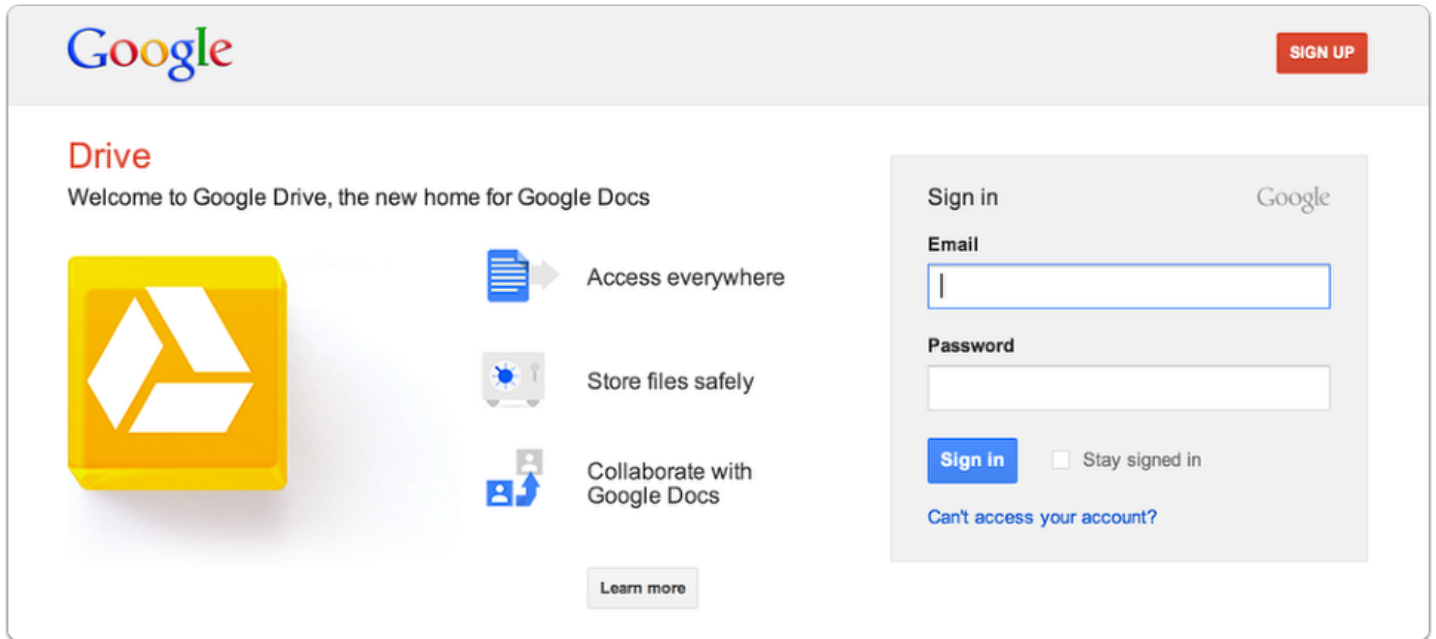


Google Drive - Edit and Create documents

drive.google.com

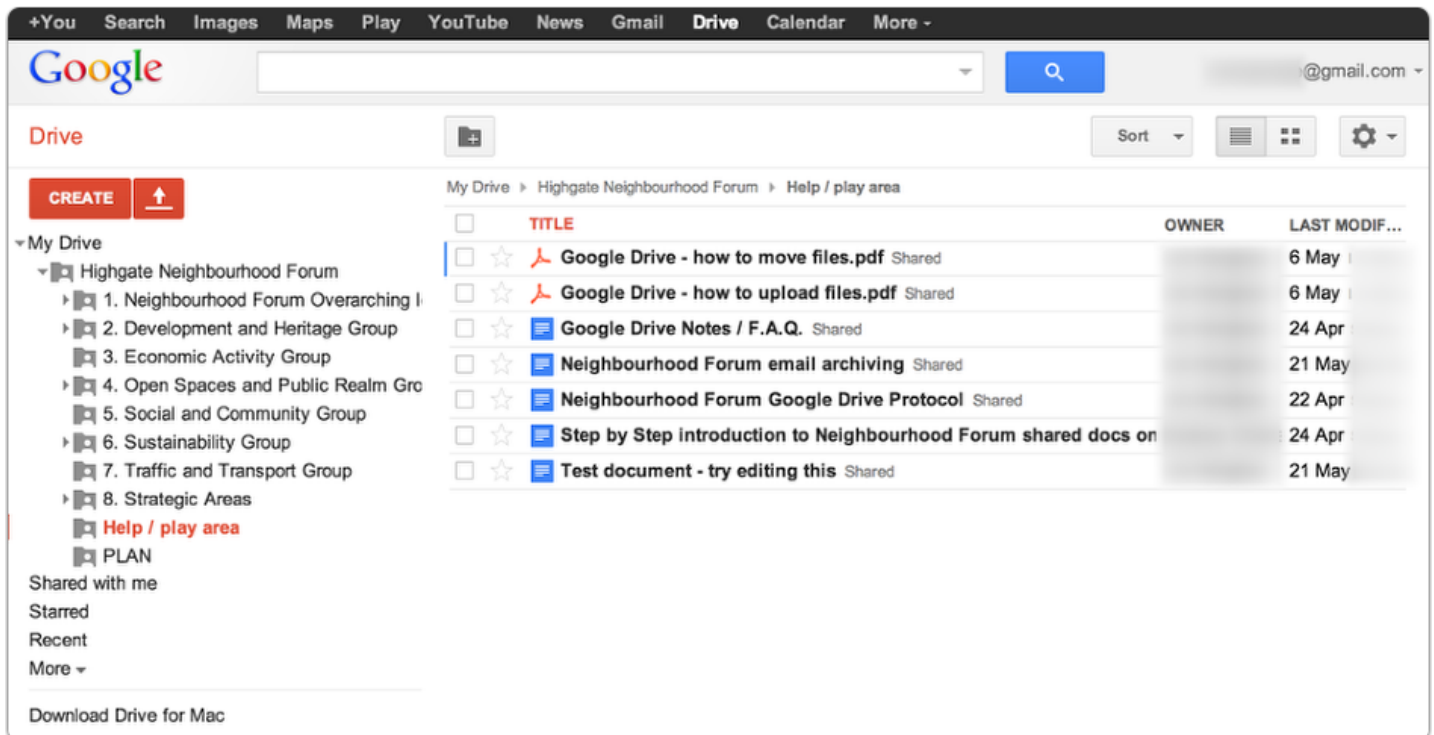


The screenshot shows the Google Drive homepage. At the top left is the Google logo, and at the top right is a red "SIGN UP" button. Below the Google logo, the word "Drive" is written in red, followed by the text "Welcome to Google Drive, the new home for Google Docs". On the left side, there is a large yellow 3D cube with the Drive logo on its face. To the right of the cube are three feature highlights: "Access everywhere" with a document icon, "Store files safely" with a shield icon, and "Collaborate with Google Docs" with a group of people icon. Below these highlights is a "Learn more" button. On the right side of the page, there is a "Sign in" form with fields for "Email" and "Password", a "Sign in" button, a "Stay signed in" checkbox, and a link for "Can't access your account?".

Log in at the Google Drive website <http://drive.google.com>

If you have not yet used the system you should read 'Getting started with Google Drive.pdf' available from www.diditon.com/google

