

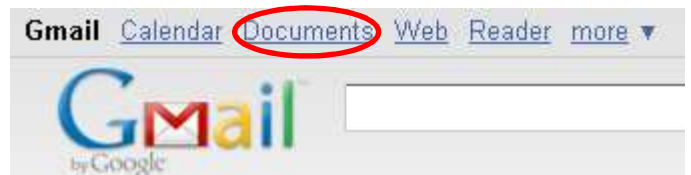
Using Google Docs

Google Docs are an easy and inexpensive way to collaborate online and share information. This tutorial will walk you through the process of accessing and using various types of Google Docs.

Step 1: Sign into your Gmail account. If you don't have a Gmail account, please visit <http://mail.google.com> to create one.

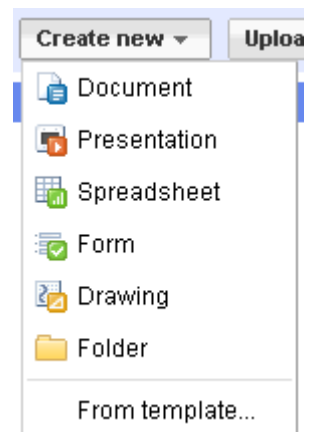
Step 2: In the upper left-hand corner of your screen, click the **Documents** link.

This will take you to your Google Docs homepage.



Step 3: In the upper left-hand corner, click the **Create new** button.

When you click the **Create new** button, you'll notice there are several types of Google Docs you can create. Let's pause now to review those types of documents and their features.



Type 1: Google Document Document

A Google Document is just like a Word document. To start using one, simply type into the document. The same capacity to change fonts, styles, alignments, and so forth applies.

Type 2: Google Presentation Presentation

A Google Presentation is similar to a PowerPoint presentation. To create a presentation, simply click in the first slide, and begin your creative process. Like PowerPoint, the same capacity to design slides, import graphics, and change fonts and styles applies.

Type 3: Google Spreadsheet Spreadsheet

Google Spreadsheet is the most commonly used type of Google Doc, allowing users to collaborate and share information in one centralized source. Like other Google Docs, begin by simply typing in a cell, setting up column labels, and doing what you would normally do in an Excel spreadsheet.

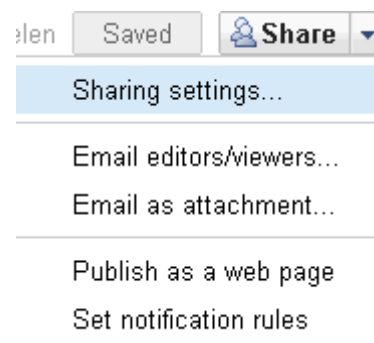
Type 4: Google Form Form

Google Forms allow you to create custom online forms that auto-populate Google Spreadsheets. This is a great – and more user-friendly – way to collect information from various sources.

Sharing Google Docs

Sharing a Google Doc is easy. For documents, presentations, and forms, simply navigate to the upper right-hand corner and click the **Share** button.

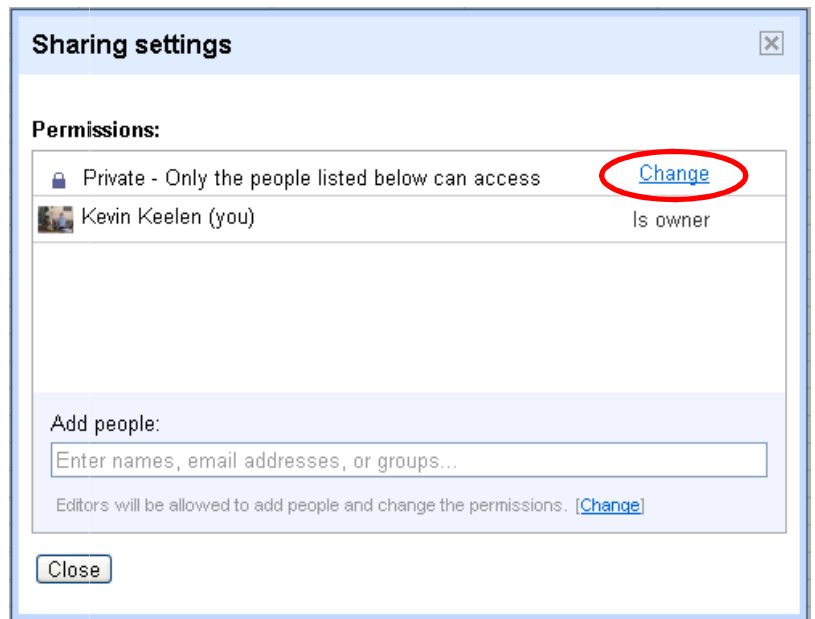
Then, click **Sharing settings**.



