

LEARN & LAUGH GUIDES

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Introductory Guide Series

# Google Documents

A Guide for Everyday Users  
*and Superspies*



LEARN AND LAUGH GUIDES

# Google Documents: A Guide for Everyday Users *And Superspies*

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# QUICK CONTENTS

- PROLOGUE..... 5**
- Our Heroine .....5
- Setting Up A Google™ Account .....5
- Getting into Google™ Docs.....6
- Meet Google™ Documents and Spreadsheets .....6
- The Adventure Begins .....9
  
- UPLOADING & CREATING DOCUMENTS ..... 11**
- From Your Computer ..... 11
- Via Email ..... 12
- Via the Web..... 13
- Creating New Documents..... 14
  
- EDITING DOCUMENTS ..... 15**
- How to Use the Cool Features.....15
- Step-by-Step Example: Ivana’s First Mission Report .....19
- Revising Documents .....23
- Revision History .....23
  
- SHARING DOCUMENTS..... 25**
- Sharing With Others .....25
- Working With Collaborators.....27
- Becoming a Collaborator .....31
- Printing, Downloading, & Publishing Documents .....32
- In Conclusion .....36
  
- APPENDIX – DOCUMENT MENU COMMANDS ..... 37**

# TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>PROLOGUE.....</b>                                    | <b>5</b>  |
| Our Heroine .....                                       | 5         |
| Setting Up A Google™ Account .....                      | 5         |
| Getting into Google™ Docs.....                          | 6         |
| Meet Google™ Documents and Spreadsheets.....            | 6         |
| Folders & Tags .....                                    | 7         |
| The Folders Pane .....                                  | 7         |
| Documents List Pane .....                               | 8         |
| The Menu Bar.....                                       | 8         |
| The Adventure Begins .....                              | 9         |
| <b>UPLOADING &amp; CREATING DOCUMENTS .....</b>         | <b>11</b> |
| From Your Computer .....                                | 11        |
| Via Email.....  | 12        |
| Via the Web.....  | 13        |
| Creating New Documents.....                             | 14        |
| <b>EDITING DOCUMENTS .....</b>                          | <b>15</b> |
| How to Use the Cool Features.....                       | 15        |
| Document Styles.....                                    | 15        |
| Edit HTML & CSS .....                                   | 16        |
| Page View.....  | 16        |
| Horizontal Line.....                                    | 16        |
| Header/Footer .....                                     | 17        |
| Page Numbering .....                                    | 17        |
| Bookmarks.....  | 17        |
| Links.....  | 18        |
| Block Quote.....  | 18        |
| Step-by-Step Example: Ivana’s First Mission Report..... | 19        |
| Header.....   | 19        |
| Headings.....   | 20        |
| Horizontal Line.....                                    | 20        |
| Bookmark.....   | 20        |
| Bookmark Link.....                                      | 21        |
| Email Link.....   | 21        |
| Block Quote.....  | 22        |
| Revising Documents .....                                | 23        |

|  |           |
|--|-----------|
| Clear Formatting.....  | 23        |
| <b>Revision History.....</b>                                   | <b>23</b> |
| Reverting .....  | 23        |
| Comparing .....  | 24        |
| <br>   |           |
| <b>SHARING DOCUMENTS.....</b>                                  | <b>25</b> |
| <br>   |           |
| <b>Sharing With Others .....</b>                               | <b>25</b> |
| How to Share Documents .....                                   | 25        |
| <br>   |           |
| <b>Working With Collaborators.....</b>                         | <b>27</b> |
| Who Last Reviewed a Document .....                             | 27        |
| Reviewing the Collaborator’s Comments.....                     | 28        |
| Reviewing Other Changes .....                                  | 28        |
| Making Your Own Changes .....                                  | 30        |
| <br>   |           |
| <b>Becoming a Collaborator .....</b>                           | <b>31</b> |
| Receiving The Invitation .....                                 | 31        |
| Making Changes .....   | 32        |
| <br>   |           |
| <b>Printing, Downloading, &amp; Publishing Documents .....</b> | <b>32</b> |
| Download a Document .....                                      | 32        |
| Publish the Document.....                                      | 33        |
| Email a Document as an Attachment.....                         | 35        |
| Printing a Document .....                                      | 36        |
| <br>   |           |
| <b>In Conclusion .....</b>                                     | <b>36</b> |
| <br>   |           |
| <b>APPENDIX – DOCUMENT MENU COMMANDS .....</b>                 | <b>37</b> |
| <br>   |           |
| <b>File Menu.....</b>  | <b>37</b> |
| <br>   |           |
| <b>Edit Menu.....</b>  | <b>37</b> |
| <br>   |           |
| <b>View Menu .....</b>   | <b>38</b> |
| <br>   |           |
| <b>Insert Menu.....</b>  | <b>38</b> |
| <br>   |           |
| <b>Format Menu .....</b>                                       | <b>38</b> |
| <br>   |           |
| <b>Table Menu .....</b>  | <b>39</b> |
| <br>   |           |
| <b>Tools Menu.....</b>   | <b>39</b> |
| <br>   |           |
| <b>Help Menu.....</b>  | <b>40</b> |
| <br>   |           |
| <b>Document Button Bar .....</b>                               | <b>40</b> |



## Our Heroine



Who knew spying would be so poorly budgeted? That's right, government overspending and financial mismanagement have even impacted America's great spy agencies.

In an effort to reduce costs, the federal Office of Superspying has dropped its expensive commercial office suite in favor of the cost-effective (it's free!) Google™ Documents and Spreadsheets.

Ivana Superspy (for obvious reasons we can't reveal her true name – we'd tell you, but then she'd kill us, and how can we write more guides for Superspies if we're dead?) is about to go on assignment. She'll be the first Superspy agent to use Google™ Docs in the field.

Let's tag along and see how it goes...

## Setting Up A Google™ Account

If you have Gmail, you already have a Google™ Account.

Poor Ivana. She doesn't. She's already gnashing her teeth.

Fortunately, the procedure is simple.

1. Visit the Google™ Homepage and click on “[Sign in](#)” in the upper right corner.
2. Click the link “[Create an account now.](#)”
3. Fill in the appropriate information and then click “[I accept. Create my account.](#)”
4. It's done!

## Getting into Google™ Docs

1. Once you're signed in to your Google™ Account, head back to the Google™ Homepage ([www.google.com](http://www.google.com)).
2. Click on “[More](#)” on the menu at the top left of the screen, and scroll down to “[Documents.](#)” See **Figure 1: The Google™ Homepage.**
3. Click, then click through the one-time welcome screen. You're in!

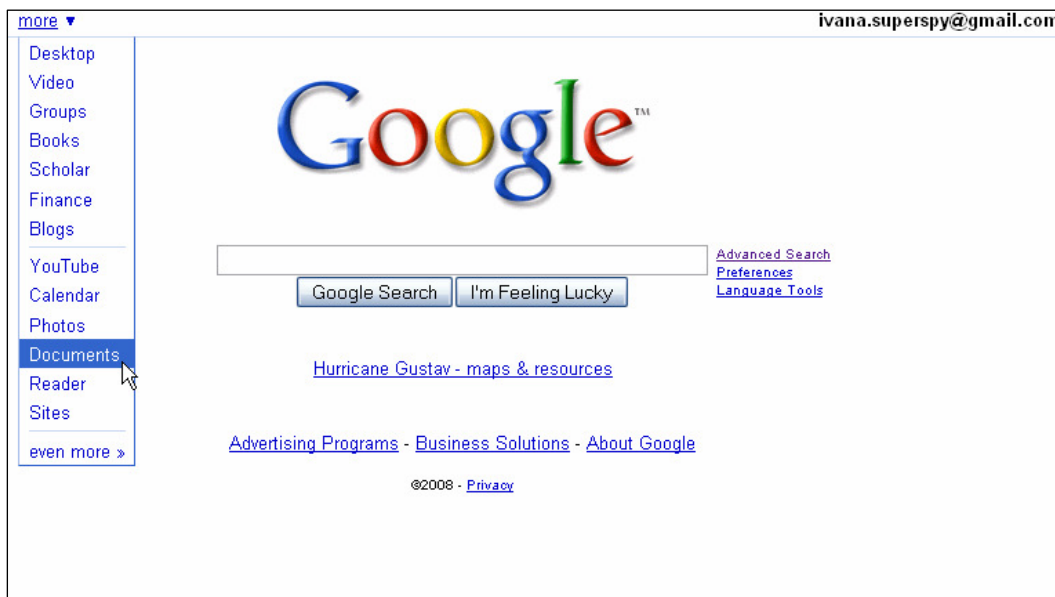


Figure 1: The Google™ Homepage

## Meet Google™ Documents and Spreadsheets



Right about now, Ivana Superspy is looking at the main screen of Google™ Docs and cursing her government's cheapness. Then again, aren't we all?

Don't fret! The simple interface hides surprising power and versatility.

Let's explore...

## Folders & Tags

Documents in Google™ Docs are organized by folders, which work exactly like tags.

- ▼ **Folder:** In a computer filing system, a folder can contains many objects like documents, computer files, images, etc. In traditional filing systems, if you want the object in more than one folder, multiple copies have to exist. Not so with Google™ Docs!
- ▼ **Tag:** A keyword or description attached to an object like a document, computer file, image, etc. An object can have more than one tag at a time. You might already use tags with your bookmarks or blogs you write/read.

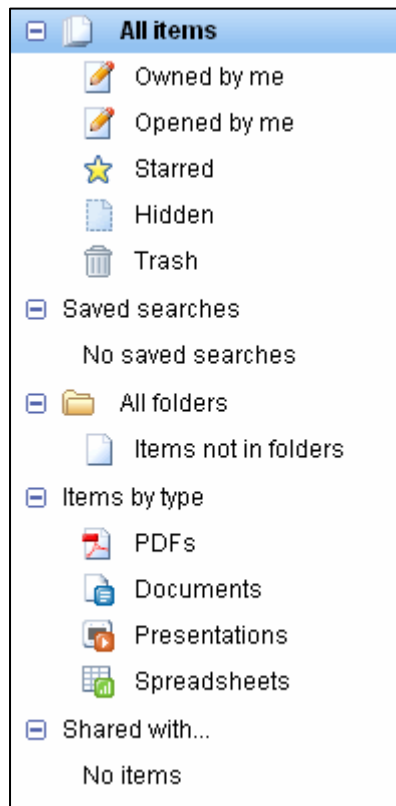
The Folders Pane of the Google™ Docs Main Page displays the organization system of Google™ Docs. **See Figure 2: The Folders Pane.**

Google™ Docs uses the term “Folders” in its organization system, which makes it easy for users of traditional office suites. You can create directories and subdirectories of folders to store your documents, spreadsheets, and presentations – just like in regular programs.

But Google™ Docs has an advantage over a traditional computer filing system – folders here work like tags, so you can have a single document in many folders without copying that document over and over!

Let’s take a closer look at the Folders Pane.

### The Folders Pane



- ▼ **All items.** Pretty easy ... click on “[All items](#)” to see a list of every document, spreadsheet, and presentation you have created or to which you have access.
- ▼ **Owned by me.** Easy collaboration is one of Google™ Docs hallmarks. Many people can access and work on a single document, but only one person “owns” the document. Clicking on “[Owned by Me](#)” will bring up a list of the documents you own.
- ▼ **Opened by me.** In addition, you might have access to other people’s documents. This link opens a list of documents you’ve opened, regardless of whether you own them or not.
- ▼ **Starred.** You have the option of “starring” documents. For example, if you have urgent documents, you can star them to find them easily by clicking “[Starred](#)” in the Folders pane.
- ▼ **Hidden.** You have the ability to “hide” documents. They will not appear in the main view, or any other Folder except “[Hidden](#).”
- ▼ **Trash.** When you delete a document, it moves to the [Trash](#) Folder. When you’re ready to *really* delete it, click this link and choose “[Empty Trash](#)” from the menu bar.

