Using Google Docs

Overview

Google Docs is a word processing application developed by Google. It can be accessed on the web and through mobile apps for Android and iOS platforms. Google Docs allows users to create and simultaneously edit documents with PLCs, students, or committee teams. All changes made within a Google Doc are saved automatically.

Login to FWISD Google

1. Navigate to the **My FWISD ClassLink Portal**.

   (http://fwisd.org/myfwisd)

2. Click **Sign in with Microsoft**.
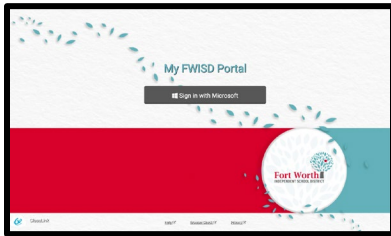
3. Enter your username and password, if you are prompted.

4. Click the **Google Drive** icon.

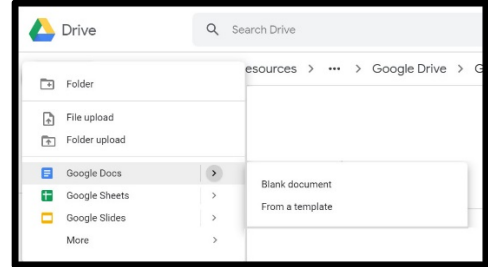## To Create a New Google Doc

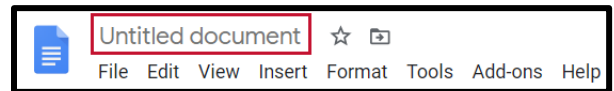1. From Google Drive, Click + New

2. Click Google Docs.

Click the arrow to choose a blank document or create a document from a template.

Working in a Google Doc

Google Docs is similar to Microsoft Word. Many tasks and format options found in Microsoft Word are also available in Google Docs.

Add a title to the document by clicking inside the Untitled document box.

Editing and Adding Style to Your Document

- Undo (Ctrl+Z)
- Redo (Ctrl+Z)
- Print (Ctrl+P)
- Spelling & Grammar Check (Ctrl+Alt+X)
- Paint Format
- Zoom (Ctrl +)

- Text style (Click on the down arrow next to Normal text to view options.)

- o Normal
- o Title
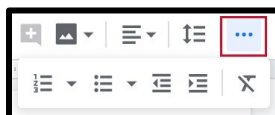- o Subtitle
- o Heading 1
- o Heading 2
- o Heading 3
- o Options
- Font Choice
- Font Size
- Bold
- Italic
- Underline
- Text Color
- Highlight Color

- Insert Link
- Add a comment
- Image
- Left Align
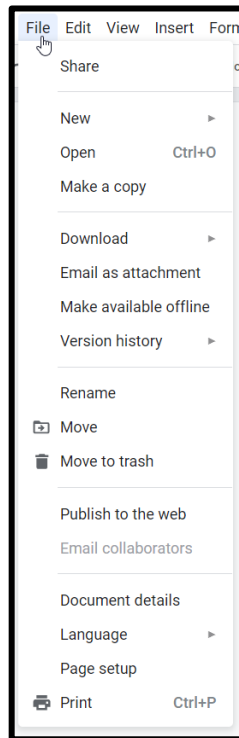- Center Align
- Right Align
- Full Align
- Line Spacing

- Number/Outline list
- Bulleted List

- Decrease Indent
- Increase Indent
- Clear Formatting

File Menu

The **File Menu** is the first menu on the toolbar. It offers commands for handling the entire document.

Share-Allows you to invite others to collaborate on the document.

Make a copy– Create a duplicate of your document.

Download as– Download your document in multiple format options.

