



## Arts & the Social Web

Tuesday 2 October 2007, 1-2 pm

### Google Docs

Google Docs is a Google service that allows you to create and edit word processor style documents through your web browser.

There are three great advantages to Google Docs over traditional desktop word processor.

- a) The documents are accessible from any computer with an internet connection anywhere in the world
- b) They can be easily published as web pages for others to read, without any need to upload a document or convert to a pdf
- c) You can have multiple authors editing the same document simultaneously

Also, since they are part of a Google service, you don't need to create a new account. You can use the same account you established when creating your Blogger blog.

### Getting to Google Docs

Go to Google <http://www.google.com>.

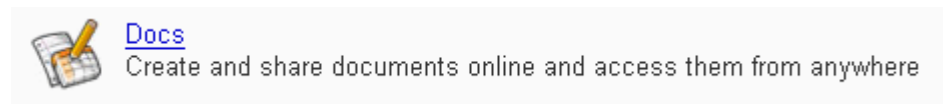
Click on the **Sign in** link in the top right-hand corner of the screen, and sign in using the same login name (i.e. email address) and password you used for Blogger.

You'll return to the standard Google search page.

To get to Google Docs, click on the **More...** link just above the search bar.

This is a list of all the services Google offers. (It's worth taking some time to explore.) Look down the right hand column of services, until you see the link to Blogger.

Two links down from Blogger, you'll find Docs

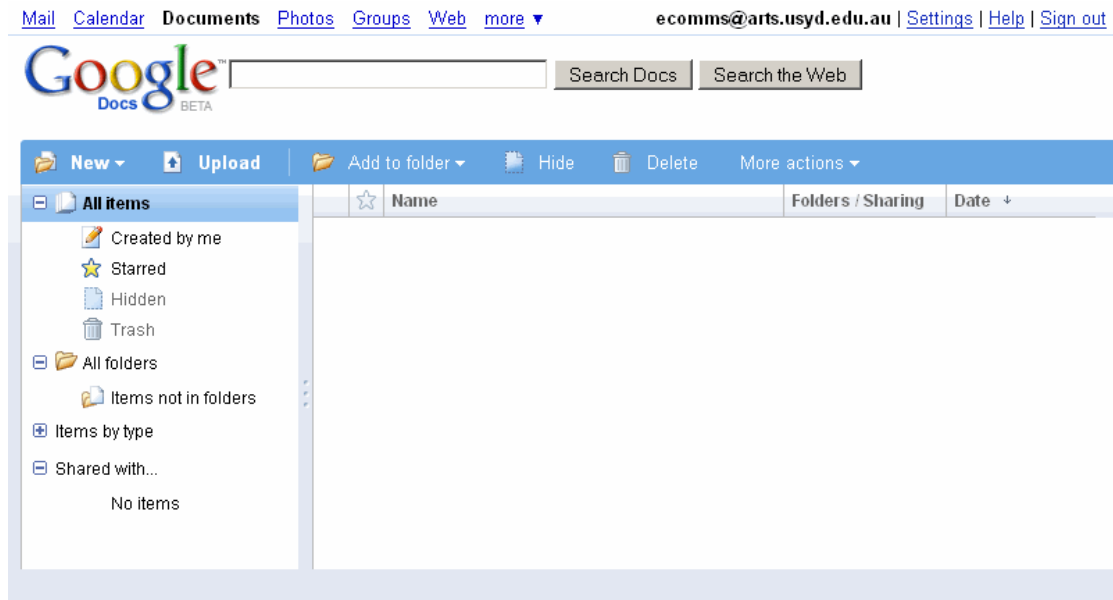


Click on this link to access Google Docs.

The web address (URL) of Google Docs is <http://docs.google.com>

## Getting Started

You've now entered your personal filespace on Google Docs, which will look a lot like the image below.



There are two ways to get started using Google Docs. You can **Create a New Document** or you can **Upload an Existing Document** from your Desktop.

