Memorandum To: Julia Romberger, 435/535 Students From: Patrick Steffen Date: 11 November 2011 Subject: Creating and Sharing Documents in Google Docs for Collaboration Tutorial

The scope of this tutorial is to outline the basic steps of searching Google Docs, signing up for an account, creating a document, and sharing a document for collaboration. The power of Google Docs allows users to share ideas within a document in real time, which is a significant advantage when collaborating information with several users at the same time. Additionally, collaborators may chat within the document, itself, while sharing ideas.

Step 1 Search for and sign up for a Google account.

Utilizing your favorite search engine, type in "Google Docs" and select "Enter" on your keyboard.

(See Fig. 1a)

Fig.1a



You will be taken to a web-page with multiple selections. Select the option in Fig. 2. (See Fig. 1b)

Fig. 1b



From here, you will be taken to the main Google Docs page. Sign up for a new Google account by selecting "Sign up for a new Google Account." Alternatively, if you already have a Google account, you may sign in using your email and password instead. (See Fig. 1c)

Fig.	1c
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			Sign up for a new Google Account
Docs			
Create and share your work online	Sign in	Google	
Upload your files from your desktop: It's easy to get started and it's free!	Email		
Access anywhere: Edit and view your docs from any computer or smart phone.			
Share your work: Real-time collaboration means work gets done more quickly.	Password		
Documents Spreadsheets Presentations Drawings Forms	Sign in ✓ Stay sig	gned in	
	Can't access your account	?	
TRY IT NOW New Features O Watch the videos			

Once selected, you will be directed to the page below. You will have the option to select an existing, online email account or create a new Gmail account. Whichever selection you choose, this account will be the primary account for sharing work within Google Docs. There is also an option to "Sign in now" if you already have a Google account. (See Fig. 1d)

Fig. 1d

Sign up

Get a new Gmail address	Use your email provider
Gmail	Aol Mail.
Already have a Google Account? Sign in now	Windows Live- Hotmail
	YAHOO! MAIL
	Use a different email

Step 2 Creating and Sharing a document for collaboration

After creating an account or signing in, you will be taken to the Google Docs home page (See Fig. 2a) where you can start working to create new documents and sharing them with your colleagues. You will also find a collection of your saved documents here. Under the "Create" button, you will see several options for creating documents. For this tutorial, select "Document." (See Fig.2b)

Fig. 2a Fig. 2b Docs Document <</p> TITLE ¢. Presentation 🔲 ☆ 📕 PS Technology Assignment Tutorial Shared Home Spreadsheet 🔲 ☆ 📃 Fall 2011 Management Writing Signup Shared Starred E Form Owned by me Drawing All items Collection Trash My collections From template... No collections Collections shared with me

After selecting "Document," you will now have a new document. You'll notice that there's a menu at the top and several tools for creating and editing your document much like you will find

in MS Word. (See Fig. 2c)

Fig. 2c

Name the new document by selecting "File" at the top, then select "Rename." To share the new document, select "File" at the top, then select "Email collaborators." (See Fig. 2d) Once selected, a new page will appear for selecting your collaborators. For this exercise, select "Choose from contacts." (See Fig. 2e)

Fig. 2e



File Edit View Inse	ert Format	Sharing settings
Share		
		Who has access
New Open	► Ctrl+O	Private - Only the people listed below can access Change
Rename Make a copy		Patrick Steffen (you) pstef003@odu.edu Is owner
See revision history		
Language	4	
Download as		
Publish to the Web		Add people: Choose from contacts
Email collaborators		Enter names, email addresses, or groups Can edit •
Email as attachment		✓ Notify people via email - Add message
Page setup		Send a copy to myself Paste the item itself into the
Print settings		Share & save Cancel email
🖶 Print	Ctrl+P	

A new pop-up screen will appear showing all of your email contacts. Simply select which contacts you want for viewing or editing the new document and select "Done." (See Fig. 2f) Once your collaborators are selected, you will see their email addresses in the "Add people" box on the "Sharing settings" screen (See Fig. 2g). Select the "Notify people via email" check-box and select "Add message" to send your colleagues a short message about the document. Once done, select the green "Share & save" button. (See Fig. 2g)

Fig. 2f

Fig. 2g



The document is now created, and your colleagues have full access to edit the document in real-time. Additionally, the document will auto-save and update when a change is made by you or your collaborators, to ensure the latest version is always being worked on.

If you have any questions about this memo tutorial, please contact me at pstef003@odu.edu