



GOOGLE DOC'S

University of New Mexico Valencia Campus

Philip Leimbach, MCT, User Support Analyst III

GOOGLE DOC'S

- Setup a Google Account
- My Account
- Docs
- Create Folders
- Does not support Office 2007, YET!
- Does support PDF's
- Supports Open Office
- Microsoft 2003



TIPS, TRICKS & TOOLS

- Divided by folders
- Upload & Move
- Invite via email
 - Only auto loads Gmail
- Color Code for a purpose
- The Star leads the way to most used doc's
- Google gears
- Hide and Don't Seek
- Sharing for Maximum Effect
- Collaborators vs. Viewers



LET'S GOOGLE

Let's start our quest to using Google Docs

Set up a Google Account

Set up Google Docs

Set up folders

15 minute time limit

Let's discuss the impact on classes!

