



Greenwood Public Library

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## Get More Out of Google

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This course will cover free Google tools beyond searching and Gmail. You will be introduced to Google Docs, Drive, and Sites.

Google began as a search engine more than ten years ago, but now offers a variety of tools for individuals and businesses. In addition to using Gmail Email, your Gmail login allows for access to several additional free Google applications including Reader, Docs and Sites.

Google Docs work like word processing, presentations, and spread sheets software, but are free and online. Google Docs can be saved in your Google account and easily shared with others.

Google Drive is the 'home' of Google Docs. It allows for easy storage, access, and sharing of files across multiple devices.

Google Sites allows you to create a website without having any knowledge of html.

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### Login to Your Google Account

#### Google Docs



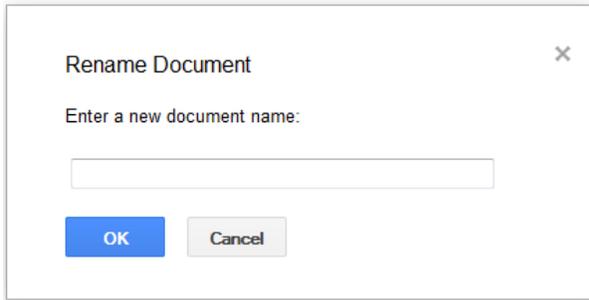
Select **Drive** from the top tool bar.

The options to Create or Upload a Document is located at the top of the side-bar.



Here you will see all the types of Google Docs offered including Documents, Presentations, Spreadsheets and more. We are going to start with a **Document**.





First, we will give our document a title. Under **File**, select **Rename**.

A box where a new document name can be entered should come up. I am going to rename my document "Sample."

Editing a Document in Google Docs is very similar to Microsoft Word so we will not cover it in detail. From the top tool bar text can be changed by font type, size, bolding, italics, underline or color. Bullet lists, alignment, and spacing can also be adjusted.

Document changes will be automatically saved. Notice the note **Saving...** by your toolbar as you type.

A unique feature of Google Docs is the ability to easily **Share** your work with others. Select **Share**.

#### Who has access

Private - Only the people listed below can access [Change](#)

Sara O'Sha (you) greenwoodlibrarysara@g... [Is owner](#)

Add people: [Choose from contacts](#)

Enter names, email addresses, or groups... [Can edit](#) ▾

Notify people via email - [Add message](#)

Send a copy to myself

Paste the item itself into the email

[Share & save](#) [Cancel](#)

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

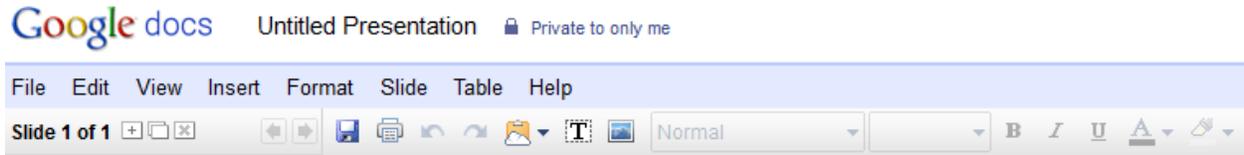
Once you put your cursor in the box to **Add people**, more options will be given including selecting names from your contact list.

The drop down menu under **Can edit** allows you to choose if those you are sharing the document with can **Edit**, **Comment** or only **View** it. Allowing others to edit is helpful for group work or collaborations.

Google Docs can also be downloaded into several file types including Word, Text or PDFs by selecting **File** then **Download As**. Let's Download this as a **Word** file. Select **Save File**. This can now be retrieved from the computer's Downloads and opened and edited in Word.

## Presentations

Return to the **Documents** homepage using the link at the top. From here we will take a brief look at Presentations. From Create, select **Presentation**.

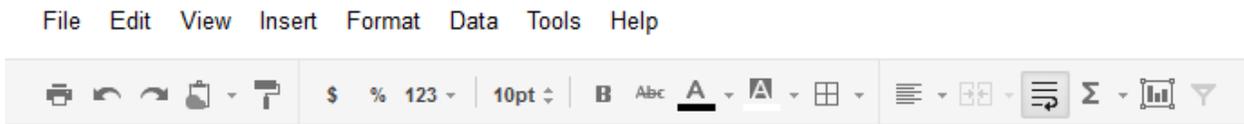


Google Presentations are edited very much like Microsoft Powerpoint. Additional slides are added using the  icon. Slideshow view is found under View, and Presentations can also be Shared and Downloaded.

