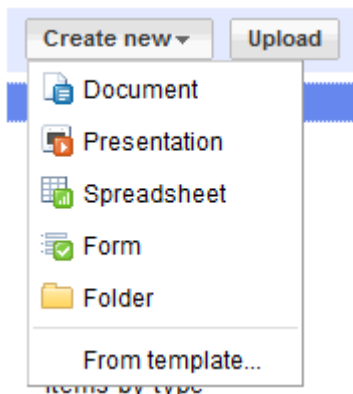


Google Docs – Getting Started with Documents

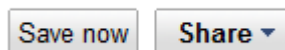
There are different ways of getting started using Google documents: you can create a new online document, you can upload an existing one, or you can use a template from our templates gallery.

Creating and Saving a Document

1. To create a new document, select **Create New** (located in the upper-left hand corner of the window.) From the drop-down menu, select **Document**.



2. Begin typing your document. *I know it is not Word but its pretty dang similar!*
3. Google works with you to ensure your document saves. As you work on your document, you will see that Google automatically saves it. You can also force a save by click **Save now**.



Please note, when Google saves a document it titles it whatever your first line of text was. Do not worry you can always **rename it if necessary**.

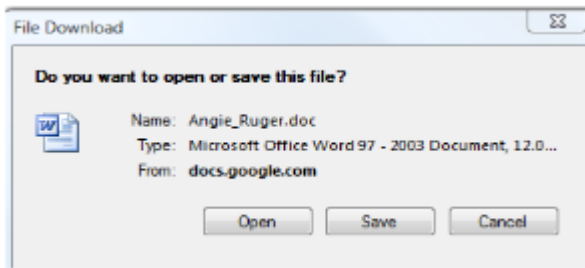
Downloading Documents

The download feature allows you to take a document that you created in Google Docs and save it to your local computer, your F: drive or O: drive. This is great if you are going to be offline and need access to your document.

1. With your Google Doc open, click the **File** menu and point your mouse to the **Download as** option.
2. You will see these file types: HTML, RTF, Word, Open Office, PDF, and plain text. **Select a file type that you want (probably Word).**
3. The “File Download” window opens. **Select Open or Save.**

Open will open your document immediately for editing.

Save will allow you to save it for editing later.



Uploading a document

You can upload existing documents to Google documents at any time. You can upload .html, .txt, .odt .rtf and Microsoft Word files. Here is how:

1. Click the **Upload** button at the top of the sidebar in your Docs list page.
2. Click **Browse** and select the document.
3. Click **Open**.
4. Click **Upload File**. The uploaded file appears in your Docs list.

Using the templates gallery

Like Microsoft Word, Google has a number of different template that allow you to quickly create a document. You can access the templates gallery from your document by going **to File – New – From template...**