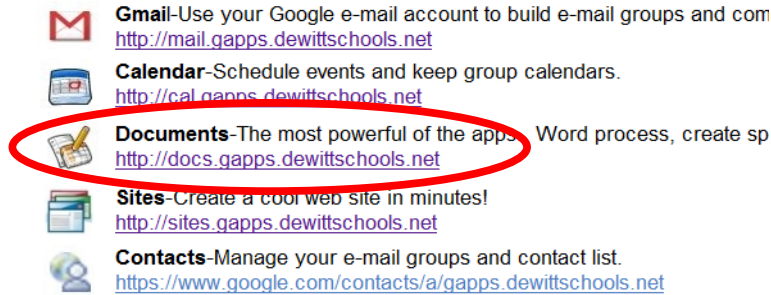


## GAPPS @ DPS: How to Create a Document

Google Apps is capable of creating Spreadsheet, Word Processing and Presentation documents. All of these are stored online in the GAPPS site so you can return to them easily from any Internet connected computer. Follow these direction to create a document:

- 1) Start at [www.gapps.dewittschools.net](http://www.gapps.dewittschools.net) and click on **Documents**.

### DeWitt Public Schools Google Apps Page



**Gmail**-Use your Google e-mail account to build e-mail groups and com  
<http://mail.gapps.dewittschools.net>

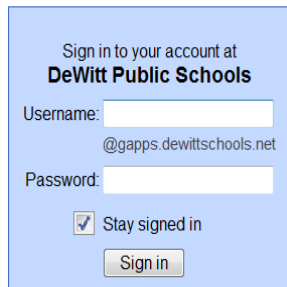
**Calendar**-Schedule events and keep group calendars.  
<http://cal.gapps.dewittschools.net>

**Documents**-The most powerful of the apps. Word process, create sp  
<http://docs.gapps.dewittschools.net>

**Sites**-Create a cool web site in minutes!  
<http://sites.gapps.dewittschools.net>

**Contacts**-Manage your e-mail groups and contact list.  
<https://www.google.com/contacts/a/gapps.dewittschools.net>

- 2) If you are starting already logged in to GAPPS, your computer may take you straight to the document management screen. If you haven't logged in, you will be asked for your user name and password first.



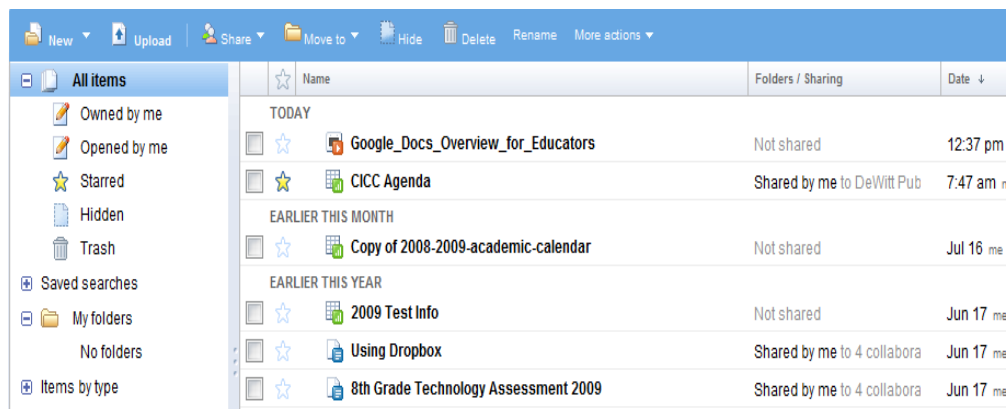
Sign in to your account at  
**DeWitt Public Schools**

Username:   
@gapps.dewittschools.net

Password:

Stay signed in

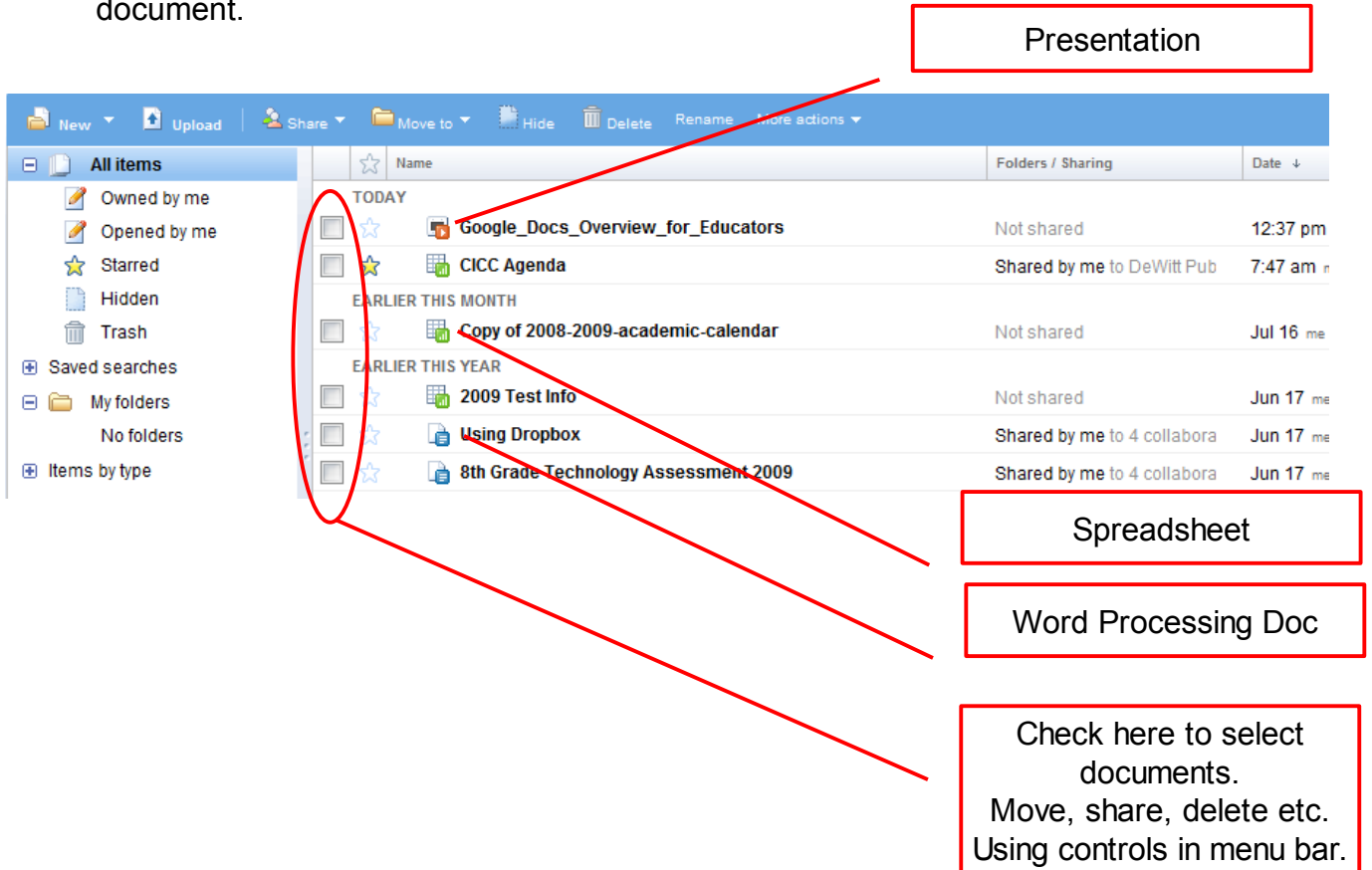
Or



Name	Folders / Sharing	Date
TODAY		
Google_Docs_Overview_for_Educators	Not shared	12:37 pm
CICC Agenda	Shared by me to DeWitt Pub	7:47 am
EARLIER THIS MONTH		
Copy of 2008-2009-academic-calendar	Not shared	Jul 16
EARLIER THIS YEAR		
2009 Test Info	Not shared	Jun 17
Using Dropbox	Shared by me to 4 collabora	Jun 17
8th Grade Technology Assessment 2009	Shared by me to 4 collabora	Jun 17

## GAPPS @ DPS: How to Create a Document

- 3) The document manager is where you'll store all of your files. Here you can create new files, delete old ones, make folders for projects and see organizing information for each document.