**Figure 2: The Folders Pane**

- ▼ **Saved Searches.** Locating the exact document(s) you need can be tricky, especially if you have a lot of documents in Google™ Docs. Thankfully, Google™ Docs offers powerful search options, which you can then save for future use.
- ▼ **All folders.** Here's the meat and potatoes of organization in Google™ Docs. You can create as many folders and subfolders as you like, and they appear here.
- ▼ **Items by type.** Straightforward enough: you can also view documents by type (word processing documents, spreadsheets, presentations, or forms).
- ▼ **Shared with...** If you collaborate with other users, click on "[Shared with...](#)" to display a list of your collaborators. Select one to see all the documents to which you both have access.

## Documents List Pane

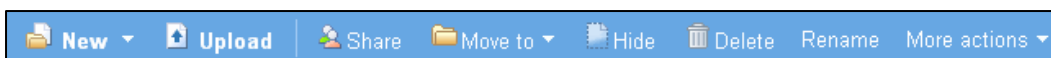
The Documents List Pane lists the documents according to which folder or option is selected in the Folders Pane (see **Figure 3: Documents List Pane**).



**Figure 3: Documents List Pane**

- ▼ **Name.** The "[Name](#)" column lists the document name.
- ▼ **Folders/Sharing.** This column indicates in what Folders the document is located, as well as everyone who has access to the document.
- ▼ **Date.** This column shows the last date on which the document was opened, and it identifies the user who accessed it.

## The Menu Bar

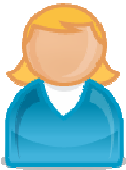


**Figure 4: The Main Menu Bar**

- ▼ **New.** Simply, choose "[New](#)" to create a new form, word processing document, presentation, spreadsheet, or folder. You also have the option to use a template instead of a blank document.
- ▼ **Upload.** Google™ Docs lets you upload pre-existing documents. It accepts all kinds of formats, including PDF files, HTML, plain text (.txt), Microsoft Word (.doc), Rich Text (.rtf), OpenDocument Text (.odt), Star Office (.sxw), Microsoft PowerPoint (.ppt & .pps), Comma Separated Value (.csv), Microsoft Excel (.xls), and OpenDocument Spreadsheet (.ods). You can also save or export documents created or edited in Google™ Docs to the same formats!

- ▼ **Share.** If you want to let someone else collaborate with you on a document, choose this option to [“Share”](#) the document with them.
- ▼ **Move to.** Select one or more documents and then choose [“Move to”](#) to place them in a folder.
- ▼ **Hide.** Select one or more documents, click [“Hide,”](#) and you can remove the document(s) from view.
- ▼ **Delete.** Technically, this option doesn’t delete the document – it just moves it to the [“Trash”](#) folder, where you can *really* delete it.
- ▼ **Rename.** Think “Q4 Budget” is too boring a name? [“Rename”](#) it to “Earth-Shattering Budget on the 4<sup>th</sup> Quarter Horizon!”
- ▼ **More actions.** This menu choice is document-specific. In other words, you won’t *have* any more actions to choose unless you’ve selected one or more documents.

## The Adventure Begins



Ivana Superspy is still reserving judgment on Google™ Docs, but she reluctantly admits it holds promise. After all, her colleagues are spread over the whole world, and victory depends on successful and timely collaboration with them.

Let’s get started and see how Google™ Docs works for our Superspy!



## Uploading & Creating Documents



Since Ivana Superspy and her colleagues are converting from a standard office suite, they already have a number of documents in Microsoft Word format.

The first step, therefore, is to upload those documents into Google™ Docs.

### From Your Computer

1. Click on “[Upload](#)” from the Menu Bar of the Google™ Docs Main Page.
2. You have a couple of options at this point. Right now we’re going to upload directly from your computer. Click the “[Browse](#)” button. **See Figure 5: Upload a File.**

**Upload a File**

Browse your computer to select a file to upload:

Or enter the URL of a file on the web:

What do you want to call it? (if different than the file name)

Figure 5: Upload a File

3. Locate the file on your computer. In this case, Ivana is uploading her Mission Briefing, located in the Mission Briefing Folder. **See Figure 6: File Upload.**
4. Click the [“Open”](#) button, and you’ll return to the [“Upload a File”](#) dialog box in Google™ Docs.
5. If you want to rename the file, enter the new title under [“What do you want to call it?”](#) (**See Figure 5: Upload a File again.**) Otherwise, you can leave that field blank.

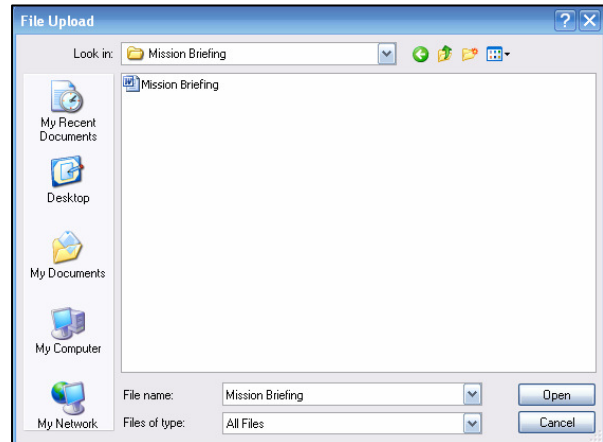


Figure 6: File Upload

6. Click the [“Upload File”](#) button. The document will upload into Google™ Docs and open automatically. You should see a screen similar to **Figure 7: Sample Document.**

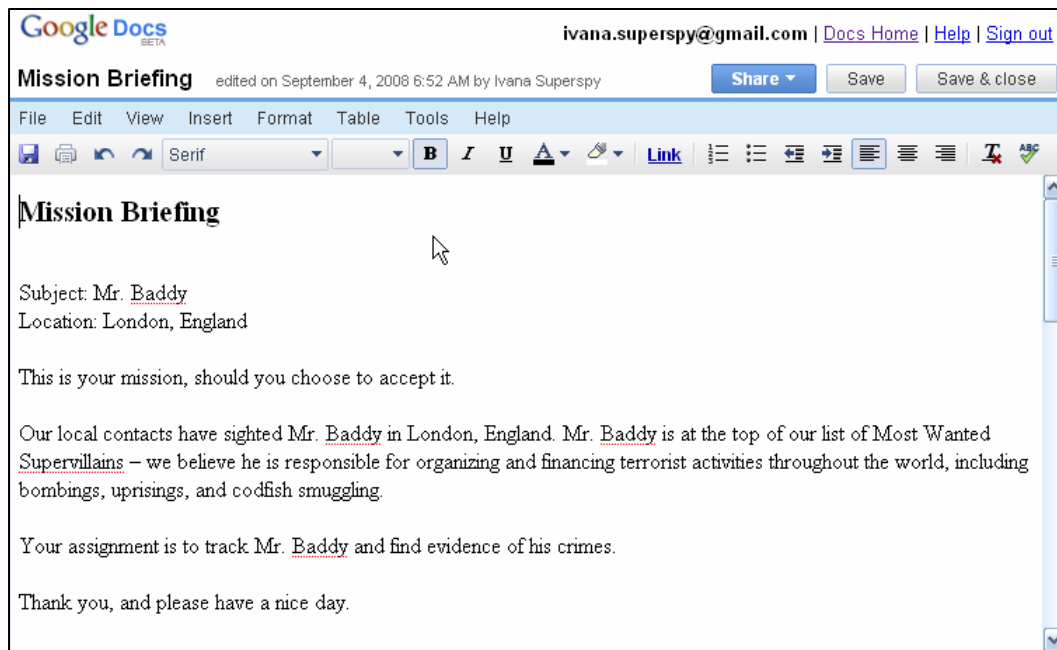
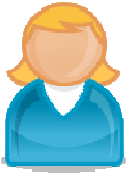


Figure 7: Sample Document

## Via Email

Another option is to email documents to Google™ Docs. Google™ Docs creates a unique email address for each user.

- ▼ You can find out yours by clicking [“Upload”](#) on the Main Menu Bar, then scrolling down.

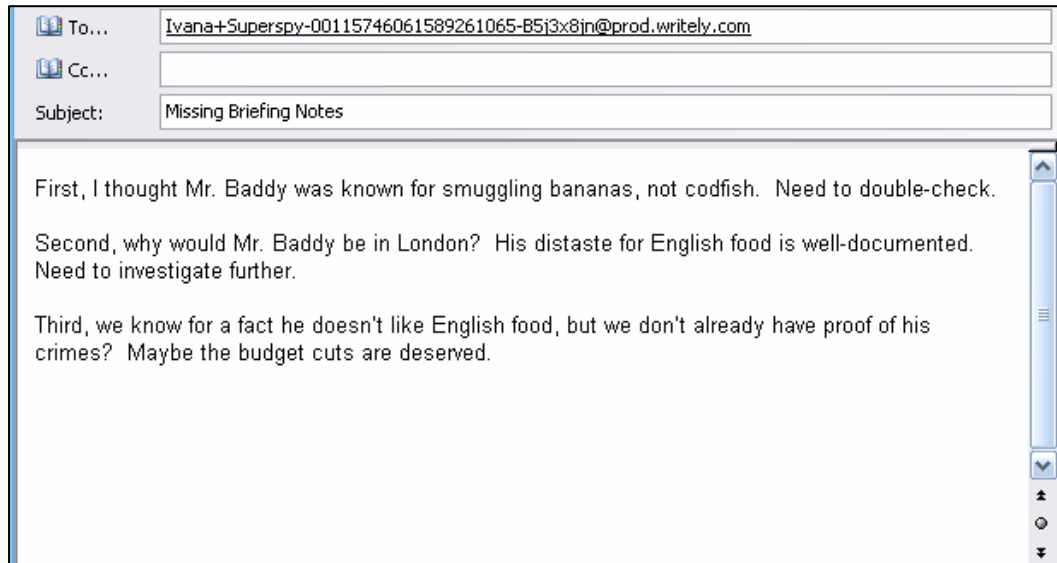


For example, while on-route to Europe, Ivana decided to email some notes about the Mission Briefing. She used “Mission Briefing Notes” as the subject line (it will become the title of the document), and then wrote a few thoughts in the body of the email.

She sent the email to the address provided by Google™ Docs.

In this way, the email (**Figure 8: Emailing a New Document**) turns into a live document! It’s like magic, if the Internet were enchanted. Which everyone knows it is.

But not quite enough: this feature does not yet work with spreadsheets or PDF files.



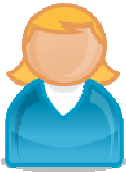
**Figure 8: Emailing a New Document**

## Via the Web

Finally, if there’s a document already on the Internet, like a PDF file, you can easily upload it into Google™ Docs.

1. Click on “[Upload](#)” on the Main Menu Bar.
2. Enter the web address of the file under “[Or enter the URL of a file on the web.](#)” Check out **Figure 5: Upload a File** again.
3. Click the “[Upload File](#)” button.

