

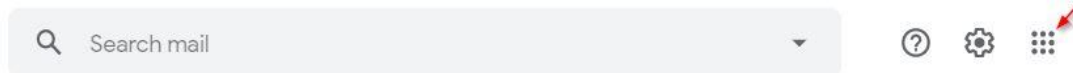
Using Google Docs & Google Drive

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.

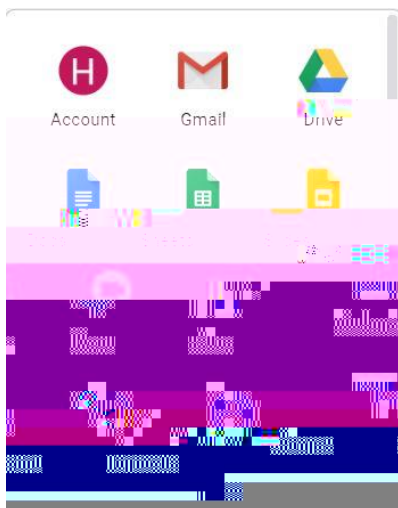
If you need more information than what you find below, Google has an excellent collection of training documents and cheat sheets for Docs at <https://support.google.com/a/users/answer/9282664?hl=en> and for Drive at <https://support.google.com/a/users/answer/9282958?hl=en>

Getting to Google Docs and Google Drive

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



- x From the popup menu that appears, you can navigate to a variety of apps. The most important ones for



PowerPoint document, use Slides

Creating and opening Google Docs documents:

- x 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

gallerybutton.









































- o You can open an existing document by selecting one of the docs 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 miniaturized version of Google Drive, so

x Google Drive When you click on the Drive

- x **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 Google Doc

- x Saving: Google Docs automatically saves changes to the document, so you don't need to manually save. However, you can create a revision while preserving an old version of the document.
 - o As long as you see  or  at the top of the Docs interface while editing a document, you can click the  icon to create a new revision. The  icon will disappear, leaving just the checked cloud icon (to indicate the document is saved.)
 - o To create a copy of a document to save an older version, click  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  >  > 

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)

recommend choosing PDF or Microsoft Word.

