

# Google Docs

Sharing files and documents online

# Why?

- Use it to read or write an OpenOffice or a Microsoft Office document on a computer that doesn't have a compatible software.
- Your documents are always available even if you use a different computer
- Share documents with friends and colleagues
- Backup
- Convert to different format - text ->.doc -> .pdf
- Publish as webpage, blog, or shared file

# Dynamic Specifications

- Google is constantly changing the functions, features, compatibility, and limitations of its online applications
- So far those changes have been to **add**

# Formats

Google docs can read and create a wide variety of file formats including:

- .doc, .odw .rtf (Word Processing)
- .xls, .ods (Spreadsheets)
- .pdf (Portable Document Format)
- .ppt .odp (Powerpoint)
- .txt .csv (Plain old text)

# Google Doc Limitations

- Docs: Each doc can have a maximum size of 500K, plus up to 2MB per embedded image.
- Spreadsheets: Each can be up to 10,000 rows, 256 columns, 100,000 cells, or 40 sheets--whichever is reached first.
- Presentations: Files in .ppt and .pps formats can have a maximum size of 10MB; files uploaded from the Web can be up to 2MB; emailed files can be up to 500K.
- **Limits for documents and presentations:** 200 combined viewers and collaborators. 10 people may edit and/or view at any given time.

# Available from anywhere

- Expenses
- Journal
- Auto Mileage and maintenance

# Shared Docs - Examples

- Collaborative editing
- Share recipes
- Planning trips or meetings
- Schedules
- Phone and address book
- Shopping list
- Office pools

# Getting an account

- A Google Account is made up of an email address and password of your choosing.
- If you already have a Gmail account, it comes with a built-in Google Account.
- Once you have a Google Account, just go to the Google Docs home and sign in.
- Google Docs  
<http://docs.google.com>



# Creating Docs

- Create basic documents from scratch.  
You can easily do all the basics, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more.
- Upload existing files.  
Google Docs accepts most popular file formats.

# Downloading Docs

- Individual files can be downloaded from Google docs one at a time by right-clicking on the file in the file list and selecting download or using the More Actions menu
- Bulk download requires Firefox with some add-ons...
  - <http://www.1st-soft.net/gdd/> describes software needed and provides links including JS file download for GreaseMonkey
  - <https://addons.mozilla.org/en-US/firefox/addon/201> Firefox DownThemAll Add-on site
  - <https://addons.mozilla.org/en-US/firefox/addon/748> Firefox GreaseMonkey Add-on site
  - <http://www.1st-soft.net/gdd/googledocdownload.user.js> the JS file needed by GreaseMonkey

# Sharing with others

- Choose who can access your documents.  
Just enter the email addresses of the people with whom you want to share a given document and send them an invitation. NOTE: The email address MUST be linked at some point in time to a Google account for access.
- Share instantly.  
Anyone you've invited to either edit or view your document can access it as soon as they sign in.
- Edit and present with others in real time.
- Multiple people can view and make changes at the same time. There's an on-screen chat window for spreadsheets, and document revisions show you exactly who changed what, and when.

# Work Offline

- You can now edit your documents and view your presentations and spreadsheets without an internet connection. Changes are saved to your browser while you are offline and automatically saved when Google Docs detects an internet connection.

- **4/9/2008**

Hello again, I wanted to let you know that offline viewing for Spreadsheets is now available for those of you who see the 'Offline new' link in your Docs list. As for Presentations, sorry guys, you'll have to wait a bit longer. Thanks and enjoy! ...

# Getting Help

- <http://www.google.com/google-d-s/whatsnew.html>
- <http://documents.google.com/support/?hl=en>

# Demo

- This presentation was collaboratively created and edited by Peter W. and John D.
- Open and edit a Word File
- Same for Spreadsheet