



## *Getting Started with Google Docs*

### *Overview*

This tutorial will provide information for accessing, creating, editing and sharing Google Documents.

### *Getting Started and Basics*

#### Logging in to UCPS Google Apps for Education

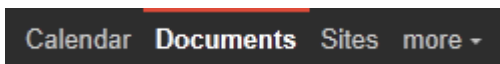
<b>Teacher Directions to log-in to UCPS Google Apps for Education</b>	
<b>Log-in to: <a href="https://docs.google.com/a/ucps.k12.nc.us">https://docs.google.com/a/ucps.k12.nc.us</a></b>	
Teacher Username:	<p>Same as E-mail Username or Computer Log-in            Ex. John.Smith</p> <p>If you log-in to Google from a screen other than the UCPS Google Apps for Education Teacher Domain, you will need to enter your full UCPS Google Apps for Education account information.</p> <p>For Example if you go to <a href="https://doc.google.com">https://doc.google.com</a> your username will be followed by @ucps.k12.nc.us</p> <p>Ex. – <a href="mailto:John.Smith@ucps.k12.nc.us">John.Smith@ucps.k12.nc.us</a></p>
Password	<p>Please contact your Instructional Technology Specialist for your initial password. If you have accessed your account before and cannot remember your password, please submit a help desk ticket and your password can be reset.</p>



Student Directions to log-in to UCPS Google Apps for Education	
<b>Log-in to: <a href="https://docs.google.com/a/student.ucps.k12.nc.us">https://docs.google.com/a/student.ucps.k12.nc.us</a></b>	
Student Username:	<p>Same as computer log-in (NCWise ID Number)            Ex. – 123456789</p> <p>If you log-in to Google from a screen other than the UCPS Google Apps for Education Student Domain, you will need to enter your full UCPS Google Apps for Education account information</p> <p>For Example if you go to <a href="https://doc.google.com">https://doc.google.com</a> your username will be followed by @student.ucps.k12.nc.us</p> <p>Ex. – 123456789@student.ucps.k12.nc.us</p>
Password	Teachers please contact your Instructional Technology Specialist for students initial passwords.

### Accessing your Google Docs

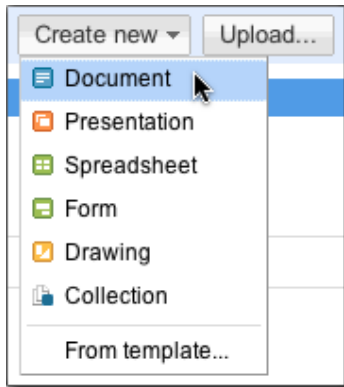
Click **Documents** to access your Docs list.



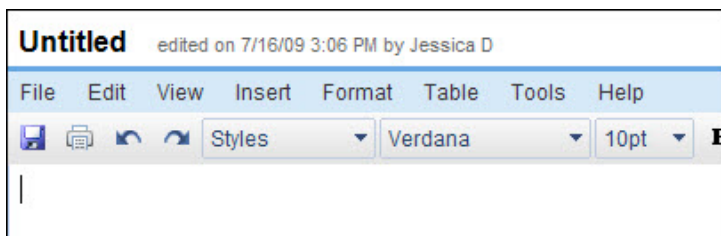
In your Docs list, you'll see all of the documents, presentations, spreadsheets, forms, and drawings you have access to.

### Create a document

From your Docs list, click the **Create new** drop-down menu and select **Document**.

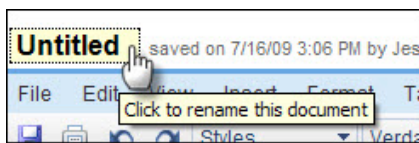


An untitled document appears in your browser -- now you're ready to edit!



### **Rename your document**

Click on the title to rename the document.



### **Edit and format your document**

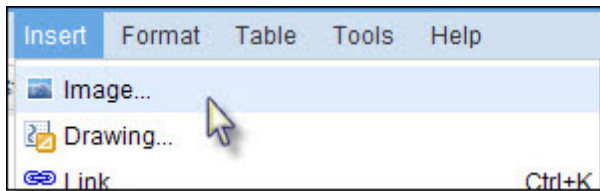
There are many ways to edit your document with the edit toolbar.



