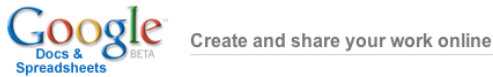


Using Google Docs & Spreadsheets

Go to <http://docs.google.com/>.

If you have a Google account already, sign in. If not, click the Create new Google Account link and follow the instructions there. Notice the *Take a tour* link -- this is a nice overview of what you can do.



If you've ever struggled to keep track of different versions of spreadsheet or word processor files sent over email, Google Docs & Spreadsheets may be right for you. Google Docs & Spreadsheets is a free web-based word processing and spreadsheet program that keeps documents current and lets the people you choose update files from their own computers. You can, for example, coordinate your student group's homework assignments, access your family to-do list from work or home, or collaborate with remote colleagues on a new business plan. [Learn More](#)

Get started quickly.

Import your existing documents and spreadsheets, or create new ones from scratch.

Edit your documents and spreadsheets from anywhere.

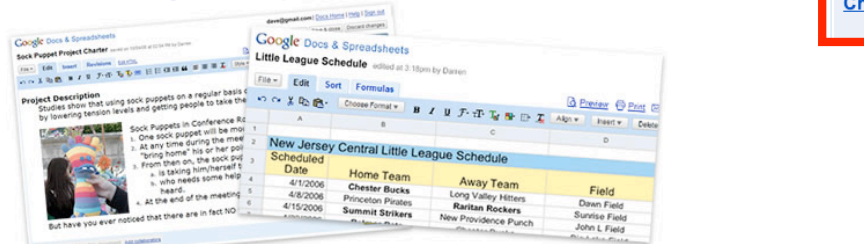
All you need is a Web browser - your documents and spreadsheets are stored securely online.

Share changes in real-time.

Invite people to your documents/spreadsheets and make changes together, at the same time.

And it's free.

[Take a tour of Google Docs & Spreadsheets »](#)



Sign in to Google Docs & Spreadsheets with your **Google Account**

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

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You will be presented with a list of documents on which you can collaborate, or you may initiate a new document.

initiate (points to 'New Document', 'New Spreadsheet', 'Upload')

select active (points to document list items: 'ISS Instructional Support', 'IALLT 07 Workshop')

see collaborators (points to 'Owner / Collaborators / Viewers' table)

Owner / Collaborators / Viewers	Last Edited
Me / Cstellrecht, Dcran, Gocoach, Kimbayer, Mdressle Add	9 minutes ago by Me
Me / Phili Add	2 weeks ago by Me

Participate! The WYSIWIG editor works like your word processor. Enter, edit or rearrange text. You can insert other documents, links or images as well, by clicking on the *Insert* tab.

Google Docs & Spreadsheets

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Sample saved on February 15, 2007 7:46 AM by Lynnecc

File Edit **Insert** Revisions Edit HTML Preview Print Email Collaborate Publish

Welcome to Google Docs and Spreadsheets. This document can be collaboratively edited by clicking on Collaborate.

This is a pretty robust WYSIWIG editor and will do spell checking for you too (notice the check spelling link in the bottom right corner). It will auto save periodically, but when you are *really* done make sure to save overtly. Notice the revisions tab on the top of the doc--we can track back as needed to see what was added when and by whom. You have to return to *Edit* to work on the most recent version of the document. This works just like the word processing that we are all familiar with, which is one of the things that makes it so simple to use.

Notice in the bottom left corner, you can tell if anyone else is editing the document at the same time as you are.

No one else is editing this document. [Add collaborators](#) **Check spelling**

Want to share a document? Click on the *Collaborate* tab in the top left corner of the editor. Enter the email addresses of the people with whom you want to share the document, choose whether they are collaborators (can edit) or viewers (can read) and then select *Invite these people*. You will be presented with an email message that you can customize for your collaborators.

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Collaborate on this document

This document is not shared.

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as collaborators as viewers

gocoach@umich.edu
mdressle@umich.edu
kimbayer@umich.edu
cstellrecht@umich.edu

Separate email addresses with commas.

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