

Documents

- Features
- Creating
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- Searching for Documents



Revision ~ 7-27-2010

If you need support for Gmail...

- 1) Refer to the Gmail On-line Help ~ Excellent videos and web sites to explain all features.
- 2) Ask Gmail experienced teachers and staff
- 3) Contact IT Help Desk @ 796-7070

Features of Google Documents

With Google documents, you can easily create, share, and edit documents online.

Here are a few specific things you can do:

- Upload Microsoft Word, OpenOffice, RTF, HTML or plain text documents, create documents from scratch, and download your online ones.
- Edit documents online simultaneously with anyone you choose, and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.
- Publish documents online to the world, as WebPages or post documents to your blog.
- Email your documents out as attachments.

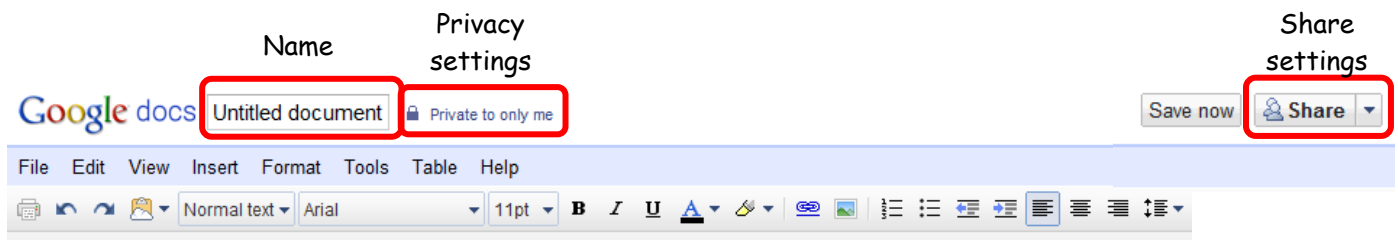
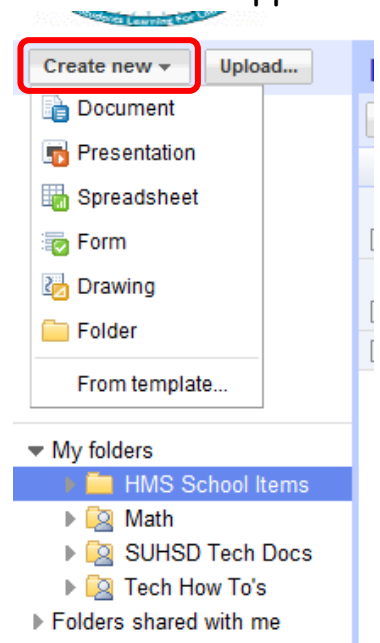
Creating Google Documents

Click on **Documents** link at top left of Gmail window, a new window should appear.

Click on the **Create new** ▼ pop-down menu

Select the Type of Document or Folder to create...

A blank document will appear with the basic tools.
Create your document and use the top bar to enter name, Privacy settings and edit the Share settings



Documents save every few seconds, so there is little chance for your document to be lost.

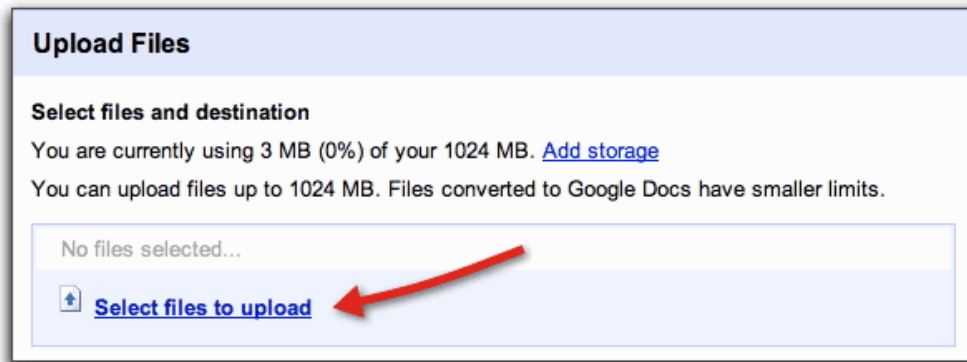
Uploading Documents

You can upload one or multiple files to Google Docs. Here's how:

