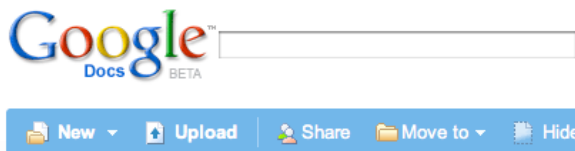


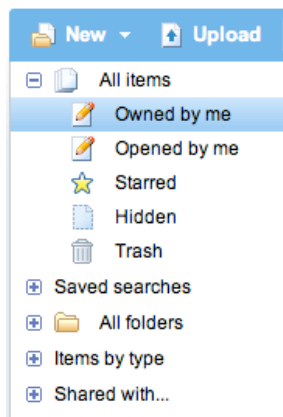
Google Docs is a free web-based office suite that allows you to store documents online so you can access them from any computer with an internet connection. With Google Docs you can share a document with other people so that everyone can work on it at the same time. You can even track revisions to see the edits made by everyone who has been invited to work on the document. Google Docs supports many of the features of stand-alone word processing and spreadsheet programs, including the ability to add images, tables, and more. To get started with Google Docs, all you need is a free Google account.


The Docs List





Once you log in to Google Docs you should see a file manager interface known as the Docs List. Folders will be listed on the left sidebar and documents on the right. The blue toolbar at the top will include the buttons you will need to work with folders and documents.



Clicking on the plus sign next to All items in the sidebar will show you some categories created by Google Docs to organize your documents:



- Owned by me: shows all documents you've created or uploaded on Google Docs. 
- Opened by me: shows all the documents you've opened, including the last time you opened and updated each of them.

- Starred: shows any documents with a star assigned to them. To assign a star to a document, click on the Star icon to the left of its name in the document list. 
- Hidden: shows any hidden documents.
 - To hide a document, check the box next to its name in the document list and click on Hide on the toolbar. 
 - To unhide a document, select the Hidden folder in the folder list, check the box next to the name of the document you want to unhide in the document list and click on Unhide on the toolbar.
- Trash: shows documents you've deleted. 
 - To delete a document, check the box next to its name and click on Delete on the toolbar.
 - To empty the trash, select the Trash folder on the folder list and then click on Empty trash on the toolbar.
 - To move documents out of the trash, select the Trash folder, check the box next to the documents you want to move out of the trash, and click on Undelete on the toolbar. 

The All folders section of the sidebar will show all the folders created by you. To create a new folder, choose New > Folder on the toolbar. This will create a new folder with the default folder name ("New Folder"). To rename the folder:

1. Click on All folders in the sidebar on the left side of the screen to display a list of the folders on the right side of the screen.
2. Check the box next to the name of the folder you want to rename.

3. Click on Rename on the toolbar, enter the desired folder name and press Return or Enter on your keyboard.

The steps for deleting a folder are similar, but you will select Delete instead of Rename on the toolbar.

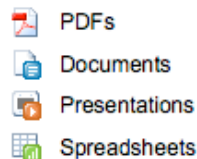
To place documents in a folder:

1. Select the documents by checking the boxes next to their names in the documents list.
2. Click on Move to on the toolbar.
3. Select the folder where you want to place the documents by clicking on its name in the Move to popup window.
4. Click on Move to folder.

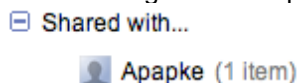
To move documents out of a folder:

1. Select the folder in the folder list.
2. On the right side, check the box next to the name of each document you want to move out of the folder.
3. Click on Move to on the toolbar.
4. Select "Remove from current folder" and click on the Remove from folder button.

The bottom section of the folder list allows you to view your documents by type.



You can also view a list of people you've shared documents with along with the number of documents you're sharing with each person.

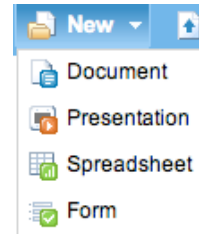


To search your documents, enter your search words in the search box above the toolbar and click on Search Docs. Clicking on Show search options will display more advanced search options, such as searching for documents by type or by date. To save your search criteria for future use click on Save this search. Your saved searches will appear under Saved searches in the sidebar.