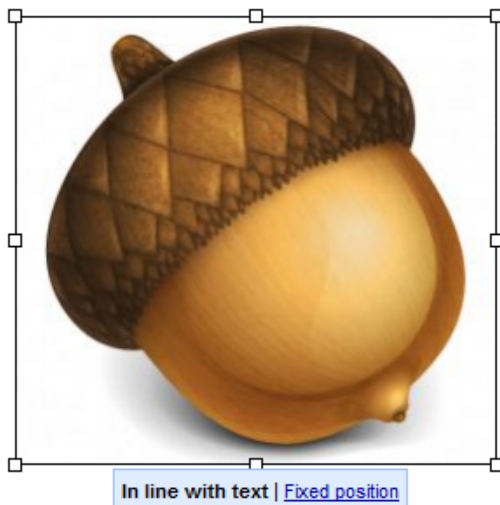
You could stick to entering plain text, but why? Take advantage of the full range of features in Google Apps Documents to make your documents stand out from the rest.

Here are some ideas to get you started:

### Insert images

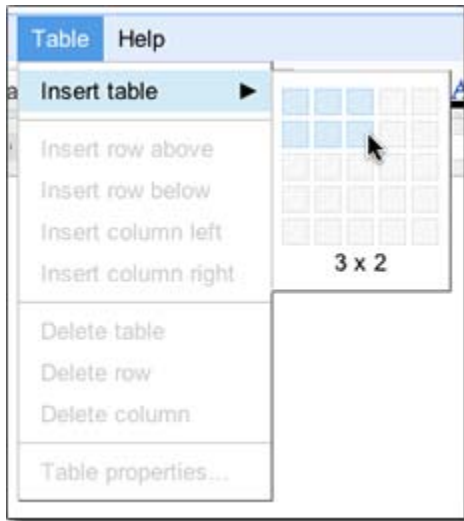


Choose an image from your computer or from the web (via URL). Once your image is added, you can modify or remove it at any time.



## Add a table

Tables are a great way to organize information in your document. Start by pointing at the number of rows and columns you want:



Then format and fill out your table:

Project Member	Role
Ted Wallace	Team Lead
Ashley Smith	Project Coordinator
Jonas Ford	Scout

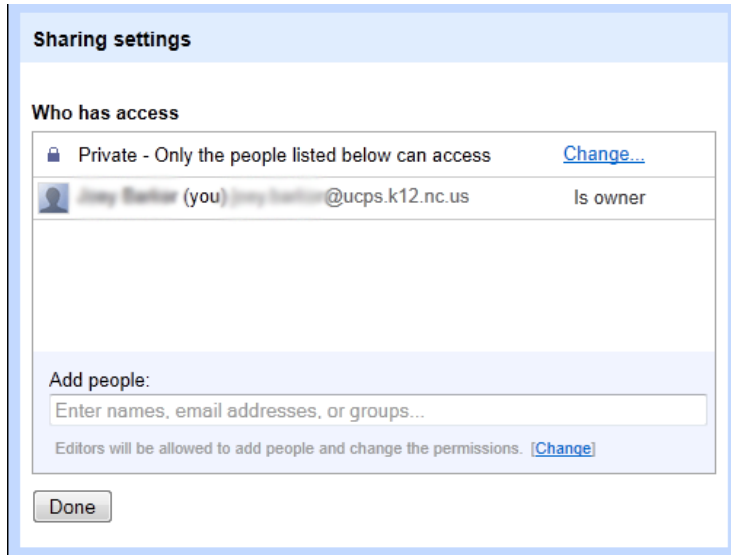
## Share and collaborate

Once you've created your document, share it with others! Collaborators can then edit the same document at the same time -- you'll always have the most up-to-date version at your fingertips.



