



Using Google Docs

Google Docs provides web-based collaboration and personal management applications. To use UT Martin's Google Docs site, you will need a UTM username and password. **NOTE:** *it is possible to go directly to the Google Docs website at www.google.com/docs and login using any personal Google account that you have, but this handout only covers using the UT Martin Google Docs site using your UTM account.*

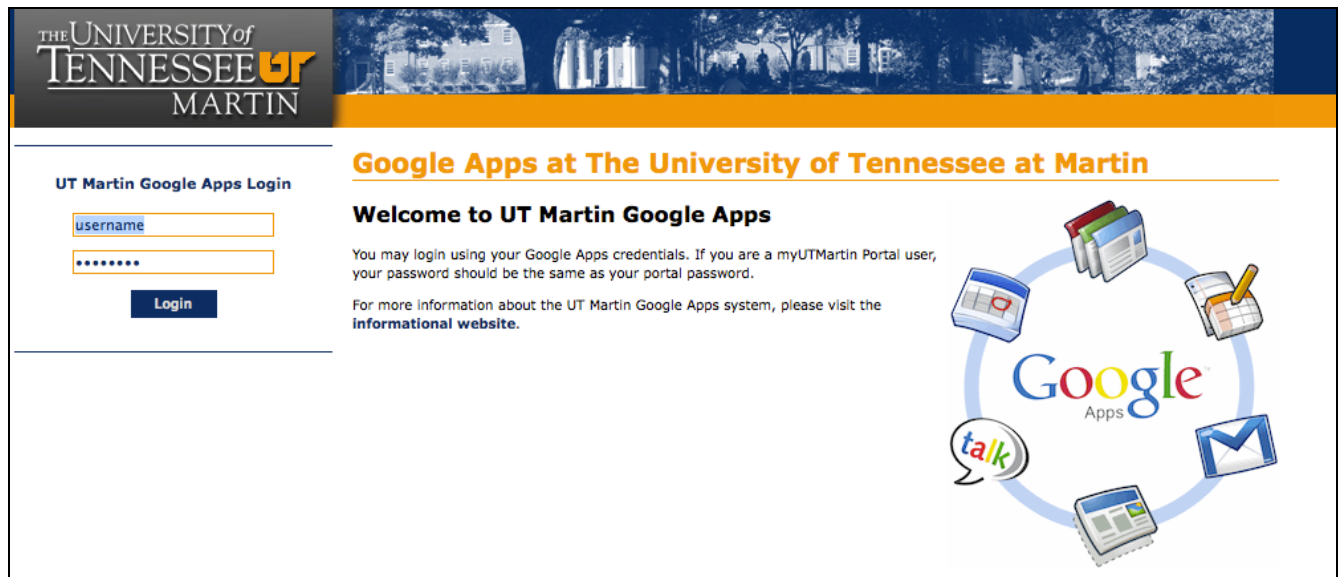
Accessing Google Apps from the UTM webpage

1. To access Google Apps from the UTM webpage, <http://www.utm.edu>, - click on the Google Apps icon in the upper left corner of the page:



2. On the "Google Apps at the University of Tennessee at Martin" page, note the menu items on the left for Google Calendar, Docs, Mail, and Sites.

3. Click on 'Docs' and you will see the sign-in screen:



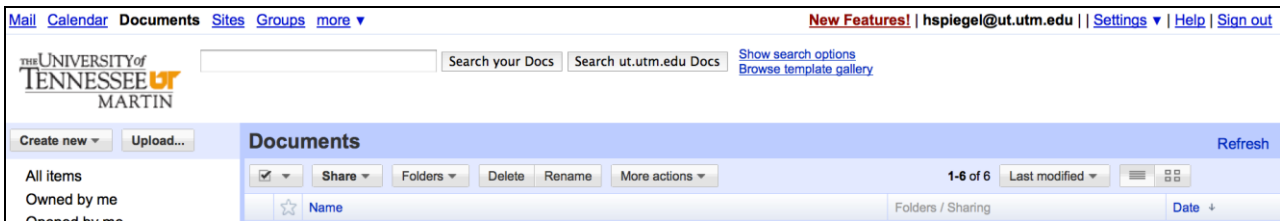
3. Sign in with your UTM username and password.



4. After you login you will see the UTM logo in the upper left corner. Across the top of the screen you will see the various Google apps products available to you, and the current one you are working with (in this example, Documents) will be bolded:



On the right side of the screen you will see: New Features!, your email, Documents Settings, Help and Sign out.