## Creating New Documents

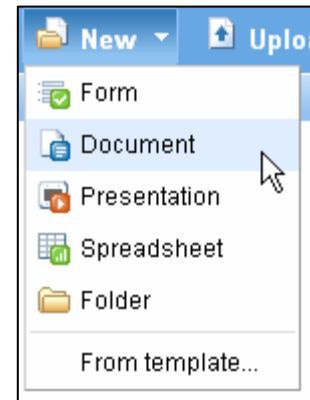


After her arrival in London, Ivana set to work immediately. It didn't take long for our Superspy to locate Mr. Baddy.

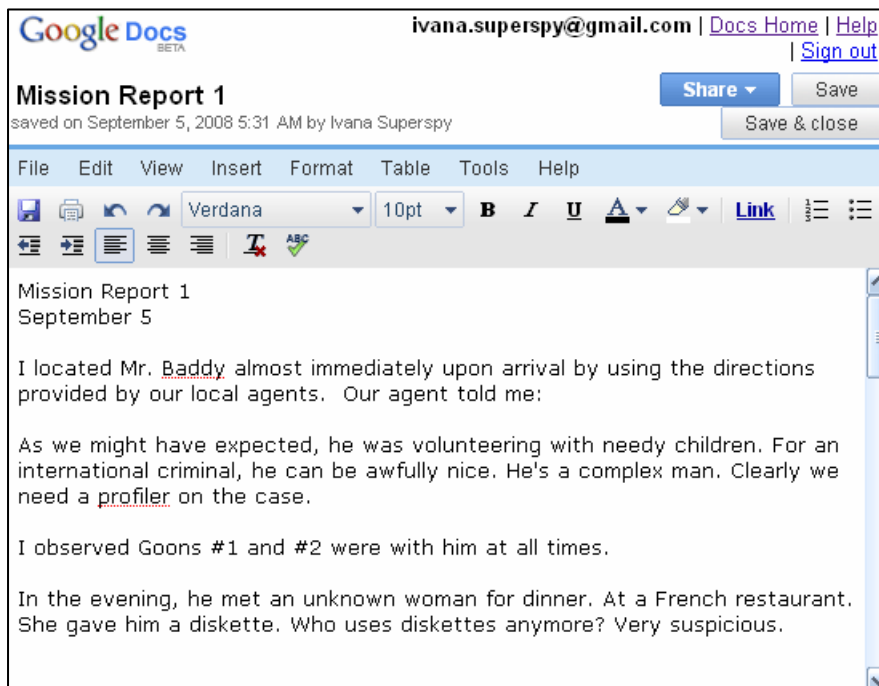
That makes it time for her first in-the-field report.

Let's follow along as she creates a new document in Google™ Docs for the first time.

1. Click [“New”](#) on the Main Menu Bar.
2. From the drop-down list, select [“Document”](#) (see **Figure 9: Create a New Document**).
3. That takes us right to a blank document page! Good thing too – Superspies need to focus all their mental resources on spying, not creating new word processing documents.
4. From here, just type the document, like Ivana's Mission Report in **Figure 10: A New Document**.
5. The new document will auto-save every few minutes, or you can click the [“Save”](#) or [“Save & close”](#) button as appropriate.



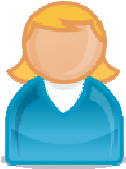
**Figure 9: Create a New Document**



**Figure 10: A New Document**

# Chapter 2

## Editing Documents



Ivana wants her reports to look good. She has a reputation to maintain! Before anything else, she wants to update the formatting on her Mission Report. Since our Superspy is already familiar with Microsoft Word, she doesn't waste time going through all the menu commands – most of them are familiar to any user of a word processing program.

Check out the **Appendix** for a guide to every single command available.

For the moment, we'll just look at some of the more unusual – and nifty – functions in Google™ Docs.

## How to Use the Cool Features

### Document Styles

1. From the “[Edit](#)” menu, choose “[Document styles...](#)”
2. From this screen (see **Figure 11: Document Styles**), you can affect the font, line spacing, alignment, and even the background color of the whole document. It's formatting made easy!
3. You can also “[Make these the default styles for all new documents](#)” by clicking that check box.

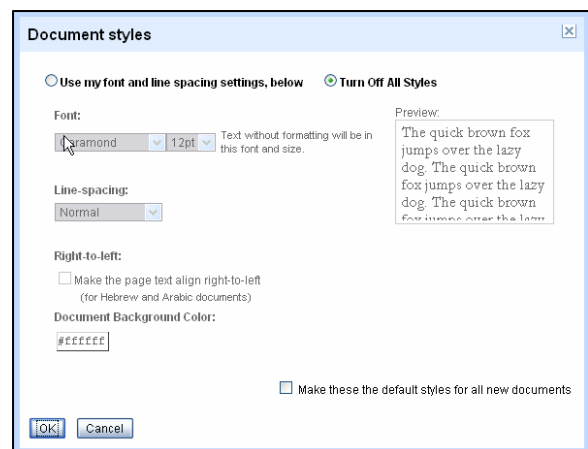


Figure 11: Document Styles

- Alternatively, you can just [“Turn Off All Styles”](#) altogether.

## Edit HTML & CSS

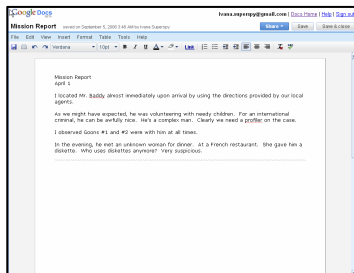
A feature for web programmers and those intending to publish documents to the Internet.

- From the [“Edit”](#) menu, choose [“Edit HTML”](#) or [“Edit CSS.”](#)
- The normal view will convert to HTML view, with all the coding displayed (or open a CSS Editing window). From here, you can make whatever HTML or CSS modifications you like.
- To return to normal view, click [“Return to editing the document.”](#)

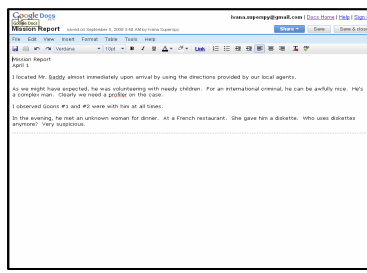
## Page View

How do you want to see the document? The [“View”](#) menu offers several options.

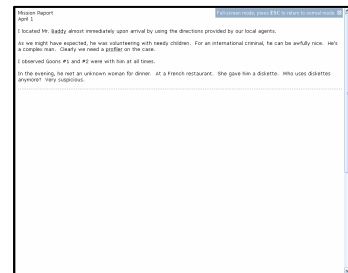
- ▼ [“Fixed-width page view”](#) is similar to [“Print View.”](#) You can see the document as it will appear on the page. It’s not exactly the same, however: if you enter a page break ([“Insert”](#) menu, [“Page Break \(for printing\)”](#)), it doesn’t skip to the next page, it just displays a line across the screen. **See Figure 14: Fixed-width page view.**
- ▼ [“Normal \(plain\) view”](#) is the default view: under the menu and button bars, the rest of the browser is one long continuous editing screen. **See Figure 13: Normal (plain) view.**
- ▼ [“Full-screen mode”](#) gives you maximum editing real estate. It eliminates the screen header, menu, and button bar. Just hit [“Esc”](#) to return to the normal view. **See Figure 12: Full-screen mode.**



**Figure 14: Fixed-width page view**



**Figure 13: Normal (plain) view**



**Figure 12: Full-screen**

## Horizontal Line

- Place the cursor on the line where you want to insert a page-width horizontal line.
- From the [“Insert”](#) menu, select [“Horizontal line.”](#)

## Header/Footer

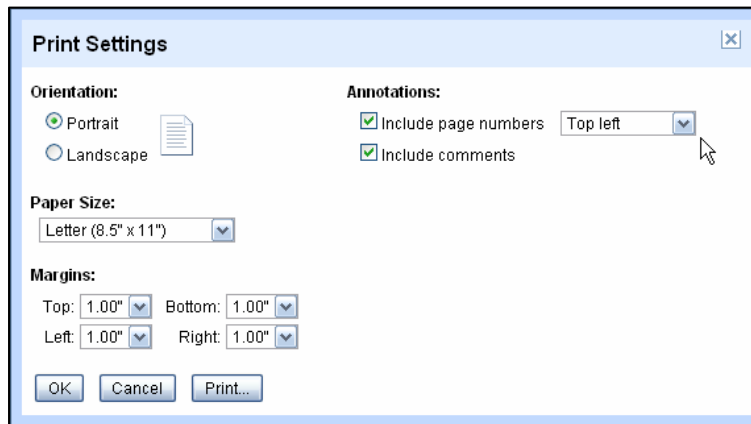
Use this option to insert a header and/or footer which will appear on every page of the document. For example, Ivana wants to put her name at the top of every page.

1. From the “[Insert](#)” menu, select “[Header](#).”
2. A box appears in the editing screen. Type whatever you like. For example: “Ivana Superspy.”

## Page Numbering

Ivana can’t manually insert Page Numbers into the Header or Footer. However, Google™ Docs does have Page Numbering Power!

1. From the “[File](#)” menu, choose “[Print settings...](#)”
2. Check the box for “Include page numbers” and then select the desired location from the drop down box. (See **Figure 15: Print Settings**).



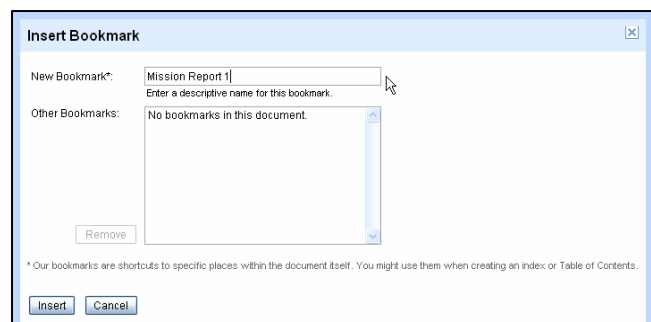
**Figure 15: Print Settings**

## Bookmarks

Ivana likes to keep all her reports together in one document. In the beginning, it’s short and sweet, but by the end of her assignment she’ll have a document as unwieldy as only a government bureaucrat could love.

So what does she do to locate different reports easily? She uses document bookmarks!

1. Place the cursor in the document where you want the Bookmark to appear.
2. From the “[Insert](#)” menu, select “[Bookmarks](#).”
3. The “[Insert Bookmark](#)” dialogue box pops up. (See **Figure 16: Insert Bookmark**).



**Figure 16: Insert Bookmark**

4. Type the name of the “[New Bookmark](#)” in the appropriate field.
5. Then click the “[Insert](#)” button.

To remove a Bookmark:

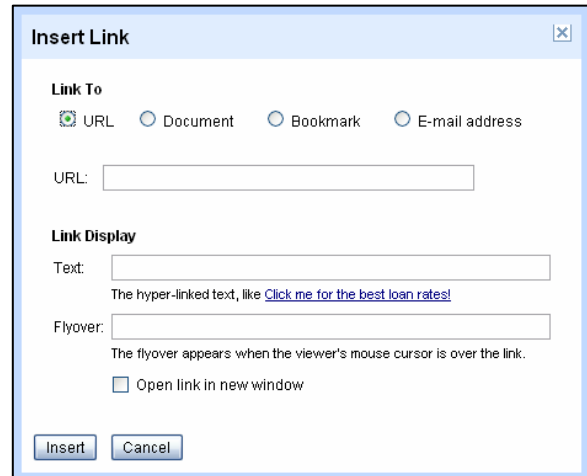
1. Return to the “[Insert Bookmark](#)” dialogue box.
2. Select the bookmark in the “[Other Bookmarks](#)” section.
3. Click the “[Remove](#)” button.

