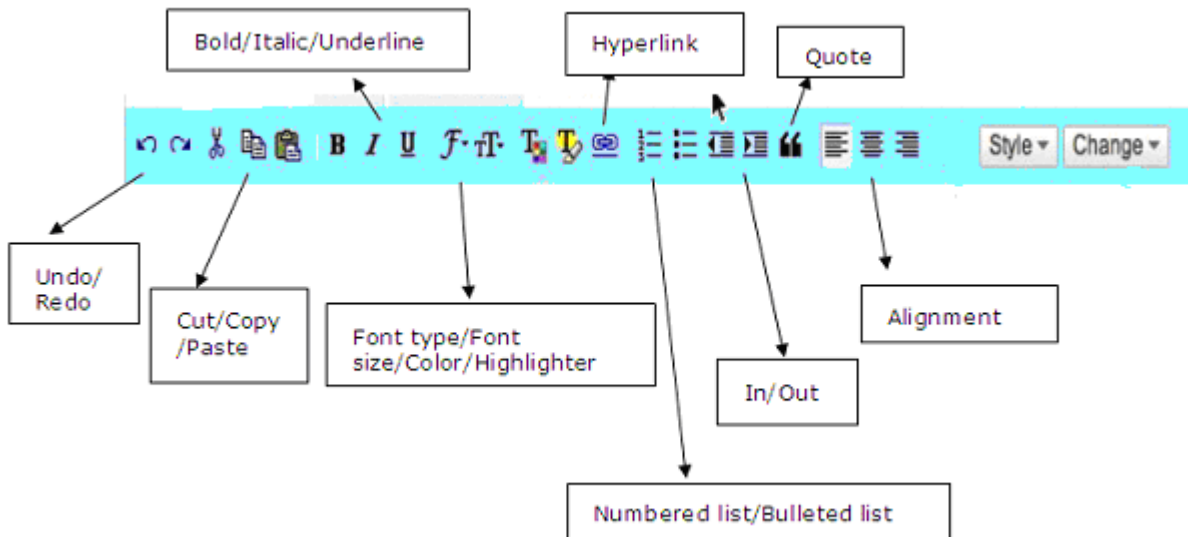




<http://docs.google.com>

- Edit from anywhere. There's nothing to download; access documents and spreadsheets from any computer with an Internet access and a standard browser.
- Store your work online. Online storage and auto-save mean you needn't fear a floppy disk failure, lost flash drive or power outage.
- Familiar desktop feel makes creating and editing files simple. You can do all the basics, including making bulleted lists, sorting by columns, adding tables, images, formulas, changing fonts and more. And it's free.
- Upload your existing files. Google Docs & Spreadsheets accepts CSV, DOC, ODF, ODS, RTF, XLS, etc.
- Share instantly. Anyone you've invited to either edit or view your document or spreadsheet can access it as soon as they sign in. Just enter the email addresses of the people with whom you want to share a given file and send them an invitation.
- Edit with others in real time. Multiple people can view and make changes at the same time.
- Easily save and export copies. You can save your files to your own computer in CSV, DOC, ODS, ODF, PDF, RTF XLS, and HTML formats.



## Google Account

You must have a Google Account to sign up for Google Docs and Spreadsheets. You can get a Google Account at <https://www.google.com/accounts/NewAccount> The registration process is fast and easy.

- If you already have a Google Account, just go to <http://docs.google.com/> and sign in.

Google Docs & Spreadsheets BETA Create and share your work online

If you've ever struggled to keep track of different versions of spreadsheet or word processor files sent over email, Google Docs & Spreadsheets may be right for you. Google Docs & Spreadsheets is a free web-based word processing and spreadsheet program that keeps documents current and lets the people you choose update files from their own computers. You can, for example, coordinate your student group's homework assignments, access your family to-do list from work or home, or collaborate with remote colleagues on a new business plan. [Learn More](#)

**Get started quickly.**  
Import your existing documents and spreadsheets, or create new ones from scratch.

**Edit your documents and spreadsheets from anywhere.**  
All you need is a Web browser - your documents and spreadsheets are stored securely online.

**Share changes in real-time.**  
Invite people to your documents/spreadsheets and make changes together, at the same time.

**And it's free.**

[Take a tour of Google Docs & Spreadsheets »](#)

Sign in to Google Docs & Spreadsheets with your Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

Don't have a Google Account?