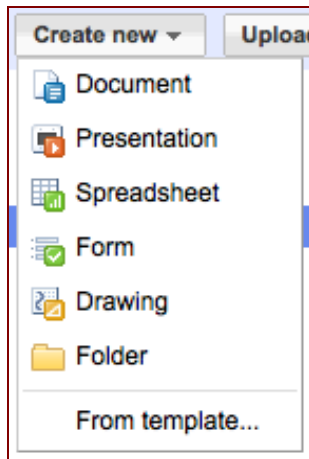


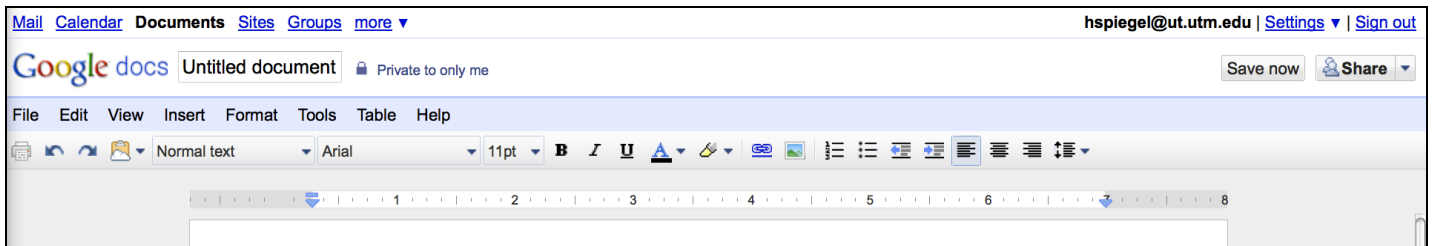
Using Google docs

1. Click on Create New at the top left under the UTM logo.

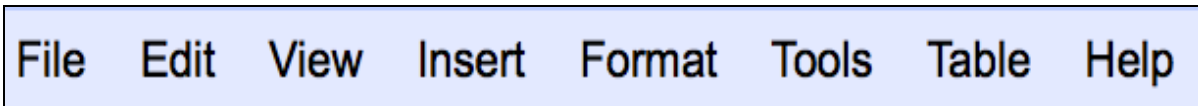


2. Choose the type of document that you want to create. Click on Document to create a word-processing document.

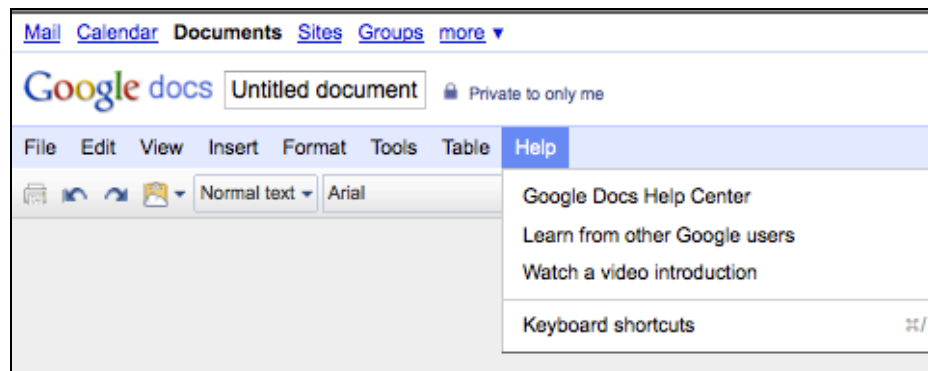




3. Click the Menu items to familiarize yourself with the options available on each menu. You will find that these menus are generally similar to other word processing programs.



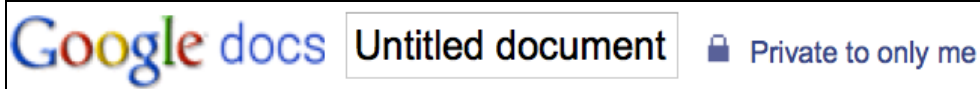
4. Note the resources available under Help.



5. Google automatically and frequently saves the document you are working on, as seen by the Saved box at the top right of the screen, and this icon corresponds to the File/Save Now feature.

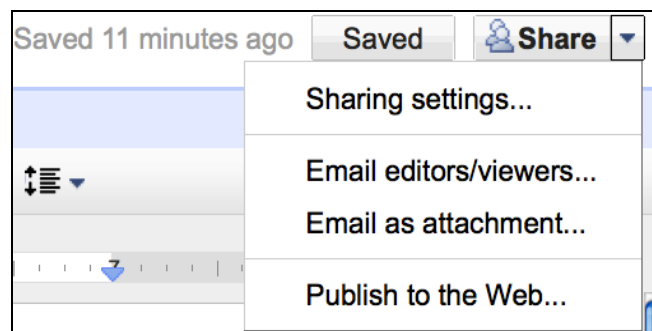


6. Clicking 'File/Save Now' on the File menu also saves the document, and you may click that menu item any time to save your work.