How do you then make use of Bookmarks? With....

## Links

Google™ Docs makes linking super-easy for Superspies.

1. From the “[Insert](#)” menu, choose “[Link](#).” This brings up the “[Insert Link](#)” dialogue box (see **Figure 17: Insert Link**).
- ▼ To link to a **web address**: Make sure “[URL](#)” is selected and enter the address.
  - ▼ To link to another **document** in Google™ Docs: Make sure “[Document](#)” is selected and choose the appropriate document from the drop-down box that appears.
  - ▼ To link to a **Bookmark**, select “[Bookmark](#)” and choose the Bookmark from the drop-down box that appears. Use Bookmarks and Links to construct a **Table of Contents** for your document.
  - ▼ To link to an **email address**, select “[E-mail address](#)” and fill in the e-mail.
2. The “[Text](#)” field is what will actually appear in the document with the link. You can leave this blank.
  3. The “[Flyover](#)” field is what will appear in the tooltip box when you hold the cursor over the link. You can leave this field blank too.



**Figure 17: Insert Link**

You can use a combination of Bookmarks and Links to create a Table of Contents for your document.

## Block Quote

Block Quote is a clever formatting device derived from HTML coding. It separates a block of text from the rest of the document to make it easier to read. Traditionally used for quotes from people or texts, you can also use this function just to highlight an important point.

1. Select the text to place into the Block Quote.
2. From the “[Format](#)” menu, select “[Block quote.](#)”

Ivana decided to add a quote from one of their local agents. By using the Block Quote feature, she turned **Figure 18** into **Figure 19**. That Internet magic again!

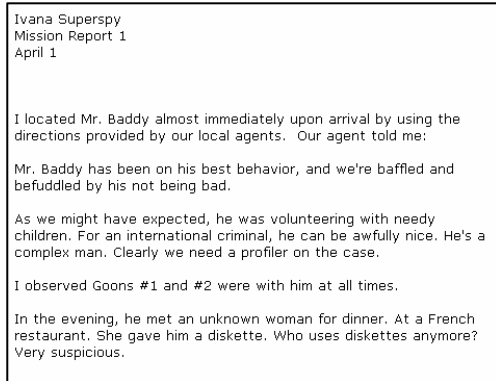


Figure 18: Without Block Quote

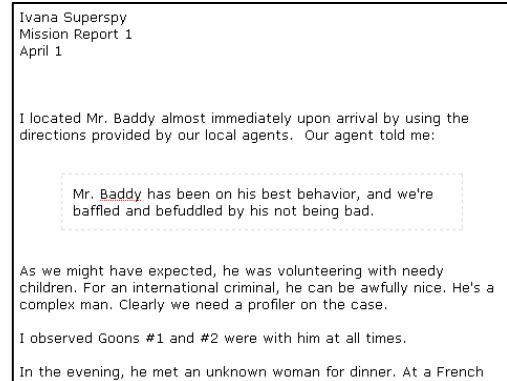
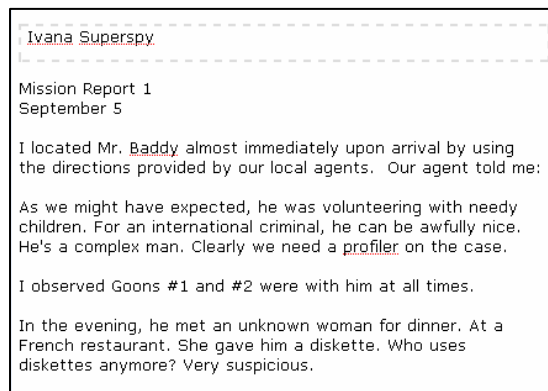


Figure 19: With Block Quote

## Step-by-Step Example: Ivana's First Mission Report

Let's follow step-by-step as Ivana uses these functions to edit her Mission Report.

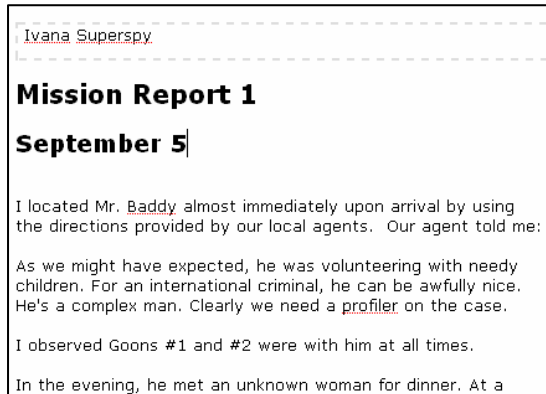
### Header.



Ivana wants her name to appear at the top of every page.

1. From the “[Insert](#)” menu, she chooses “[Header.](#)”
2. Then she types her name into the box that appears on the document.

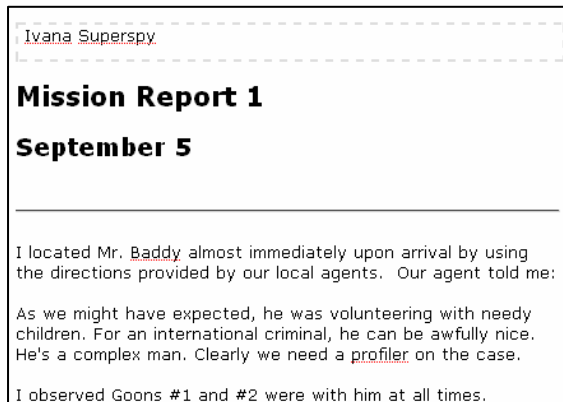
## Headings.



Not to be confused with “[Header](#),” “[Headings](#)” are styles that can be applied to make text pop.

1. Ivana selects the text “Mission Report 1.”
2. From the “[Format](#)” menu, she chooses “[Heading \(H1\)](#).”
3. She selects “September 5” in the document.
4. Returning to the “[Format](#)” menu, she chooses “[Sub-heading \(H2\)](#).”

## Horizontal Line.



Ivana wants to separate the headings from the main text.

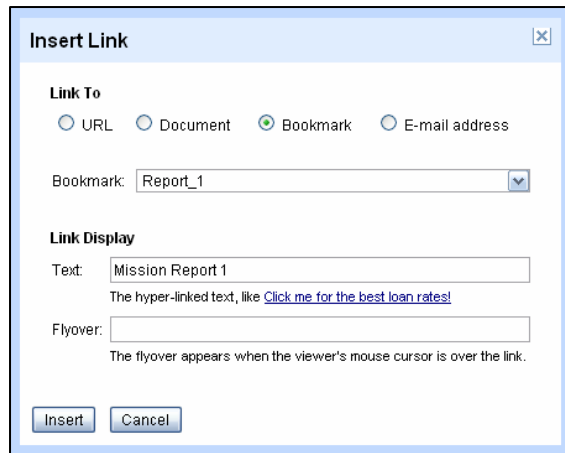
1. She places the cursor where she wants to insert the line.
2. From the “[Insert](#)” menu, she chooses “[Horizontal line](#).”

## Bookmark.

Ivana will enter all her missions reports into this document. When she’s done, she’ll want to be able to jump to any report easily. What’s the solution? Bookmarks!

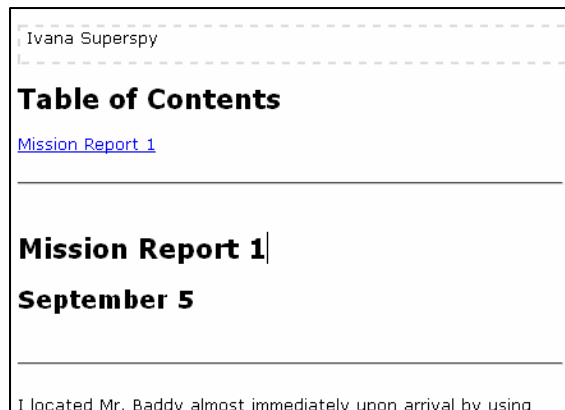
1. She places the cursor in front of “Mission Report 1” and clicks.
2. From the “[Insert](#)” menu, she chooses “[Bookmark...](#)”
3. She names the Bookmark “Report 1” and clicks the “[Insert](#)” button.

## Bookmark Link.



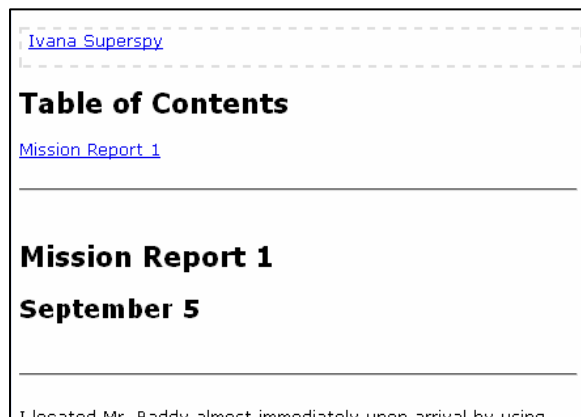
Now she'll insert a link into the document to the Bookmark. As she does this each time she writes a new report, she'll build a Table of Contents for all her Mission Reports.

1. She places the cursor on the in front of "Mission Report 1."
2. She types "Table of Contents" and presses enter twice.
3. She places the cursor on the newly created blank line.
4. From the "Insert" menu, she chooses "Link..."
5. In the "Insert Link" dialogue box, she selects "Bookmark" and then chooses "Report\_1" from the drop-down box. In the "Text" field she types, "Mission Report 1." She doesn't care about the "Flyover" text, so she leaves that blank.
6. She clicks the "Insert button."
7. Oops! The link appears formatted as Heading (H1). She needs to fix that!
  - a. Select the text.
  - b. From the "Format" menu, choose "Normal paragraph text."
8. Finally, to make it look pretty, she adds another horizontal line.



["Normal paragraph text."](#)

## Email Link.



Inserting the Bookmark Link reminds Ivana: her email! She wants people to be able to email her from this document.

1. She selects her name in the Header.
2. From the "Insert" menu, she chooses "Link..." again.
3. This time, she selects "E-mail address."
4. She types in her email, and she notices the

“[Text](#)” field is already filled in with the text she selected.

5. She clicks the “[Insert](#)” button, and she’s done. Snap!

## Block Quote.

Ivana decides to add a quote from one of her contacts. She goes to the appropriate place in the document and types the quote.

To make the quote look great, she decides to use the Block Quote function.

1. She selects the text.
2. She chooses “[Block quote](#)” from the “[Format](#)” menu.

A few simple steps, and her document (**Figure 20: An Edited Document**) is looking superb!



**Figure 20: An Edited Document**

## Revising Documents

### Clear Formatting

A quick fix if you just want to return the document to its original state, *sans* formatting.

- ▼ From the “[Format](#)” menu, choose “[Clear Formatting](#).”

A quick and easy way to start over!

### Revision History

Google™ Docs offers another way to revert to an earlier stage of formatting. It stores a comprehensive Revision History (**Figure 21: Revision History**) of every document.

The screenshot shows the Google Docs interface for a document titled "Mission Report 1". At the top, it says "Google Docs BETA" and "ivana.superspy@gmail.com | Docs Home | Help | Sign out". Below that, it says "Mission Report 1" and "edited on September 5, 2008 6:05 AM by Ivana Superspy". There are buttons for "Share", "Save", and "Save & close".