[Create a new Google Account](#)

The screenshot below shows the short form that needs to be filled in to register with Google. This will give you access to Google docs & spreadsheets and other services that are on offer from Google.

Google Accounts Create a Google Account - Google Docs & Spreadsheets

**Create an Account**

Your Google Account gives you access to Google Docs & Spreadsheets and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

**Required information for Google account**

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength:](#)  
Minimum of 6 characters in length.

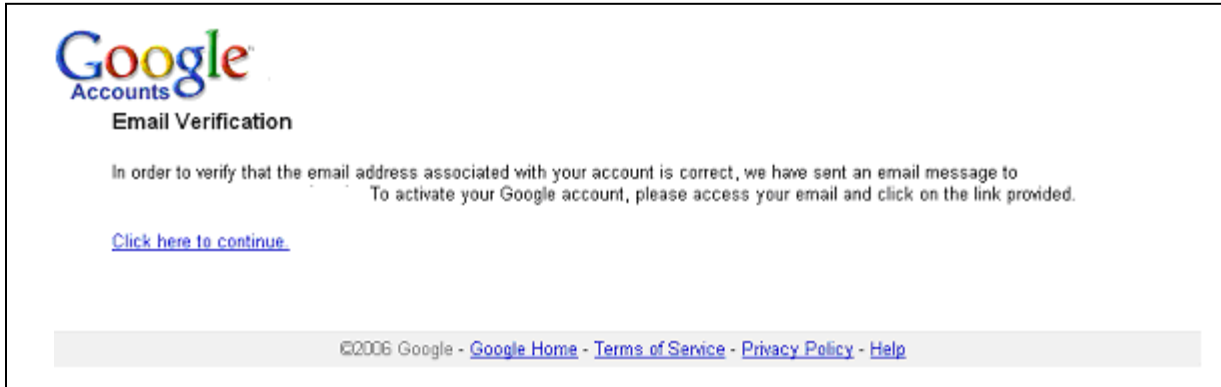
Re-enter password:

Remember me on this computer.

Creating a Google Account activates Personalized Search, which finds the search results most relevant to you based on your search history [and more](#).

Enable Personalized Search.

At this point open the email account specified on your registration and you should have received an email from Google. Open up the email and click on the link to activate your Google account. You can go to the page below and click on the 'Click here to continue'.



Welcome to Google Accounts. To activate your account and verify your e-mail address, please click on the following link:

<http://www.google.com/accounts/VE?service=writely&c=1559230751230029698&hl=en>

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

If clicking the link above does not work, copy and paste the URL in a new browser window instead.

Thank you for using Google.

Click on link to verify account.

After finishing registration you will be taken to the homepage for Google docs & spreadsheets with documents and spreadsheets loaded on to an account. From here you can create a document, access on of your files that are listed, start a spreadsheet online, or you can upload a document.