Creating a New Document

There are two ways to create a new document in Google Docs:

1. To create it from scratch in Google Docs, click on New on the toolbar and select Form, Document, Spreadsheet or Presentation.



The new form, document, spreadsheet or presentation will open in a separate window. To give it a name, select File > Rename, enter the name you want to use and click on OK.

2. To upload a document you've already created with another program (such as Microsoft Word, Excel or PowerPoint), click on Upload in the toolbar. Click on Browse and locate the file you want to upload. Enter a name for it and click on Upload File.

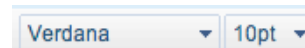


To edit a document from the Google Docs file manager, click on its name in the documents list. The document will open in a separate window. Google Docs saves your open documents at regular intervals. You can also save a document by clicking on the Save or Save and close buttons.

Google Docs Formatting and Editing

Once you type some text into your new document, you can select it and use the buttons on the toolbar to format it:

- Change the font and the text size



- Make text bold, italics, or underlined



- Change the text and background colors



The Format menu has additional formatting options, such as superscript, subscript, and strikethrough. To create headings, select the text you want for the heading and choose one of the three heading types in the Format menu.

To remove all formatting from the selected text, click on the Remove Formatting button.



To change the formatting for your entire document:

1. Select Edit > Document styles.
2. Choose a font, text size, line-spacing and document background color.
3. To use the same settings for all new documents, check the box in the lower right corner of the window.
4. Click on OK to save your settings.

As with most word processing programs, the Edit menu is where you will find options for cutting, copying and pasting text and images. You can also undo or redo your last action by selecting Edit > Undo or Redo, or by clicking on the undo or redo buttons in the toolbar.



Alignment and Spacing

To change how text is aligned, click on one of the align buttons in the toolbar (left, center and right):



To justify text, choose Format > Align > Justified after you've selected the text.

To change the line spacing, choose Edit > Document styles to bring up the Document styles window, then choose a different setting from the line-spacing drop-down menu (Normal, Single, 1.5, Double, or Triple).

Lists and Indentation

To create a list:

1. Place the cursor where you want the list to start.
2. Click on one of the list type buttons in the toolbar (numbered or bulleted).



3. Press Enter or Return after you've added an item to add the next one in the list. To go to the next line without adding a new item, hold down the Shift key and press Enter or Return.
4. To end the list, click on the list type button in the toolbar again.

To indent a line of text, place your cursor at the beginning of the line of text and click on the Increase Indent button in the toolbar (click on Decrease Indent to undo the indentation).



To create a blockquote (indented on both sides) select Format > Blockquote after you've selected a block of text.

Bookmarks and Links

Bookmarks are markers that can be used to navigate on long documents. To create a new bookmark:

1. Place your cursor where you want to insert the bookmark.
2. Choose Insert > Bookmark.
3. Enter a name for the bookmark.
4. Click on Insert.

You can then create links at the top of your document that will take you to each bookmark.

To add a link:

1. Select the text you want to make into a link.
2. Click on Link in the toolbar.
3. Choose a link type:
 - URL: enter the address of a website in the URL field.
 - Document: choose another document in Google Docs from the pulldown menu.
 - Bookmark: choose a bookmark from the pulldown menu.
 - E-mail address: enter the email address in the E-mail to: field.
4. In the Flyover field, enter text you want to appear when the pointer is over the link.
5. Check the box next to Open link in new window to open the link in its own window.
6. Click on Insert.

Images

To add an image to your document:

1. Choose Insert > Picture.
2. Choose whether you want to use an image stored on your computer or to use the URL of an image that's already online.
3. Click on Browse to locate an image on your computer, or paste the URL of the image if it's already online.
4. Click on the plus sign next to More image options to change the alignment and wrapping. You can also resize your image by choosing a preset from the Size pulldown menu.
5. Click on Insert.
6. Use the handles that appear when you click on an image to resize it.

Tables

To add a table:

1. Place your cursor where you want to add the table.
2. Choose Insert > Table.
3. Enter the number of rows and columns for your table.
4. Choose a width and height.
5. Set other options, such as background color, padding, spacing, alignment, and whether a border is displayed or not and the color of that border.
6. Click on Insert.
7. To add additional rows or columns, click inside a cell and use the controls on the cell's edge. The arrow determines the direction in which the cell or column will be added. Click on the X to delete the current column or row.
8. To resize the table, click on it once to select it and drag on one of the square handles.
9. To delete the table, right-click and choose Delete table.