After you do, a small pop-up will appear, as seen to the right.

You can change permissions by clicking the **Change** link and choosing if you'd like to share your Google Doc:

- Publically on the web
- With anyone who has a link
- With only those who you specifically grant permission.



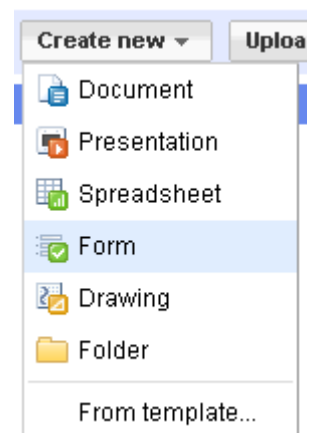
To grant individuals permission, enter their email addresses into the box below the **Add people** heading, then click **Share**. You can also choose whether you'd like these individuals to edit or merely view the document by clicking a drop-down menu.

Creating a Google Form

While creating and using a Google Document, Presentation, or Spreadsheet is relatively self-explanatory, Google Forms can be a bit confusing. To create a Google Form:

Step 1: Select **Form** from the **Create new** drop-down in the upper left-hand corner of the screen.

This will send you to the main screen for creating a Google Form.

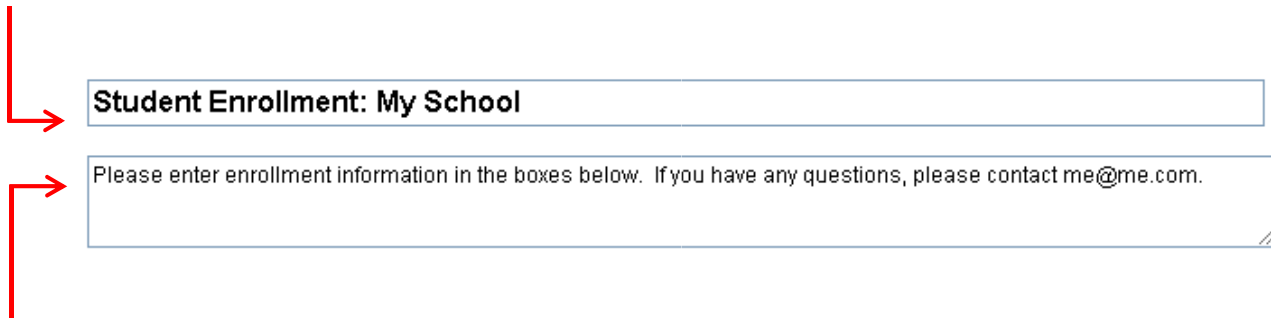


On the main screen, you'll see several different options, the most important of which are highlighted below:

The screenshot shows the Google Forms editor interface. At the top, there is a blue header bar with several buttons: a '+ Add item' button (callout 1), a 'Theme: Plain' dropdown (callout 2), 'Email this form', 'See responses' (with a dropdown arrow), 'More actions' (with a dropdown arrow), and a 'Save' button (callout 3). Below the header, there is a text input field for the form title, currently containing 'Untitled form' (callout 4). Underneath the title is a larger text area for instructions, containing the text 'You can include any text or info that will help people fill this out.' (callout 5). The main content area is highlighted in yellow and contains a question editor for 'Sample Question 1'. This editor includes a 'Question Title' field with 'Sample Question 1' (callout 6), a 'Help Text' field, a 'Question Type' dropdown menu set to 'Text', a dashed box labeled 'Their answer', a 'Done' button, and a checkbox for 'Make this a required question'. Below this, there is a preview of 'Sample Question 2' with an empty input field.

- 1 Add new questions or prompts to your Google Form.
- 2 Select a custom theme for your Google Form.
- 3 Save your Google Form.
- 4 Enter the title for your Google Form.
- 5 Include instructions or basic information for filling out your Google Form.
- 6 The first question/prompt for your Google Form, which will get you started.

Step 2: Type a title into the title box in your Google Form.

