Google Docs

Fostering online co-creation among learners and teachers

STEPS

01   **Getting started**

In order to use Google Docs, you need a Google Account[1].

- Go to **https://docs.google.com**
- Sign in using your Google Account.

02   **Creating a new Google Doc**

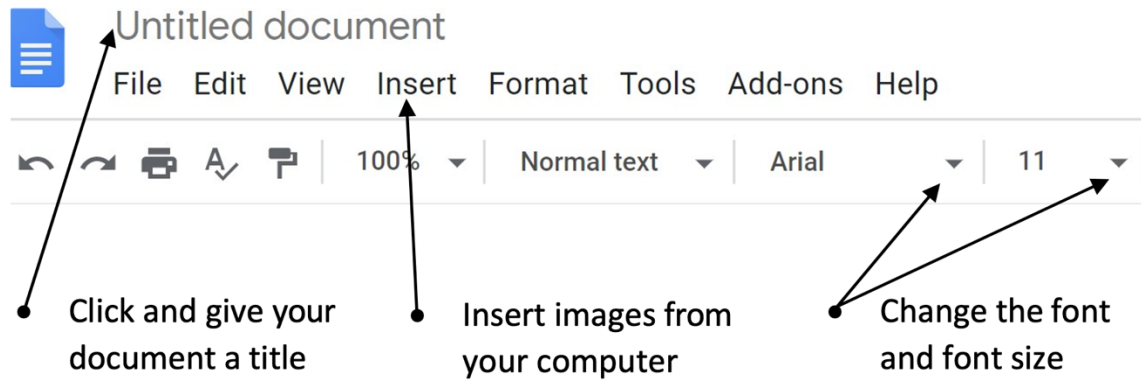- Click on the button **'New'**.

- Click on **'Google Docs'**.

- A new screen appears, you can now start typing end editing your file. All the changes you make are automatically saved. In the menu bar on top you are provided with tools to edit your document, here are the most basic once:
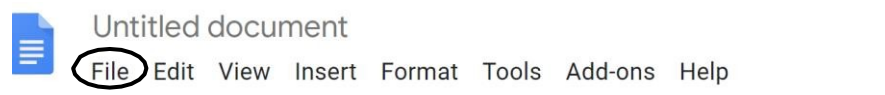

[1] See tutorial on how to create a Google Account

Click and give your document a title

Insert images from your computer

Change the font and font size

03   **Downloading your document**

Once you have created your document, you can download it to your computer.

- Click **'File'** in the top menu bar.

- Click **'Download'**, then click on the file type in which you want your document to be downloaded (PDF, Word, etc.).
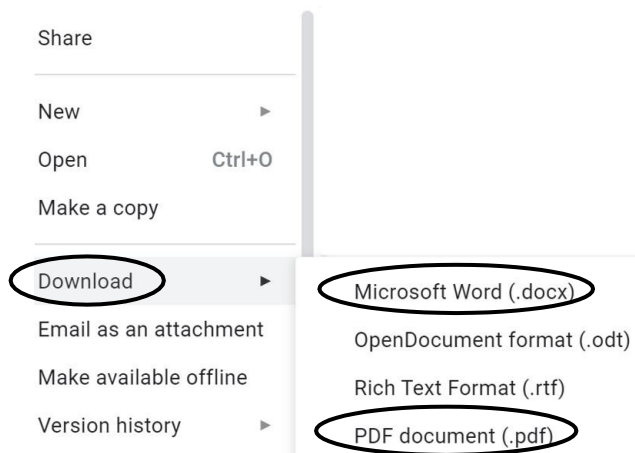
04   Sharing and collaborating

Using Google Drive and Google Docs, you can collaborate with several people at the same time within one document. In order to do this, you have to share your document:

- Inside your created document, Click **'Share'** in the right corner of the menu bar.

- A new screen will appear. The system will now provide you with two options two share your document; by mail OR by a shareable link.

Sharing your document by mail

Type the mail addresses of the people you want to share with.

Unfold the arrow, and click on the type of permission you want collaborators to have.

Finally, the 'Done' button will transform into 'Send', click 'Send' to share your document.

Sharing your document by shareable link

- Click on **'Get shareable link'**.

- You will get a notification that the link to your document is copied to clipboard. You can now share this link by mail, social media, … for people to access your Document.

- Similar to sharing your document by mail, decide and click on the type of permission you want your collaborators to have *(Can edit, Can comment, Can view)*.