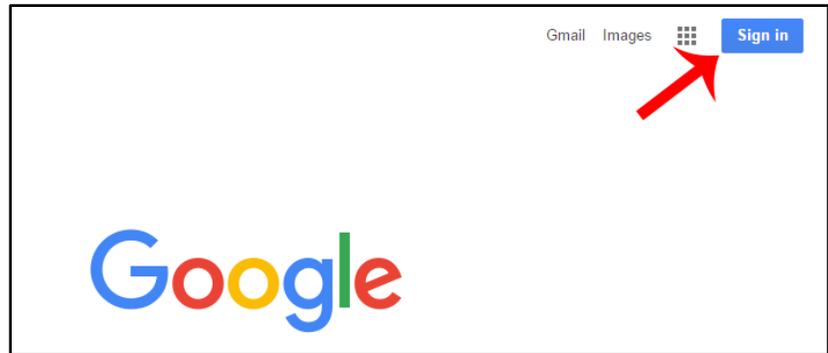
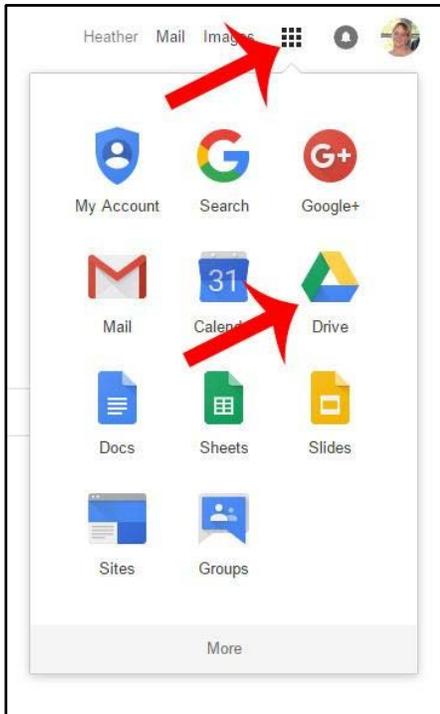


# Google Docs

Every Dallas ISD teacher has a Google account attached to his or her dallasisd.org account. To access the features which include unlimited storage for educators, log in with your usual Dallas ISD network login information.

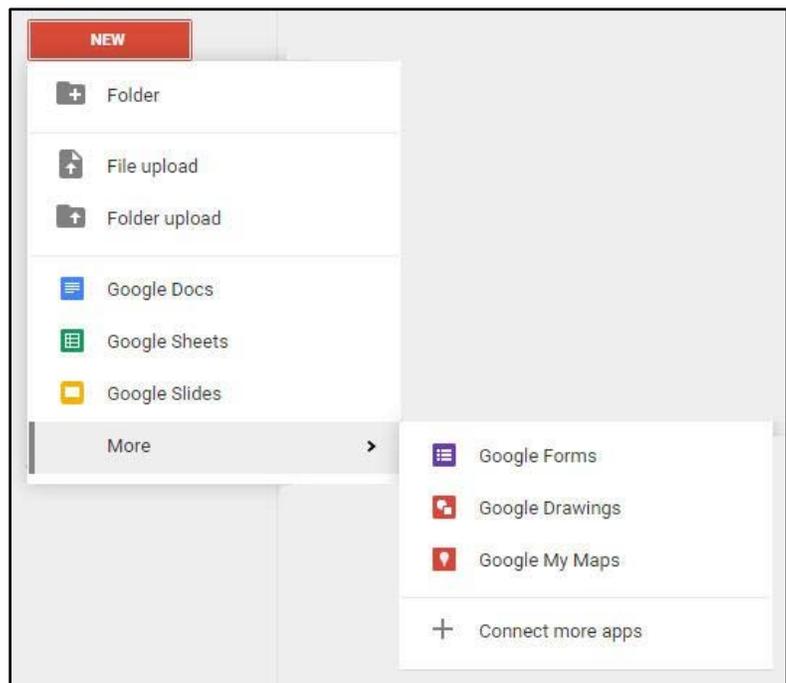


When you log in, you will be able to see the options available by clicking on the nine-square grid at the top of the page. A menu will appear, and from there, you can select the drive.



Once you have access to the drive, you can see any documents you have created, any folders to which you have access and any forms you have created. There is a red button in the upper left corner that says *new*. Click on that button to make new items.

The blue icon that says *Google Docs* is very similar to Microsoft Word; the green *Sheets* icon is like Excel and the gold *Slides* icon is a lot like PowerPoint. Under *More*, there are other options, but they bear less similarity to Microsoft applications.



# Google Docs

As you begin to work with Google Docs, bear the following facts in mind:

- Google automatically saves your documents and the changes you make. There is no need to save the changes.
- If you want to share a document with someone, there is a button at the top right corner to share with people via their email address.
- If you are working on a document at the same time as another person, you can see both your cursor on screen and that person's cursor. Changes by either party are reflected immediately. If you want to see a revision history of the document you have open, you can access that information by clicking at the top center of the document. There is a grey piece of text that says **All changes saved in Drive** or **Last edit was made on (date)**. Click on that text, and you will see a window appear with the document's revision history.
- You can make folders inside of your Google drive, just as you can view your shared folders. You should be able to drag files into folders and drop them. Folders are a handy way of staying organized, and you can share entire folders with other people.
- If you want to store existing files in the Google Drive, you can simply drag them from their current location (desktop, flash drive, etc.) to your Drive window. An upload progress bar will appear at the bottom right and notify you when the file is secure. If you want the document to be editable inside of the Google drive, right click on the icon and tell it to open with Google Docs.
- Google Drive is available as a smartphone app for both apple and android products.

