

Google Drive – Create, edit and manage documents online using Chromebooks



USING GOOGLE ONLINE SERVICES

Version 1.0 February 2018

With a Google Account, you can create documents, spreadsheets and presentations online for free. You can save files online in an area that is only accessible to you. You can also give others access to specific files and work on them together. To communicate, you can use email or Google Hangouts for chat, voice and video calls.

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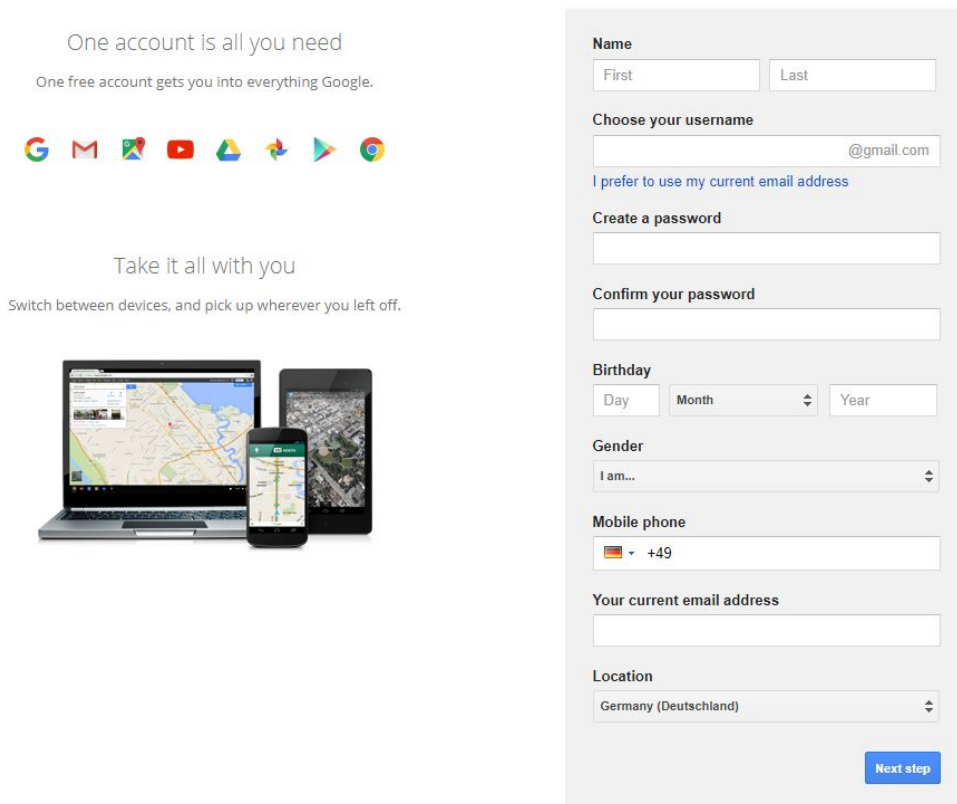
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1. Create a Google Account

To use the Google Online Services, you need a Google Account, which you can create for free. If you have an email address with gmail.com then you already have a Google Account. You can skip this first step. If you use another email address, for example from Hotmail, Yahoo or another email provider, You can use this current email address to create a Google Account. Or you can create a Gmail account for free.

- A. To create a Google Account, go to the website accounts.google.com/signup

Create your Google Account



The screenshot shows the Google Account creation interface. On the left, there is a promotional section with the text "One account is all you need" and "One free account gets you into everything Google." Below this are icons for Google services: G, M, Maps, YouTube, Drive, Photos, and Chrome. Further down, it says "Take it all with you" and "Switch between devices, and pick up wherever you left off." Below this is an image of a laptop, a smartphone, and a tablet displaying Google services. On the right, there is a registration form with the following fields: "Name" (First and Last), "Choose your username" (with a dropdown for @gmail.com and a link "I prefer to use my current email address"), "Create a password" and "Confirm your password" (password strength indicators), "Birthday" (Day, Month, and Year), "Gender" (I am...), "Mobile phone" (Country code dropdown and number), "Your current email address", and "Location" (Country dropdown). A "Next step" button is at the bottom right.

- B. Enter the information and click on "Next step".



Remember your username and password!

Username: The username is the first part of your email address, username@gmail.com. Uppercase and lowercase does not matter in your username. Since over a billion people have GMail addresses, many simple email addresses are no longer available. If you've entered an email address that's already taken, Google will suggest similar usernames / email addresses that are still available.

