

Using Google Drive in the Kent Domain

Accessing Google Drive

1. Log into your Flashline account.

Note: If you are already logged into a different Google account, please log out before accessing Google Drive through Flashline.

2. Click the **Drive** icon in the top right corner of Flashline.

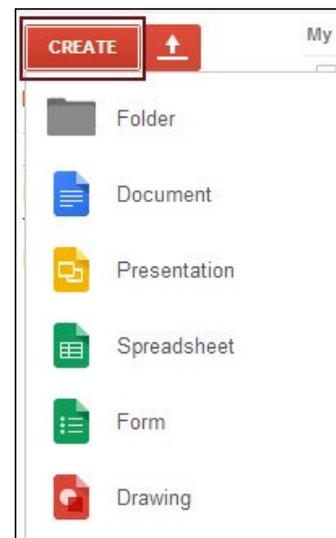
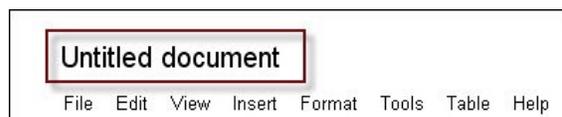


3. Google Drive will open in a new window. You can access any documents that you create or are shared with you by other users from your home page in Google Drive.

Alternative Login: Log in directly at <http://googledocs.kent.edu>.

Creating a New Google Document

1. Click the **Create** button in the top left corner of the screen and select **Document** from the drop-down menu.
2. A blank document will open. Note: The blank document may open in a new window or as a new tab in an existing browser window.
3. **Name the document** by clicking the title in the top left corner. Type the desired document name in the dialog box that appears and save the change.



Alternatively, you can upload an existing Word or text document to Google Drive using the **Upload** button (top left, next to the Create button).



Note: You can also create presentations (similar to PowerPoint), spreadsheets (similar to Excel), and more from the Create drop-down menu.

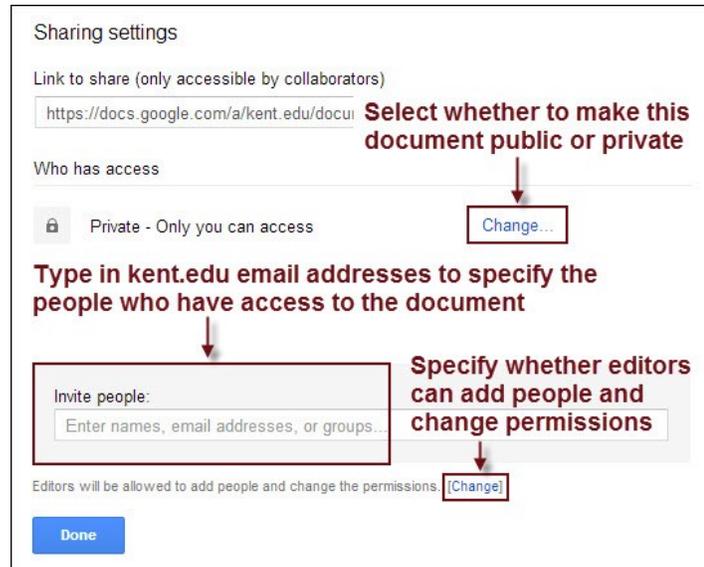
Sharing Google Docs

1. To share your Google Doc with a specific group of people, click the **Share** button in the top right of the screen.



2. The Sharing Settings dialog box will open on your screen. Set your sharing permissions as desired and click Done.

Now any editors you added can access this document from their own Google Drive.



Editing Google Docs

Use Google Docs just as you would any word processing program. The built-in editing toolbar across the top allows you to format your document.

Saving Google Docs

Google Docs automatically saves your changes.

Collaboration Tools in Google Docs

You can collaborate with other group members right within a Google Doc.

Comments: Use the Comments feature (top right) to post comments about the document that other editors can view and reply to at any time.



Chat: If multiple editors are viewing the document at the same time, you can chat in real time. Click the Show Chat icon at the top of the page to open the Chat window.



Miscellaneous Tips

Revision History (tracking changes): You can view the revision history for your document by going to File —> See Revision History.

Page Breaks: Insert a page break in a Google Doc by positioning the cursor where you want the break, then clicking Insert —> Page Break.

Print Preview: You can see how your doc will print by clicking File —> Print Preview.