

# JHS

## Google Docs = Collaboration

Google docs

### Create and share your work online with Google Docs

- **Upload your files from your desktop:** It's easy to get started and it's free!
- **Access anywhere:** Edit and view your docs from any computer or smart phone.
- **Share your work:** Real-time collaboration means work gets done more quickly.



[Documents](#)



[Spreadsheets](#)



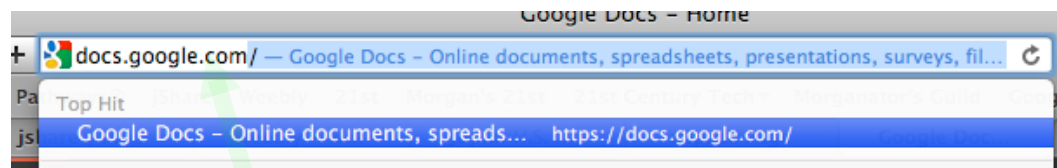
[Presentations](#)



[Drawings](#)



[Forms](#)



STEP 1:  
Go to  
docs.google.com

STEP 2:  
"Create an  
account now!"

A sign-in form for a Google Account. It features the text "Sign in with your Google Account". Below this, there are two input fields: "Email:" and "Password:". The email field has a placeholder example "ex: pat@example.com". There is a checked checkbox for "Stay signed in" and a "Sign in" button. At the bottom of the form, there is a link that says "Can't access your account?".

Don't have a Google Account?  
[Create an account now](#)

## Sign up

Get a new Gmail address



Use an email address you already have

<b>Aol Mail.</b>
Windows Live Hotmail
<b>YAHOO! MAIL</b>
<a href="#">Use a different email</a>

Already have a Google Account? [Sign in now](#)

**STEP 3:**  
Select "Use a different email"

## Google accounts


### Create an Account

If you already have a Google Account, you can [sign in here](#).

### Required information for Google account

**STEP 4:**  
Go through the process of creating an account using your **EAGLE MAIL** account.

# Eagle Mail



Username:

Password:

Skin:

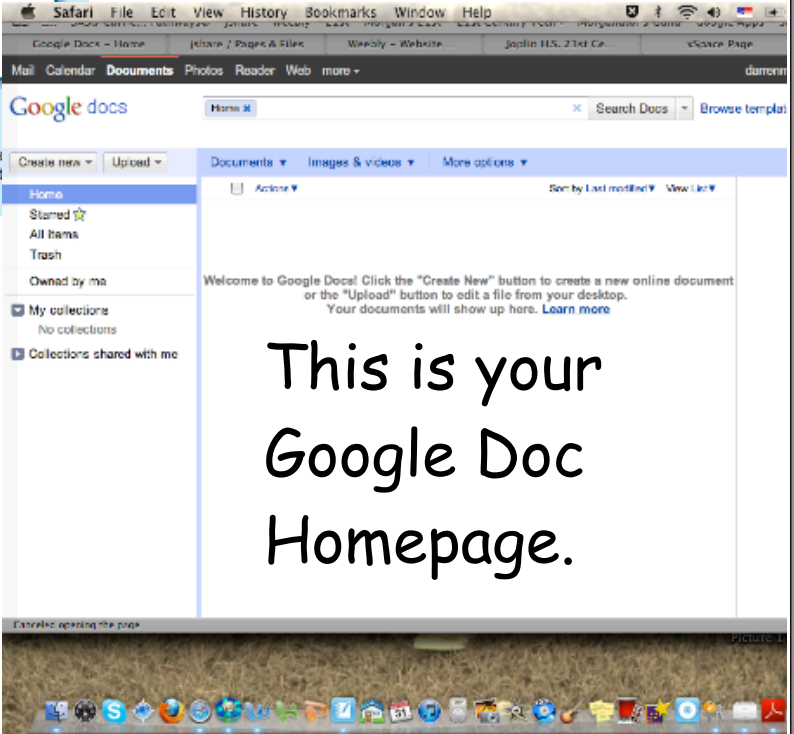
Language:

Remember my settings for this computer

Login

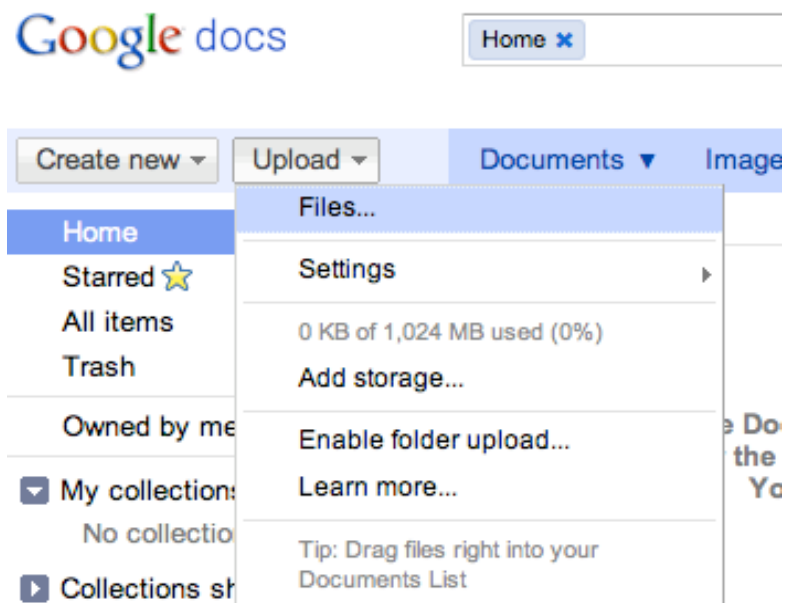
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This computer program is protected by copyright law and international treaties.  
Unauthorized reproduction or distribution of this program, or any portion of it,  
may result in severe civil and criminal penalties.

## STEP 5: Verify your account through Eagle Mail.

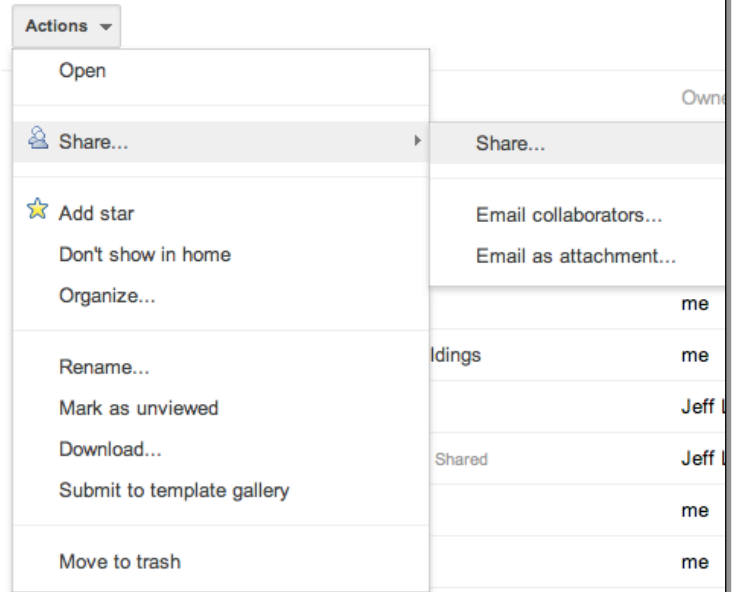
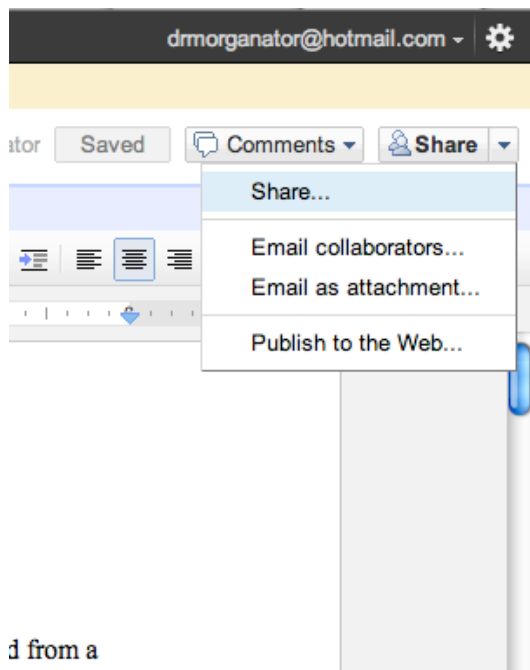