Exporting and Printing

Google Docs allows you to download your document to your computer using a number of formats (choose File > Download file as):

- HTML: saves your document in a zip file that includes a web page and a folder with any images used in the page.
- Word or Open Office: saves the document in a format that can be opened by Microsoft Office or Open Office.
- PDF: a cross-platform format that is designed for accurately printing documents.
- Text: exports a plain text version.

You don't have to open a document to export it.

To export a document from the file manager, check the box next to its name, then click on More actions on the toolbar and choose Save as and the desired format.

To print your document, click on the Print button on the toolbar or select File > Print.



This will create a PDF version of your document and open the print dialog box so you can set your print options for the document.

To create a page break in your printed document, place your cursor where you want to insert the break and select Insert > Page break. The page break will be indicated by a wavy line.

Select File > Print Settings if you need to change other settings such as the orientation, paper size and margins. The print settings window is also where you can choose the location of page numbers.

Publishing

You can publish your documents and Google Docs will create a unique URL you can share with others so they can view them online.

To publish an open document:

1. Click on the Share button in the upper right and select Publish as webpage.
2. Click on Publish document.
3. Right-click on the URL provided by Google Docs and copy and paste it into an email or use it to create a link on a web page.
4. Click on the link in the upper left to return to your document.

To publish a document from the file manager, select More actions > Publish.

To publish a document to a blog (a quick way to post a blog entry), select Share > Publish as webpage and click on Post to blog. You will be asked to provide your Blog information (blog type, user name, and password) the first time you try to post to your blog from Google Docs.

To update the published version of a document after you make changes to it in Google Docs, return to the Publish as webpage screen and click on Re-publish document. Click on Stop publishing when you want to remove the published version of a document so that it is no longer available online.

Sharing

You can invite other people to collaborate on the same document.

To share an open document for collaboration:

1. Click on the Share button in the upper right and choose Share with others.
2. Select whether you want to invite the other people as collaborators or viewers (they will be able to access the document, but not change it).
3. Enter the email addresses of everyone you want to invite, separated by a comma.
4. Set Advanced permissions at the bottom (you can allow the people you invite to in turn invite

other people they know, or you can allow the use of mailing lists - everyone must have a Google account) .

5. Click on Invite collaborators.
6. When the email window pops up, enter a Subject and Message, then click on Send.

Revisions

Google Docs automatically tracks the changes made by everyone who works on your document. To view a list of all revisions made on a document, select File > Revision history if you have the document open or More actions > Revisions if you're in the file manager. You should see a list of revisions, each with a sequential number, the time when the revision was made, who did the edit, and a summary of the changes. To view an individual revision, click on the link for it. This will show you what your document looked like when the revision was saved. If you want to save the revision as the latest version of your document, click on Revert to this one.


On shared documents, it may be useful to compare the revisions made by each author. To compare revisions, check the boxes next to the revisions you want to compare and click on the Compare Checked button at the top or bottom of the screen. Each author's revisions will be highlighted with a different color.







You can keep track of the revisions on your documents using RSS feeds. To view the RSS feed for a document, click on the Share button in the upper right and choose Share with others. Once you're on the Share screen, click on the View RSS feed link on the right. The RSS feed will be displayed in your web browser. You can copy the URL and use it to subscribe to the feed using a service such as Google Reader or Bloglines.


Google Spreadsheets

Formatting Cells

Google Spreadsheets includes many of the same formatting options as Google Docs. Use the Format menu to change the font and add a style (bold, italic, underline or strikethrough), The toolbar includes the following buttons for changing the cell format:

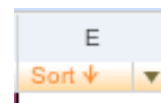
- Currency and Percent: click on one of these buttons to format the contents of a cell as a currency or percent value. 

- To see more formats, click on the More formats button. 
- Text size: click on the Font size button and choose a size from the pulldown menu. 
- Text and cell background color: click on one of the buttons and choose a color by clicking on a color swatch. 
- Border: select the cells you want to have a border, click on the Borders button and choose a style from the pulldown menu. 
- Align: select the cell(s) you want to align and click on the Align button to see options for aligning the text horizontally as well as vertically. 
- Merge cells: select the cells you want to merge and click on the Merge across button. 