1. Click the **Upload** button on the Docs list homepage.

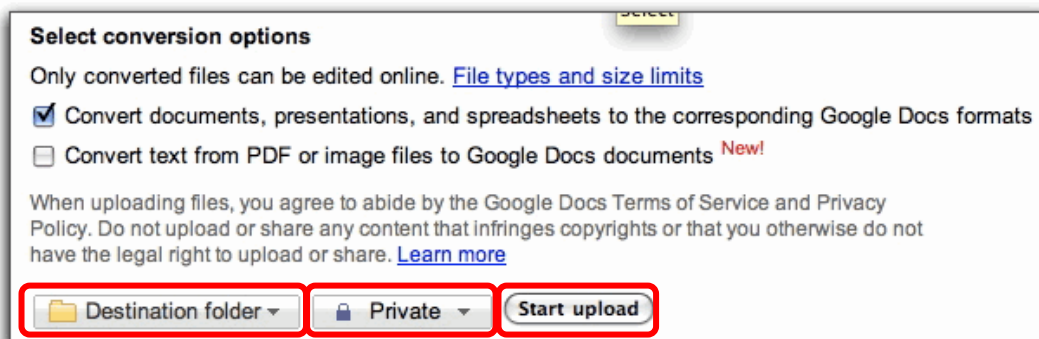


2. Click **Select files** to upload files from your computer. When the Browse dialog is open, select the file you'd like to upload to Google Docs. To select multiple files, press Shift or Ctrl and click all the files to upload. If you first select one file and then decide to upload more, click the **Select more files** link that appears after you upload the first file. It's not possible to upload folders at this time.



You can simply store the uploaded file in Google Docs, or convert it to Google Docs format so you can later edit it online. To store the file without converting it, make sure you deselect the option to convert the file. If you'd like to convert your document, presentation or spreadsheet to Google Docs format, you don't need to take any extra steps. The checkbox right below the **Folder** drop-down menu is selected by default.

You can also create Google documents from the text in PDF or image files using a technology called Optical Character Recognition (OCR). To do so, just make sure you select the option "Convert text from PDF or image files to Google Docs documents."



3. Pick a folder to which you'd like to upload the files, and click the **Start upload** button.

As you're uploading files, you'll see what percentage of the available space you've used. You can also access this information by clicking the **Settings** link at the top of the Docs list, and checking the Storage section of the page.

Uploading Size Limits

Docs you create and files you upload have some limits built in.

Documents: 512,000 characters -- which is usually about hundred pages, depending on things like font size. Imported documents can't be larger than 1MB.

Spreadsheets: 400,000 cells, with a maximum of 256 columns per sheet. Imported files can't be larger than 1MB, and need to be under 400,000 cells and 256 columns/sheet.

Presentations: 10MBs -- which is about 200 slides. Like imported documents and spreadsheets, imported presentations can't be more than 1MB.

Drawings: Google has never seen anyone make a drawing that was too big (but that's not a dare).

Other files: Files that you upload but don't convert can take up a total of 1GB. That can be all one file if you want -- the upload limit is 1GB, too.

Searching for Documents

As more and more documents are created and uploaded to SUHSD Gmail the more we can share with each other, if the documents are allowed to be Visible to others in the district.

At the top of the Documents page you will see a search window. Use this window to enter information you are looking for. Use the Show search options for advanced document searches.



Search your Docs

Search salinasuhd.org Docs

[Show search options](#)

[Browse template gallery](#)

Sites

- Features
- Creating
- Editing Sites
- Manage Page



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Features of Google Sites

Google Sites is the easiest way to make information accessible to people who need quick, up-to-date access. People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, ...), and new free-form content. Creating a site together is as easy as editing a document, and you always control who has access, whether it's just yourself, your team, or your whole site. You can even publish Sites to the world. The Google Sites web application is accessible from any internet connected computer.



