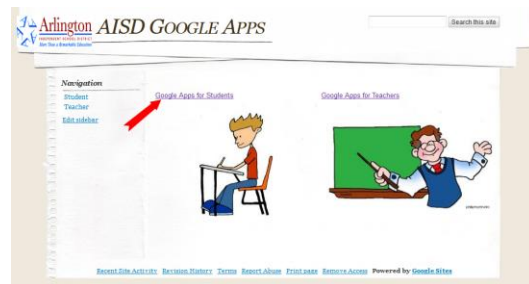


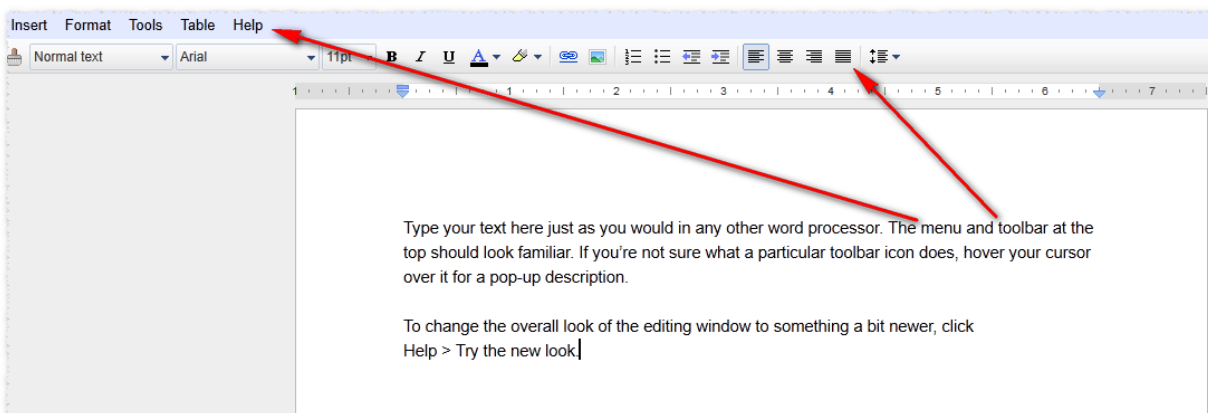
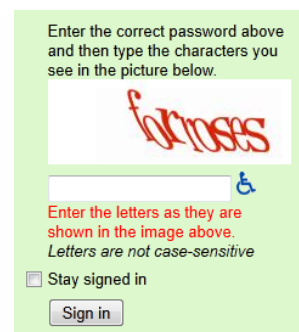
Google Docs for Students

- To access the AISD Google Apps page go to <http://google.aisd.net>.
- To sign in, click on the **Google Apps for Students** link and enter your:
 - Username:** the first five letters of your last name + student ID number + @student.aisd.net
(ex: smith123456@student.aisd.net)
 - Password:** same as your username initially
 - Click **Sign in**.
 - Type the characters you see in the picture, and click **Sign in**. If you can't read the word, refresh the screen and get a new picture by pressing the **F5** key. (If asked, allow the browser to **Resend** or **Retry** or **Continue**).
 - Scroll to the bottom of the license agreement page, type the characters you see in the picture, and click **Sign in**.
 - If you want to change your password, click your username at the top right, then **Account settings > Changing your password**. Record your sign in information below:

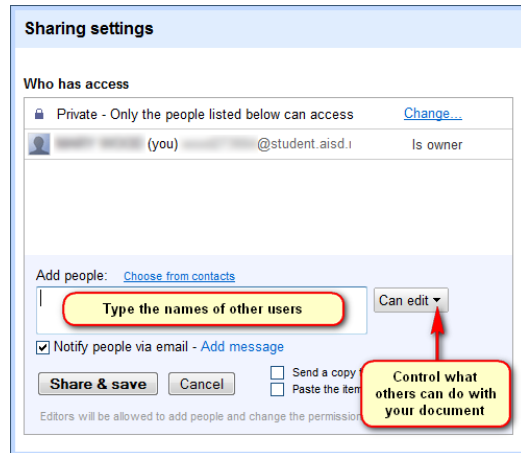


- Username: _____
- Password: _____

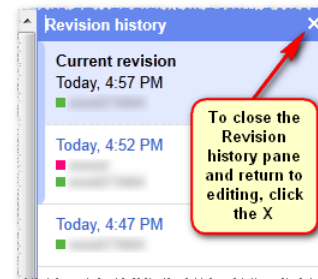
- To set your preferences, click **Docs**
 - Click your username at the top right, then **Account Settings**.
 - Next to **Docs**, click **Settings**
 - For **Language**, select **English (US)**
 - For **Time zone**, select **(GMT-06:00) Central Time**, then **Save**.
- To create and edit a document
 - Click **Create new > Document**. The document opens in a new browser tab.
 - Click **Untitled document** at the top left, and give the document a name.
 - Edit your document just as you would in any other word processor. The image below shows the editing window, with a few tips. To change the look of the window, click **Help > Try the new look**.



5. To share a document with others, click **Share** at the top right.
 - A. In the **Add people** box, start typing the name of the person you want to share with, and select from the list.
 - B. Control what other users can do with your document.
 - C. Click **Share & save**
 - D. Google Apps allows you to email people who are working on a document with you, but AISD has not enabled this feature.

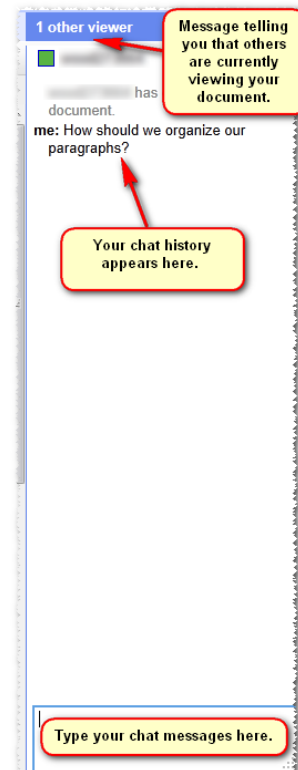


6. To see the revisions that you and others have made to your document, click **File > See revision history**. The Revision history pane opens on the right; to close the Revision history pane and return to editing, click the X.



7. To comment on the document, select the text that you want to comment on, click **Insert > Comment**.

8. If others are currently working on your document, you'll see a message at the top right that tells you how many other viewers there are. To chat with them, click the box that says you have other viewers, and type your message at the bottom of the chat pane.



9. To organize your documents into collections, go to the **Google Docs – Home** tab, click **Create New > Collection** and give the collection a name. Then to add a document to a collection, drag the file name from the right to the collection name on the left. A document can belong to more than one collection.

10. To sign out, click your username at the top right and select **Sign out**.