To undo your changes, click on the Undo button on the toolbar. To remove all styles applied to a cell (font styles and text and background color) choose Format > Clear styles. 

Sorting and Freezing


The first row in a Google spreadsheet is a header row. Below the header row is a separator bar. A quick way to sort a column's cells is to click on this separator bar until a Sort label appears. By clicking on the disclosure triangle you can alternate between ascending and descending sort order.

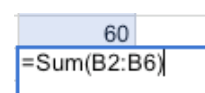


To freeze rows or columns, click on the Sort tab, then choose Tools > Freeze rows or Freeze columns.

Formulas

To perform calculations using a formula:

1. Select a range of cells.
2. Click on the Formulas button. 
3. Choose on one of the formulas from the pulldown menu. Click on More formulas to view more advanced formulas supported by Google Spreadsheets.
4. The formula will be shown in the same cell where the results will be displayed once you press Enter or Return on your keyboard.



5. To edit a formula, double-click on the cell with the results to view the formula, then press Enter or Return once you're done editing it.

Charts

To add a chart to a Google Spreadsheet:

1. Enter your data into two rows or columns.
2. Select the cells with data on them.
3. Choose Insert > Chart.
4. Choose a chart type by clicking on one of the thumbnails on the left side of the popup window.
5. Enter your chart options, such as the chart title and the axis titles. Use the Legend pulldown menu to indicate the position of the legend.
6. Once you've set all of your chart options, click on Save chart to add the chart to the spreadsheet.
7. To reposition the chart in your spreadsheet, click once on the chart to display its title bar, then click on the title bar and drag the chart to the new location. When the chart is in the desired location, let go with your mouse to anchor it.
8. To edit the chart, click on it once to display its title bar, then select Edit chart from the Chart pulldown menu on the left side of the title bar. This will display the Edit chart popup window. Make sure to click on Save chart to save your changes.
9. To save the chart as an image (in PNG format), select Save image from the Chart pulldown menu. This will download the image to your computer.
10. To add the chart to a website or blog, choose Publish chart from the Chart pulldown menu. This will display the HTML code you can copy and paste to add the chart to your website or blog.
11. To delete the chart from your spreadsheet, choose Delete chart from the Chart pulldown menu.

Sharing

To share a spreadsheet so that other people can collaborate with you on it:

1. Choose Share > Invite people.
2. Enter the email addresses of the people you want to invite in the Invite text box.
3. Using the radio buttons below the text box, decide what kind of access (edit or view only) you want to provide.

4. Choose a privacy setting. You can require collaborators to sign-in, or you can let them view or edit the spreadsheet without signing in.
5. Enter a subject and message for the invitation email on the right side of the window and click on Send.

To view a list of everyone who has access to the spreadsheet, choose Share > See who has access.

To view the URL of an open spreadsheet (one that can be viewed or edited without a sign-in), choose Share > Share with the world. The URL will be displayed in a text box at the bottom of the popup window once you choose to let people view or edit the spreadsheet without signing in. You can copy and paste this URL into an email message or an instant message to share it with other people.

Publishing and Embedding a Spreadsheet

To allow other people to see a spreadsheet without giving them permission to edit it, you can publish it to the Web. When you publish a spreadsheet, you can choose to embed it in a web page so that it automatically updates when changes are made in Google Docs. To embed a spreadsheet in a web page or blog:

1. Click on Share and choose Publish as a web page.
2. Click on Publish now. This will display the public URL for the online version of the spreadsheet.
3. Check the box next to Automatically republish when changes are made. This will update the published version of the spreadsheet when you make changes in Google Docs.
4. Click on More publishing options to open a popup window.
5. Under File format, choose HTML to embed in a webpage, then select the sheets and cells you want to embed.
6. Click on Generate URL. The code you need to copy and paste to embed the spreadsheet will appear in the gray box below the Generate URL button.