Technology Services  
721 Brewer Drive  
Monroe, NC 28112  
Phone 704.296.3143 Fax 704.296.3147  
www.ucps.k12.nc.us

To get started, click the **Share** button at the top right of the page to open this dialog:



You then have the following options:

### Get the link to share

One way to share your document is to choose how to share its link. Click **Change** under **Permissions**. Then choose one of the following sharing settings:



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### Sharing settings

**Visibility options:**

- Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- Anyone with the link**  
Anyone who has the link can access. No sign-in required.
- Union County Public Schools**  
People at Union County Public Schools can find and access.
- People at Union County Public Schools with the link**  
People at Union County Public Schools who have the link can access.
- Private**  
Only people explicitly granted permission can access. Sign-in required.

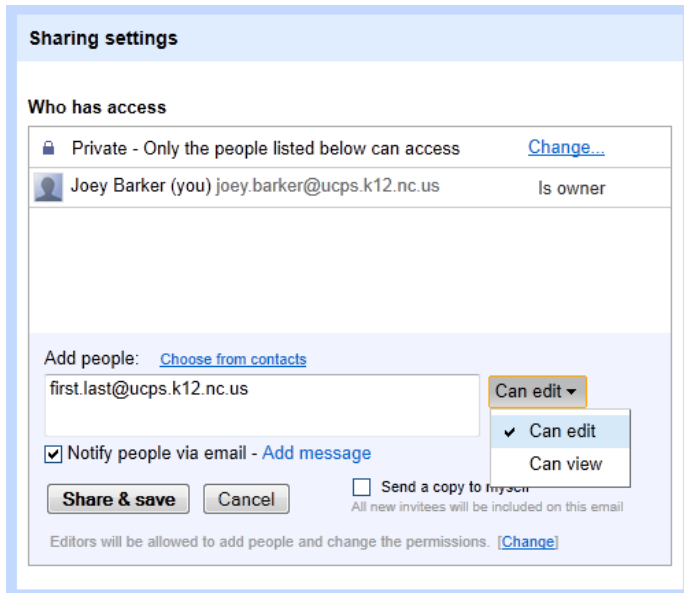
Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)

## Invite individuals to view or edit

Or, you can share your document with specific people and determine their level of access.

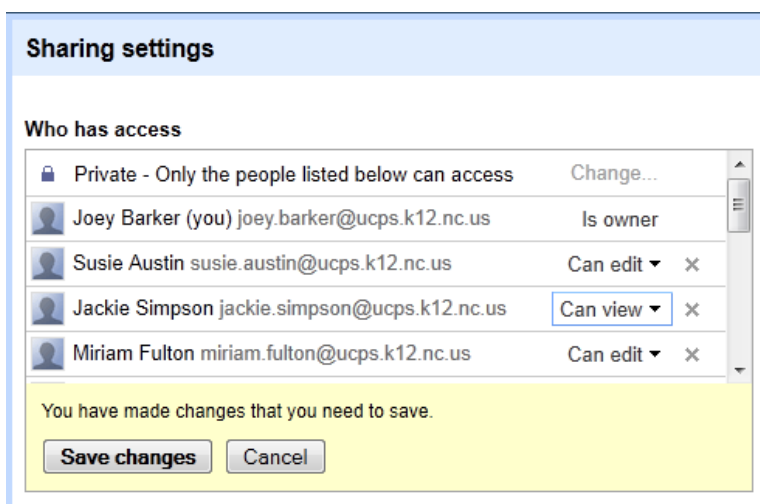
- **Can edit:** Collaborators can add and edit content in your document.
- **Can view:** People can access a read-only version of your document. They won't be able to edit any content in your document.



You'll have the option to send an invitation (in email message format) to view or edit your document.

### See who has access

To see who has access to your document, including their permission levels, click the **Share** button. Notice you can also change permission levels here.