Password: Remember your password! Uppercase and lowercase letters must be entered exactly the same way each time. If you forget your password, you will only be



able to regain access to your information if you have previously entered the number of a mobile phone or entered another email address under "Your current email address".

Current email address: If you already have another email address, please enter it here. This is helpful if you forget your password.

The fields Mobile phone and current email address can be left blank.

- C. You now get to the privacy policy. To be able to use the Google Account, you must agree. To agree, scroll down and click "I agree." Your Google Account is ready.

Sign in

2. Sign in to Google

Sign in with your Google Account to use Google Online Services.

- A. On the website www.google.de click on "Sign in" in the upper right corner.



- B. Enter your email address, for example username@gmail.com, and click on "Next".
- C. Enter your password. Pay attention to upper and lower case.

After logging in, sometimes a page titled "Get access to your account" will appear. This page asks for additional information. This is helpful if you ever forget your password. These fields do not have to be filled out. Click Done.



3. Google Drive: Create, edit and manage online documents on Google Drive

Google Drive allows to create new documents online. These and other files such as photos and forms can be stored and managed in Drive. With your Google Account you will have access to these files whenever you have access to the Internet and sign in with your Google Account. The files are not stored locally on the computer, but on secure high-performance computers, so-called servers, that you access over the Internet. This type of data storage is often described as the "cloud". With your username and password, you can access the files from different places and devices: Chromebook, computer, smartphone or tablet. This means that if you create a resume in a course and save the resume on Google Drive with your Google Account, you can log in to Google Drive with your Google Account in an Internet Cafe on a completely different computer and continue working on your resume. Using Google Drive does not cost anything.



On Google Drive you can edit and save different files:

- an application and a CV
- homework for school or tasks for German lessons
- create and save tasks for the German course.

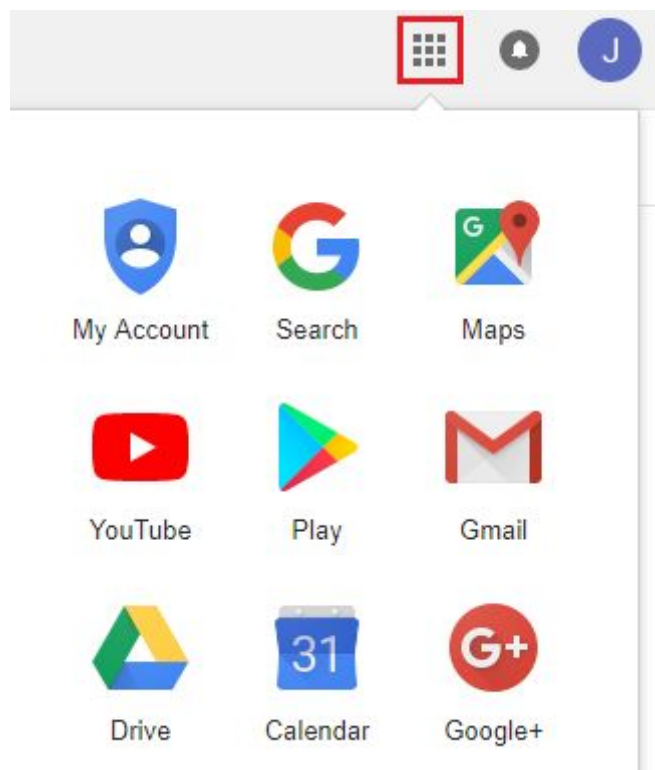
How to find Google Drive:

A. If you're not signed in to your Google Account yet:

Go to drive.google.com and sign in with your Google Account. After that the launch page for Google Drive automatically opens.

B. If you already signed in to your Google Account:

In the top right corner, click on the Google Apps field (9 squares). A list will appear, allowing you to select Google Drive. After that the overview of Google Drive automatically opens.