Exporting Data

To export your data so you can use it in another program:

1. Choose File > Export.

2. Choose a format from the submenu:
 - .csv, .txt, and .html - the current sheet will open in a separate window so you can copy the data.
 - .pdf - will open a PDF options window where you can choose to export the current sheet or all sheets and select a page size and orientation. Click on Export to save the spreadsheet as a PDF document on your computer.
 - .xls (Excel) - will allow you to save the current spreadsheet on your computer as a Microsoft Excel document.

Google Forms

Google Forms allow you to use an online form to collect information. To create a new form:

1. Choose New > Form in the Docs List.
2. Enter a form title and a description at the top of the screen. The description may be a good place to include directions.
3. The first question will already be created for you. Enter the question text in the Question Title text box, then select a question type using the pulldown menu:
 - Text: provides a text field where the person filling out the form will enter their information.
 - Paragraph text: provides a bigger text box for a longer answer.
 - Multiple choice: requires the person filling out the form to choose only one option using radio buttons. Enter your choices in each text field and click on the radio button of the choice you want to be selected when the form is opened. Click on add "Other" to add more choices.
 - Checkboxes: similar to multiple choice, but the person filling out the form can choose more than one option.
 - Choose from a list: creates a pulldown menu. The first option will be checked by default.
 - Scale (1-n): allows to represent response options on a scale ranging from 1 to N.
6. For multiple choice, checkbox and choose from a list questions you will need to enter the text for all of the response options in the provided text boxes.
7. Check the "Make this a required question" box if you do not want the person filling out the form to be able to skip the question.
8. To add the question to the form, click on Done. To add additional questions, click on

Add question at the top of the screen and choose a question type.

9. To change the order of a question, click and drag the question so it appears in a different order on the form.

10. To edit a question, click on the Edit link on the left side (it will only be visible when you select a question or hover over it).



11. To duplicate a question, click on the Duplicate button on the right side of the question you want to duplicate.



12. To delete a question, click on the Delete button on the right side of the question you want to delete.



13. To view the published form, click on the link at the bottom of the screen. This will open a preview of the form in a new window or tab.

14. To share the form, click on Email this form at the top of the screen, enter the email addresses of the people you want to receive the form in the popup window and click on Send. If you check the box next "Include form in the email" the form will be embedded in the email itself. Otherwise, the email will only include a link to the form.

15. To edit the confirmation text (what people will see after they submit the form), choose More actions > Edit confirmation on the toolbar, enter the desired confirmation text in the popup window and click on Save.

To embed the form on your blog or web page, choose More actions > Embed on the toolbar. This will open a window with the HTML code you can copy and paste to add the form to your blog or web page.

Each form has a spreadsheet associated with it. To view the spreadsheet associated with a form double-click on the form in the Docs List. This will open the spreadsheet and show you the values submitted with each response, along with a timestamp column showing you when the form was submitted by each person.

In addition to being able to create a form from the Docs List, you can add a form to any spreadsheet by opening the spreadsheet and choosing Form > Create Form.

The Form menu has the following options for working with a form:

- Send form: sends out an email with an invitation to fill out the form.
- Embed form: shows the HTML code you can copy and paste to add the form to a blog or web page.
- Edit form: allows you to edit the questions included in a form and their order.
- Go to live form: takes you to the publicly available version of the form so you can preview your changes.
- Show analysis: shows a summary of the responses that have been submitted.
- Accepting responses: activates the form so that it can accept responses. To stop accepting responses, select this option again.
- Delete form: allows you to delete the form. This will not delete the values that have already been submitted and added to the spreadsheet.

Google Gadgets

Google Gadgets are plugins that can be used to add more advanced charts, maps, diagrams, and more to Google Spreadsheets. To add a gadget to a spreadsheet:





1. Choose Insert > Gadget.
2. Choose a gadget category from the list on the left side of the popup window. The gadgets in that category will be displayed on the right side of the popup window.
3. Click on the Add to spreadsheet button for the desired gadget. This will open the options screen for that gadget.
4. Set your gadget options and click on Apply and close to add the gadget to the spreadsheet.
5. To edit a gadget, click on it once to display its title bar, then click on Edit on the left side of the title bar to display the gadget options. Click on Apply to save your changes.
6. To delete a gadget, select Delete Gadget from the pulldown menu on the right side of the title bar.