To **Upload an Existing Document**, click Upload in the blue toolbar, and fill in the subsequent form. You can upload any Microsoft Word, Powerpoint or Excel file from your desktop by using the Browse function. This will not affect the version on your desktop (it creates a copy of your file on Google's server), and as we'll see, you can export the resulting Google Document in the original Microsoft Word, Powerpoint and Excel format when you're finished editing, and download it back to your desktop for safe-keeping, if you wish.

To **Create a New Document**, simply click on New in the blue toolbar, and from the drop down menu, select the type of document you want to create (you can choose to create a Document, Spreadsheet or a Presentation). You can also use this menu to create a new folder to organise your documents.

- \* For this workshop, please create a new word-processing document by selecting Document from the menu.

You'll notice a new window or tab will open in your browser.



### Give your document a title

Can you see where it says "**Untitled**", just above the file menu? To title your document, click the text. A small dialogue box will appear for you to enter a title for your document. Click ok to close the box and return to the document.

### Saving your document

You may have noticed a small red sign appeared in the top right hand corner of the screen labelled "Saving" after you changed the title.

**Google automatically saves your document** for you after each change, or every few minutes, if no changes are made.

Try writing some text in the large empty text area. The red Saving sign will reappear.

### Checking your revisions

Every time that sign appears, Google saves a version of your document and adds it to a list of revisions.

This list can be accessed from the **Revisions** tab above the dark blue toolbar.

Here's the list of revisions Google had recorded for my test document after only five minutes and three changes.

The screenshot shows the Google Docs interface for a document titled "My first document". The user is logged in as "ecomms@arts.usyd.edu.au". The document was last edited on October 12, 2007 at 2:57 PM by Ecomms. The "Revisions" tab is selected in the dark blue toolbar. Below the toolbar, there is a "Compare Checked" button. The main area displays a table of revisions:

Revision	Last Edited	Changes
<input type="checkbox"/> <a href="#">Revision 5</a>	1 second ago by Me	;lkajsdf,lkjsad f
<input type="checkbox"/> <a href="#">Revision 4</a>	14 seconds ago by Me	no text added
<input type="checkbox"/> <a href="#">Revision 3</a>	14 seconds ago by Me	ajshd f; jkl
<input type="checkbox"/> <a href="#">Revision 2</a>	110 seconds ago by Me	no text added
<input type="checkbox"/> <a href="#">Revision 1</a>	110 seconds ago by Me	no text added
<input type="checkbox"/> <a href="#">Revision 0</a>	5 minutes ago by Me	no text added

At the bottom of the table, there is another "Compare Checked" button.

You can see the state of the document at the time a particular revision was saved by clicking on any of the links on the left hand side of the list.

You can even compare more than one revision by checking the relevant checkboxes and clicking on the Compare Checked button at the top of the list.

To revert to a particular version of the document, click on the revision number to view that version, then click the button labelled "Revert to this one".

For the moment, however, click the **Edit** tab to return to the main editing screen.

### Insert an Image or a Link etc.

The **Insert** tab to the right of the Edit tab modifies the dark blue toolbar to allow you to add images, links, comments, tables, bookmarks, horizontal lines or special characters to your document.

\* Try inserting a table with 3 columns and 2 rows and an orange background into your document.


NB: To delete a table, right-click (PC) or Cntrl-click (Mac) on the table, and select "Delete table" from the drop down menu that appears.

## Sending/Publishing your document

When you're done editing your document, there are a number of ways you can distribute it to others to view.

### Email

Google Docs allows you to email the document you've created to a list of recipients directly from the website.

To do this, click the email icon  [Email](#) and fill in the form. You have the option of sending the document in Microsoft Word format as an email attachment (other formats of attachment are available from the drop down menu, e.g. RTF). Alternately, you can send the document as HTML in the body of the email.

You can include an accompanying message to recipients by filling in the appropriate text box.

Finally, you have the option of sending yourself a "carbon copy" of the message, by checking the "CC me" check box at the bottom.

### Web

Click on the "Publish" tab at the far right of the screen to see the options for publishing your document on the web.

