

OET Cloud Services

Google Docs, Sheets & Slides



Another part of OET Cloud Services is Google Docs, Sheets, and Slides. These are now an integral part of Google Drive. They are productivity apps that let you create different kinds of online documents, work on them in real time with other OET Staff, and store them in your OET Shared Drive online — all for free. You can access the documents, spreadsheets, and presentations you create from any computer, anywhere in the world. (There's even some work you can do without an Internet connection!) This guide will give you a quick overview of the many things that you can do with Google Docs, Sheets, and Slides.

This guide is an introduction to help you get started on using Google Docs, Sheets, and Slides as part of OET Cloud Services. The intent is to provide software tools to enable OET Staff to manage and maintain OET documents used in the operation of Oregon Equestrian Trails.

Overview of Google Docs

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document's revision history and rollback to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language
- Email your documents to other people as attachments

Read this guide to familiarize yourself with the main features of Google Docs and get started creating your own.

Google Sheets

Google Sheets is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people. Here's what you can

do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files
- Use formula editing to perform calculations on your data, and use formatting make it look the way you'd like
- Chat in real time with others who are editing your spreadsheet
- Create charts with your data
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website

For more information about Google spreadsheets, check out the [Google Sheets getting started guide](#).

Google Slides

Google Slides is an online presentations app that allows you to show off your work in a visual way. Here's what you can do with Google Slides:

- Create and edit presentations
- Edit a presentation with friends or coworkers, and share it with others effortlessly
- Import .pptx and .pps files and convert them to Google presentations
- Download your presentations as a PDF, a PPT, or a .txt file
- Insert images and videos into your presentation
- Publish and embed your presentations in a website

For more information about Google presentations, check out the [Google Slides getting started guide](#)

Google Docs - Getting Started

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here is a short intro to help you get started using Google Docs. The instructions below also apply to Google Sheets and Slides. When trying out Google Docs please be aware you can perform the same steps in Google Sheets and Slides.

Create and save a document

There are different ways of getting started using Google documents: you can create a new online document, you can upload an existing one, or you can use a template from our templates gallery.

Creating a new document:

1. Login to your [OET Cloud Services account and open Google Drive](#),

2. Click the red Create button, and select Document from the drop-down menu.

As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved.

Save a copy of a document to your computer:

1. In your document, go to the File menu and select Download as option.
2. Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text.

Your document will download to your computer and be saved in the folder you chose.

Uploading documents

You can upload existing documents from your computer to Google Drive at any time. When you're uploading, you can either keep your document in its original file type or convert it to Google Docs format. Converting your document to Google Docs format allows you to edit and collaborate online from any computer.

Follow these steps to upload a document:

1. Login to your [OET Cloud Services account and open Google Drive](#),
2. Click the Upload icon (up arrow next to Create) in the top left of your Documents List.
3. Click Files..., and select the document you'd like to upload from your computer. Browse to My Documents folder to select a file.
4. Click Open.
5. Check the box next to 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format' if you'd like to be able to edit and collaborate on the document online. Uploaded document files that are converted to Google documents format can't be larger than 1 MB.
6. Click Start upload. The uploaded file will appear in My Drive.

Create a document from a template

If you want to create a document for a template, you can pick one of the templates in our [templates gallery](#). Each template has standard text that you can replace with your own, and preset formatting that you can reuse. Whether you need a resume and cover letter, an invoice, a birthday card, or any of a wide variety of templates, our gallery can help you get your doc started.

Here's how you can select a template:

1. Login to your [OET Cloud Services account and open Google Drive](#),
2. From within Docs, Sheets, Slides, or Forms, click the File menu, then New, and then select From template....
3. Select one of the Templates under Oregon Equestrian Trails Templates

From the templates gallery site, you can browse templates by category. You can sort templates by popularity or rating, and by category or type of document. If you'd like to return to an unfiltered view of the gallery after sorting templates, simply click All templates or All categories.

Creating Templates

Once you're in the [template gallery](#), you can create custom templates or search for templates. You can open the OET Cloud Services template directory by going to this URL <https://drive.google.com/a/apps.oregonequestriantrails.org/templates> or you can just do the first two steps above under the section **Create a document from a template**.

Submitting a Template to OET Cloud Services

To submit a template to the OET Cloud Services template gallery, just follow these steps:

1. Click Submit a template on the top right of the templates main page.
2. Click Choose from your Google Docs and select a template from your Google Docs that you'd like to submit.
3. Click Select.
4. Enter a short description, pick one or two categories for the template, and select a language.
5. Click Submit template.

Your submitted template will appear within your domain tab and the My Templates tab. It may take up to several minutes for the template to appear.

Edit and format a document

Change text and background color

To choose a text color for the text in your documents, highlight the text selection you'd like to modify. Then, click the 'A' toolbar menu and choose a color.

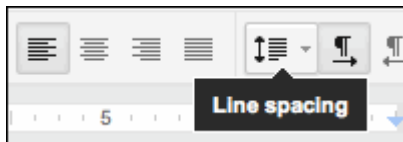
To choose a background color for a text selection highlight the text selection you'd like to modify. Then, click the toolbar menu with a highlighter pen and choose a color.

Text size and spacing

To change the size of the text in your document, simply select the text and

click the text-size drop-down menu in the toolbar. This menu is set to 11pt by default. Choose a new text size, and the changes are applied to the selected text.

If you'd like to change the line spacing of the document, or add a space before or after a paragraph, click the line spacing button on the far-right of the toolbar.



Then, select an option from the menu.

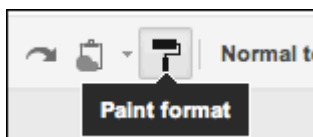
Paragraph styles and headings

The Styles menu in the toolbar displays the style of your text selection in a document, and lets you change the style or clear the formatting of your text. To view a list of headings available, click the menu that appears to the left of the Font toolbar menu, or click Format and select Paragraph styles. Then, choose one of the styles, which range from 'Heading 1,' the biggest, to 'Heading 6,' the smallest.

Paint format tool

Google Docs lets you copy the formatting you've applied to a specific section of text to another section using the paint format tool. If you're familiar with the [paint format tool in Google Sheets](#), this works in a similar manner.

To use this tool, select the text that's formatted in the way that you want to copy. Then, click the paintbrush icon in your toolbar, and select the text to which you want to apply the formatting. The formatting from the original text will be copied to the selected text.



To change the formatting in multiple places within your document, double-click the paintbrush icon. You'll enter a mode that lets you highlight multiple text selections, and apply the same formatting to each selection. When you're done applying formatting to these selections, click the paintbrush icon again.

You can also use the paint format tool with keyboard shortcuts. Ctrl+Option+C will copy the formatting of the text you've selected, and Ctrl+Option+V will apply any copy that formatting to a different text selection.