Below the document title, there are two "« Back to editing the document" links and a "Compare Checked" button. The main part of the screenshot is a table with three columns: "Revision", "Last Edited", and "Changes".

| Revision   | Last Edited           | Changes  |
|--|-----------------------|--|
| <input type="checkbox"/> <a href="#">Revision 16</a> | 104 minutes ago by Me | <i>no text added</i>   |
| <input type="checkbox"/> <a href="#">Revision 15</a> | 105 minutes ago by Me | Mr. Baddy has been on his best behavior, and we're                               |
| <input type="checkbox"/> <a href="#">Revision 14</a> | 107 minutes ago by Me | <i>no text added</i>   |
| <input type="checkbox"/> <a href="#">Revision 13</a> | 112 minutes ago by Me | Mission Report 1 September 5   located Mr. Baddy ε                               |
| <input type="checkbox"/> <a href="#">Revision 12</a> | 113 minutes ago by Me | Table of Contents Mission Report 1 Mission Report <a href="#">Revisions 6-12</a> |
| <input type="checkbox"/> <a href="#">Revision 6</a>  | 2 hours ago by Me     | Ivana Superspy Mission Report 1 September 5   loca <a href="#">Revisions 0-6</a> |
| <input type="checkbox"/> <a href="#">Revision 0</a>  | 2 hours ago by Me     | <i>no text added</i>   |

At the bottom of the table, there are two "« Back to editing the document" links and a "Compare Checked" button.

**Figure 21: Revision History**

Revision History is a powerful tool for working on your documents and collaborating with your colleagues. Google™ Docs makes it easier than virtually any other word processing program out there.

### Reverting

Let's say Ivana needs to revert to an early stage of formatting. She can click on whichever Revision she likes, and the screen will display that version of the document.

It's like time travel!

- ▼ Now, you have the option of reverting to the earlier revision by clicking the “[Revert to this one](#)” button. The button is located at both the top and bottom of the screen.
- ▼ Alternatively, you can just click “[Back to Revision History](#).”

The great thing is, you don't have to do anything to make this happen! Google™ Docs automatically saves the document every few minutes. As you make changes, it saves new revisions.

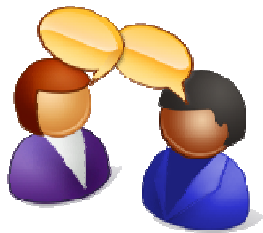
## Comparing

Another great function: Google™ Docs lets us compare multiple revisions. Just check the revisions you want to compare, then click the “[Compare Checked](#)” button. All the changes from one version to the next will be highlighted. **Check out Figure 22: Document Comparison.**



**Figure 22: Document Comparison**

## Sharing Documents



Google™ Docs greatest claim to fame may be its easy yet powerful collaboration features. It's so easy to work with other people on developing and editing documents – all without the mess of creating, storing, and emailing multiple copies of a single document.

Instead, everyone can access a single document and work on it together. It's super-easy (which is good for Superspies) to track who made what changes when.

Now that Ivana has completed her Mission Report, she needs to share it with her colleagues who also need access to this critical information.

### Sharing With Others

First, Ivana is going to share the document with her mentor and colleague, M. Aster Superspy. She wants to get his input before she shares the document with anyone else.

### How to Share Documents

1. From inside the document, click on the [“Share”](#) button in the top right corner of the screen, and choose the manner to share from the drop down box (see **Figure 23: Share Menu**).

- ▼ “[Share with others](#)” means to give your collaborators direct access to the document inside Google™ Docs.
- ▼ “[Email as attachment...](#)” will send the document to your collaborator’s email box. This is a good option if collaborating with someone who does not have or want a Google™ Account.
- ▼ “[Publish as web page](#)” is a feature we’ll discuss further in Chapter Three. It publishes the document to the internet, so that anyone with a web browser can access it.

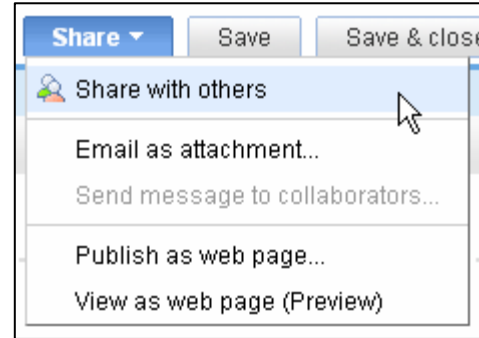


Figure 23: Share Menu

- ▼ “[View as web page \(Preview\)](#)” doesn’t share the document *per se*. Rather, it allows you to see how the document will look when it is published.

2. Ivana wants to give her mentor direct access, so she chooses “[Share with others](#),” which takes her to the “[Share this document](#)” screen.
3. She must first enter the email addresses of her collaborators. Collaborators must have a Google™ Account; while anyone can be a viewer as long as they’ve been invited.
4. Next, Ivana must choose if she wants Aster to be a collaborator, so he can actually make changes to the document, or a viewer who can only just see what’s she’s written. She wants his input, so she chooses “[as collaborators](#)” and enters his email in the box (see **Figure 24: Invite People**).

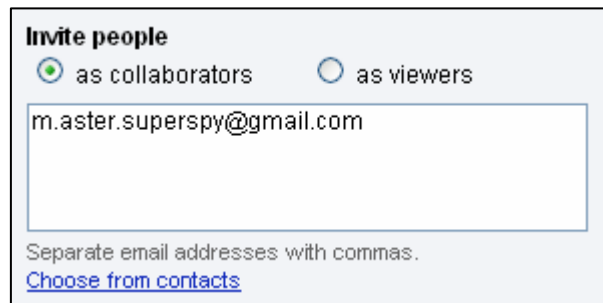


Figure 24: Invite People

5. Next, she must decide what permissions to grant Aster. At this point, she only wants Aster to look at the document; she doesn’t want him inviting anyone else, and she doesn’t want anyone else to use the link she gives him, so she unchecks the “[Advanced permissions](#)” boxes (see **Figure 25: Advanced Permissions**).

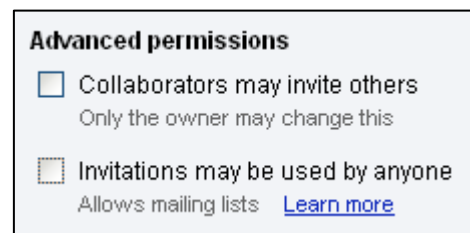
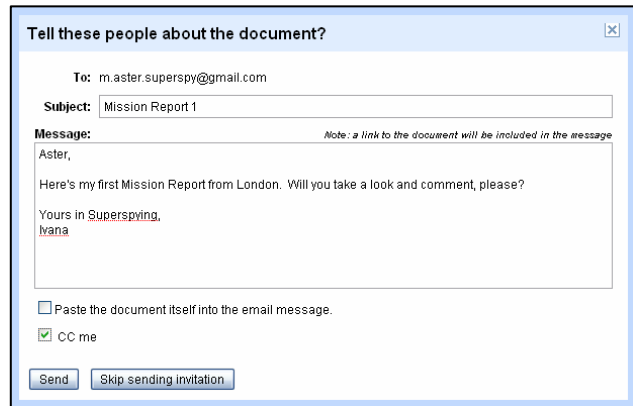


Figure 25: Advanced Permissions

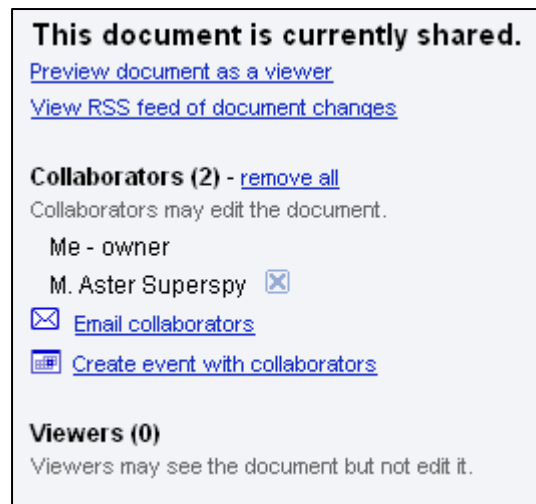
- Now Ivana clicks the “[Invite collaborators](#)” button. Google™ Docs will send Aster an emailed invitation to collaborate on the document. But first, Ivana has the option to write Aster a message. She can skip this step if she wants; if Aster already uses Google™ Docs, once the document is shared with him, he’ll be able to find it. Still, Ivana wants to alert him that she’s ready for him to look at it. She types a quick message and hits “[Send](#).” See **Figure 26: Invite Collaborators**.



**Figure 26: Invite Collaborators**

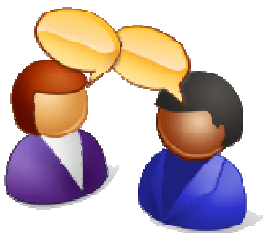
- Now the “[Share this document](#)” screen indicates who can collaborate and who can view. Ivana can use this screen as part of the collaboration effort. See **Figure 27: Document Sharing**.

- ▼ “[Preview document as a viewer](#)” allows the user to see what the document will look like to a viewer.
- ▼ If the document is publicly available, it’s possible to “[View RSS feed of document changes](#),” another word processing collaboration innovation derived from blogs.
- ▼ “[Remove all](#)” and the “X” next to the collaborator’s name(s) give Ivana the option to remove those people’s access to the document.
- ▼ “[Owner](#)” indicates that the document belongs to Ivana. It’s like she’s the document’s administrator, and only she can make executive-level decisions about it and the collaborators.
- ▼ “[Email collaborators](#)” allows Ivana to send a mass email to all her collaborators. Similarly, “[Create event with collaborators](#)” allows Ivana to use Google™ Calendar to schedule an online meeting to work together.



**Figure 27: Document Sharing**

## Working With Collaborators



After inviting Aster to collaborate with her, Ivana leaves to get some dinner. When she returns, she logs back on to Google™ Docs to see if he has reviewed her Mission Report.

### Who Last Reviewed a Document

On the main screen, she notices that he was the last person to access the

document (his Google™ Account name is listed in the Date column - **Figure 28: Main Screen**).

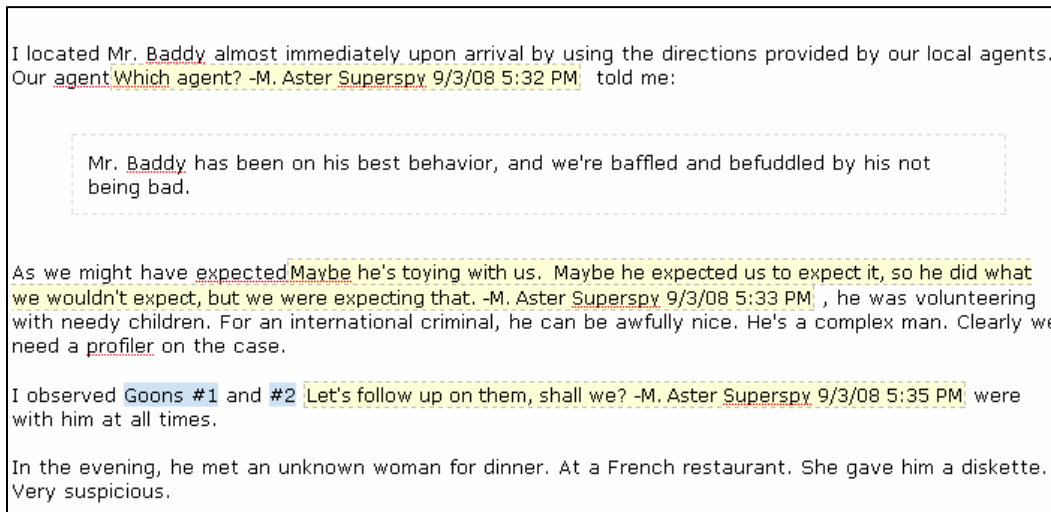
|                          | ☆ Name  | Date ↓                   |
|--------------------------|---|--------------------------|
| TODAY                    |   |                          |
| <input type="checkbox"/> | ☆  <b>Mission Report 1</b> | 3:35 pm M.Aster.superspy |
| YESTERDAY                |   |                          |
| <input type="checkbox"/> | ☆  <b>Mission Briefing</b> | Sep 2 me                 |

**Figure 28: Main Screen**

## Reviewing the Collaborator’s Comments

Ivana clicks on the document to open it and see his comments (see **Figure 29: Aster's Comments**). They're highlighted in yellow for easy use. In addition to his notes, the comments also include his name and a time/date-stamp when he left the comment.