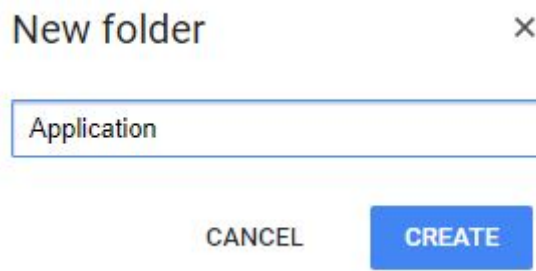


3.1. Create and name folders on Google Drive

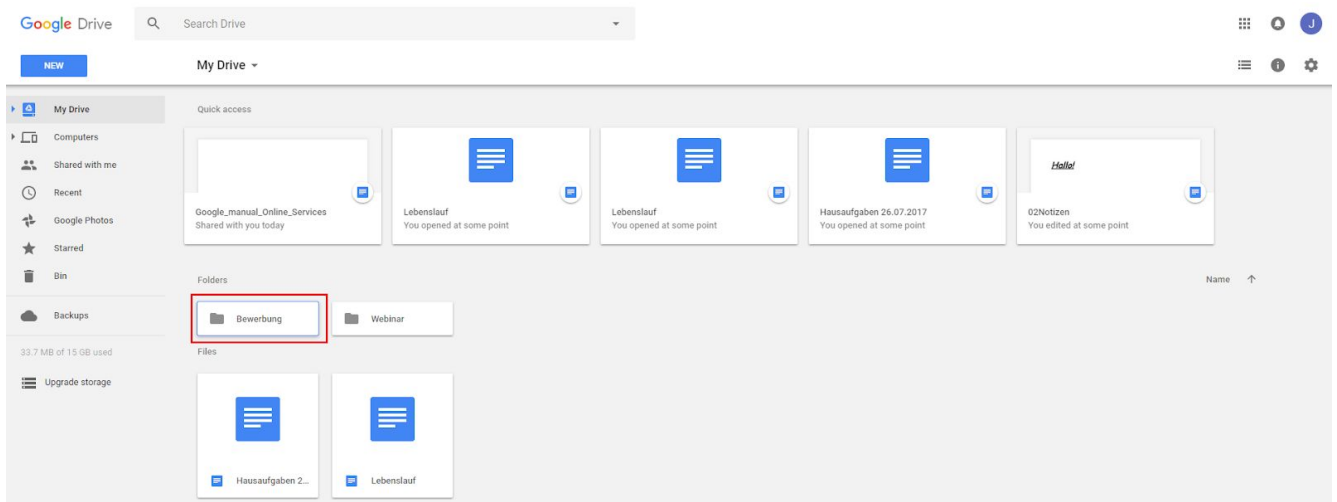
Using folders, files on Google Drive can be sorted by topic. This will help you find your files later.

- Sign in to drive.google.com with your Google Account.
- Click on "New" on the left side of the screen. A selection menu opens. Select "New Folder" to create a new folder.

- C. A text box will appear where you can enter a name for the created folder, for example Application.



- D. Click on "Create" to add the folder to the overview.

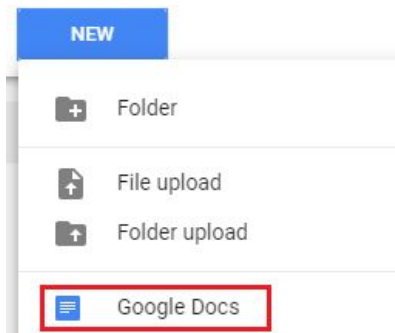


Docs

3.2. Create and name Google Docs documents on Google Drive

A document can either be created in the general overview or directly in a folder. If you want to create it in a folder, open it by double-clicking on the folder.

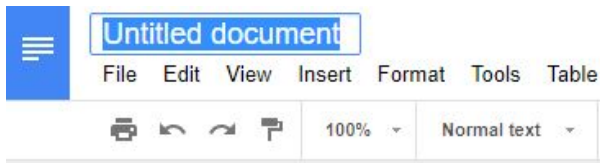
- A. To create a document, select the "New" button on the left side in drive.google.com. You've got the option to create a document with "Google Docs".



- B. It automatically opens a new window (tab) with the created document. The new document is first called "Unknown Document", but you can change the name.



- C. Click in the box with the text "Untitled document" in the top left corner. The text is highlighted in blue. You can now type in a new name for the document in the text box.



- D. The document can now be edited and a text created. For example, the text can be formatted or an image inserted using the menu bar.




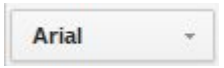
The documents created in Google Drive are automatically saved as soon as the title has been changed or changes have been made in the editing area.

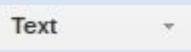


4. Format documents in Google Docs

Highlight the text in a document you want to edit and select the preferred settings at the top of the gray line (menu bar). You can also set the settings before you create a text.