## Spreadsheets

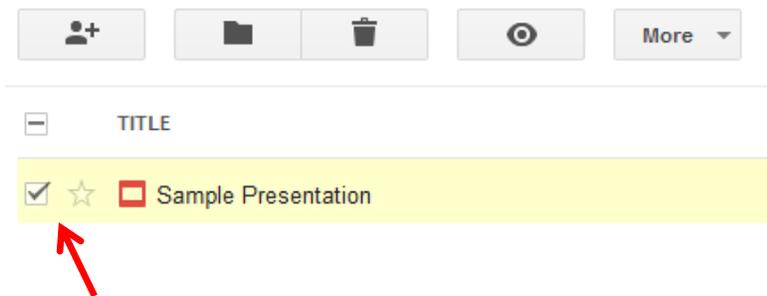
Return to the **Documents** homepage using the link at the top. Now we will take a brief look at Spreadsheets. From Create, select **Spreadsheet**.

### Unsaved spreadsheet



Google Spreadsheets are edited very much like Microsoft Excel including the ability to add formulas and graphs. Additional sheets can be added using the + at the bottom of the page. Spreadsheets can also be shared and Downloaded.

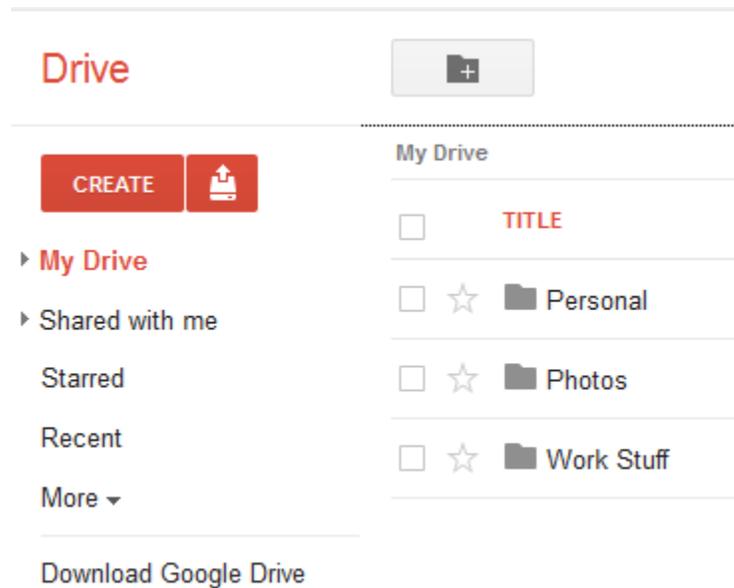
Return to the **Documents** homepage using the link at the top to view all of your Google Docs.



By selecting an item off your list of documents you will again have the option to **share**, **organize** into folders, or **delete**. More gives additional options including Renaming and Downloading.

## Drive

Google Drive is now the home page for Google Docs. It is where your Docs are stored online, also called in the 'cloud.' It is a also place where you can upload and store other types of documents for easy access and sharing anywhere you have internet access.



## Uploading

Click the  icon next to Create to upload documents. This will allow you to browse your computer for files you'd like to upload.

Tip- there is another way to upload. Just drag and drop the file onto your Drive screen. A box will open in the lower right showing you the upload progress.

## Sharing

Similar to in your Gmail, whenever you select an item from the documents list in your Drive a new toolbar with more options will appear.



To share a file (you can think of this like sending it to someone) select the the icon that looks like a person with a plus sign.

### Sharing settings

Link to share (only accessible by collaborators)  
<https://docs.google.com/document/d/1Aqx8F8FISRb83CW4Afpk1op2CFqlwqp>

Share link via:

Who has access

Private - Only the people listed below can access	<a href="#">Change...</a>
Sara O'Sha (you) osha.sara@gmail.com	Is owner

Add people: [Choose from contacts](#)

[Can edit](#) ▾

Notify people via email - [Add message](#)

Send a copy to myself  
 Paste the item itself into t  
email

[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

**This works the same as the sharing we covered in the Docs section.**

Under 'Who has access'-If you want the file to be accessible by anyone on the internet or anyone with the link, choose the appropriate option. They will not be required to sign into Google's systems. Proceed with caution.

Once you put your cursor in the box to **Add people**, more options will be given including selecting names from your contact list.

The drop down menu under **Can edit** allows you to choose if those you are sharing the document with can **Edit**, **Comment** or only **View** it. Allowing others to edit is helpful for group work or collaborations.

You have further control of your document here. You can choose if editors can add people or change permissions.

Tip- As soon as you share the file with a recipient with a Google account it will automatically appear in their own Google Drive.

## Organizing your Drive



Just like your Gmail, items in Drive can be organized into folders for making it easier to locate your files. If you select a file from your list, use the folder icon on the top toolbar to create folders and move items into them.

Under **More** you will find important options like download and copy.