## This is your Google Doc Homepage.

## STEP 6: Upload your essay.

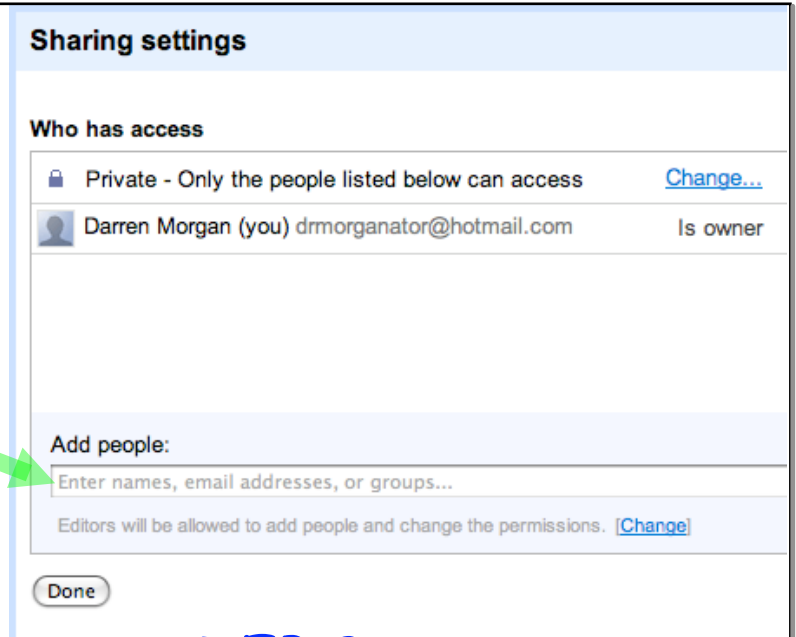


# STEP 7: Share your essay.



## STEP 8:

Choose who can access your essay (definitely your teacher).



**Sharing settings**

**Who has access**

Private - Only the people listed below can access	<a href="#">Change...</a>
Darren Morgan (you) drmorganator@hotmail.com	Is owner

**Add people:**

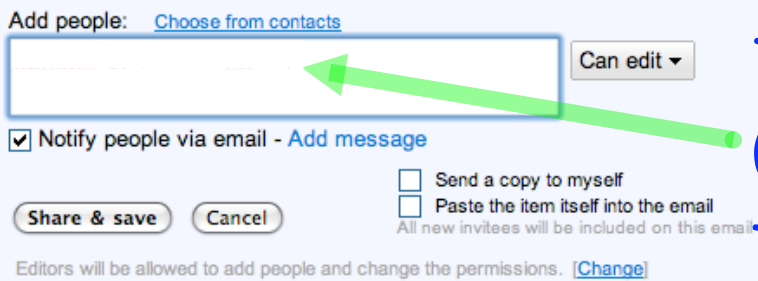
Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change](#)

Done

## STEP 9:

Type email addresses (based on your teacher's and classmates' Google Accounts).



Add people: [Choose from contacts](#)

Can edit ▾

Notify people via email - [Add message](#)

Send a copy to myself

Paste the item itself into the email

All new invitees will be included on this email

[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [Change](#)

**STEP 10:**  
Click on the document  
from your homepage  
to open it.

A Viking 9-11 ☆

File Edit View Insert Format Tools Table Collaborate Help Updated 26 minutes ago by drmorganator

Normal text Times New... 12pt B I U A

1 2 3 4 5

A Viking 9/11

Never before has such terror appeared in Britain as we have now suffered from a pagan race. Behold, the church of Saint Cuthbert splattered with the blood of the



STEP 11:  
Keep track of changes  
being made.

Google docs ☆ A Viking 9-11

- File
  - Edit
  - View
  - Insert
  - Format
  - Tools
- New
  - Open...
  - See revision history
  - Language
  - Rename...
  - Make a copy...

hfpiasunvpioadnsgoashdg;kasljhg;lsjhgoajhgfa;shg;laskdjfasl;dkfgjs;lkd fja;sdjfasldk

fj >:)

~~My milkshake brings all of the boys to the yard:) no it dosent fool!!!~~A Viking 9/11

View only | Saved | Comments | Share

### Revision history

- Aug 30, 11:33 AM
  - antwonhines
  - huntergoode
  - blakefisher
- Aug 30, 11:33 AM
  - huntergoode
  - blakefisher
  - colbycornett
- Aug 30, 11:32 AM
  - shelbywizman
  - huntergoode
  - blakefisher
- Aug 30, 11:32 AM
  - huntergoode
  - blakefisher
- Aug 30, 11:32 AM
  - blakefisher
- Aug 30, 11:20 AM
  - Darren

Show changes

Show more detailed revisions