You can:

- a) Publish your document as a public web page for others to view, or
- b) Send your document to your blog as a blog post

If you choose to **publish your document on the web**, Google Docs will assign the document it's own web address, which you can visit, bookmark and share with others. You also have the option of getting Google Docs to automatically update the public version whenever you change the document itself, but this will mean that draft changes (e.g. spelling errors) will be publicly visible.

To publish the document in this way, click

**Publish document**

To **publish your document as a blog post**, you'll need to set your blog site settings. Your settings will look a lot like the following:

**Blog Site Settings** ✕

**Existing Blog Service**

Hosted provider (like Blogger, etc.)
  My own server / custom

Provider:

**Existing Blog Settings**

User Name:  Password:

Blog ID/Title:   
Optional. If you don't specify one, we'll use the first blog we find, and you can change it later

**Options**

Include the document title when posting (if supported)

To automatically categorize your blog posts, just tag your documents with a category name you already use on your blog site.

The key things to remember are that your User Name is likely an email address, and that your host provider is Blogger.com. You can test the settings before confirming them by clicking **Test**. Once you're set, click **OK**.

- \* Note that Google Docs also supports posting documents to blogs hosted by other services apart from Blogger, including WordPress and LiveJournal.

**Post to blog**

Now, to send your document to your blog, click

A timestamp will appear above the icon indicating when the document was last posted.

Click on the Edit tab, or the Back to Editing... button to return to the edit screen.

## Collaborating

Google Docs allows you to invite other people to collaborate in the writing / editing of your document.

If you click on the Share tab, the following screen appears:

The screenshot shows the Google Docs interface with the 'Share this document' dialog box open. At the top, it says 'My first document' edited on October 12, 2007 3:11 PM by Ecomms. The 'Share' tab is selected. The dialog box has two main sections:

- Invite people:** Options to invite 'as collaborators' (selected) or 'as viewers'. A text box for email addresses is present, with a note 'Separate email addresses with commas.' and a link 'Choose from contacts'. An 'Invite collaborators' button is at the bottom.
- Advanced permissions:** Two checked options: 'Collaborators may invite others' (with sub-note 'Only the owner may change this') and 'Invitations may be used by anyone' (with sub-note 'Allows mailing lists' and a link 'Learn more').
- Document status:** A message 'This document is not shared.' with links for 'Preview document as a viewer' and 'View RSS feed of document changes'.
- Collaborators (0):** A section stating 'Collaborators may edit the document and invite more people.'
- Viewers (0):** A section stating 'Viewers may see the document but not edit it.'

By adding email addresses (separated with commas) into the text box, you can invite others to access your document, without needing to make it publicly accessible on the web.

You can grant invited people authorship rights by inviting them "as collaborators", or simply give them read-only access by inviting them "as viewers".

You can also choose to allow invited people to invite third-parties to join in as collaborators.

Note, however, that in order to accept your invitation to view/edit the document, the person must have or get a Google account of their own.

- \* **Google Docs can have up to 200 collaborators on a single file with up to 10 people editing a Document at the same time.**
- \* **Up to 50 people can edit a Spreadsheet at the same time.**

## Organizing your documents

When you've had enough of editing your document, click the **Save & Close** button near the top right of the screen. This will return you to the screen we saw initially, but now your new document will appear in the list of documents on the left. All existing documents associated with your Google account appear in this list.

### Create a folder

The easiest way to organise your Google Docs is by creating folders for them.

To do this, click **New** in the toolbar on the left, then **Folder** from the drop down menu.

Give the folder a name and then hit **enter/return** on your keyboard.

You can add a description of the folder, if you wish.

The folder name should now appear under the All folders heading in the menu on the left.

### Add your document to the folder

Currently, you can only see files in your folder (you should be none in there yet).

To see all your files, in the menu on the left, click **All items**.

You can **drag and drop** the file into your folder. Alternatively, **check the box** next to the file, click **Add to folder** in the toolbar and select the folder from the drop down menu.