Open an appropriate folder

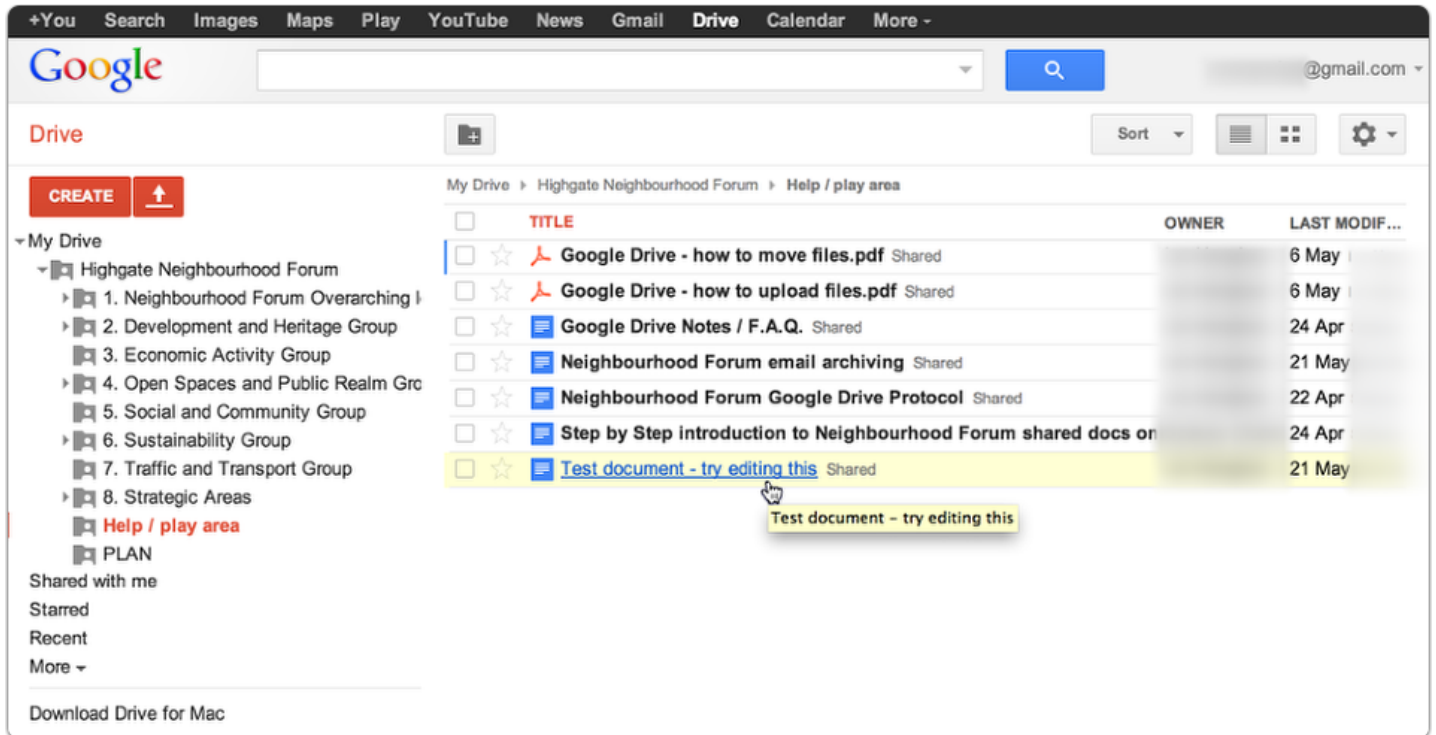


The screenshot shows the Google Drive interface. The top navigation bar includes links for +You, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, and More. The Google logo and a search bar are visible. The user's email address is shown as @gmail.com. The main content area displays the 'Drive' interface with a 'CREATE' button and an upload icon. The left sidebar shows the folder structure under 'My Drive', including 'Highgate Neighbourhood Forum' and its sub-folders. The main area shows the contents of the 'Help / play area' folder, which includes a table of files:

<input type="checkbox"/>	TITLE	OWNER	LAST MODIF...
<input type="checkbox"/>	Google Drive - how to move files.pdf Shared		6 May
<input type="checkbox"/>	Google Drive - how to upload files.pdf Shared		6 May
<input type="checkbox"/>	Google Drive Notes / F.A.Q. Shared		24 Apr
<input type="checkbox"/>	Neighbourhood Forum email archiving Shared		21 May
<input type="checkbox"/>	Neighbourhood Forum Google Drive Protocol Shared		22 Apr
<input type="checkbox"/>	Step by Step introduction to Neighbourhood Forum shared docs on		24 Apr
<input type="checkbox"/>	Test document - try editing this Shared		21 May

To keep things organised it is a good idea to use folders. In this example we will be uploading to a folder which is shared with others, but you could equally upload to a folder only you can access. Here a click on the 'Help / play area' folder shows the files in the folder. Some are pdf files which can both be read online and downloaded. Those with a blue square icon are Google 'native' documents, which can both be read and edited online. Such documents can also be created from scratch by clicking on the 'create' button.