He also used some highlighting on the words “Goons #1” and “#2.”



**Figure 29: Aster's Comments**

## Reviewing Other Changes

Ivana wants to double-check if he made any other changes to the document.

1. She heads to the “[Revision History](#)” page (“[Tools](#)” or “[File](#)” menu, “[Revision History](#)”). She sees a list of revisions Aster made (see **Figure 30: Revision History**).

| « Back to editing the document                       |                                     |  | Compare Checked |
|--|-------------------------------------|--|-----------------|
| Revision   | Last Edited                         | Changes  |                 |
| <input type="checkbox"/> <a href="#">Revision 21</a> | 12 minutes ago by M. Aster Superspy | Let's follow up on them, shall we? -M. Aster Superspy 9/3/08 |                 |
| <input type="checkbox"/> <a href="#">Revision 20</a> | 12 minutes ago by M. Aster Superspy | Very suspicious.   |                 |
| <input type="checkbox"/> <a href="#">Revision 19</a> | 14 minutes ago by M. Aster Superspy | Which agent? -M. Aster Superspy 9/3/08 5:32 PM told me: M    |                 |
| <input type="checkbox"/> <a href="#">Revision 18</a> | 25 minutes ago by Me                | <i>no text added</i>   |                 |
| <input type="checkbox"/> <a href="#">Revision 17</a> | 25 minutes ago by Me                | <i>no text added</i>   |                 |
| <input type="checkbox"/> <a href="#">Revision 16</a> | 4 hours ago by Me                   | Ivana Superspy Table of Contents Mission Report 1 Mission F  |                 |
| <input type="checkbox"/> <a href="#">Revision 0</a>  | 5 hours ago by Me                   | <i>no text added</i>   |                 |
| « Back to editing the document                       |                                     |  | Compare Checked |

**Figure 30: Revision History**

2. She checks the boxes next to "[Revision 21](#)" (Aster's final revision) and "[Revision 18](#)" (the last revision she made).
3. Then she clicks on the "[Compare Checked](#)" button.

Aha!

He did make more changes! He deleted a sentence near the end – see **Figure 31: Comparing Revisions**.

## Mission Report 1

### September 5

---

I located Mr. Baddy almost immediately upon arrival by using the directions provided by our local agents. Our agent ~~Which agent?~~ -M. Aster Superspy 9/3/08 5:32 PM told me:

Mr. Baddy has been on his best behavior, and we're baffled and befuddled by his not being bad.

As we might have expected ~~Maybe he's toying with us. Maybe he expected us to expect it, so he did what we wouldn't expect, but we were expecting that.~~ -M. Aster Superspy 9/3/08 5:33 PM, he was volunteering with needy children. For an international criminal, he can be awfully nice. He's a complex man. Clearly we need a profiler on the case.

I observed ~~Goons #1 and #2~~ Goons #1 and #2 Let's follow up on them, shall we? -M. Aster Superspy 9/3/08 5:35 PM were with him at all times.

In the evening, he met an unknown woman for dinner. At a French restaurant. She gave him a diskette. ~~Who uses diskettes anymore?~~ Very suspicious. Very suspicious.

**Figure 31: Comparing Revisions**


## Making Your Own Changes

Okay, it's time for Ivana to make her own changes.

1. She clicks "[Back to Revision History](#)" (upper left corner), then "[Back to Default View](#)" (upper right corner), and finally "[Back to editing the document](#)" (upper left corner)
2. Now that she's returned to the document, she makes some changes of her own. First, she names the local agent she quotes. Having satisfied Aster's comment, she places the cursor over the comment and clicks. Up pops a menu (see **Figure 32: Comments Menu**) which gives her several options:



**Figure 32: Comments Menu**

- ▼ "[Close this menu](#)" does the obvious.
  - ▼ "[Delete comment](#)" is also clear. This is what Ivana chooses – she's named the agent, so the comment has served its purpose.
  - ▼ She could "[Insert comment text into document](#)" and make it part of the actual text.
  - ▼ Finally, she can change the color of the comment.
3. She removes the highlighting from "Goons #1" and "#2" by highlighting the text, clicking on the  button on the menu button bar, and choosing white as the color.
  4. She deletes Aster's final two comments.
  5. Finally, she reinserts her original question, "Who uses diskettes anymore?" Because really, who?
    - ▼ She could have done this by reverting to a previous revision in the "[Revision History](#)" screen, except she would have lost the "Goons" comment as well.
    - ▼ This brings up one limitation to Google™ Docs Revision History. It doesn't necessarily capture *every single change*. Do we even want it to? That means there'd potentially be dozens or hundreds or thousands of revisions, and if we were looking for a specific one, it'd be like looking for an honest person at a Superspy convention. In this case, it's easier for Ivana just to manually retype the sentence.

## Becoming a Collaborator

### Receiving The Invitation

When Ivana next checks her email, she discovers Aster has created a new document in Google™ Docs and sent her an invitation to collaborate. It looks like **Figure 33:**

Ivana clicks on the link in the email to access the new document directly.

She reads his document (**Figure 34: Aster's New Document**) and decides to make some changes of her own

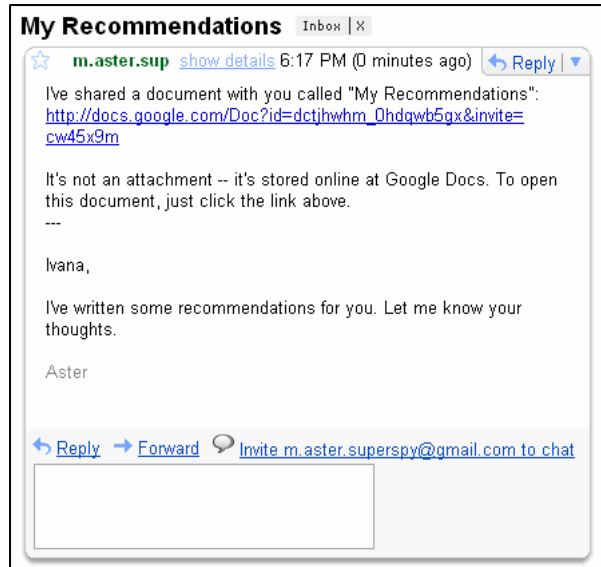


Figure 33: Email Invitation

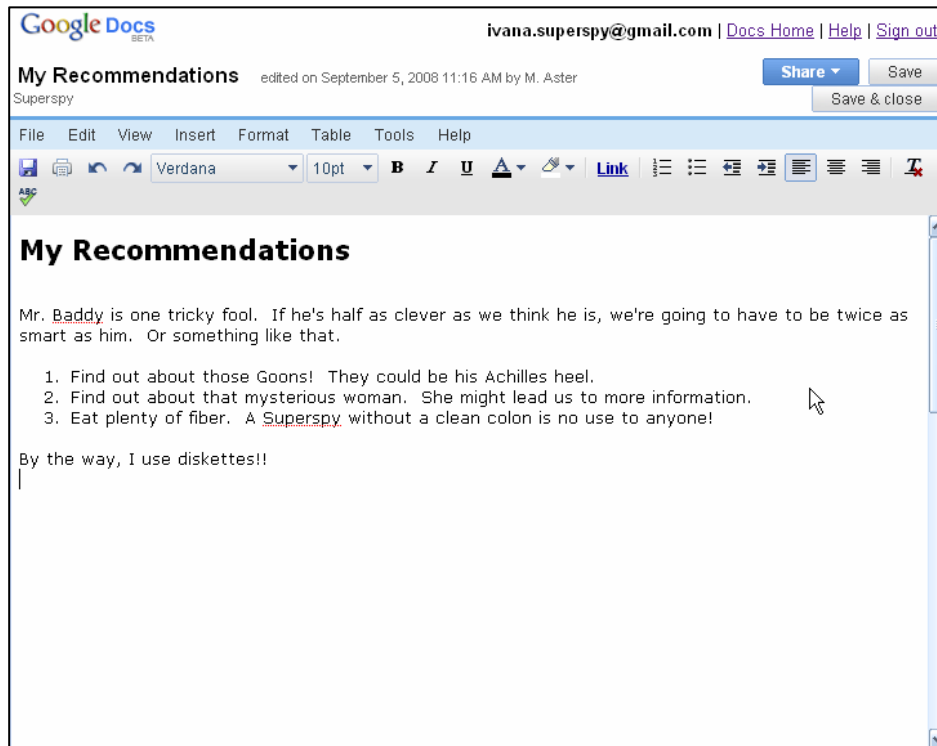


Figure 34: Aster's New Document

## Making Changes

1. The first thing Ivana notices is a notation on the bottom of the screen. It tells her that Aster is still editing the document. They're looking at it at the same time! It warms Ivana's cold Superspy heart.
- Also editing now: **M. Aster Superspy**
2. She leaves her own comments. She places the cursor where she wants the comment to appear, in this case, after each of the numbered items. From the ["Insert"](#) menu, she chooses ["Comment."](#) She sees a message "type here," and she follows the instruction.
  3. She selects the last line and uses the Highlighter tool. She adds another comment.

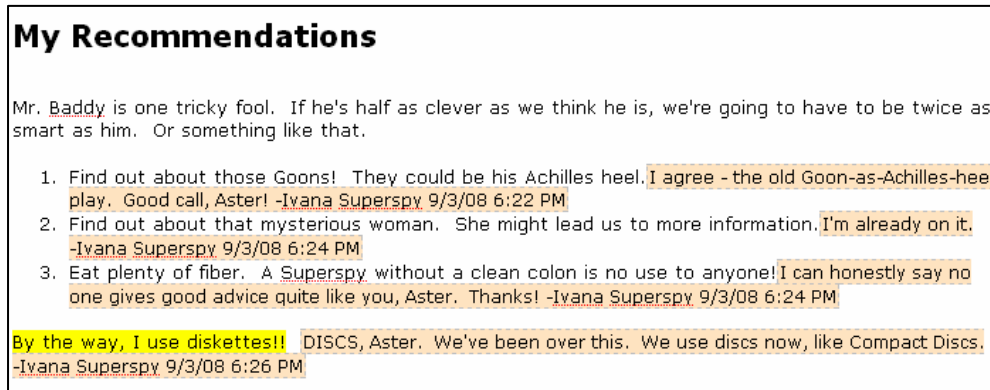


Figure 35: Ivana's Comments

## Printing, Downloading, & Publishing Documents

Now that Ivana has revised her Mission Report with Aster's collaboration, it's time to make the report widely available to her colleagues.

She has several options.

### Download a Document

First, for her colleagues who need to read the Mission Report but don't use Google™ Docs, Ivana can download the document in a number of different file formats.

