



Quick Reference Guide

Using Google Docs

Overview

Google Docs is a word processing application developed by Google. It can be accessed on the web and through mobile apps for Android and iOS platforms. Google Docs allows users to create and simultaneously edit documents with PLCs, students, or committee teams. All changes made within a Google Doc are saved automatically.

Login to FWISD Google

1. Navigate to the **My FWISD ClassLink Portal**.

<http://fwisd.org/myfwisd>

2. Click **Sign in**



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- Text style (Click on the down arrow next to Normal text to view options.)
 - Normal
 - Title
 - Subtitle
 - Heading 1
 - Heading 2
 - Heading 3
 - Options
- Font Choice
- Font Size
- Bold
- Italic
- Underline
- Text Color
- •

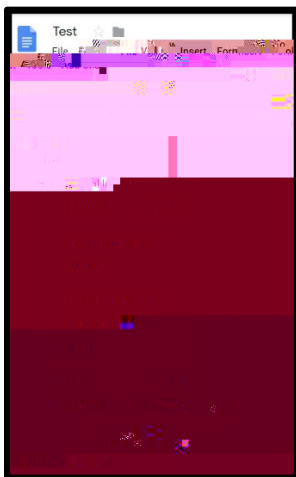


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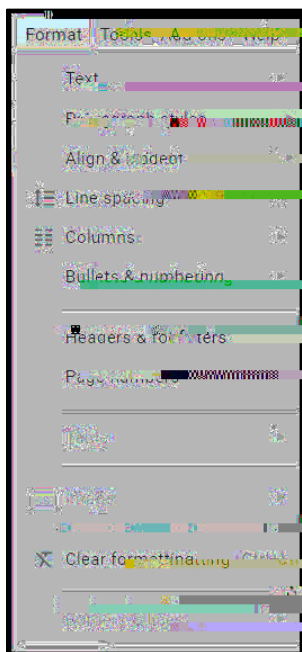
Insert Menu

Use the **Insert Menu** to add images, tables, drawings, charts, horizontal lines, footnotes, special characters, equations, headers, footers, page numbers, breaks, links, comments, bookmarks, and a table of contents.



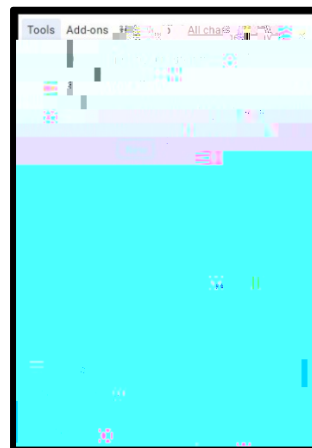
Format Menu

Use the **Format Menu** to make adjustments to the text, paragraph style, and overall formatting of the document.



Tools Menu

The **Tools Menu** offers options to support the text, such as spelling and grammar, dictionary, and accessibility settings.



Share and Collaborate

Within Google Docs, users can share files with specific people. To share a document:

1. Click **Share** in the upper right-hand corner.



2. Type the Google account name for the person(s) you want to share the document with, in the Enter names and email addresses box. Most account names are in the following format.

- Teachers: first.last@teachers.fwisd.org
- Students: s#####@students.fwisd.org

The format for students is the letter S plus the student ID number and the extension @students.fwisd.org.)



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3. Click the “pencil” icon to assign editing rights to others.
4. Click **Done**.
 - Can edit: The other users can edit and make changes to the document.
 - Can Comment: The other users can view the document and make comments.
 - Can view: The other users can view the documents, but can add comments or make edits.

With the last two options, collaborators cannot make any changes to your document.

Advanced Options

Select Advanced to see additional share settings.

- A **Link to share** is available that can be emailed and is only accessible by collaborators (users you are sharing the document with).
- **Who has access** provides additional options for link sharing.
- **Invite people** works similar to the previous share option outlined above.
- **Owner settings** allow the document owner more options for securing a document.