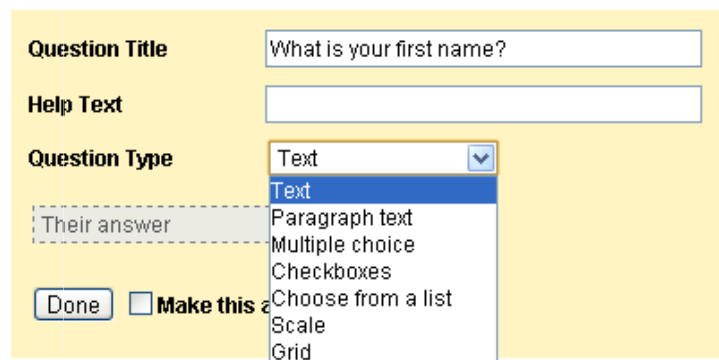


The screenshot shows two input boxes. The top box contains the text "Student Enrollment: My School". The bottom box contains the text "Please enter enrollment information in the boxes below. If you have any questions, please contact me@me.com." Red arrows point to each box from the left.

Step 3: Type instructions or basic information for filling out your Google Form into the information box.

Step 4: Create your first question or prompt by typing it into the **Question Title** box.

Step 5: Choose the **Question Type**.



The screenshot shows the question editor interface. The "Question Title" field contains "What is your first name?". The "Help Text" field is empty. The "Question Type" dropdown menu is open, showing options: Text (selected), Paragraph text, Multiple choice, Checkboxes, Choose from a list, Scale, and Grid. A "Done" button and a "Make this a required question" checkbox are visible at the bottom.

- **Text** provides a small box for input (e.g., a first name).

- **Paragraph text** provides a larger box for input (e.g., complete sentences).

- **Multiple choice** allows you to input options from which respondents can choose.

- **Checkboxes** is the same as Multiple choice, except respondents check boxes rather than click buttons.

- **Choose from a list** provides a drop-down menu for selecting the choices you would like to appear. Respondents can only select one choice on the drop-down menu.

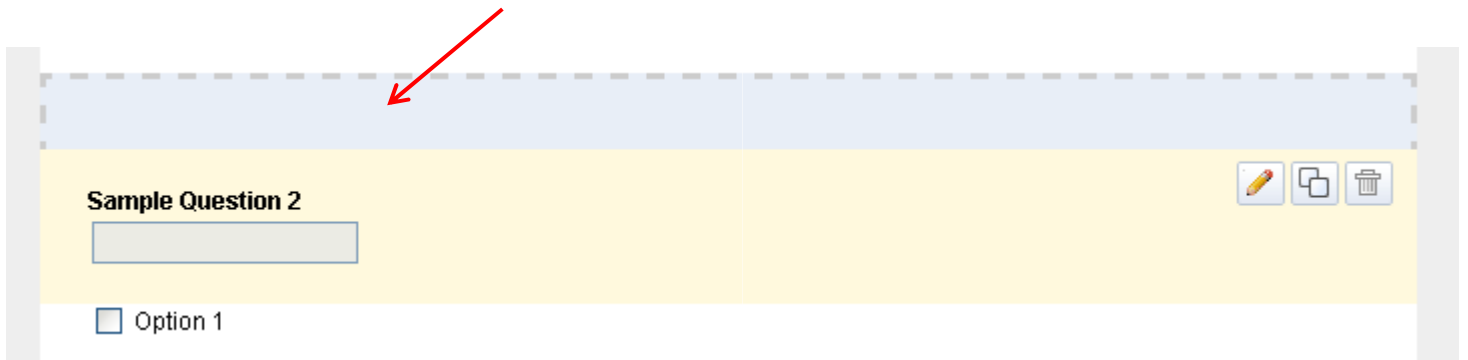
- It is unlikely you'll need to choose **Scale** or **Grid**.

Step 6: Add additional questions as needed by clicking the **Add item** button.



Step 7: Edit or delete questions as needed by clicking on the appropriate icon.

Step 8: If necessary, drag questions throughout your form to re-order them.



Step 9: Save your form and view the published form by clicking the link at the bottom of the page. You're done!

You can view the published form here: <https://spreadsheets0.google.com/viewform?formkey=dFIYRC1sOWtxQmd6U2VkoWhELUo3cVE6MQ>

Note: This is the link you'll want to send to potential respondents, so make sure you copy it down!