The screenshot shows a document manager interface with a menu bar at the top containing 'New', 'Upload', 'Share', 'Move to', 'Hide', 'Delete', 'Rename', and 'More actions'. On the left is a sidebar with 'All items' and various filters. The main area is a table of documents. A red circle highlights the document selection checkboxes in the first column. Red lines point from these checkboxes to three text boxes on the right: 'Presentation' (pointing to the 'Google\_Docs\_Overview\_for\_Educators' row), 'Spreadsheet' (pointing to the 'CICC Agenda' row), and 'Word Processing Doc' (pointing to the 'Copy of 2008-2009-academic-calendar' row). A fourth text box at the bottom right says 'Check here to select documents. Move, share, delete etc. Using controls in menu bar.' and points to the red circle.

Name	Folders / Sharing	Date ↓
TODAY		
<input type="checkbox"/> Google_Docs_Overview_for_Educators	Not shared	12:37 pm
<input type="checkbox"/> CICC Agenda	Shared by me to DeWitt Pub	7:47 am
EARLIER THIS MONTH		
<input type="checkbox"/> Copy of 2008-2009-academic-calendar	Not shared	Jul 16 me
EARLIER THIS YEAR		
<input type="checkbox"/> 2009 Test Info	Not shared	Jun 17 me
<input type="checkbox"/> Using Dropbox	Shared by me to 4 collabora	Jun 17 me
<input type="checkbox"/> 8th Grade Technology Assessment 2009	Shared by me to 4 collabora	Jun 17 me

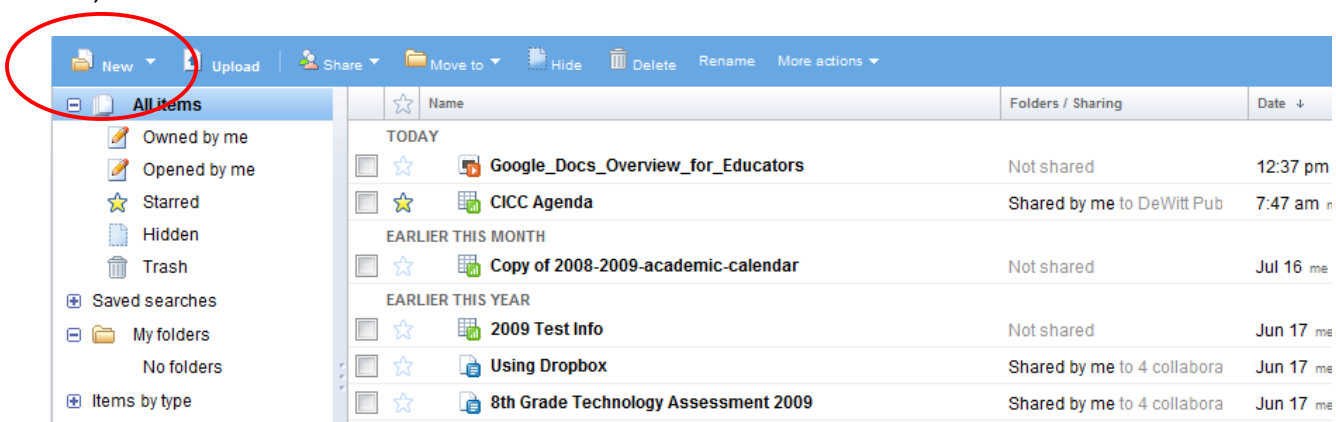
Presentation

Spreadsheet

Word Processing Doc

Check here to select documents.  
Move, share, delete etc.  
Using controls in menu bar.

- 4) To start a new document select New from the menu bar.

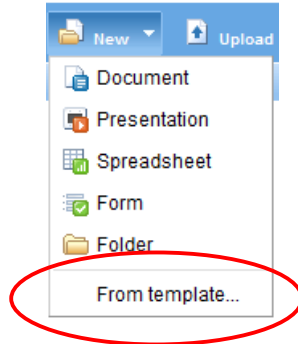


The screenshot shows the same document manager interface as above, but with the 'New' button in the top menu bar circled in red.