Select a file to open

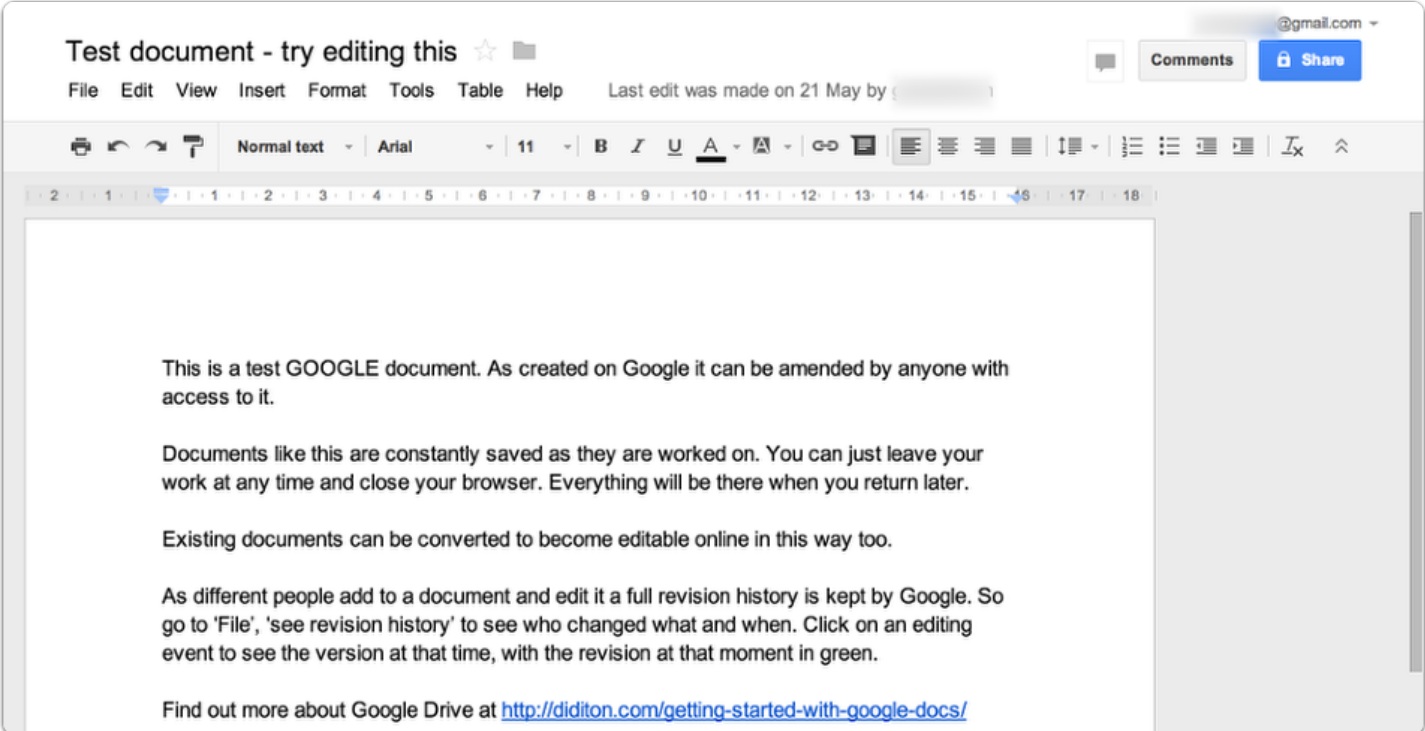


The screenshot shows the Google Drive interface. At the top, there's a navigation bar with links to +You, Search, Images, Maps, Play, YouTube, News, Gmail, Drive, Calendar, and More. Below this is the Google logo and a search bar. The main area is titled 'Drive' and shows a sidebar on the left with a 'CREATE' button and a list of folders under 'My Drive', including 'Highgate Neighbourhood Forum' and its sub-folders. The main content area displays a list of files with columns for 'TITLE', 'OWNER', and 'LAST MODIF...'. A tooltip is visible over the file 'Test document - try editing this', which is highlighted in yellow. The tooltip text reads 'Test document - try editing this'.