Like charts, gadgets can be published and added to a web page or blog. To publish a gadget, select Publish Gadget from the pulldown menu on the right side of the title bar. This will display the HTML code you need to copy and paste to add the gadget to your web page or blog.

Google Presentations

Creating a Presentation

To create a new presentation:

1. Choose New > Presentation on the Docs List toolbar.
2. Choose File > Rename when the new presentation opens and enter the name you want to use for your presentation.
3. Click on the Save button on the toolbar to save your presentation (Google saves it at regular intervals as well). 
4. To add a new slide, click on the New slide button in the toolbar, then choose a slide layout by clicking on the appropriate thumbnail. 
5. The next two buttons in the toolbar allow you to duplicate and delete slides. 
6. The slides in your presentation will be listed in a slide sorter on the left, with a preview of the slide on the right. You can use the previous and next buttons above the sorter to navigate your presentation. You can rearrange slides by dragging and dropping to change their order in the slide sorter. 
7. To change the look of your slides, choose Edit > Change theme and choose a different theme.

Another way to create a Google Docs presentation is by uploading an existing PowerPoint file:

1. Click on Upload on the Docs List toolbar (or choose File > Upload a presentation after you've created a new presentation in Google Docs).
2. Click on Browse, then locate the PowerPoint presentation you want to upload on your computer.
3. Click on Upload File.



If you want to import individual slides from an existing PowerPoint presentation:


1. Choose Insert > Import slides after you've created a new Google Docs presentation.
2. Click on Browse and locate the PowerPoint presentation on your computer.
3. Click on Upload.
4. Choose the slides you want to import by checking the box next to their slide number, then click on Import.

Adding Content

Each slide layout includes one or more text placeholders. You can replace these placeholders with your own text by clicking on them and entering the desired text. Once you add the text, you can apply any of the formatting options available in the toolbar.

In addition to the placeholder text, you can also add:

- **Images:** Click on the Insert image button on the toolbar, then on Browse to find the image on your computer and click on Ok.  You can also drag images from other browser windows directly into your slides.
- **Text Boxes:** Click on the Insert text button on the toolbar, then use the handles to resize or reposition the text box. Click inside the box and type in the desired text. 
- **Shapes:** Choose Insert > Shape and choose a callout or arrow to add it to your slide.
- **YouTube video:** Choose Insert > Video. Search for the YouTube video you want to insert and click on Insert Video.

To add speaker notes to any slide, click on the Speaker Notes icon in the lower right corner of the screen and enter your notes. 

Playing the Presentation

To play a presentation, click on Start presentation on the right side of the Google Docs window. This will open the presentation in a new window with navigation controls in the lower left corner of the window. To exit the presentation, click on the X in the lower right corner.

Google Docs also allows you to collaborate on a presentation created online. When you play a presentation, on the right side of the window you will see a chat area. This area can be used to share comments about a presentation using instant messaging.

Sharing a Presentation

There are three ways you can share a presentation (click on the appropriate tab on the right side of the window):

- **Email:** Opens up a new window where you can address a message and include a link to the presentation.
- **Share:** This invites other people so they can edit the presentation online. The process for sharing

a presentation is similar to sharing a document or spreadsheet.

- **Publish/Embed:** This option publishes the document on the Web and provides you with a public URL you can share with others. You can also copy and paste the HTML code provided by Google to add the presentation to your website or blog.

Printing and Exporting as PDF

To print an open presentation:

1. Choose File > Print to open the Print Preview dialog box.
2. Choose the number of slides you want to include in each page using the Layout pulldown menu.
3. Uncheck the Show background button if you want to save ink by only printing out the text in your slides.
4. Check the box next to Speaker notes if you want to print out your notes.
5. Click on Print at the bottom of the dialog box.

There are two ways to save a PDF version of an open presentation:


- Choose File > Save as PDF. This will download a PDF version of your presentation and open it with your default program for opening PDFs (usually Preview on the Mac, Adobe Acrobat Reader on Windows).
- Choose File > Print to bring up the Print Preview dialog box, then click on Save as PDF at the bottom of the dialog box.

