

CREATE A DOCUMENT USING GOOGLE DOCS

WHAT YOU WILL LEARN: Understand how to use Google Docs to create a working document.

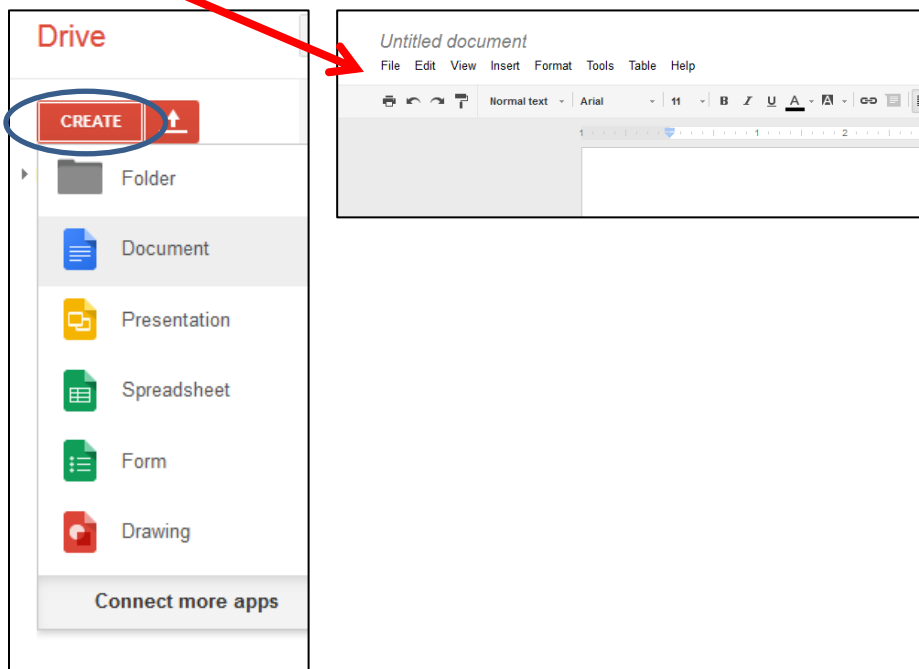
What is Google Docs?

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Google Drive is a great resource for file storage; files uploaded to your student email account and Google Drive can be accessed anywhere you connect to the Internet.

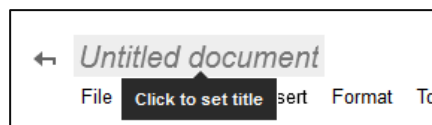
QUICK STEPS

In the following steps you will access your Google Drive storage area and create a document using Google Docs.

1. Sign in to your SRC student email account by clicking on the **Student Email** link in the upper right corner of the SRC home page: www.src.edu.
2. Click on the **Drive** link at the top of the page.
3. Click the **Create** button and choose Document from the menu. This will open a new blank document in the Google Docs online word processor application.



4. Change the name of the document from Untitled Document to a name of your choosing by clicking on Untitled Document at the top of the page, typing the new document name into the Rename Document dialogue box, and then clicking OK.



SRC Help Desk

email: helpdesk@src.edu

Web:

<https://portal.src.edu/ICS/Help>

Phone: 309.649.6281

This series is a cooperative venture between organizations serving community colleges in Illinois and their students.



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5. Type some text into the body of the document. Just like in Microsoft Word you can copy, paste, bold, underline, italicize, and many other editing options. Although your editing options are not as comprehensive as a paid for program such as MS Word, you should find most of what you will need to create and edit your documents.
6. Google Docs automatically saves your work every few seconds. The file is automatically saved to the Google Drive area of your SRC student email account.
7. To save a copy of a document to your computer, you can download it. In your document, go to the **File** menu and point your mouse to the **Download as** option. Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text. Your document will download to your computer.