## Sites

<b>More</b> ▾	<p>Sites are Google's free website building tool. It used to be linked on the main toolbar, but can now be found under More and then <b>Even More</b>.</p> <p>Sites are under the <b>Home &amp; Office section</b>, but while we are here, check out all the helpful applications that Google offers!</p> <p>See the additional handout for a list of some of the ones we find most helpful or interesting.</p>
Translate	
Mobile	
Books	
Offers	
Wallet	
Shopping	
Blogger	
Reader	
Finance	
Photos	
Videos	
Even more	



Select **Create** to begin a new Google Site.

Name your site:

**My Library Sample Site**



Enter your site name.

Site location - URLs can only use the following characters: A-Z,a-z,0-9

https://sites.google.com/site/**mylibrarysamplesite**



The URL, or web address, will be shown here. Note that your Site Name can be different from the URL, which might be necessary since all URLs must be unique.

- ▶ Select a theme
- ▶ More options



We will be starting with a blank document, so please do not select a theme at this time.

Type the code shown:



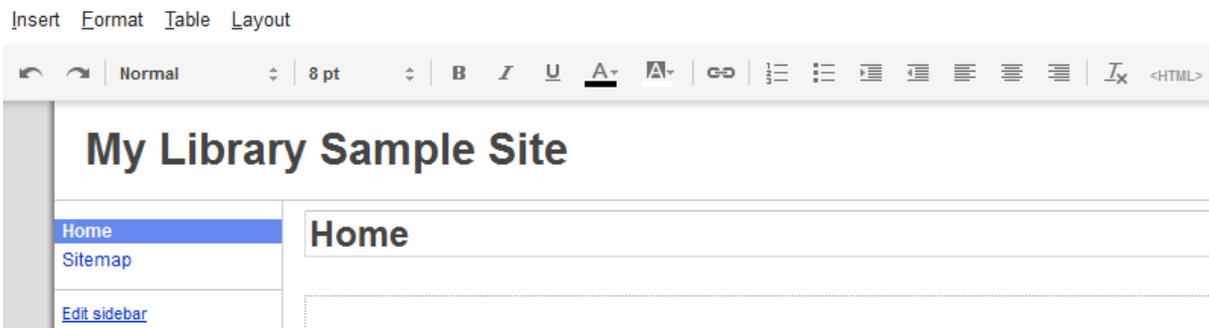
You will be asked to type a security code.

**cryogy** 

Select **Create** and you will be taken to the Home page of your new website.

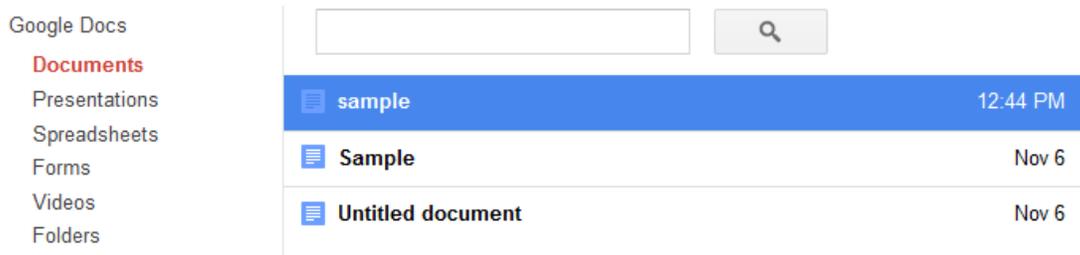


The tools for building your website are located in the upper right-hand corner, and including Edit Page (pencil), New Page (+) and More. **Unlike Docs, Sites does not automatically save your work, a Save button will appear in the upper right-hand corner when changes have been made while editing a page.** Select **Edit Page**.



Here you are able to add and format text. Under **Insert** options are given to insert images, links and Google items such as Documents, Calendars, and Maps.

Select **Document** from the list and we will insert the sample document we created in the Docs section.

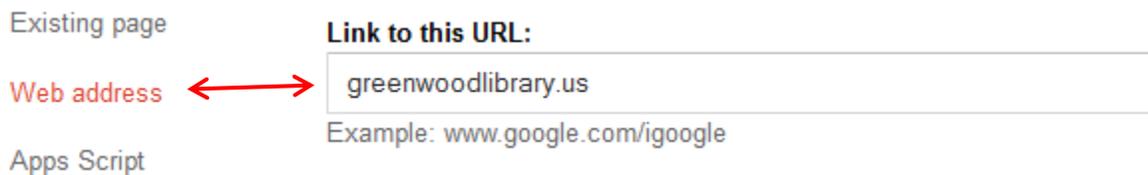


Click on the document title, then **Select** at the bottom. The document will now be a part of your website.



