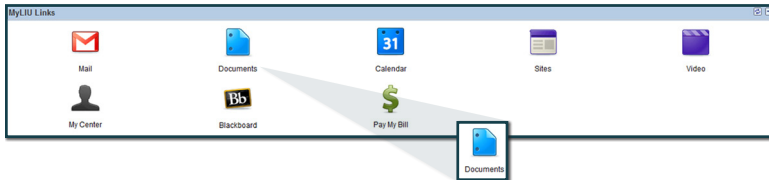




Accessing Google Docs

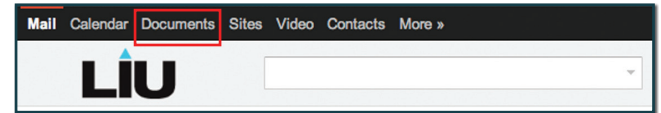
From your MyLIU Student Portal

Click on the Documents icon under MyLIU Links



From your email page

Click on Documents in the Main menu on top of the page



Create a document - click “Create” and then choose the document type you’d like to create.

Delete a document – check the box next to the document, click the “Move to Trash” icon

With Google the document is always saved. You can see the last Date/Time the document was updated on the “Last Modified” column.

Document Types

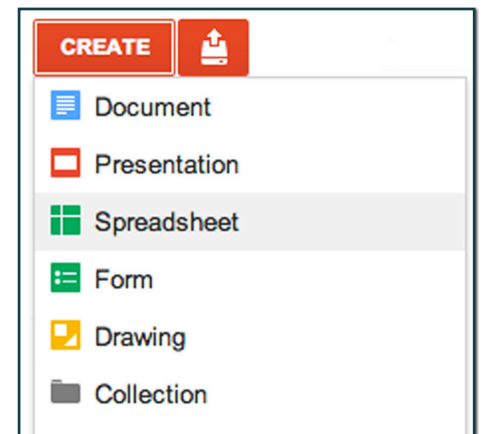
Document: Create and share word processing documents on the web and access them from any computer or smart phone. The familiar desktop feel makes collaborative editing easy, and multiple file types are supported; i.e., .pdf, .doc.

Presentation: All the tools you need to create beautiful presentations, combined with the sharing and collaborative editing features offered in the cloud.

Spreadsheet: Create and share spreadsheets online. Google spreadsheets makes it easy to track budgets, run financial calculations, track data and more.

Forms: Collect information by creating a form in Google Docs, for free.

Drawing: Work together to create drawings and diagrams in Google Docs and insert them into your documents, spreadsheets, presentations and web pages.

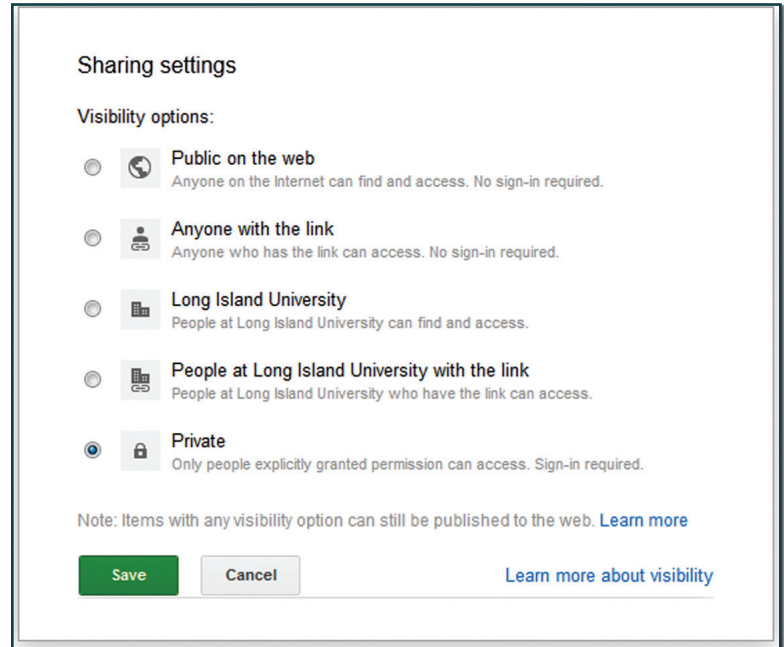


Sharing Documents

You can share any document you have created and collaborate online.

Select the document, click **“Share”** and choose the Visibility option you prefer. To add people you want to share the file with, enter their email addresses in the box. You can choose to allow them to edit the document or just be allowed to view the document.

Note: the address you use for a collaborator is the address they must use to log in for sharing.



Collections

Collections are a combination of the best features of labels and folders. A file can have multiple collections, much like the labels in Gmail. Collections can also be stored hierarchically, like folders on your desktop. In addition, collections can be shared. This feature can help you organize all your docs.

This works well because you can organize different file types into one collection; i.e. organize various files for a specific class or project.

To create a collection,

- click **“Create”**



- select **“Collection”**