The following settings are a few selected basic settings. Further settings can be found above in the menu bar.

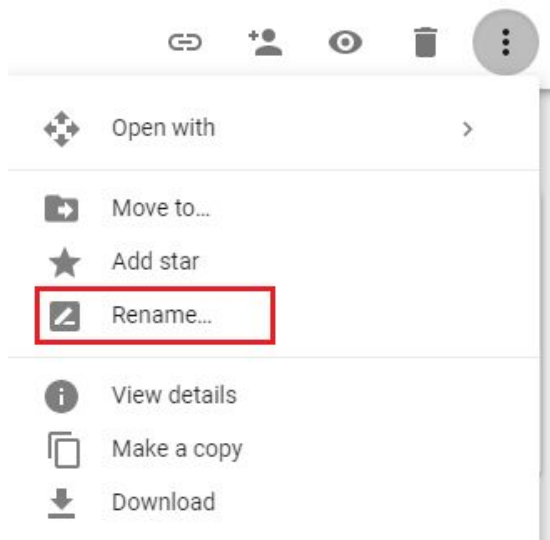


	bold, italic, underline, colour, highlight
	choose font
	choose font size
	undo/redo changes

	choose text style
	numbered or bullet lists
	text alignment: left, center, right, justify

5. Rename documents and folders later

- The name of a document or folder can also be changed later. Click once on the file or folder you want to change. The file is highlighted in color.
- Click on "More actions" and select "Rename".



- A window opens and you can set a new name for the folder.

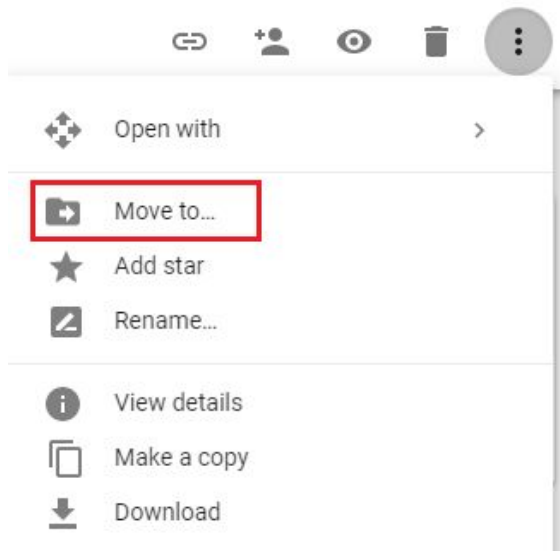


The name of a document can also be changed if it's open. If you are in the document click in the field with the current name on the top left of the screen, delete that name and enter a new name.

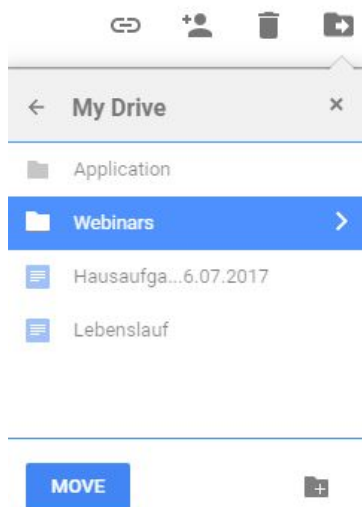
6. Move files

Files can also be moved later.

- A. In your overview/file list select the file, that you want to move, so that it appears blue.
- B. Go to "More actions" and select "Move to".




- C. A window is opening. Via the arrow on the top left you reach your overview and can select the folder into which the file should be moved. Then click on "Move".



7. Share files

If you want, you can also give others access to one or more of your files. You can share the files with others. This feature can be used, for example, if you want to show someone a file or work on a document together.

- If the file is open, click on "Share" in the upper right corner. 
- If the file is not open, select it in the overview so that it appears blue. Click on the share icon in the upper right corner and select "Get shareable link".



You can share the text with a person by typing that person's email address in the text box. A link will be emailed to the person you want to give access to. You can also copy the link and copy it into a new email.

7.1 Sharing documents with specific email addresses

- A. In the sharing settings, you can choose which people to share the document with by entering the email addresses of those people in the text box. However, they must also have a Google Account .