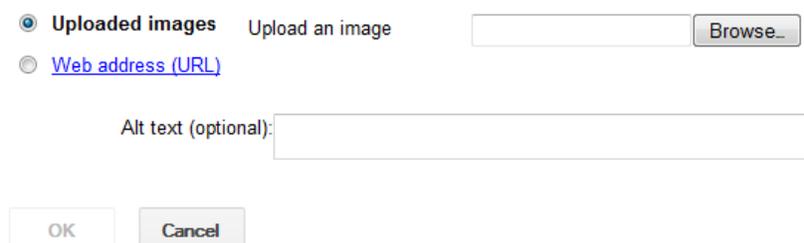
With the document a toolbar will appear to format what you inserted including alignment and text wrap. To remove what was inserted, click on the **X**.

Next we will insert a link. From **Insert** select **Link**.



Use Existing page to link to a page within your Google Site, or **Web address** to link to a page elsewhere on the web. Select **OK** then **Save** at the top of the page, then test your link.

Next we will insert an image. From **Insert** select **Image**.



Uploaded images will allow you to select an image from your computer to insert into the page. Placing the cursor in the field next to Browse, select the image titled "Sample Picture" from the Desktop then select OK.

### Adding Pages



Select the + button to add a page.

Name your page:

You will be asked to name the page.

Your page URL: /site/saralibrarysamplesite/ [change URL](#)

Select a template to use:

Template options are given; we will add a Web Page.

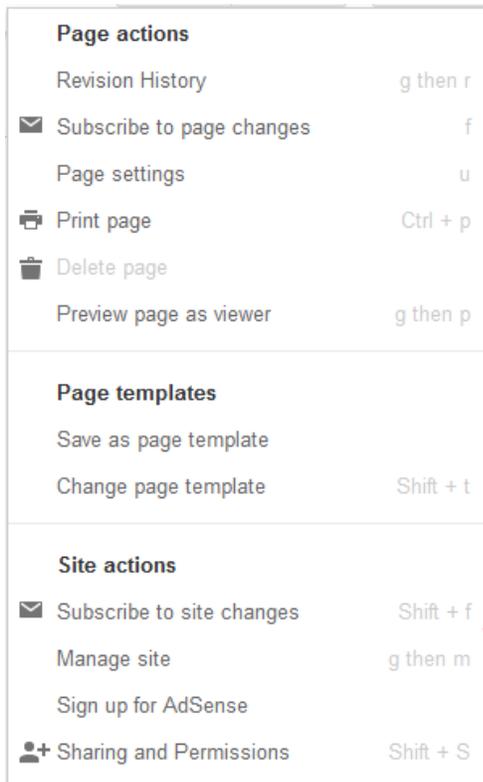
Select a location:

- Put page at the top level
- Put page under **Home**
  - » Your new page
  - Choose a different location

Here a location can be selected. The page can be placed at the top level or the same as the Home page, or under as a subpage of Home.

Select Put page at top level, and click **Create**. You will be taken to your new page for editing.

More Site Options



Under the More button you will find additional options including page history and printing.

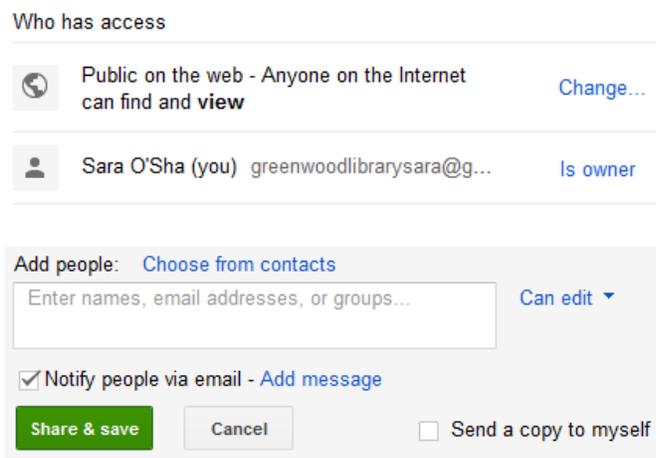
Under Page templates you can change the layout of the page from a blank web page like the two we have created to an announcement, file cabinet or list page.

We are going to look at the **Site actions** including Manage site and Sharing and permissions. **First, select Manage site.** Many options are available here, including making the site useable by mobile devices, enabling analytics to see who is viewing the site, and the option to delete the site.

Right now, we are going to make our site more attractive by selecting a **Theme**. The link to themes is located at the bottom-left of the screen.

Click on a theme and select **Preview** to see how your site will look. Find a theme you like click **Save**.

Now we will look at **Sharing and permissions**, which are also found on the left-side toolbar.



Here you can change who can view your site from public to everyone, to those with the link, or to completely private.

Like Google Docs, you can share your site with others and decide if they can edit or only view.

Now lets view our work by returning to the main page and **selecting Preview page as a viewer** from the **More** menu.