
Google Documents is an area where you can upload your own files and access files that others have uploaded. These files can be viewed and edited by you and shared with other Gmail users for the purpose of collaborating on the final product.

Types of Files You Can Upload

Documents

- HTML files
- TXT files
- Microsoft Word DOC files
- Rich Text RTF files
- OpenDocument ODT files
- Star Office SXW files

Presentations

- Microsoft PowerPoint PPT files

Spreadsheets

- Microsoft Excel XLS files
- Comma Separated Value CSV files
- OpenDocument Spreadsheet ODS files

PDF Files

Size Limits

Documents:

Each document can have a maximum size of 500K, plus up to 2MB per embedded image.

Spreadsheets:

Each can be up to 256 columns, 200,000 cells, or 100 sheets--whichever is reached first. There's no limit on rows.

Presentations:

Files in .ppt and .pps formats can have a maximum size of 10MB; files uploaded from the Web can be up to 2MB; emailed files can be up to 500K.


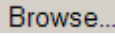
PDFs:

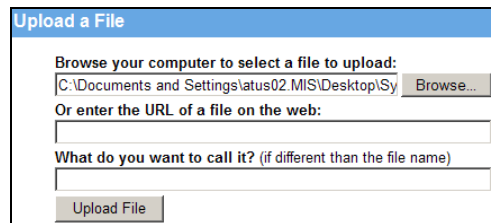
You can store up to 10MB per PDF from your computer and 2MB from the web in your Docs list, up to 100 PDFs.

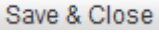
Accessing Google Documents

1. From Gmail, click on the link for [Documents](#).
2. A new Google Docs window will open.

Uploading Files

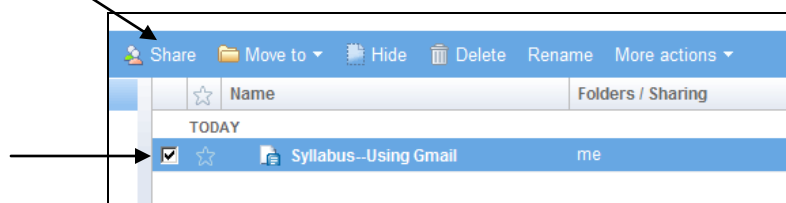
1. In Google Docs, click on the  button.
2. Locate the “Upload a File” section.
3. Click the  button to find the file on your computer.
4. Click Upload File.



5. You will be taken to a window which will display the contents of the file.
6. You can edit the file as necessary, using any of the buttons on the toolbar.
7. When finished, click  to return to Google Docs.
8. Clicking on the title will return you to the “editing mode” of the file.
9. Close Google Docs by closing the window.

Sharing Files

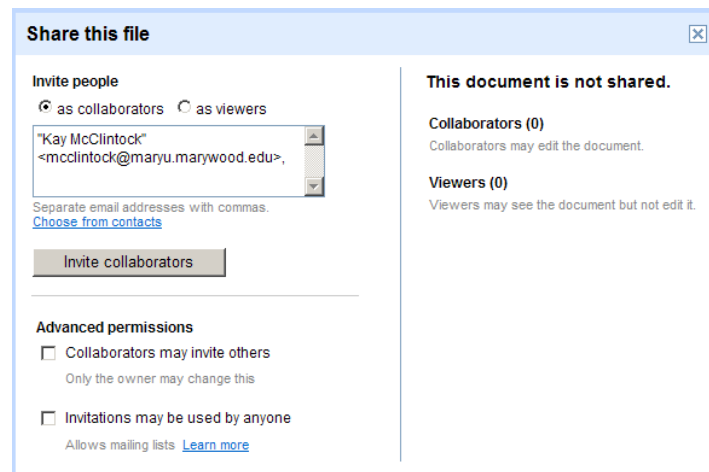
1. To share a file with another Gmail user, click into the box next to the title.
2. Click Share.



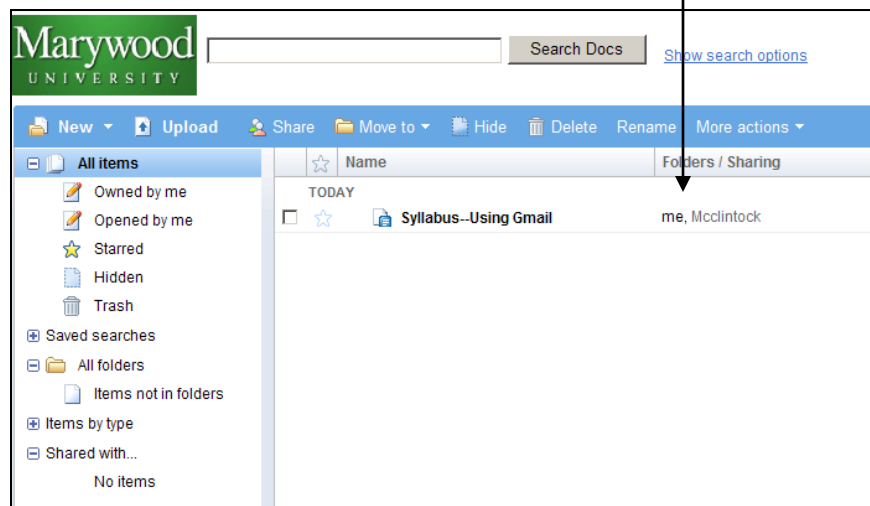
HOW TO . . .

Use Google Documents in

3. You must decide whether the person will be a collaborator (is able to edit the file) or a viewer (is able to view the file). Click into the corresponding radio button.
4. Type the EXACT email address of the person (including the “maryu”) you will share the file with.
5. Set any Advanced Permissions.
6. Click Invite collaborators.



7. Add a Message to that person about the file. Click Send.
8. The person will now receive an email stating you have shared a file with them and to view it, go to their Google Docs.
9. Notice the Folders/Sharing column lists the names of all who can see this file.



Saving a Google Document to Your Computer

1. Open the file in “editing mode.”
2. If it is a *document*, click on File, then “Download file as.” Choose the format (Word, for example).
3. Click Save and choose a location on your computer’s hard drive.
4. If it is a *spreadsheet*, click on File, then Export. Choose the format (xls, for example).
5. Click Save and choose a location on your computer’s hard drive.
6. If it is a *presentation*, click on File, then “Download presentation as.” Choose the format (ppt, for example).
7. Click Save and choose a location on your computer’s hard drive.