TITLE	OWNER	LAST MODIF...
Google Drive - how to move files.pdf Shared		6 May
Google Drive - how to upload files.pdf Shared		6 May
Google Drive Notes / F.A.Q. Shared		24 Apr
Neighbourhood Forum email archiving Shared		21 May
Neighbourhood Forum Google Drive Protocol Shared		22 Apr
Step by Step introduction to Neighbourhood Forum shared docs on		24 Apr
Test document - try editing this Shared		21 May

Get a feel for document editing. You could try revising an existing document or click 'create' and choose 'document' from the menu.

Editing a document



The screenshot shows a Google Docs interface. At the top, the title is "Test document - try editing this" with a star icon and a folder icon. To the right, there is a user profile icon "@gmail.com", a "Comments" button, and a "Share" button. Below the title is a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Table", and "Help". A status bar indicates "Last edit was made on 21 May by (user)". The main editing area has a toolbar with icons for undo, redo, print, and various text formatting options (bold, italic, underline, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, link, unlink, search, and refresh). The document content consists of five paragraphs:

This is a test GOOGLE document. As created on Google it can be amended by anyone with access to it.

Documents like this are constantly saved as they are worked on. You can just leave your work at any time and close your browser. Everything will be there when you return later.

Existing documents can be converted to become editable online in this way too.

As different people add to a document and edit it a full revision history is kept by Google. So go to 'File', 'see revision history' to see who changed what and when. Click on an editing event to see the version at that time, with the revision at that moment in green.

Find out more about Google Drive at <http://diditon.com/getting-started-with-google-docs/>

The document will open in a new 'tab' or window of your web browser. You will notice controls that look similar to many word-processors in this view and work in very much the same way.

Try adding some text of your own.

There is no need to save when you work on Google Drive. Everything you do is saved automatically! Just close the 'tab' or window when done to get back to the list of folders.

Comments



The screenshot shows a Google Docs document with a comment thread. The main text in the document is "Drive in the 'Help / play area' folder" with "area" highlighted in orange, and "on 19th March 2013." with "19th March 2013." highlighted in yellow. A comment box on the right contains three comments: a yellow comment from 13:39 18 Apr asking "what is this?" with a "Resolve" button; a yellow comment from 13:40 18 Apr saying "Good stuff" with "Edit Delete" options; and a white comment from 16:31 19 Mar stating "Comments can be made on the whole document ('comment' button above) or like this on a". A "Reply to this comment..." input field is also visible.

When collaborating on documents it is useful to leave notes for others. Rather than being typed into the document itself these appear in the margin. If you spot a yellow highlight on some text click on it to show which comments relate to it.

All Comments

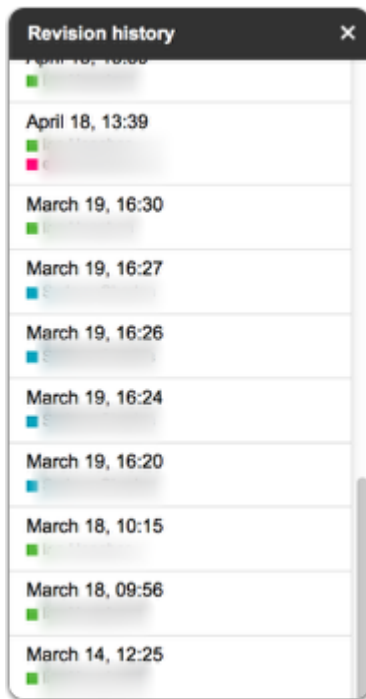


All comments and comments relating to the whole document rather than a specific passage can be revealed with a click on the 'comments' button top right.

You can reply to any comment beneath the relevant text.

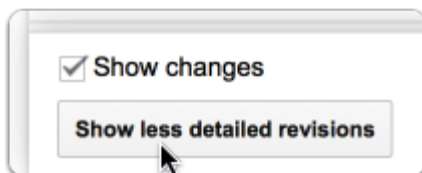
If you want to make a comment on a new passage of text just click and drag over the text to highlight it and then select 'comment' from the 'insert' menu.

