

# Google Docs

## Quick Reference Card

Academic  
Technology Center  
LCC 19/249  
463-3377

# Google Docs

Home Page button

Click to create a new document, presentation, spreadsheet, form, or folder.

Search documents or templates.

Change view

1

2

List of specified files

Use the menu to sort items by type.

Items by type

- Files
- Documents
- Presentations
- Spreadsheets

Click Upload to upload a file from your computer.  
Only Converted files can be used online (most documents will be converted automatically)

Upload Files

Select files and destination

You are currently using 0 MB (0%) of your 1024 MB. [Add storage](#)

You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

questions.txt

Select more files

Select conversion options

Only converted files can be edited online. [File types and size limits](#)

Convert documents, presentations, and spreadsheets to the corresponding Google Docs formats

When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the right to upload or share. [Learn more](#)

Destination folder

Start upload

Click to open a new window and select the file you wish to upload.

Click to start the upload

Share

Folders

Delete

Rename

More actions

- Star
- Hide
- Change Owner
- Mark as Unreviewed
- Export...
- Publish
- Revisions
- Submit to Template Gallery

Apply changes

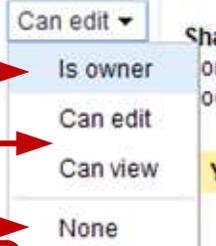
Cancel

- To **Create New Doc or Folder**, click **New** to create a **new document, presentation, spreadsheet, or form**, as well as **folders**.
- To **Upload from another Program**, click **Upload** to upload a file created in another program. The types of files you can upload are - **HTML, (.txt), (.doc), (.rtf), (.odt), (.sxw), (.ppt), (.csv), (.xls), (.ods), and PDF**
- To move several files at once, check the boxes next to the file names and click **Move To > click on the folder name > click Move to Folder**.
- To **Delete a file**, check the box next to the filename and click **Delete**. Files are moved to the trash, where they remain until emptied.
- Folders in Google Docs are actually labels. One file can "reside in" many folders. Drag a file onto a **folder** to label it with that folder name.
- To **save a Copy of a Doc**, go to **File > Save as New Copy**.
- To **Save as another File Type**, go to **File > Download File as > then choose the file type**. You can revert a doc to an earlier version by going to **File > Revision History**.
- To **Print**, go to **File > Print**. If you are on a Windows computer, you will get the print dialog box. If you are on a Mac, you can print from the PDF viewer.
- To **Share a Doc**, click **Share > Invite People**. Then enter the email addresses of recipients. Choose whether they can edit or view. Type a message to send an email, or click **Add without sending invitation**.

## To Share Your Docs



Choose what others can do with your docs



Select other viewers  
*sign-in status*

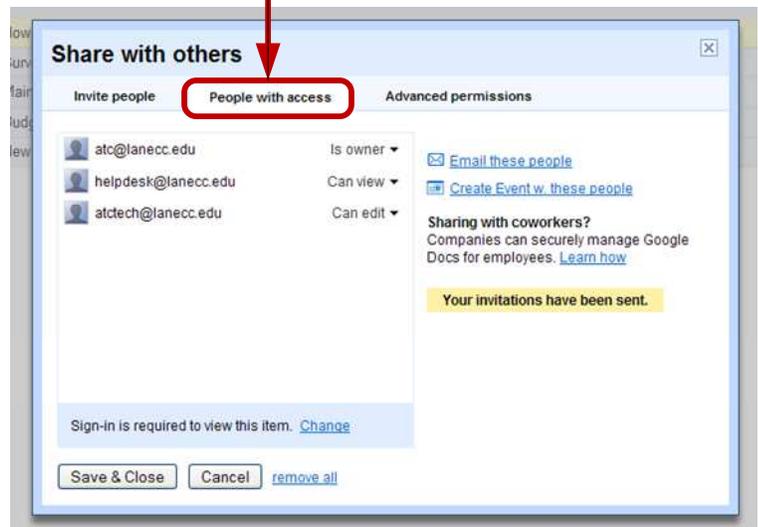
Always require sign-in  
Let people view without signing in  
Let people edit without signing in

Sign-in is required to view this item. [Change](#)

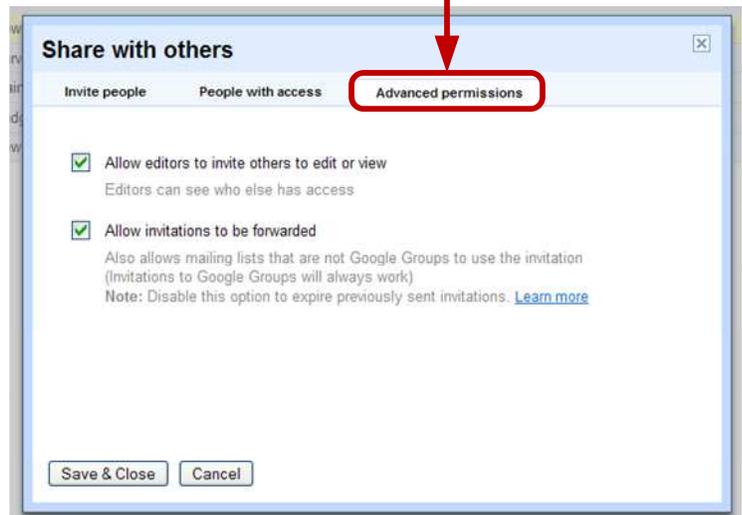
## Invite People Tab



## People With Access Tab



## Advanced Permissions Tab



- To **Share Your Docs**, select an option from the **Share** drop down menu.
- If you select **Invite People**, the menu in the top right corner of this page will appear.
- Type in the email addresses of the people you would like to invite in the **Invite** text box.
- Then select whether they are to **edit** or **view** your project.
- Next, type in a subject and message to be mailed to the recipients.
- After all that is completed, select whether or not you would like a copy of the email and select **Send**.
- You can view who has access under the **People With Access** tab.
- You can allow extra permissions to others under the **Advanced Permissions** tab by selected what you want and **always** pressing **Save & Close** afterwards.
- You can also use the **Sign-In** menu to select what your recipients sign in status is required to be. This can be handy when dealing with privacy issues.