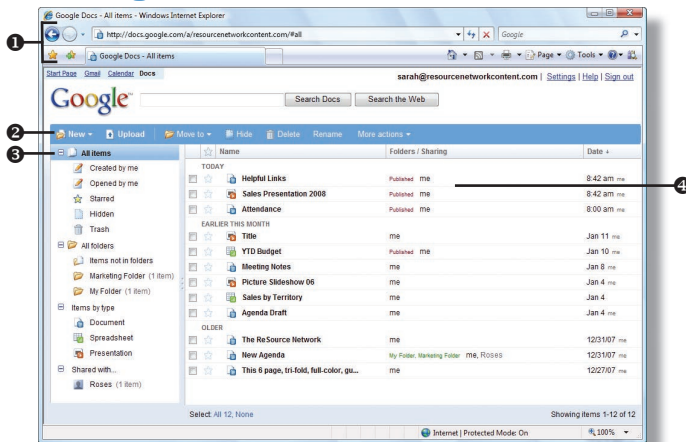




Getting Started

The Google Docs Window



- ❶ **Browser Toolbars** – allow the user to navigate in the browser.
- ❷ **Toolbar** – contains shortcuts for working with documents.
- ❸ **Sidebar** – contains shortcuts to folders and views.
- ❹ **Document Pane** – contains the contents of the selected folder or view.

Note: Google is constantly updating Google Docs; therefore some features may vary slightly from the time of publication of this guide.

Using the Sidebar

- To *expand a folder or view*, click the **plus sign** next to the folder or view.
- To *collapse a folder or view*, click the **minus sign** next to the folder or view.
- To *resize the sidebar*, rest your mouse pointer on the right edge of the **Sidebar** and click and drag to resize.

Viewing Items

- To *view items by specific criteria*, click the **plus sign** next to **All items** in the **Sidebar** and select the type of items you want to view.
- To *view items by type*, click the **plus sign** next to **Items by type** in the **Sidebar** and select the type of items you want to view.
- To *view shared items*, click the **plus sign** next to **Shared with** in the **Sidebar** and select the user that you are sharing with.

Hiding an Item

1. Check the box next to the item you want to hide.
 2. Click the **Hide** button on the **Toolbar**.
- Note: To unhide an item, click the plus sign next to All items and click the Hidden shortcut. Check the box next to the item you want to unhide and click the Unhide button on the Toolbar.*

Renaming an Item

1. Check the box next to the item you want to rename.
2. Click the **Rename** button on the **Toolbar**.
3. Enter a new name for the item and press the **Enter** key.

Creating a Folder

1. Click the **New** button on the **Toolbar**.
2. Select **Folder** from the resulting menu.
3. Enter a name for the folder and press the **Enter** key.
4. *Optional:* To add a description for the folder, click the **Add description** shortcut. Enter text and press the **Enter** key.

*Note: To delete a folder, click the **All folders** shortcut in the **Sidebar**. Check the box next to the folder you want to delete and click the **Delete** button on the **Toolbar**.*

Moving an Item to a Folder

1. Check the box next to the item you want to move.
2. Click the **Move to** button on the **Toolbar**.
3. Select the folder you want to move the item to.
4. Click the **Move to folder** button.

*Note: You can also click and drag an item to a folder in the **Sidebar**.*

Deleting an Item

1. Check the box next to the item you want to delete.
2. Click the **Delete** button on the **Toolbar**.

Recovering a Deleted Item

1. Click the **plus sign** next to **All items** in the **Sidebar**.
2. Click the **Trash** shortcut.
3. Check the box next to the item you want to recover.
4. Click the **Undelete** button on the **Toolbar**.

Permanently Deleting Items

1. Click the **plus sign** next to **All items** in the **Sidebar**.
2. Click the **Trash** shortcut.
3. Click the **Empty trash** button on the **Toolbar**.
4. Click the **OK** button to confirm deletion.

Uploading an Item

1. Click the **Upload** button on the **Toolbar**.
2. Do one of the following:
 - To *upload a file from your computer*, click the **Browse** button. Locate and select the file you want to upload and click the **Open** button.
 - To *upload a file on the Web*, enter the URL in the **Or enter the URL of a file on the web** box.
3. *Optional:* Enter a name for the item in the **What do you want to call it?** box.
4. Click the **Upload File** button.

Searching for an Item

1. Click the **plus sign** next to **All items** in the **Sidebar**.
2. Click in the **Search** box enter the file name of the item you want to search for.
3. Do one of the following:
 - *If the item you want appears on the drop down menu*, select the item to open it.
 - *If the item you want does not appear on the drop down menu*, continue entering the file name and click the **Search Docs** button. Click the file name in the results list to open it.

