



# Google Drive Basics: Create & Share Files

## Introduction

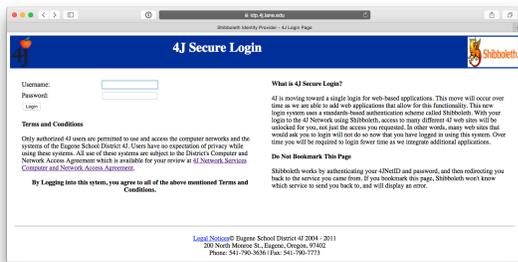
Google Drive is a service that allows you to easily create and share word processing documents, presentations, spreadsheets and forms online. You can invite others to simply view your document, or you can allow them to edit as well. Google Docs keeps track of changes that your collaborators make. This makes it easy to revert to past versions of the document if you wish to discard changes that were made.

## The 4J Version of Google Docs

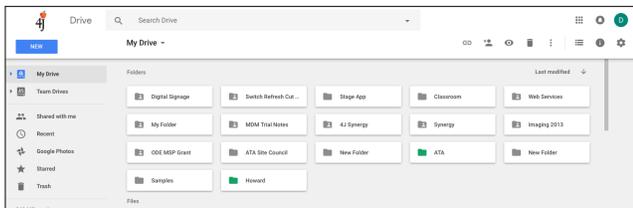
You may have already noticed that you can access Google Docs via your Gmail account. However, the 4J school district provides a special edition of Google Docs. You already have an account on this service simply by virtue of having a 4J email address, and you should use it for any district-related files you may choose to create on Google Docs.

## Logging into 4J's Google Docs

1. Open your web browser (Safari or Firefox.)
2. Go to the address <http://gdocs.4j.lane.edu>
3. Log into the Internet filter if prompted.
4. You will be presented with a login page. Enter your 4J **Username** and **Password** in the corresponding fields, then click the **Login** button. (You may be asked to log in twice.)

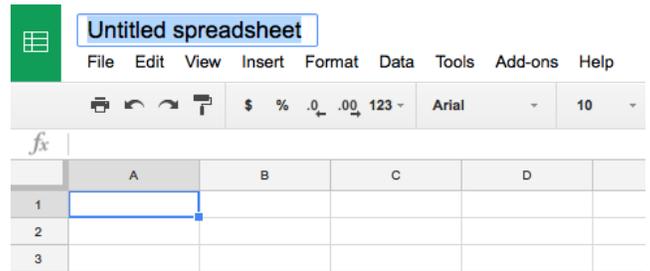
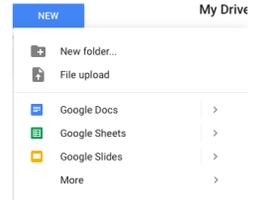


5. You are now logged in and ready to use Google Docs.



## Creating and Saving a New File

1. In the upper left corner of the Google Docs home page, click on **New**, then click on the type of document you wish to create. In this example, we are selecting **Spreadsheet**.
2. A new, empty document will appear. It looks and acts similarly to what you may expect in a typical office suite, such as Microsoft Office or Apple's iWork.
3. Along the top of the page, you will find that there are menus and a formatting toolbar. Likewise, spreadsheets accept the same type of formulas you may be used to using in Microsoft Excel or Apple's Numbers application.

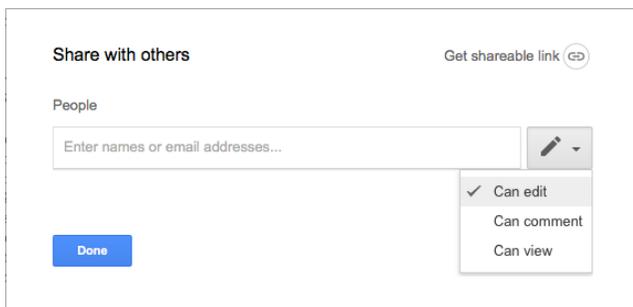


4. Once you have entered information in your document, click the name of your document (such as "Untitled Spreadsheet" as shown in the image above.)
5. You will be prompted to give your file a name. Enter a title and click the **OK** button.
6. Now your work is saved and can be accessed at any time from this or any other computer by logging into the 4J Google Docs system at <http://gdocs.4j.lane.edu>  
Be aware that you should log out of any personal Google accounts before logging into your 4J account to prevent confusion between the two.

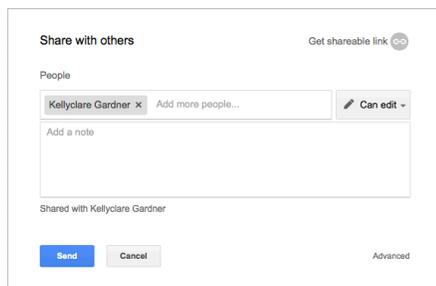


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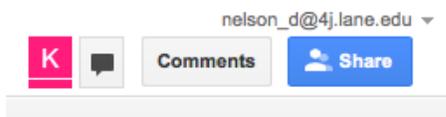
## Sharing Your File



1. With your document or spreadsheet already open, it is easy to share it to other 4J users. Begin by clicking the **Share** button in the upper right corner of the page.
2. You will be given some options pertaining to sharing your file. In the box to the left enter the addresses of your colleagues, students, or whomever you wish to be able to work with this document. Next, you can click **Can edit** or **Can view**, depending on whether you wish your invitees to be able to modify the file or simply see its contents. If you click the **Advanced** link you will be given some more options, such as whether you want to send an email, and including a custom message. When you are done, click the **Send** button.



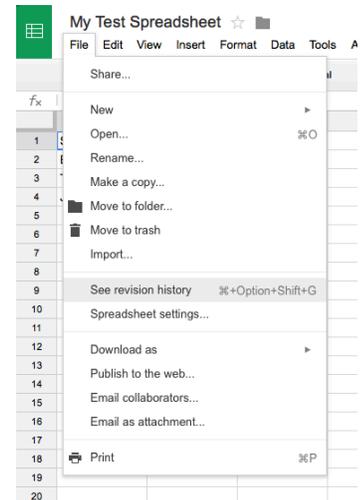
3. Google Docs will update the screen to indicate that your invitation has been sent.. Click **Done** to close it and return to your file.
4. If you and one of your collaborators are working at the same time, an icon will appear at the upper right corner of the screen with their initials or icon.



5. If you click the double arrows to the right side of this box, it will reveal a text chat screen where you can communicate with them.

## Viewing Previous Versions of Your File

1. When collaborating with other users, you may find that one person makes a change that you do not wish to keep. To view past versions of the document, click on the Google Docs **File** menu, then **See revision history**.



2. A sidebar will appear on the right, listing different dates and times that the document was saved in the past. You can switch between different versions until you locate the one you wish to use.
3. As you switch between different past versions of your document, the changes that were made in that particular revision will be highlighted.
4. Once you have located the version you want, click on **Restore this version**.
5. The previous version you selected will now be restored as the current working version of the document.

## Convert Microsoft Office Documents to Google Docs

1. In the upper right corner of the screen, click the gear icon.
2. Click on **Settings**.
3. Make sure the **Convert uploaded files to Google Docs editor format** checkbox is selected.
4. Click the **Done** button.
5. In the upper left corner of the screen, click **New**.
6. Click **File upload**.
7. Select the file you want to add to Google Docs.
8. When it finishes uploading, the file will be in Google Docs format instead of Microsoft Word, PowerPoint or Excel.