New Document or Spreadsheet

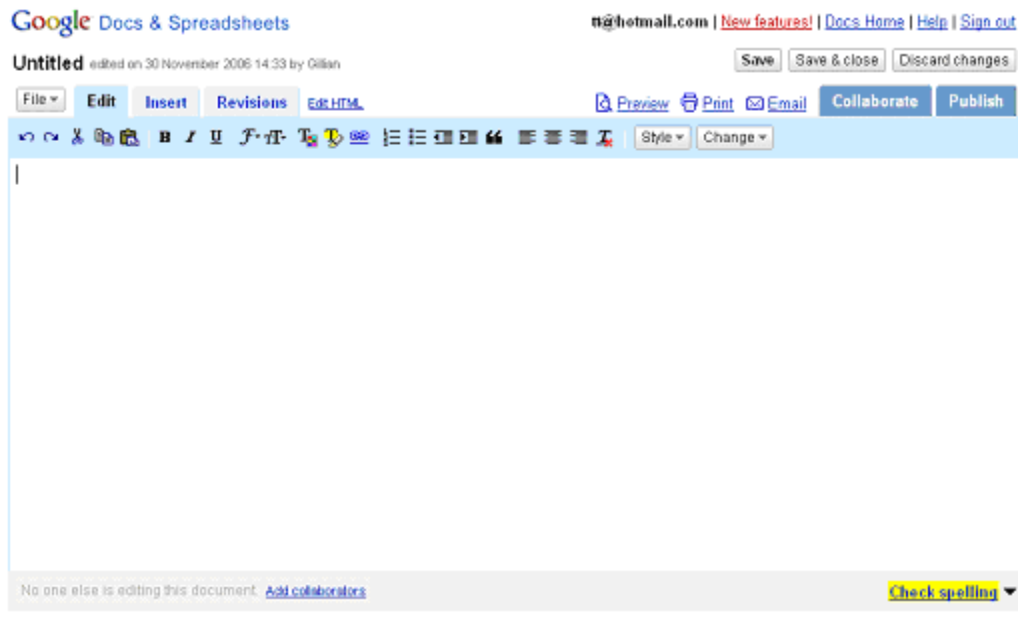
Upload

The screenshot shows the Google Docs & Spreadsheets homepage. At the top, there are navigation links for 'Mail', 'Calendar', 'Documents', 'Photos', 'Groups', 'Web', and 'more'. Below these is the Google logo and 'Docs & Spreadsheets BETA' text. A search bar is present with 'Search Docs' and 'Search the Web' buttons. The main interface features a blue header with 'New', 'Upload', 'Add to folder', 'Hide', 'Delete', and 'More actions' buttons. On the left is a sidebar with 'All items' and various filters like 'Created by me', 'Starred', 'Hidden', 'Trash', and 'All folders'. The main content area displays a table of documents under the heading 'TODAY'. The table has columns for 'Name', 'Folders / Sharing', and 'Date'. The documents listed are: 'www.conciseffreeware.com' (2:35 p), 'Cycling: Tour de France accused of ta...' (2:34 p), 'Barry Bonds' (2:32 p), 'Vicks Dog Problem' (2:32 p), 'Fake Title' (2:31 p), 'Are you reading these titles?' (2:30 p), 'New DVDs' (2:29 p), 'Christmas 2006' (2:29 p), and 'Cherry' (2:27 p). Arrows from the 'New Document or Spreadsheet' and 'Upload' boxes point to the 'New' and 'Upload' buttons respectively.

Name	Folders / Sharing	Date
TODAY		
www.conciseffreeware.com	Google docs me	2:35 p
Cycling: Tour de France accused of ta...	me	2:34 p
Barry Bonds	me	2:32 p
Vicks Dog Problem	me	2:32 p
Fake Title	me	2:31 p
Are you reading these titles?	me	2:30 p
New DVDs	me	2:29 p
Christmas 2006	me	2:29 p
Cherry	me	2:27 p

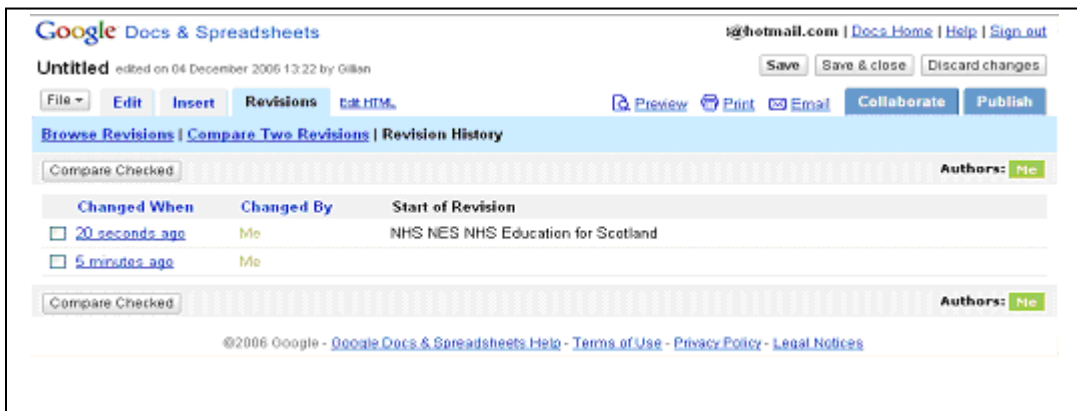
## New Document

If you click the new tab on the homepage and chose 'Document' you will be taken to the screen below. This page allows you to create a new document from scratch.



