

Sample Document, Presentation, Spreadsheet, Drawings with Google Docs ( Note WP & DG were cropped while PP & SS were PS C&P!)

Creating a Word Processing in Google Docs (Cloud Computing)

( I use #1 to not have automatic Numbering & indenting! Yes, I know another way too! )

- Open [Firefox Browser](#) and go to [Google Docs](#) which is provided by Google. Note [embedded](#) links!
- Log into Google Docs using [Google Email](#) Account ( Username & Password) Created Account
- Once you are at Google Docs which will be your personal space in [Cloud Computing](#).
- At the top left corner, click on the [ [Create New](#) ] tab then click Document.
- As in the sample document [\(below\)](#), create an [appropriate title](#) for your directions or instructions with an appropriate amount of short sentences for ease of following directions.
- As you type along notice in the top right corner (Note): [Save New](#) or [Saved](#).
- Once you have completed your word processing document wait until GD says: [Saved](#).
- New, Click [Red Square](#) with [White \(X\)](#) marks at top, to close & return to All Items! Many times without thinking "two" will close a Google Docs and name it! It is OK!!!
- Once you return to your personal space at Google Docs, your document will be [unlinked](#) to [Check \[ Box \]](#) in front of it then Click [ [Rename](#) ] above and type in a new name.
- New to print any document from Google Docs, it is just like with MS Word.
- With any Word Processing, Click [File](#) at top left corner then at bottom Click [Print](#). You will be promoted by a window wanting to save your file as a PDF file. Click [OK!](#) Once converted to PDF file appears then do a [File & Print](#) again and it should print it.
- Google Docs saves all documents a special way and needs to change them to PDF to be able to print them to a non-Cloud printer, personal or classroom printer.
- Well that is the conclusion of the Word Processing activity using Google Docs (Cloud Computing).
- It might be a [Good idea](#) to use [Wikipedia](#) [encyclopedia](#) to review terms used in any activity.

[Google Docs](#)   [Cloud Computing](#)   [Netbook](#)   [Firefox](#)  
[Web Browser](#)   [PDF file](#)   [Laser Printer](#)   [Open Source](#)  
 Wikipedia ( Good for Quick Facts but not the best for research since it is Open Source! )  
 Providing [embedded](#) links to terms allows you to create a 21<sup>st</sup> Century document [extends learning!](#) ☺

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