Share with others

Get shareable link 

People

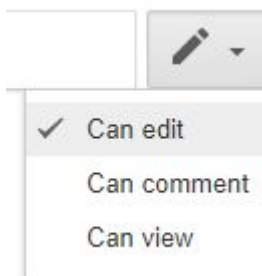
Enter names or email addresses...



Done

Advanced

- B. It's also possible to define which "rights" these people have, whether they are only allowed to read the document or if they are even allowed to change it.



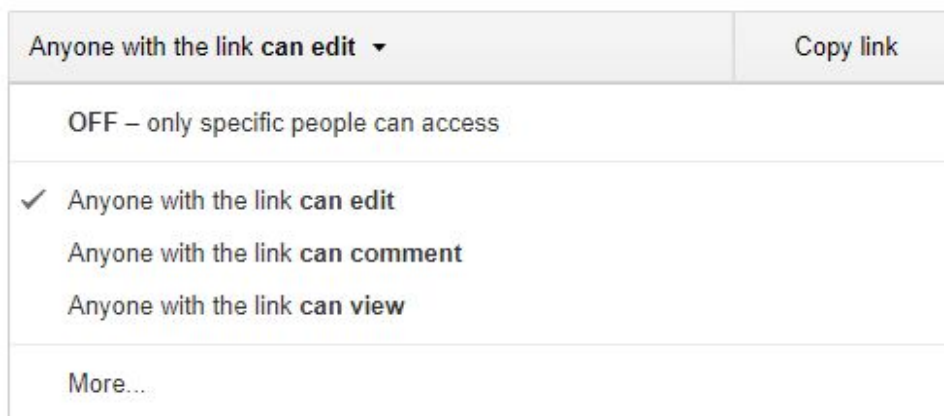
7.2 Share documents via a link

It's possible to share the document via a link and send it to people you want to give access to the document. Again, you can define which "rights" the person has. It is not necessary for the person receiving the link to have a Google Account.

- A. In the sharing settings, select "Get shareable link"



- B. Choose which "rights" the person, with whom you want to share the file, should have.



- C. Click on the link and copy it with the key combination Ctrl + C



- D. If you want to use the link e.g. in an email, open the email and press the key combination Ctrl + V and the link will appear.

8. Edit documents together with others

Documents can be edited by multiple people at the same time on Google Docs. This way everyone always has the current version.

For this, the document must be shared with another person (see "7. Sharing Files"). Only then does this person gain access to the document.

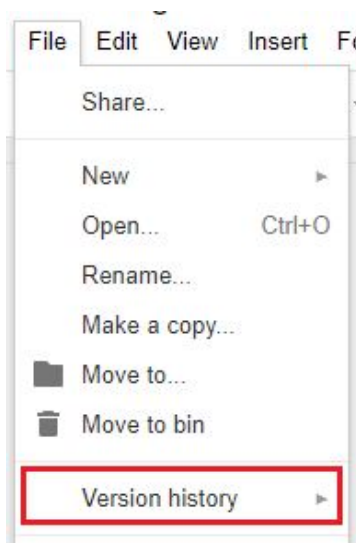


This feature allows a supervisor e.g. to improve an application or add suggestions or a teacher can comment on the homework.

8.1 Show version history

If several people work on a document, it is possible to view the revision history. This feature provides an overview of what has been changed in the document.

- Open the document.
- Click on File in the top left corner and select "Show revision history" or press the following keys at the same time: ctrl + alt + shift + h.

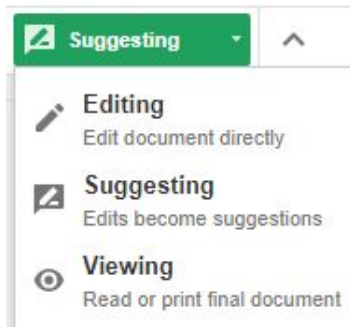


8.2. Editing mode "Suggesting"

If you work on a document with others, you can make changes immediately so that the text does not show what changed, or you can suggest changes. If you want to suggest the changes first, so that others can see what you want to change, use the "Suggesting" editing mode.

In the "Suggesting" editing mode, changes or suggestions are not immediately adopted, and will be highlighted in color first and it'll still be possible to see which text has been changed or deleted. The suggestions can then be accepted or rejected or further modified. Suggestions appear in a different color in the document. This mode is not suitable when you first create a new document.

- Open the document on drive.google.com.
- Click Edit in the upper right corner and select "Suggesting". Any text changes you make will be highlighted in color.



