.

- o **Note:** When exporting, you may lose some formatting and layout. Be prepared to check your exported document and make any changes that need to be made.
- **Sharing:** There are several ways to share a document with someone else.
  - o Click the **Share** button in the upper right corner of the Docs interface.

    - You will be prompted to **Share with people and groups** by entering the names of other Google Docs users. If they don't show up by name, put in their STCC email address.
    - Those people will automatically be notified that the document has been shared with them.
    - Alternately, you can click in the **Get link** section to switch to it, and then choose who can view the document: **Restricted** (only people it has been shared with), **Springfield Technical Community College** (anyone in the STCC group), or **Anyone with the link**. You can then click **Copy link** and manually send the link to the person you want to share the document with.
  - o You can also click on the **File** menu and click **Share**, which will take you to the same dialog.
- **Sending a document as an attachment:** To send a document as an attachment in Email, click the **File** menu and select **Email** to open the **Email as attachment** window.
  - o This process also converts the document from Google Docs to the format of your choice, by clicking on **PDF** (the default choice) at the bottom of the **Email as attachment** window. We

recommend choosing PDF or Microsoft Word.

☐ Don't attach. Include content in the email.

PDF ▼

☐ Don't attach. Include content in the email.