

How to...

Use Google Docs

Create New and Upload

By clicking the down arrow on the Create New link, you can create a new document, presentation, spreadsheet, form, drawing, collection, or start from a template. The Upload button allows you to transfer projects from your computer to Google Docs.

Opening Documents

You can open any project by double-clicking on it in the list here. Document titles in bold mean that someone else that you have shared it with has edited it.

Sign Out

When logging out of your Google account, you can click "Sign Out" on one page and Google logs you out of all the other Google account windows you have open.

Sharing

Sharing is useful when working on group projects. The "Share" button is next to the "Save" button on the top right of the page when your document is open.

The screenshot shows the Google Docs Home interface. At the top, there's a navigation bar with links for Mail, Calendar, Documents, Sites, Video, and more. Below this is a search bar and a 'Browse template gallery' link. The main area is divided into a left sidebar and a central document list. The sidebar has 'Create new' and 'Upload...' buttons. The document list shows various files, some in bold. On the right, there's a preview of a document titled 'March Graphic' with sharing settings. Annotations with arrows point to the 'Create new' button, the document list, the 'Sign out' link in the top right, and the 'Sharing' settings panel.