[Team project](#)



[Employee profile](#)



[Classroom](#)



[Student club](#)

Quick facts

Single-click page creation ~ Creating a new page for your Google Site just takes the click of a button.

No HTML required ~ Creating a Google Site is as easy as editing a document, which means there's no markup language for you to learn -- just get started.

Make it your own ~ customization options let you give your Google Site your own look and feel

Get started with templates ~ Google offers a growing list of page types -- web page, announcements, file cabinet, dashboard and list -- to help you get started with your Google Sites pages.

Upload files and attachments ~ Use the file cabinet to upload files up to 10MB in size. Each Google Apps account receives at least 10GB of storage in Google Sites. Google Apps Premier and Education editions get an additional 500MB for each user account.

Embed rich content ~ Google Sites is integrated with other Google products, so you can insert videos, docs, spreadsheets, presentations, photo slide shows, and calendars directly onto your Google Sites pages.

Work together and share ~ Permission settings let you designate owners, viewers and collaborators (meaning they can edit pages) for your site. And you can make your Google Sites available to just a few people, your entire organization, or the world.

Creating Google Sites

Once you've signed in to your Google Account, you can start creating your site. Here's how:

1. Click the **Sites** link in upper-left, then **Create site** button.

A blue rectangular button with the text "Create site" in white.

2. Select either **Blank template** or **Browse the gallery for more** (a new window will appear with a multitude of templates to choose from. Hint ~ Simpler is Better)

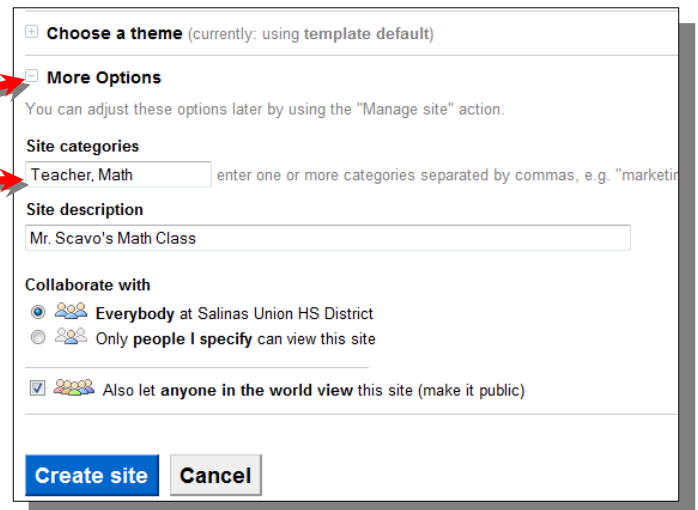
3. Enter your site name and the URL where it will be located as well as a description of the site. The name and URL you choose can't be changed after you create your site, or used again if the site is deleted.

4. Click on the + next to **More Options**

5. **Site Categories**

Please use one of the following Site Categories

- to keep
- SUHSD sites organized...
- School Sites, (Site)**
- Administration**
- Teacher, (Subject)**
- Calendar**
- Sports**
- Clubs**

A screenshot of the "More Options" dialog box in Google Sites. It has a title bar "Choose a theme (currently: using template default)". Below the title bar is a section "More Options" with a sub-header "You can adjust these options later by using the 'Manage site' action." There are three main sections: "Site categories" with a text input field containing "Teacher, Math" and a placeholder "enter one or more categories separated by commas, e.g. 'marketing'"; "Site description" with a text input field containing "Mr. Scavo's Math Class"; and "Collaborate with" with two radio button options: "Everybody at Salinas Union HS District" (selected) and "Only people I specify can view this site". At the bottom of the dialog box are two buttons: "Create site" (blue) and "Cancel" (grey).

You can edit the category if needed.
Look at what is already there to use the same names.

6. Select Collaborating/Sharing options.

7. Click the **Create site** button.

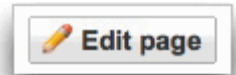
Now that you've created your site, you can create a new page by clicking the **Create page** button.

A grey rectangular button with a green plus sign icon and the text "Create page" in black.

Then, name the new page and select the type of page you want: webpage, dashboard, announcement, file cabinet, or list. After you've selected where you want to locate the page, click the **Create Page** button at the bottom of the page.