Templates

Google Docs templates include boilerplate content and preset designs to help you get a head start on a document, spreadsheet or presentation. There are several ways to create a new document from a template:

- Choose New > From template on the Docs List toolbar.
- Choose File > New > From template while you have a document, spreadsheet or presentation open.
- Go to <http://docs.google.com/templates> to access the template gallery directly. Select a category (Documents, Spreadsheets, Presentations) and click on the Use this template button next to the template you want to use.

Once the new document has been created from the template you selected, you can edit the

boilerplate text using the options on the toolbar and menus covered in the previous sections of this guide. To replace the placeholder images used on some templates, click on the button  in the middle of the image. This will open a popup window where you can either browse your hard drive to select an image stored on your computer or enter the URL of an image that is already online.

Miscellaneous

RSS Feeds: Each document and presentation has an RSS feed that can be used to track changes. To view the RSS feed for a document or presentation, click on the View RSS feed of document changes link in the Share screen. In order to view the feed, you will need to use a browser that supports RSS feeds. For spreadsheets, you can subscribe to the RSS feed by choosing Share > Publish as a webpage and clicking on the Subscribe link at the bottom of the popup window.

Google Docs

- Insert a comment: choose Insert > Comment. Type your comment and press Enter or Return.
- Insert special symbols: choose Insert > Special characters. Click on a character to insert it into your document.
- Count the number of words: choose Tools > Word count.
- Check spelling: choose Tools > Check Spelling. Any words not recognized by Google Docs will be highlighted in yellow. Click on a highlighted word to display alternative spellings.
- Look up a word: select the word you want to look up and choose Tools > Look up word. You can look up a definition of the word, synonyms and an Encyclopedia Britannica Online.
- Create a table of contents: organize your document into sections by adding headings before each section, then place your cursor where you want the table of contents to begin and choose Insert > Table of contents. Choose a numbering style and click on Insert Table of Contents.

Google Spreadsheets

- Insert a comment: Select a cell, choose Insert > Comment and enter your comment text. To add the comment, click anywhere outside of the comment field. The cell will have an orange icon in the upper right corner to let you know it has a comment. To edit the comment text, place your

cursor over the cell until the comment field appears and click anywhere inside of it. To remove a comment, delete all of the text in the comment field.

- Chat: Whenever other people are viewing or editing the same spreadsheet a blue box with their names will appear below the Share button. Click on this box to display a chat area where you can enter a message.

Using Google Docs Offline

The ability to store documents online so that they are available from any computer with an internet connection is one of the primary benefits of using Google Docs. However, there are times when you may want to view or edit your documents while you are offline. Using a web browser plugin called Google Gears, you can work on Google Docs offline and your changes will be synched when you reconnect to the internet.

Google Gears is available for Internet Explorer and Firefox on Windows, and for Firefox and Safari on the Mac. It only works for documents at this time (spreadsheets and presentations are not supported offline). Another limitation is that you cannot create new documents while you are offline, only view or edit existing ones.

To install Google Gears:

1. Visit the Google Gears website at <http://gears.google.com>.
2. Click on the Install Gears button on the right side of the window.
3. Once you see the license agreement, click on Agree and Download.
4. Save the installer file to a location on your computer where it will be easy to find, such as the Desktop. On Internet Explorer you may have to click on the Information Bar and select Download File.
5. Double-click on the installer file and follow the steps for installing Google Gears.
6. Restart your web browsers for the installation to complete.

Once Google Gears is installed, you will need to enable offline access:

1. Click on the Offline link in the upper right corner of the Docs List
2. Click on Enable offline access when the popup window opens.
3. Check the box next to "Trust this site" and click on Allow.

4. The next screen will allow you to create a Google Docs shortcut on your Desktop. Clicking on this shortcut will take you directly to Google Docs in your web browser.

When you are online your status will be indicated by a green check mark icon next to your user name at the top of the Docs List.

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To use Google Docs while you are offline, open your web browser and enter the following in the address bar: <http://docs.google.com>. The icon next to your user name at the top of the Docs List will change to a circle with a line through it to let you know that you are working in offline mode.

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Some of the options on the toolbar will be disabled while you are offline (since you can't create new documents while you are offline, the New button will be disabled). The changes you make to your document while you are offline will be automatically synchronized when you reconnect to the internet.