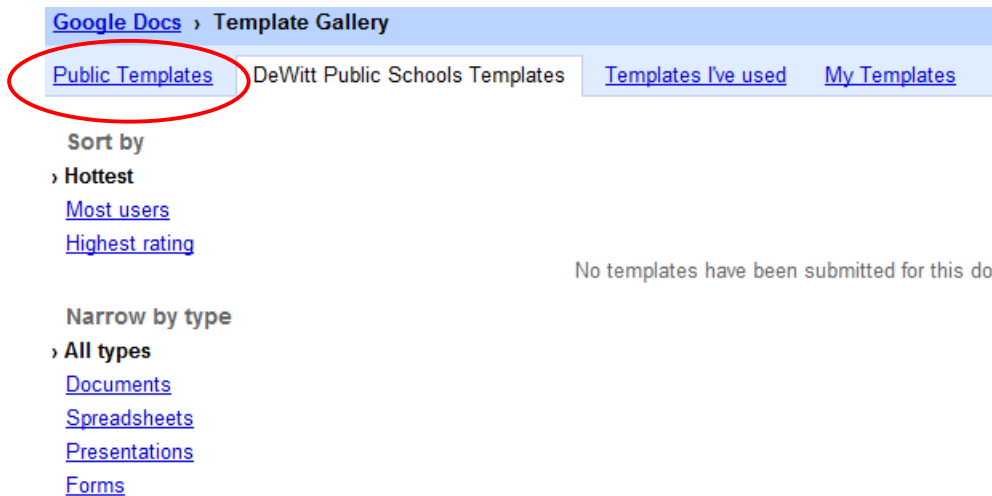
Name	Folders / Sharing	Date ↓
TODAY		
<input type="checkbox"/> Google_Docs_Overview_for_Educators	Not shared	12:37 pm
<input type="checkbox"/> CICC Agenda	Shared by me to DeWitt Pub	7:47 am
EARLIER THIS MONTH		
<input type="checkbox"/> Copy of 2008-2009-academic-calendar	Not shared	Jul 16 me
EARLIER THIS YEAR		
<input type="checkbox"/> 2009 Test Info	Not shared	Jun 17 me
<input type="checkbox"/> Using Dropbox	Shared by me to 4 collabora	Jun 17 me
<input type="checkbox"/> 8th Grade Technology Assessment 2009	Shared by me to 4 collabora	Jun 17 me

## GAPPS @ DPS: How to Create a Document

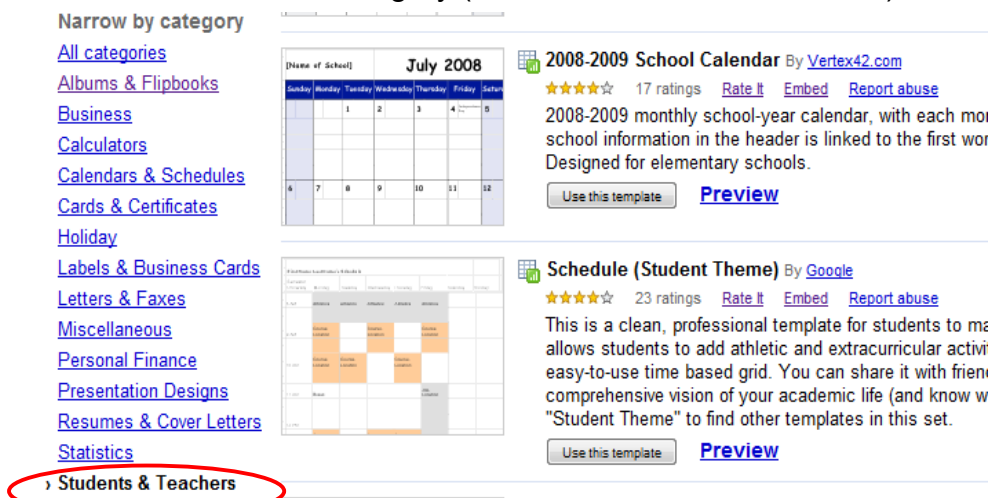
- 5) Select from the document types. You can simply choose to make a blank spreadsheet, document or presentation. For this example we'll use a template. Click on From Template.