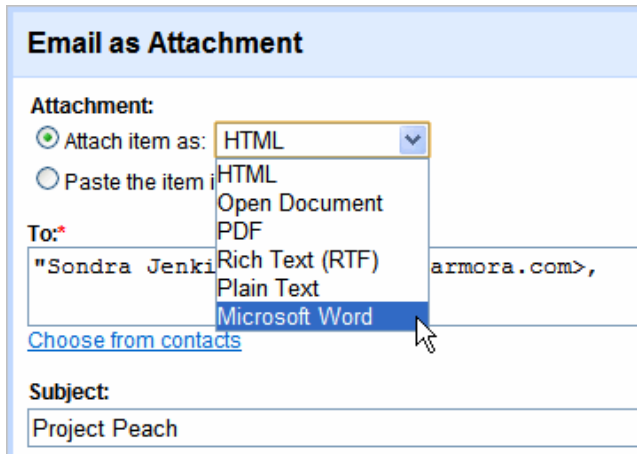
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## Email as attachment

Send your document to people inside or outside of your domain by emailing it as an attachment: Click the down arrow to the right of the **Share** button, and then choose **Email as attachment**.

A screenshot of a web-based dialog box titled "Email as Attachment". The dialog has a light blue header with a close button (X) in the top right corner. Below the header, there are several sections: 1. "Attachment:" with two radio buttons. The first is selected and labeled "Attach item as:" followed by a dropdown menu showing "HTML". The second is labeled "Paste the item itself into the email". 2. "To:\*" with a text input field containing '"Sondra Jenkins" <sondra@solarmora.com>,' and a blue link below it that says "Choose from contacts". 3. "Subject:" with a text input field containing "Project Peach". 4. "Message:" with a large text area containing "Hi Sondra," and "Check out this document we're working on!". 5. A checkbox labeled "Send a copy to myself" which is currently unchecked. 6. At the bottom, there are two buttons: "Send" and "Cancel".

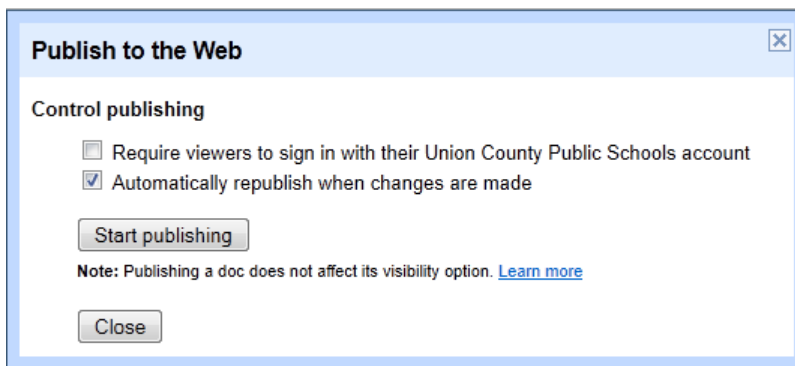
Choose the format of the attachment (e.g. Microsoft Word Document, Rich Text Format, etc.) and type the email message:



## Publish as web page

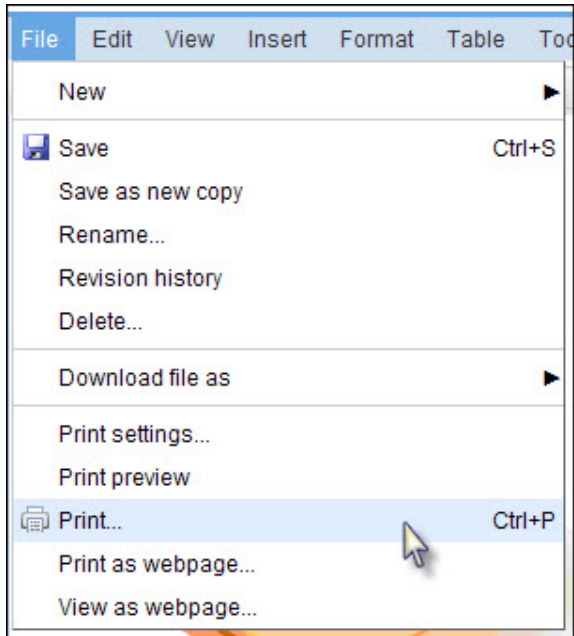
Publish your document as a web page and others can access and view it online. Your document will be assigned a unique address (URL) that you can send to friends and colleagues.

Click the down arrow to the right of the **Share** button, and then choose **Publish to the Web**.



## Print

To print your document, select **File > Print**



A PDF version of your document will appear along with the print dialog box.