1. From the ["File"](#) menu, she chooses ["Download file as..."](#)
2. This brings up a submenu from which Ivana can choose a file format. In this case, Ivana chooses ["PDF."](#)
3. She saves the file to her preferred location. Now she can do whatever she wants with it – save it to a network, email, print, post it to a website, etc.

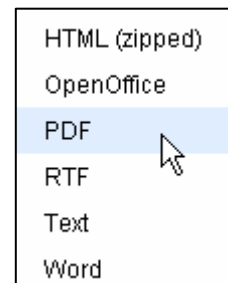


Figure 36: Download File Submenu

## Publish the Document

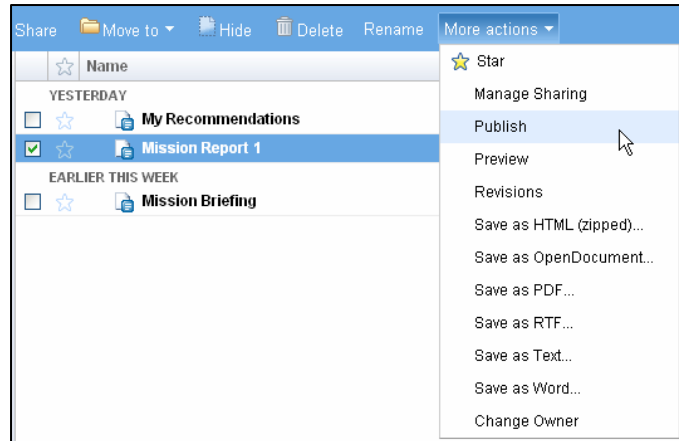
Publishing the document means making it available on the Internet for anyone to read. Google™ Docs makes it a snap.

1. Click on the “[Share](#)” button and choose “[Publish as web page.](#)” That takes us to the “[Publish this document](#)” screen.

- ▼ Alternatively, from the Google™ Docs Main Page, put a check next to the file you want to publish. (In this case, Mission Report 1)

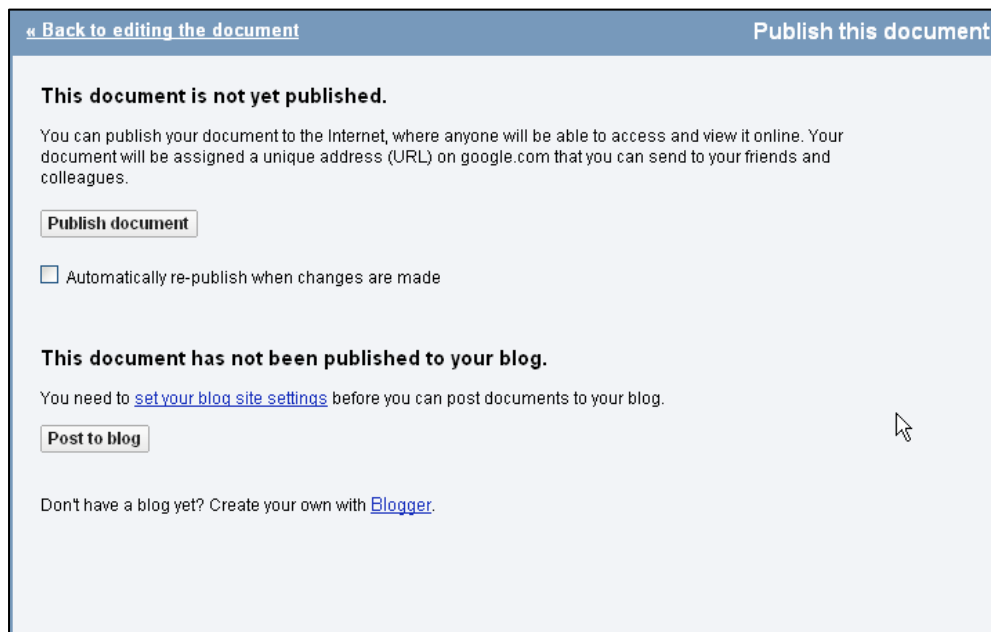
- ▼ Select “[More actions](#)” from the Menu Bar. **See Figure 37: Publish Document.**

- ▼ Notice all the options available. It’s possible to “[Manage Sharing](#)” and “[Revisions.](#)” We can also download the file in a variety of formats by selecting “[Save as...](#)”



- ▼ Right now, we want to “[Publish](#)” the document, so that’s the option we select. That takes us to the “[Publish this document](#)” screen (see **Figure 38: Publish This Document**).

**Figure 37: Publish Document**



**Figure 38: Publish This Document**

2. Click on the “[Publish document](#)” button to create a web address for the document. Anyone with the address and Internet access can thus view it. Alternatively, if we want to publish the document to our blog, we would click on “[Post to blog](#).”
3. In this case, we choose “[Publish document](#),” and Google™ Docs gives us an address to use.



Figure 39: Published Document Link

4. If we checked “[Automatically re-publish when changes are made](#),” Google™ Docs would keep the temporary website up-to-date for us. Alternatively, we can use the “[Re-publish document](#)” button to update as we choose.
5. When we no longer want the document to be available via URL, we click the “[Stop publishing](#)” button.
6. To email the web address to the appropriate people, click the “[Share](#)” button again and choose “[Send message to collaborators...](#)”
7. Select the “[Send published link](#)” tab in the “[Email Document](#)” dialogue box.

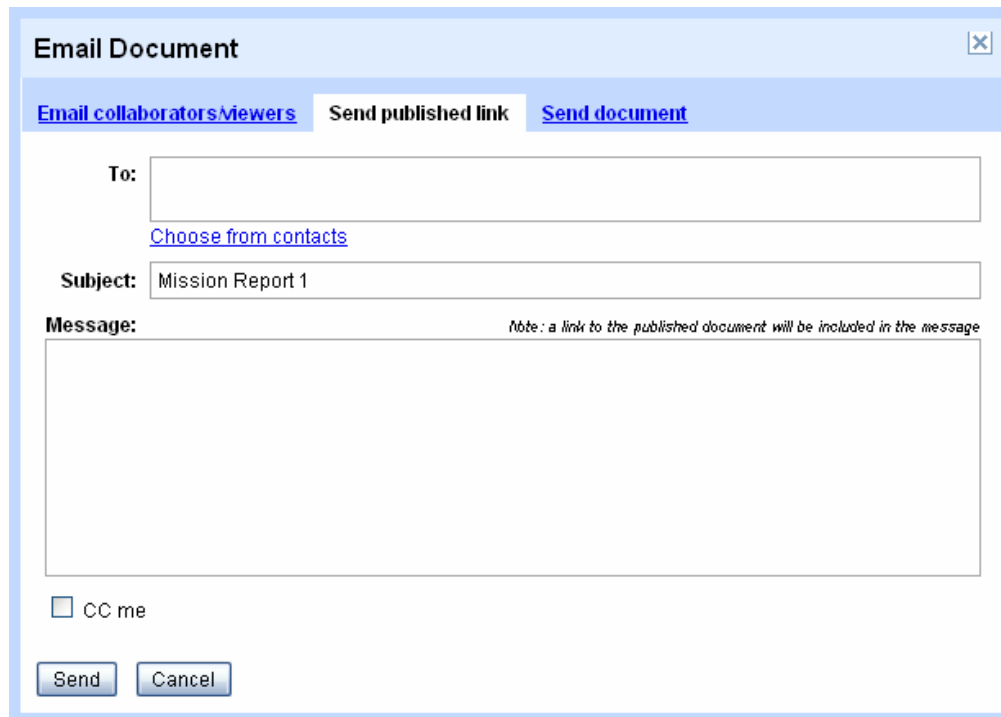
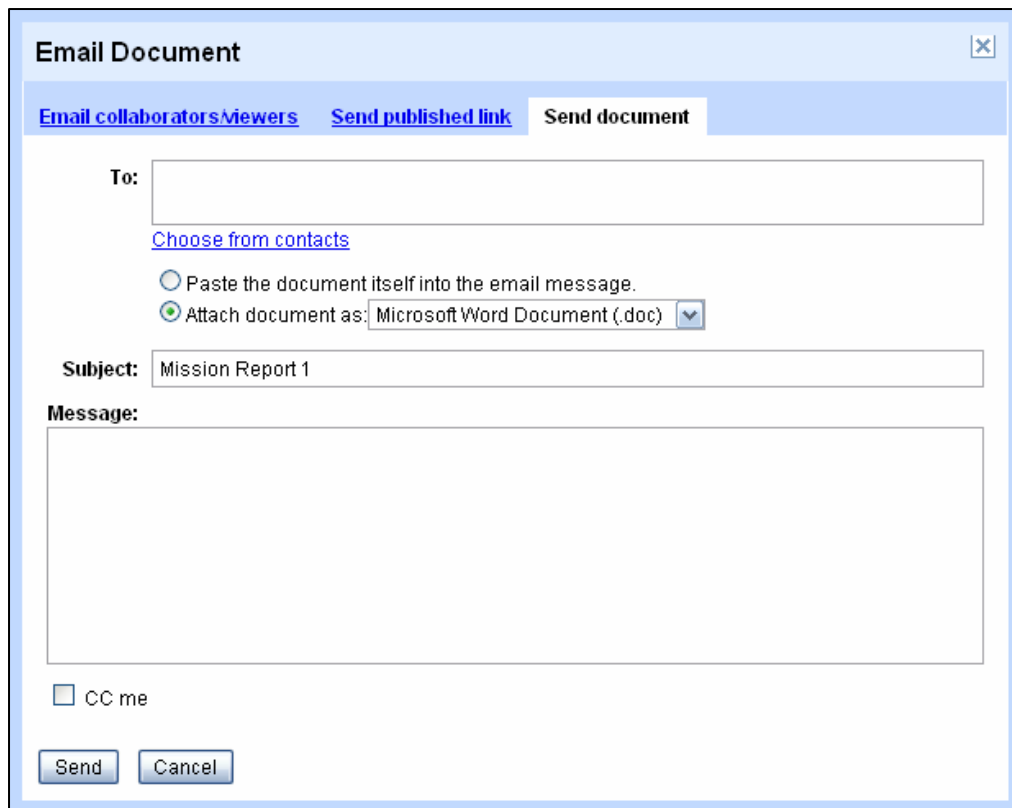


Figure 40: Email Document (Send Published Link)

8. Enter the addresses of the people with whom you want to share the web link. You can add a message if you wish. You did not need to type in the web address; Google™ Docs will take care of that automatically.
9. Click "[Send](#)."

## Email a Document as an Attachment

1. Click the "[Share](#)" button.
2. From the drop-down box, choose "[Email as attachment](#)." This brings up the "[Email Document](#)" dialogue box. Make sure the "[Send document](#)" tab is selected.



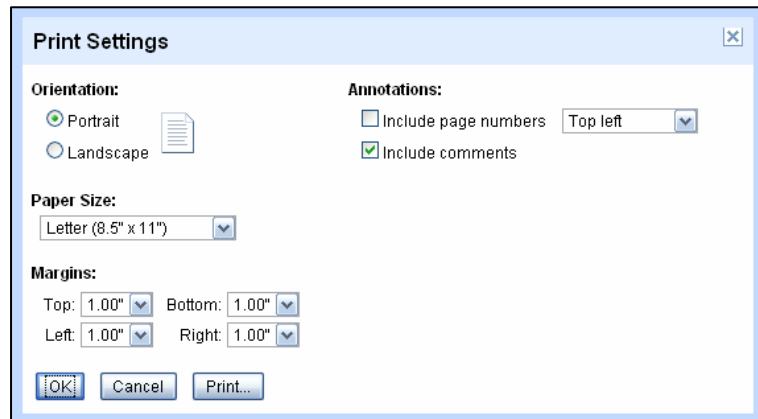
**Figure 41: Email Document (Send Document)**

3. Fill in the email addresses of the intended recipients in the "[To:](#)" box.
4. You have the option of pasting the document into the email itself, or you can "[Attach document as](#)" as a Word, OpenOffice, PDF, or .rtf file.
5. Again, enter a message if you wish, and click "[Send](#)."