- 6) We don't yet have templates in the DeWitt GAPPS site, so we'll use the public templates. Click Public Templates.



- 7) Scroll down to select a category (such as Students & Teachers).



## GAPPS @ DPS: How to Create a Document

8) Scroll through the templates. Notice the icons that tell the type of document.



Word Processing Document



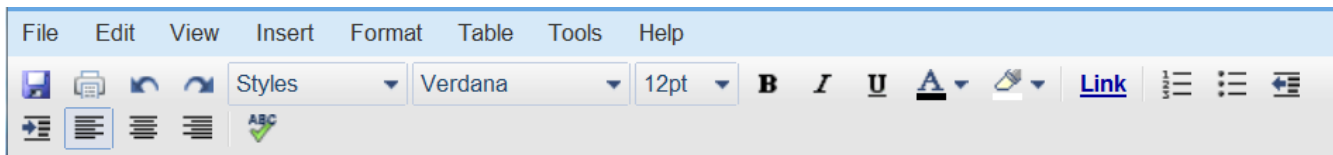
Spreadsheet



Presentation

9) Select **Use this template** to begin a new document based on the template.

10) From this point, editing can be done using standard tools from the menu at the top of the page.

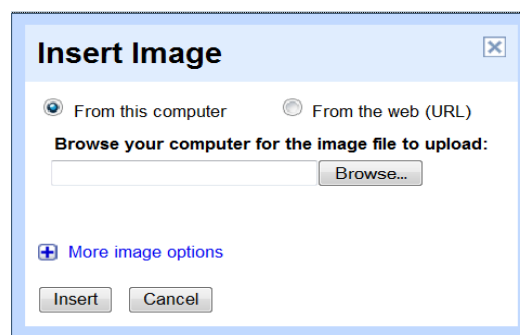


### Tips for Editing

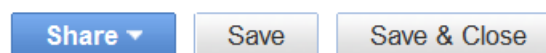
To change the name of your document, go to **File, Rename**.

If you make a formatting change that you don't like, you can go to Format, Clear Formatting to start over.

Pictures can be inserted by going to **Insert, Image**. Pictures can be from your computer or linked from the web. There is no built in clipart, but can use links from Flickr or other photo site.



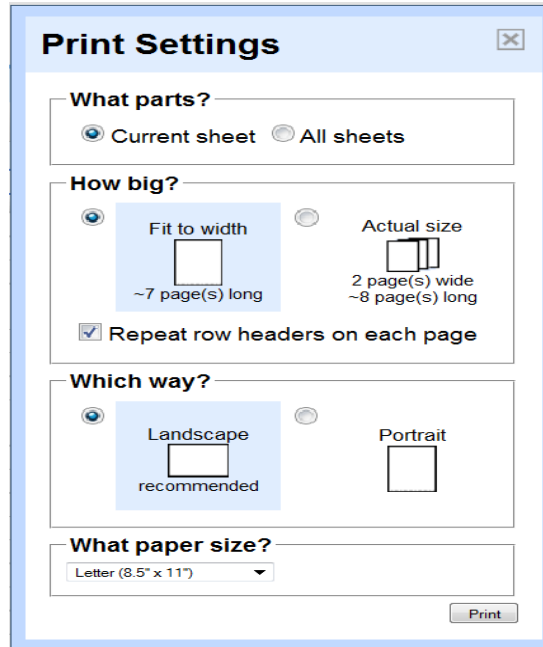
To save your document, look for the **save** button in the upper right of the screen. **Save and close** will take you back to the document manager screen.



Printing can be done easily from a word processing document, just click the **print** button.

## GAPPS @ DPS: How to Create a Document

Spreadsheets have more printing options. If you have a lot of text in your sheet, choosing the defaults will result in a very tiny printout. In this case, change the print options from **fit to width** to **actual size** before printing.



Spreadsheets do not print directly, but print to a PDF for you to preview and then print on your own.

Presentations have additional options that allow you to print speaker notes and specify the number of slides per page. You then can select PDF or standard printout.