9. Save files on Google Drive

9.1. Save created documents on Google Drive

The documents you create in Google Drive are automatically saved to the directory they were created in as soon as they are edited. While you edit the document you do not need to actively save the document. The document is saved automatically on a regular basis, so you don't always have to remember it.

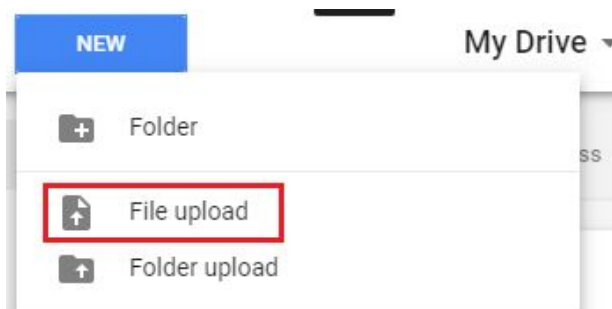
9.2. Upload files to Google Drive

Files, such as government forms that you download from a website, are automatically saved on the Chromebook for your current use or session.



When you are using the anonymous login on a Chromebook, it is important to remember that all downloads are automatically deleted from the Chromebook, when it is turned off or you sign out or end a session. Documents previously saved to Google Drive will not be deleted and can be reopened on Google Drive the next time you log in.

- A. To save a download (a file) or a file located on a USB stick to Google Drive, select the "New" button on the left. Select the option "File upload".



- B. A window opens with an overview of all the files on the Chromebook. On the left side you will also see the USB stick if it has been plugged into the Chromebook. Select any files you'd like to save to Google Drive.



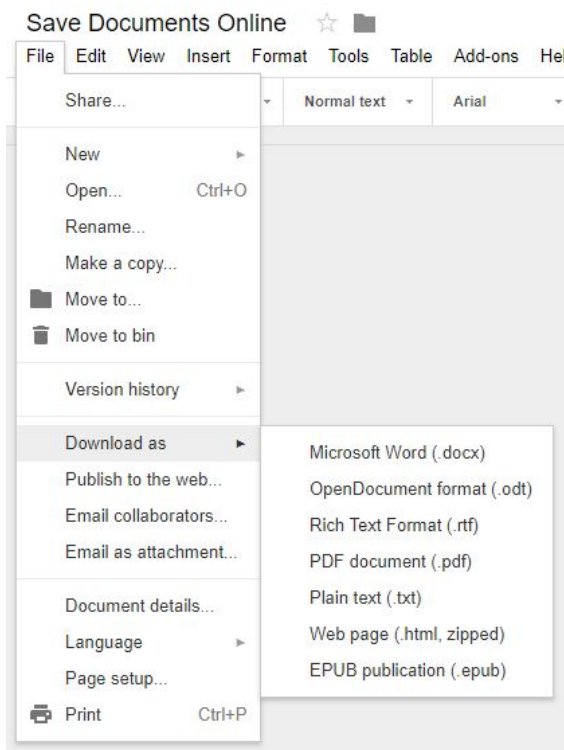
- C. Click "Open" in the lower right corner. The files are now uploaded.



10. Download Google Files

10.1. Download Google files in various formats

To download a document as a PDF file, Word, etc., open the preferred document. Via "File" → "Download as" then the preferred file format can be selected.



The downloaded document will then be saved to the Chromebook.

- A. You can find the document by clicking on the circle "Overview" in the lower left corner of the taskbar.



- B. Select "Files". An overview appears in which the downloaded document is displayed.

The document now can be e.g. opened by double-clicking on the name or saved on a USB stick.



If you sign in anonymously on the Chromebook, the data will be deleted from the computer after the session ends. Data you want to keep should be stored on a USB stick or Google Drive.

10.2. Save files on USB stick

You can download files, such as forms, handouts and other government documents, or photos from the Internet and then reopen them on the Chromebook. To keep a file permanently, you can save it online, for example, in your Google Drive, or on a USB stick.