Editing Google Sites

To edit your site, click the **Edit Page** button in the upper right hand corner of the screen.



The edit toolbar will provide you with the basic tools necessary to edit your site.



Undo and redo changes

You can undo and redo changes by clicking the arrow buttons in the toolbar.

Change the font type and size

You can select the font type and size using the two drop-down menus.

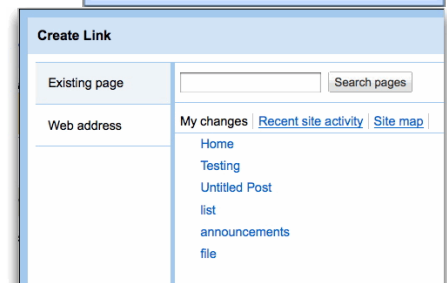
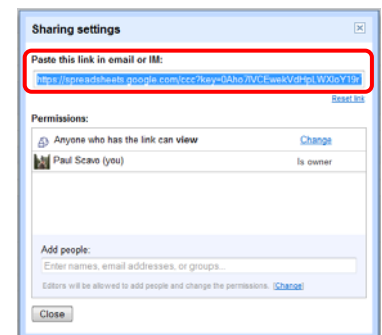
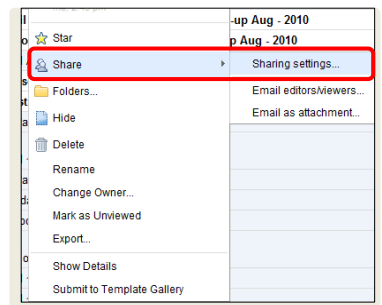
Edit text

Add boldface type and italics, underline text, and change the color of your text or text background.

Create a link

If you have a Google Doc you created, you can create a link to that doc...

- 1) In your Documents page, right-click on the doc:
Share, Sharing settings...
- 2) The Sharing settings window will appear with the link highlighted. Right-click on the link,
Copy, Close
- 3) In your Sites page, highlight the text that you want to turn into a link, and click the **Link** button. A window appears with these options for creating your link:
 - Existing page
 - Create a new page and link to it
 - Web addressClick on **Web address**, in the Link window right-click **Paste, OK**



3

Create a list

Click the **Numbered list** button or the **Bulleted list** button, depending on the type of list you need to add to the site. Then type the first item, and press Enter. The next number or bullet point appears.

The Tab key can help you indent your bullet points, while the Enter key will move back your indentation.

Indent or move your list

Click the two buttons next to the bulleted list to indent or move back the starting point when adding a bulleted or numbered list. Click twice to move each item two spaces, and so forth.

Align your text

Use these buttons for your page alignment. You have the option to align the text on your page to the left, center, or right side of the page.

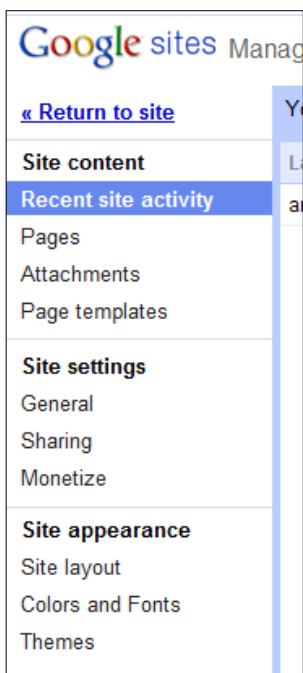
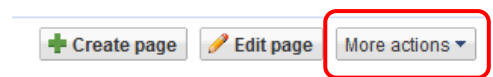
Remove formatting and edit HTML

You can remove the formatting from any part of your page by highlighting the relevant text and clicking this icon.

Click the **HTML** button to edit the HTML on your site. Please keep in mind that we do limit the amount of editing that can be done. Some advanced coding won't work.

Managing Google Sites

While in your site, click on the **More actions** ▼ pop-down menu to view different management tools for the site.



Manage site will allow you to change the content, settings and appearance for that particular site.

Click on each of the links to familiarize yourself with each.