

Google Docs - An Introduction

You can access Google Docs from your **Gmail** account: click the **Documents** link at the top of the page. A Gmail account is free at **www.gmail.com**

The Google Docs "**All Items**" list is your main window from which you control everything. You can sort the documents by name or date, rename them, assign stars, hide them, delete them, organize them with folders, share them, email them, download them, print them.

Creating a new document, spreadsheet, or presentation.

- Click the "**Create new**" button and select **Document, Spreadsheet, or Presentation**.
- Google Docs is a simpler substitute for Microsoft Word, Excel and PowerPoint for Mac users who don't have Microsoft Office (Microsoft Word, Excel, and PowerPoint).
- To hide a document, click the check box in front of it, and from the **More Actions** drop-down menu, click "**Hide**."

Automatic Saving

All your work is saved automatically several times a minute. In addition, there is a "**Save Now**" button.

Uploading Files

1. Click the **Upload** button. Click the blue "**Select files to upload**" link.
2. **Navigate to the document or image** you want to upload and click "**Select**."
3. When the **file name** is shown in the **Uploads** dialog box, click "**Start Upload**."
4. Tip: If you receive a slide show (ending in .pps or .ppt) in email and cannot open it, try uploading it to Google Docs and opening it there.

Downloading Documents

1. **Open** the document.
2. From the **File** menu, choose **Download as > Word or Excel or PDF**, as the case may be.
Tip: If you plan to share a slide show with others by email, download it as a PDF and attach it as a PDF to your email, and every recipient will be able to open it, even without PowerPoint or Keynote --- because every computer can open a PDF document.

Organizing Your Google Docs List with Folders

1. Create a new folder by clicking the "**Create new**" button and selecting "**Folder**."
2. Name the folder, for example "**Chicago Club**," and click **Save**.
3. **Folders** in Google Docs are like **labels**. To assign a folder to a document, select the document with a click in the check box in front of it, and from the **Folders** drop-down menu, select the folder by clicking in the check box in front of it. Click "**Apply changes**."
4. All documents are listed in the Doc List (**All Items**), even if they have been "assigned" to a folder.
5. To delete a folder, right-click the folder and select "Delete."

Sharing Documents.

1. By **Email**: Click the **Share** button and select "**Email as attachment**."
2. By **Invitation**: You "invite" (grant access to) a person to edit the document by sending them a link to the document you want to collaborate on: click the **Share** button and select "**Invite people...**" Insert email addresses, and click either "**To edit**" or "**To view**." Google Docs will send them an email with a secure link directly to your Google document. Up to 10 individuals can edit a document at a time.

Printing Your Google Docs

Open the document and select **File > Print**. A **dialog box** appears, ready to open the document as a PDF and print it.

Help/Learn more: 1) Google Docs **Help**, 2) "**Google**" your questions, 3) **YouTube.com** videos. 4) **Anne Clark** is available for help at the Mac Learning Center in the Community Center every Thursday afternoon, or for a quick question at (949) 837-6080.

Google Calendar - An Introduction

You can access Google Calendar from your Gmail account or log in at **calendar.google.com**.

The Google Calendar web page displays the **large calendar**, a **mini calendar**, your **calendars**, calendars **others** have shared with you (such as the Mac Club), and public calendars you have added, such as US Holidays.

Creating events, appointments, and adding a public calendar

- To create an **all-day event**, such as a **birthday**, go to the **Week** view and click in the top area of the day. Name the event and click "edit event details." Repeats yearly. Save.
- To create an **appointment**, go to the **Week** view, find the **day**, and **highlight the time period** the appointment will take, such as 9 to 10 a.m. Enter the event name and click "**Create Event.**"
- To add a **public** calendar, such as **US Holidays**, click on **Add** under **Other Calendars > Browse Interesting Calendars > Holidays > US Holiday >** click "**Subscribe.**"

Changing an appointment

- To **make changes** to an event, click on the event and click "**edit event details.**"
- To **move** an event to a different time or day, **drag** it to the new time slot or date or use "edit event details."
- To **cancel** an appointment or event, click on the event and click "**Delete.**"

Creating reminders (email and pop-up notifications).

1. Click on the event, click the **edit event details** link.
2. In the **Options** section, choose **Pop-up** or **Email** reminder and **set the time**. Click **Save**.

Sharing your Google calendar with friends who use Google Calendar

1. In **My Calendars** on the left, click the down-arrow button next to the calendar you want to share, then select **Share this calendar**.
2. In the "**Share with specific people**," type an email address in the "**Enter email address**" field.
3. Select Permission Settings (usually "**See all event details**," and click **Save**. - An email will be sent to the person, and your Google Calendar will be added to their Google calendar.

Sharing your Google calendar with friends who DON'T use Google Calendar

Just **send them the URL** of a Google calendar following these steps:

1. In the **calendar list** on the left, click the **down-arrow** next to a calendar and select **Calendar settings**.
2. In the **Calendar Address** section, click the **HTML** icon. You'll see a pop-up window with your calendar's URL.
3. Copy this URL and paste it in your email message to your friends who don't use Google Calendar. They can click the link and see your calendar in their browser. They can bookmark it and access it any time.

Importing the Google Mac Club Calendar into your own Google Calendar:

Go to "themacclub.org/learningcenter.html" and follow the instructions listed below the blue Google calendar, which is located below the list of classes.

Subscribe to the Mac Club's Google Calendar in Your iCal:

1. Open Safari. Go to www.themacclub.org > **Learning Center**.
2. Copy the link that is displayed under the blue Calendar.
3. Open iCal, select **Calendar > Subscribe...**
4. Paste the link and set **Auto-refresh** to **Every Hour** - to keep it up to date. Click **OK**.

Syncing Your Own Google Calendar with Your iCal (v. 3 and 4)

Click the Help link in Google Calendar and search for "sync with iCal." Follow the directions.

This handout is posted at www.themacclub.org/links.html

Help/Learn more: 1) Google Calendar **Help**, 2) "**Google**" your questions, 3) **YouTube.com** videos.