Revision history



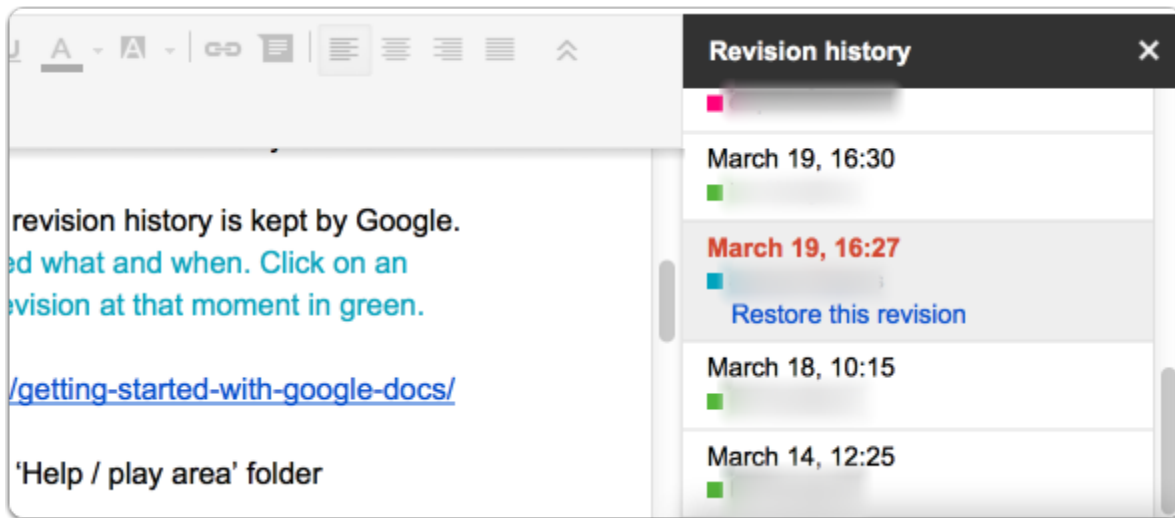
There is a full revision history as you and others change a document. Click 'see revision history' on the 'file' menu to reveal this.

Revision history detail



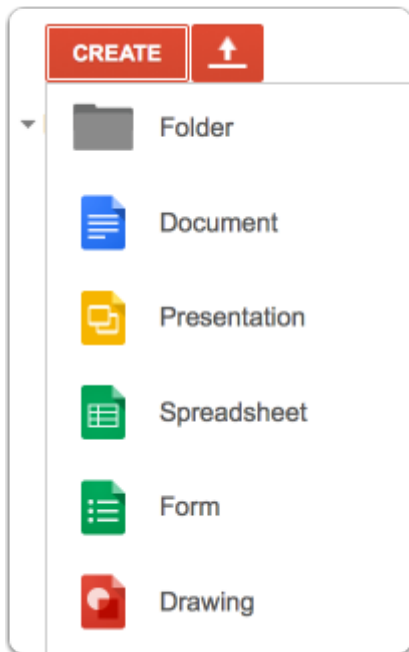
Sometimes there is a bit too much detail in the revision history. To see fewer 'steps' (combining some of the changes) click 'Show less detailed revisions' at the foot of the list.

See revisions highlighted



In any view of revision history click on a date to see changes made then highlighted in the document. Just close the revision history with the 'x' top right to return to the current state of the document. Only click to 'Restore this version' if you are absolutely certain that later changes are not needed! Remember you can always copy text from an old version of the document, close the history, and then paste it back in the latest version to re-instate it!

Create more documents



To create a new document close any currently open document window or tab to return to the folder listing. (Remember there is no need to 'save' as everything you do is saved!). Make sure the currently open folder is where you want your new document to be listed and click 'Create' to be offered a choice of different document types. The 'Document' (blue icon) is a default word-processor document type.

When you create a new document click at the top left of the page where it will initially say 'Untitled document' to name it. As soon as anything is entered the document is saved regardless of it being named or not.

Documents you create in shared folders will immediately be available to others. If you want to keep a document private create it directly under 'My Drive' or in a folder you create there which you have not shared.

More

If you want to learn more visit www.diditon.com/google