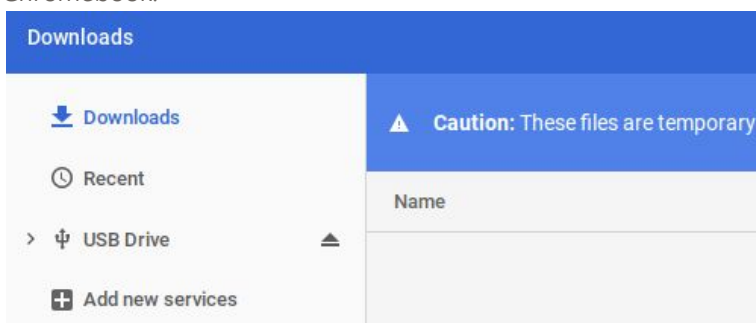
A USB stick is a storage medium that can be used to store files and open files on another computer. USB sticks are usually so small that you can put them in your pocket. A Chromebook has 2 USB ports (left and right) to connect the USB stick. Each port on the Chromebook is marked with this icon.




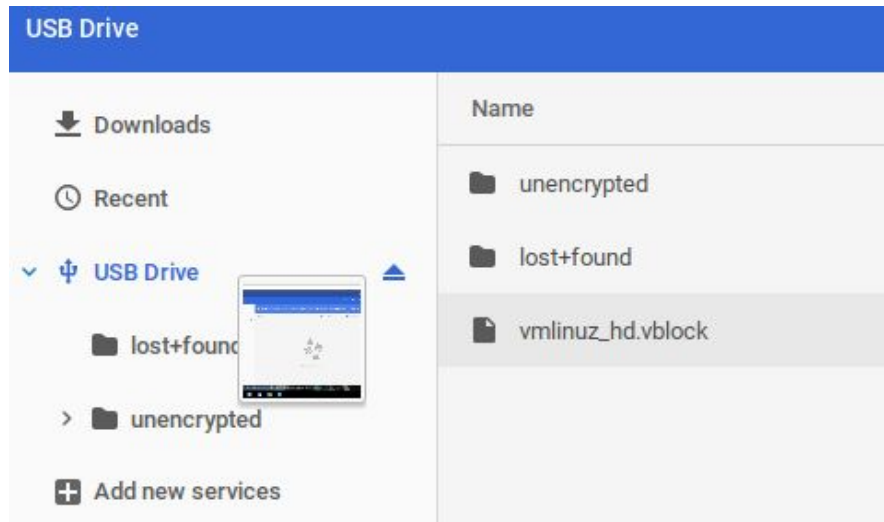
- A. Files you have downloaded can be found by clicking on the "Overview" circle in the lower left corner of the taskbar. The installed apps are displayed.



- B. Select "Files". An overview appears in which the downloaded document is displayed.
- C. Plug the USB stick into one of the USB ports. The "Downloads" window now shows "USB Stick" on the left. There it will also show you the USB flash drive when you plug it into the Chromebook.



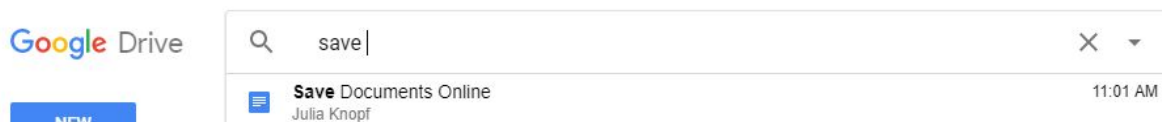
- D. To save a file on a USB stick, click on the circle on the left of the preferred file. The circle turns blue with a tick.
- E. Move the file to the name of the USB stick using the "drag and drop" function.
- Move the cursor  over the file until a hand appears.
 - Press a finger on the bottom left of the touchpad and hold it.
 - Move a different fingers on the touchpad until the cursor hand is on the USB stick name which will appear blue. A mini version of the file will appear as well as a green circle with a plus.



- Release the file by removing your fingers from the touchpad. The file is automatically saved on the USB stick.

11. Find and open documents

Documents created can be found via the search bar if you have forgotten in which folder you have saved them. This can be found at the overview (on the start page drive.google.com) above. Enter the name of the document you are looking for or a part of it into the search bar. A list with documents that match the searching term will show. You can also enter one or multiple words that appear in the document you are looking for. The search not only searches the name of the files but also the content.



Documents (and folders) can be opened by double-clicking and then can be edited further.

12. Logout

To prevent other unauthorized people from accessing your Google Account and your files, make sure to log out.

- A. Click on the logo or letter in the upper right corner which symbolizes your Google Account.



- B. A window is opening. Select "Sign out" to log out of your Google Account.