## Printing a Document

Google™ Docs can also produce a hard copy for you.

1. From the “[File](#)” menu, choose “[Print settings...](#)”
2. On this screen, verify the orientation, paper size, margins, and if you want to include page numbers and comments on the printout.
3. Click “[Print...](#)” and follow the on-screen prompts.
4. Alternatively, if you already know the “[Print settings...](#)” are correct, just choose “Print” from the “File” menu.



**Figure 42: Print Settings**

## In Conclusion



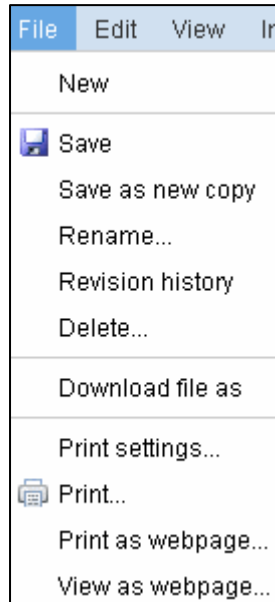
Ivana has transformed from a doubter into a Google™ Docs user!

When she first started, she grumbled and complained (well, she is a government employee). Now she looks forward to using Google™ Docs more – it’s been a promising start to a surprisingly robust word processing system.

Google™ Docs makes collaboration with her colleagues easier than ever, and she has access to the entire revision history of her documents. That makes the government bureaucrats and IT support staff everywhere happy!

## Appendix – Document Menu Commands

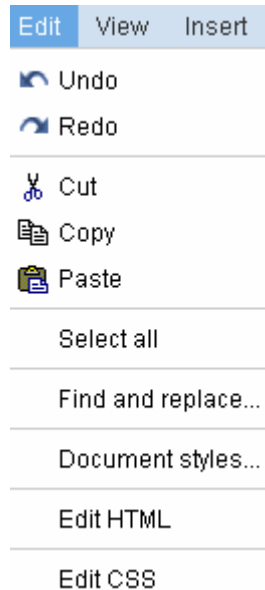
### File Menu



webpage.

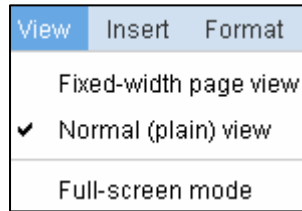
- [New](#). Create new document.
- [Save](#). Save current document. Ctrl+S
- [Save as new copy](#). Save current document as “Copy of.”
- [Rename](#). Rename the current document.
- [Revision history](#). Go to the “[Revision History](#)” screen.
- [Delete](#). Trash the document.
- [Download file as](#). Save the document in HTML, OpenOffice, MS Word, PDF, or Rich Text file format.
- [Print settings](#). Adjust the settings for printing the document, such as margins and page numbering.
- [Print](#). Print the document. Ctrl+P
- [Print as webpage](#). Print the document as it would appear as a webpage.
- [View as webpage](#). See what the document would look like as a

### Edit Menu



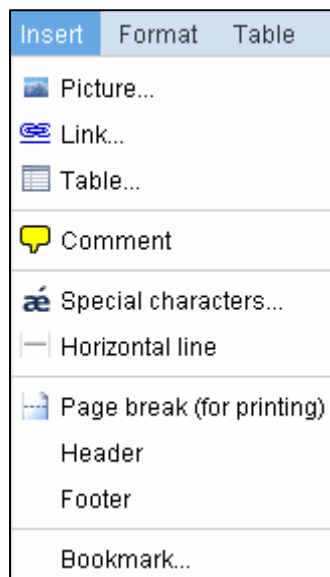
- [Undo](#). Undo last command or action. Ctrl+Z
- [Redo](#). Redo last command or action. Ctrl+Y.
- [Cut](#). Cut selected text to paste elsewhere. Ctrl+X
- [Copy](#). Copy selected text to paste elsewhere. Ctrl+C
- [Paste](#). Paste whatever text has been cut or copied. Ctrl+V
- [Select all](#). Selects all text. Ctrl+A
- [Find and replace](#). Locate specified text; can replace with alternate text if desired. Ctrl+H
- [Document styles](#). Manage global document styling, including font, line-spacing, alignment, and background color.
- [Edit HTML](#). Edit any HTML coding in the document.
- [Edit CSS](#). Edit any CSS coding in the document.

## View Menu



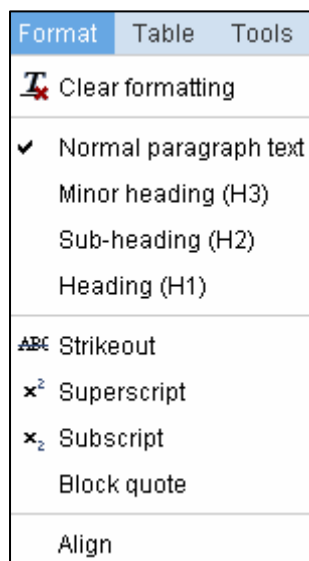
- [Fixed-width page view](#). “Print” view style edit window.
- [Normal \(plain\) view](#). “Draft” view style edit window. Default.
- [Full-screen mode](#). Switch to full-screen edit window. Ctrl+Shift+F.

## Insert Menu



- [Picture](#). Insert image into document from local computer or from web.
- [Link](#). Insert link into document; can link to web address, another document, a bookmark, or an e-mail address. Ctrl+K
- [Table](#). Create a table in document; same as “[Insert](#)” command under “[Table](#)” menu.
- [Comment](#). Insert a comment into the document. Ctrl+M
- [Special characters](#). Insert a symbol or letters with accent marks into document.
- [Horizontal line](#). Insert a page-width horizontal line into document.
- [Page break \(for printing\)](#). Creates a break in document; when printed, text following the break will print on the next page.
- [Header](#). Create a header for the document.
- [Footer](#). Create a footer for the document.
- [Bookmark](#). Insert a bookmark (a reference point) into the document.

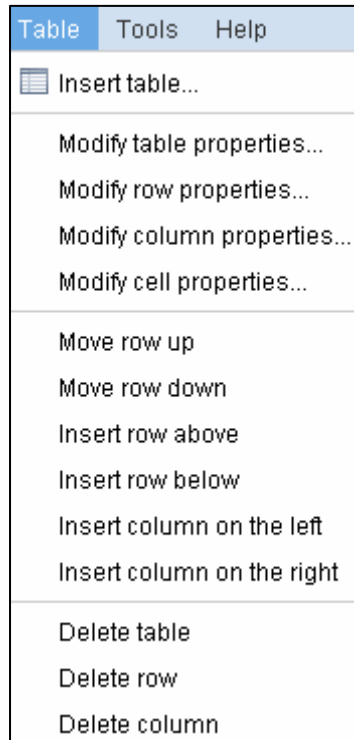
## Format Menu



- [Clear formatting](#). Remove all formatting from selected text. Ctrl+Shift+Space
- [Normal paragraph text](#). Formats selected text as “normal.”
- [Minor heading \(H3\)](#). Formats selected text as third-level heading. Ctrl+3
- [Sub-heading \(H2\)](#). Formats selected text as second-level heading. Ctrl+2
- [Heading \(H1\)](#). Formats selected text as top-level heading. Ctrl+1
- [Strikeout](#). Formats selected text with a line through it.
- [Superscript](#). Raises selected text up. Ctrl+.
- [Subscript](#). Lowers selected text down. Ctrl+,

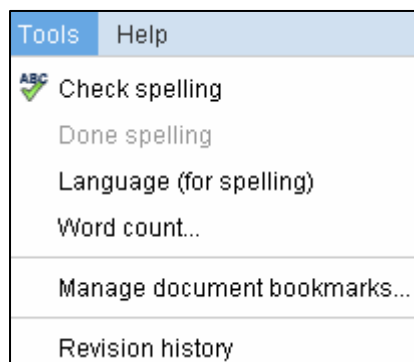
- [Block quote](#). Creates block quote formatting around selected text.
- [Align](#). Choose text alignment (left, right, center, or justified)

## Table Menu



- [Insert table](#). Create table in the current document.
- [Modify table properties](#). Alter size, layout, border, and background color of the selected table.
- [Modify row properties](#). Alter the height, alignment, and background color of the selected row(s).
- [Modify column properties](#). Alter the width, alignment, and background color of the selected column(s).
- [Modify cell properties](#). Modify the width and height, alignment, and background color of the selected cell(s).
- [Move row up](#). Move selected row up one level.
- [Move row down](#). Move selected row down one level.
- [Insert row above](#). Create a new, blank row above selected row.
- [Insert row below](#). Create a new, blank row below selected row.
- [Insert column on the left](#). Create a new, blank column to the left of the selected column.
- [Insert column on the right](#). Create a new, blank column to the right of the selected column.
- [Delete table](#). Trash the entire selected table.
- [Delete row](#). Get rid of the entire selected row.
- [Delete column](#). Get rid of the entire selected column.

## Tools Menu



- [Check spelling](#). Turn on spell-check. Ctrl+Shift+K
- [Done spelling](#). Turn off spell-check.
- [Language \(for spelling\)](#). Select the language to be used during spell-check.
- [Word count](#). Display document statistics, including word count of words, characters, paragraphs, pages, and other statistics. Ctrl+Shift+C.
- [Manage document bookmarks](#). Insert and remove bookmarks.
- [Revision history](#). Go to the “Revision History” screen.
















## Help Menu

|                               |
|-------------------------------|
| Help                          |
| Google Docs Help Center       |
| Learn from other Google users |
| Watch a video introduction    |
| Keyboard shortcuts            |

all Google commands.

- [Google Docs Help Center](#). Go to main page of Google Docs Help.
- [Learn from other Google users](#). Go to forum for users of Google Docs.
- [Watch a video introduction](#). View a quick video about Google Docs.
- [Keyboard shortcuts](#). Display chart of keyboard shortcuts for

## Document Button Bar

|   |   |              |
|---|---|--------------|
|    | Save document.  | Ctrl+S       |
|    | Print document.   | Ctrl+P       |
|    | Undo last change.   | Ctrl+Z       |
|    | Redo last change.   | Ctrl+Y       |
| Verdana ▾   | Select font from drop-down box.                                 |              |
| 10pt ▾  | Select font size from drop-down box.                            |              |
| <b>B</b>  | Bold-face formatting.   | Ctrl+B       |
| <i>I</i>  | Italics formatting.   | Ctrl+I       |
| <u>U</u>  | Underline formatting.   | Ctrl+U       |
|  | Select text color from drop-down box.                           |              |
|  | Select text background color (highlighting) from drop-down box. |              |
| <a href="#">Link</a>  | Insert Link into document.                                      | Ctrl+K       |
|  | Create numbered list.   | Ctrl+7       |
|  | Create bulleted list.   | Ctrl+8       |
|  | Decrease indent.  |              |
|  | Increase indent.  |              |
|  | Left align the text.  | Ctrl+L       |
|  | Center align the text.  | Ctrl+E       |
|  | Right align the text.   | Ctrl+R       |
|  | Remove formatting.  | Ctrl+Space   |
|  | Check spelling.   | Ctrl+Shift+K |