

# Google Documents Cheat Sheet

## How to create new document

1. Click on the big, red “Create” button on the left side of Google Docs or Drive page
2. Choose “Document”

## How to change document name

1. In the upper left-hand corner, you will see the document’s name as “Untitled Document”
  - a. Click on that
2. A new text box will appear prompting you to change the document name to whatever you want
3. Click OK

## Create a folder in Google Docs (Like a folder on your computer)

1. Open your Google Drive or Documents page by clicking that option in the top black bar that is the menu
2. There is an icon at the top of your page that looks like a folder with a plus sign on it. This is the icon for adding a new folder
  - a. Click on it
3. You will be prompted to input the name of that folder
4. Click OK and the folder will show up in your Google Docs or Drive list

## How to move the document into a folder inside Google Docs

1. Since the documents created in Google Docs automatically save very quickly and very often, it is OK to “X” out and close the document you were working on when you see the word “Saved” at the top by the menu
2. Open your Google Drive by clicking on the “Drive” or “Documents” option in the top black bar that is the menu
  - a. Inside, you will see the document’s name that you want to move
3. Click on the check box next to the document that you want to move
4. Click on the icon that looks like a folder at the top
  - a. If you leave your cursor over this icon, it will tell you that it is the “Organize” option
5. You will see a hierarchy of folders/documents. If you click on the arrow next to a folder, it will then drop down a list of all the documents inside that folder.
  - a. Click on the folder that you want the document inside
6. Click the “Apply Changes” button
  - a. Your document is now moved to the folder that you specified

## How to transfer documents from your computer into Google Docs/Drive

1. Once you are looking at your Google Docs/Drive, click on the red button that is located right next to the “Create” button on the screen
  - a. It looks like a tiny box with an arrow pointing upward
  - b. If you put the cursor over this option, you’ll see it labeled as “Upload”
2. Click on either the “Files” or “Folders” option, depending on if you want to download just a file or a whole folder

3. A new window will appear that will allow you to navigate to the files or folder that you want to upload the contents of into your Google Docs/Drive
4. A new screen will pop up allowing you to choose uploading options
  - a. I would recommend having the top checkbox chosen, but it is up to you
  - b. Click “Start Upload”
5. Important points of interest
  - a. Any files or folders and their contents can be uploaded to Google Docs/Drive
  - b. Any word processing files, spreadsheets, and presentation files can be converted to a Google Document so that you can edit them using Google’s editing capabilities

### **How to download documents from Google Docs/Drive onto your computer**

1. Open up the document that you want to download to your computer
2. Go to File → Download As, then choose the type of file that you want to download it as.
  - a. I would recommend downloading it as a Word 1997-2003 document because that is compatible with all word processing software that we have in the district
3. Navigate to the location that you want to save this file on your computer

### **How to delete files from Google Docs/Drive**

1. Click on the check box next to the file or folder that you want to delete
2. An icon that looks like a trash can will appear...click that
  - a. The document will delete