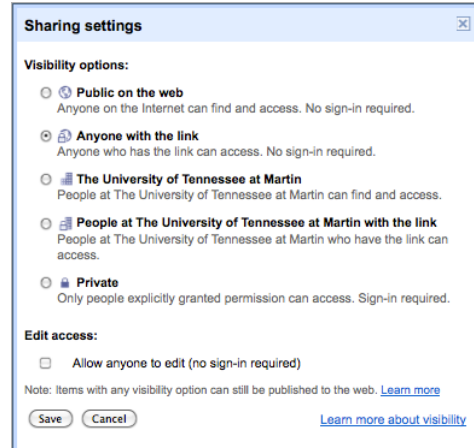
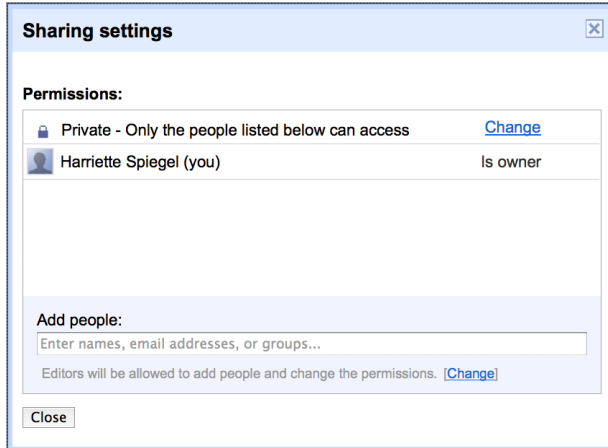


7. You can change the name of the document by clicking in the box at the top left and changing the name in the box provided.
8. If you want to review older versions of the document, click File/See revision history (note it is grayed out if there is no history). On the right side of the screen you will see the various versions available in the revision history, and you can see more detail by clicking "show more detailed revisions" in the bottom right corner.

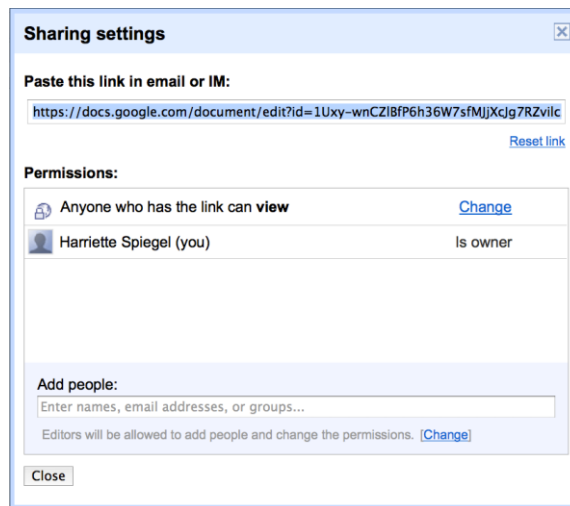
Sharing your document



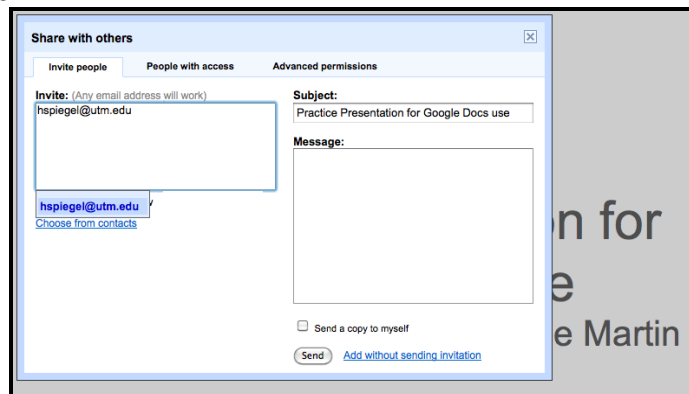
1. Clicking on Share will enable you to email your contacts and provide a link where they can access the document. **Please note: within the UTM system, be sure and share with emails @ut.utm.edu in order for the student recipient to be able to click on a link and access the document. Otherwise, the recipient will have to create a Google account.** Note the additional options under Share: Sharing Settings..., Email editors/viewers..., Email as attachment..., and Publish to the Web.
2. With Share/*Sharing settings...*, you can set permissions for who can view or edit your document under Sharing settings/Change/Visibility options: Public on the web, Anyone with the link, The University of Tennessee at Martin, People at the University of Tennessee at Martin with the link, or Private (the default).



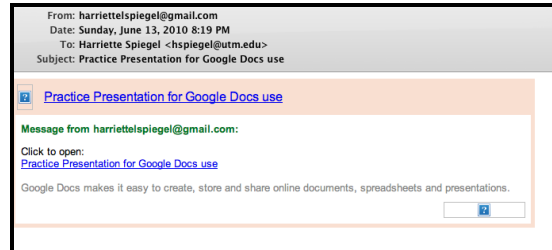
3. Clicking on Save will provide the link for the document.



4. With Share/email editors/viewers, you can enter recipients, add a subject and message, send a copy to yourself, or paste the item itself into the email.



- The recipient will receive an email in which a link is provided leading to the document stored in Google Docs.



Uploading

Note the option to upload. Upload a local document to work on as you would work on a newly created document. The document can be opened by clicking on File/Upload from within a Google App, or using the Upload button from the Google Apps Documents screen.