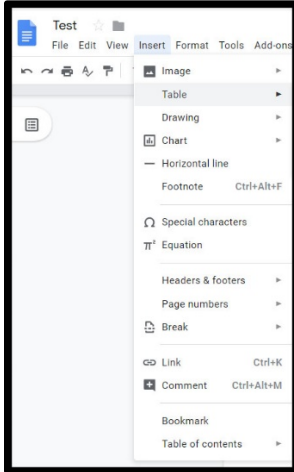Make available

Insert Menu

Use the **Insert Menu** to add images, tables, drawings, charts, horizontal lines, footnotes, special characters, equations, headers, footers, page numbers, breaks, links, comments, bookmarks, and a table of contents.
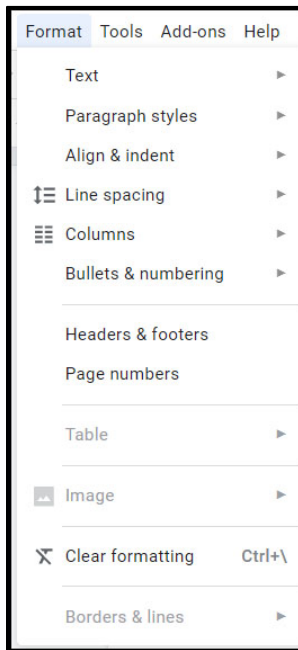
Using Google Docs

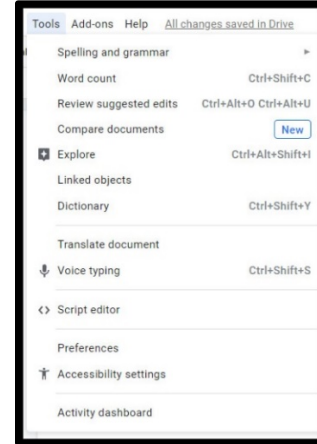

Format Menu

Use the **Format Menu** to make adjustments to the text, paragraph style, and overall formatting of the document.

Tools Menu

The **Tools Menu** offers options to support the text, such as spelling and grammar, dictionary, and accessibility settings.

Share and Collaborate

Within Google Docs, users can share files with specific people. To share a document:

1. Click **Share** in the upper right-hand corner.

2. Type the Google account name for the person(s) you want to share the document with, in the Enter names and email addresses box. Most account names are in the following format.

   - Teachers: first.last@teachers.fwisd.org

   - Students: s#####@students.fwisd.org

   The format for students is the letter S plus the student ID number and the extension @students.fwisd.org.)
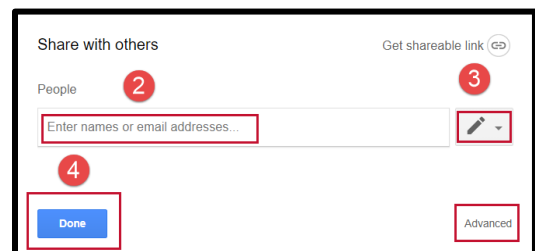
3. Click the "**pencil**" icon to assign editing rights to others.
4. Click **Done**.

- **Can edit:** The other users can edit and make changes to the document.
- **Can Comment:** The other users can view the document and make comments.
- **Can view:** The other users can view the documents, but can add comments or make edits.

With the last two options, collaborators cannot make any changes to your document.

Advanced Options

Select Advanced to see additional share settings.

- A **Link to share** is available that can be emailed and is only accessible by collaborators (users you are sharing the document with).
- **Who has access** provides additional options for link sharing.
- **Invite people** works similar to the previous share option outlined above.
- **Owner settings** allow the document owner more options for securing a document.

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/document/d/1xn0wDoSCHW9CMkX8hUWOwKyw1AHfTrr3e0

Who has access

🔒 Private - Only you can access   Change...

Karla Lester (you)   Is owner
karla.lester@teachers.fwisd.org

Invite people:

👤 andrea.samples@teachers.fwisd.org ✕   Add more people...   ✏️▾

☑ Notify people - Add message

Send   Cancel   ☐ Send a copy to myself
                             ☐ Paste the item itself into the email

Owner settings Learn more
☐ Prevent editors from changing access and adding new people
☐ Disable options to download, print, and copy for commenters and viewers