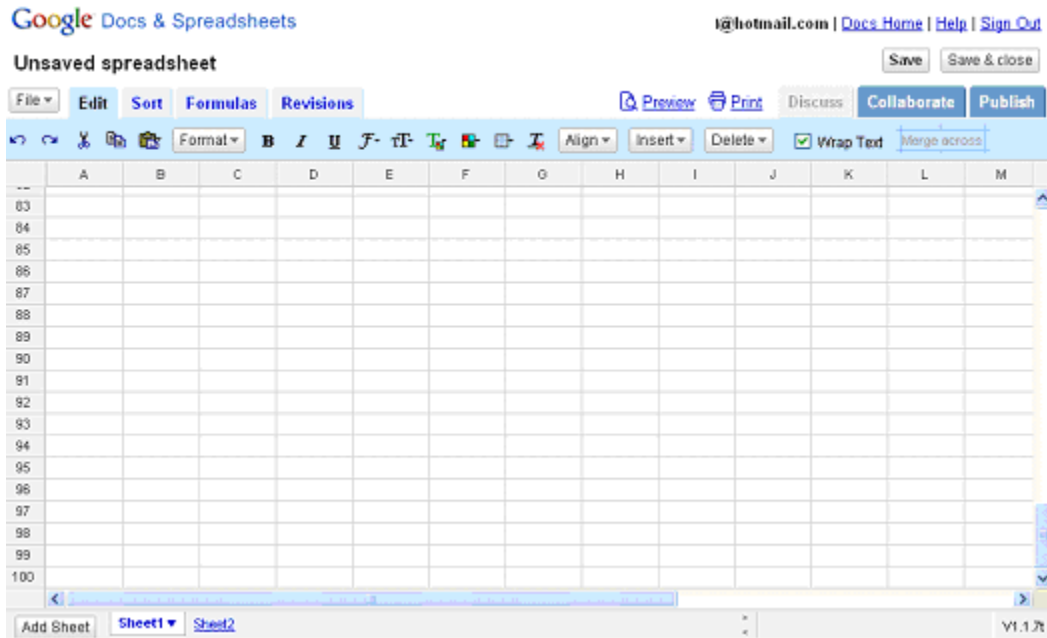
The insert tab allows editors to insert an image, link, comment, table, bookmark, separator and special character.

The revision tabs allows users to view revisions, compare two revisions or view revision history. You can revert back to any revision at any time.



## New Spreadsheets

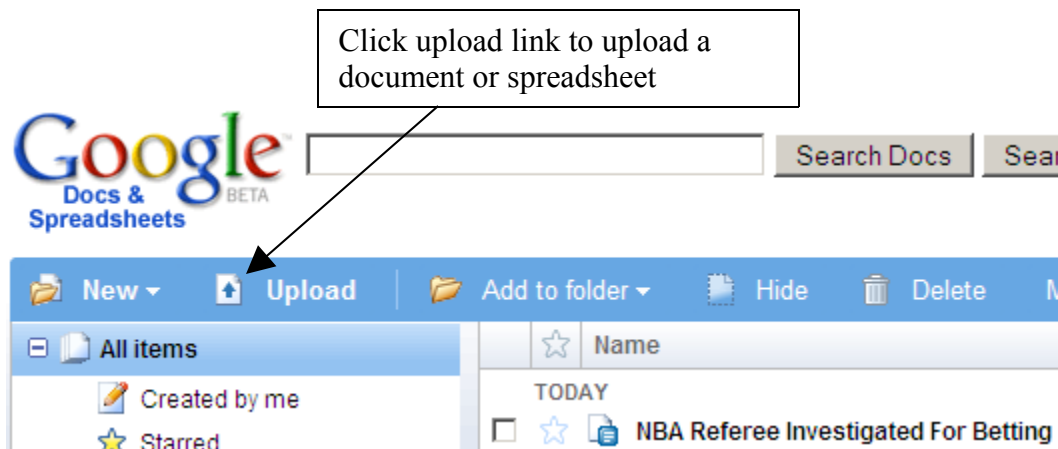
If you click the new tab on the homepage and chose “Spreadsheets’ you will be taken to a blank spreadsheet. This page allows users to create spreadsheets for editing. All major functionality that is found on Microsoft Excel can be found on the tabs at the top of the page.



The first tab allows editing of the spreadsheet. The next tab ‘Sort’ allows the user to manipulate the layout of the columns and to freeze headings. The third tab ‘formulas’ allows you to use formulas on the spreadsheet. The final tab, revisions, allows the user to look back at earlier revisions and revert to a previous state.

## Uploading

Documents and spreadsheets can be uploaded as well as being created on the site.



Enter the file information or browse to the file and then click on upload. The file will be automatically uploaded to your list of docs and the file will open ready for editing.