

# Google Docs Creating and Uploading Tutorial Transcript

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## Slide 1

Welcome to the “Creating and Uploading with Google Docs” Tutorial. Google Docs allows you to create documents, spreadsheets, presentations, draw pictures, create forms, and much more directly within Google Docs. As you create, and once your creation is complete, you can share it and receive feedback from other Google Docs Members. Google Docs also allows you to upload works created in outside programs to view, edit, and receive feedback as well. This tutorial will show you how to create and upload any work you want to share within Google Docs.

## Slide 2

Start by opening your preferred internet browser and going to docs.google.com this will bring you to the Google Docs Sign in page that will look like this. You will have to sign in using your Google email and password. If you do not have a Google email account also known as a Gmail account, you may create one by clicking the link “Create an account now” and follow the step by step process.

## Slide 3

Once you have entered your Google email and password, you can click the “Sign In” button to continue.

## Slide 4

Once you log into Google Docs, the main page will look like this.

## Slide 5

Now we can begin to create. The “Create New” button is located in the upper left side of the screen. Click it. A drop down box will appear with all available Google Docs creation options.

## Slide 6 Document

Let’s start by clicking “Document”. This will allow you to create a written word document within Google Docs.

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## Slide 7

Once you click on the “Document” Tab, a pop-up “Document” window will appear in a separate window on your browser. This will allow you to work on multiple Google Docs simultaneously. Before beginning to write your document, make sure that you title your work. Do so by clicking on the bar entitled “Untitled Document” located on the right of the Google Docs logo at the top, left hand side of the screen.

## Slide 8

Once you click inside the “Untitled Document” bar, a box will appear entitled “Rename Document”. At this point, type in your desired title for your document and then click “Ok” to continue.

## Slide 9

You will instantly see that the document has been re-titled. You can now begin to write your document.

## Slide 10

As you write, familiarize yourself with your writing toolbar. This tool bar allows you to change fonts and sizes of text, Insert photos and tables, and much more.

## Slide 11

As you type Google Docs will automatically save your work at specific timed intervals. If you would like to save more often just click the “Save now” icon at the top right hand side of the screen.

## Slide 12 Sharing

Sharing with Google Docs allows you to have others view, edit, and give feedback on your work. To share your work, click the “Share” drop down arrow to pull up the drop down box options and then click the “Share” option.

## Slide 13

This will activate the “Sharing Settings” screen. At this point you will see your email address and the word owner next to your information. As the owner of the work you can “add people” to share your work with. Do this by clicking inside of the box that begins with “Enter names”...

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## Slide 14

Now you can begin to type in the email addresses of the people that you would like to share your work with, under the “Add people” box. You can also choose whether or not you would like to include a personal message in the box located directly below the “Add people” box.

## Slide 15

Once you have added your people and finished your personal message, click “Share” and all of the people you indicated will now be able to view, edit, and give feedback on your work.

## Slide 16

The Google Docs discussion feature allows you to see any posts made in response to your work by other Google Docs members. The “Discussion” button is located to the left of the “Share” button, in the upper right hand side of your screen.

## Slide 17 Presentation

To create a presentation, click on the “Create new” drop down box, and then click the “Presentation” tab.

## Slide 18

A separate Presentation window will pop up. The presentation creator work much like Microsoft’s PowerPoint and slides can be created and developed into a slide show. The presentation feature saves at set intervals as well, but you can click the “Save now” button to save more often. Please note, share and discussion features for presentations work the same as shown in the document section of this tutorial.

## Slide 19 Spreadsheet

To create a spreadsheet, click on the “Create new” drop down box and then click “Spreadsheet”.

## Slide 20

A separate Spreadsheet window will pop up. The Spreadsheet creator works much like Microsoft’s Excel. The Spreadsheet feature saves at set intervals as well, but you can click the “Save now” button to save

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more often. Share and Discussion features for spreadsheet works the same as shown in the document section of this tutorial.

## Slide 21 Form

To create a Form, click on the “Create new” drop down box and click “Form”.

## Slide 22

A separate Form window will pop up. Create your form by completing the forms template. Please note, the Form feature also saves a set intervals; however, you can click the “Save now” button to save more often. Share and discussion features in Google Docs Forms Section work the same as shown in the document section of this tutorial.

## Slide 23 Upload

Google Docs allows you to upload works created from outside programs and still have the ability to share, edit, and receive feedback. You may upload any works that you would like regardless of the program in which the work was created. The upload button is located on the left hand side of the screen to the right of the “Create new” drop down tab. Please note that once you upload your work to Google Docs it will become visible through your Google Docs Page. Make sure to not upload any works that you do not want the public to see.

## Slide 24

To begin uploading, click on the first option in the “Upload” drop down box, entitled “Files”. At this point follow the step by step instructions to search your personal computer for the desired file that you wish to upload.

## Slide 25 My Collections

Once any work is created within Google Docs, you can pull it back up by going to the “My collections” tab on the home page located at the top center of the screen.

## Slide 26

Begin to type in the document title that you are looking for and a drop down box will appear. Simply click any of your created work to pull it back up and continue working on it.

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## **Slide 27**

Now that you know how to create and upload within Google Docs, you can begin to make full use of this digital media in the classroom. Students can upload work to share with you and other students for editing purposes, give feedback to one another on classroom assignments, and since everything saves to the Google Docs site, no one has to worry about having enough space to save larger documents on their individual hard drives. Thank you for watching and enjoy using Google Docs in the classroom.