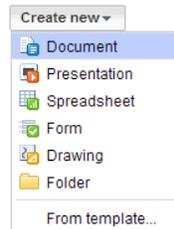


Document Creation/Revision

ACTIVITY: In this activity, you will be taking a survey that asks questions about yourself. Based on these survey results, your partner will write a mini-bio about you using the Documents application of Google Docs. You will be doing the same thing, though, on the same exact document. After they're finished, you'll revise and comment on the things they wrote about you.

DATA-GATHERING

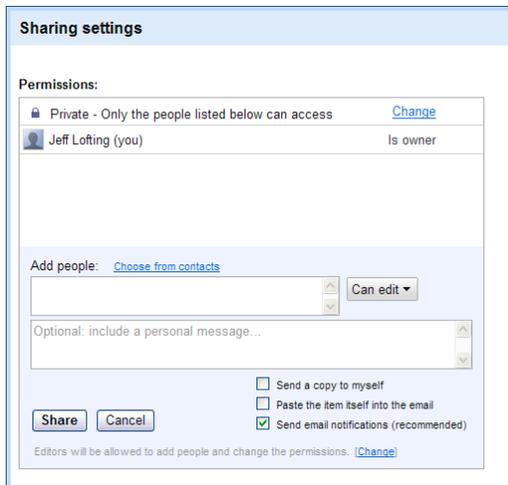
1. Click on the following link to access the interview form; fill it out and submit it: www.tinyurl.com/introform
2. Once you've submitted your form, click on the link on the confirmation page and find your partners responses. Partner A has to create a new Google document. Decide who will create it and go to the next step.



DOCUMENT CREATION/SHARING

PARTNER A, complete steps 3-8 while PARTNER B watches

3. You should already be logged in to Google Docs (remember, www.docs.google.com); in the upper left-hand corner, you will see a drop-down menu that says *Create New*.... Click on it, and then click on *Document*.



4. A new window should pop up. You now need to share your document with your partner (*and your "teacher"*). In the upper right-hand corner, you will see a *Share* button.  *Share* Click it.
5. In the *Add people* box in the *Sharing Settings* pop up window, you will need to enter your partner's (and teacher's) e-mail address (school address).
6. After finishing filling in an e-mail address, hit TAB; it should place the address in brackets. Type in any remaining addresses.
7. Hit the *Share* button.
8. In the subsequent pop-up window, you are able to change "permissions" for each user. "Can edit" will allow collaborators to make changes while "Can view" will only allow them to see the document. For this activity, keep it on "Can edit." Hit *Close*.

PARTNER A, CONTINUE TO 9a; PARTNER B, SKIP TO STEP 9b

9. a) While your partner is accessing the shared document on their account, you need to name your document. So, in the upper left-hand corner, click in the box where it says *Untitled Document*. In the *Rename Document* pop up window, type in your new file name, in this format:

Group # Mini-Bio-LastNameA, LastNameB

9. b) You should be on the initial page after logging in; refresh your browser (shortcut: Cmd+R). You should see a document named *Untitled Document*. Click on the name; a new tab should pop up.
10. **PARTNERS A&B:** Once both collaborators have accessed the document, you should see a blue stripe in the upper right-hand corner that informs you that someone is viewing. If you click on the double-down-arrow, a box will expand.
 - a colored block is beside your partners name; you will be able to view your partner's color-coded cursor as s/he types; changes will also be color-coded in "Revision History"
 - you can chat with your partner using the box below; the message will appear above
 - when chat is initiated, your blue box should change to orange; click on the double-arrow

MINI-BIO WRITING

11. You should have your partner's form responses now; your assignment is to write a quick mini-bio using that information. DON'T BE TOO PARTICULAR HERE!!! It should be a VERY quick write! ☺
12. One of you needs to go to the toolbar above and click on *Insert*. Then, click on *Page Break*. This will create a new page when the document is printed (but will also indicate where you should type and your partner should type).

13. Begin by placing a centered title at the top of your writing area. Play around with font formatting a bit.
14. As your partner writes, you should see a colored cursor exactly where your partner's cursor is located as they type (BIG BROTHER, eh?). (You can hover over it to see exactly whose text it is.)
15. Then, hit Enter, indent your paragraph and begin QUICKLY typing out your partner's mini-bio.

DOCUMENT REVISIONS/COMMENTS

16. When you and your partner are finished, take a look at what your partner wrote about you. Practice making some changes, and see what occurs on each others' screens.
17. Then, do the following to see what revisions have been made:
 - a) Click on *File* in the toolbar and then *See revision history*
 - b) A window will appear to the right titled *Revision history* and will list all changes that have been made to the document, when they occurred, and who made them (according to color). You may also *Show more detailed revisions* using the button of the same name.
 - c) If you want to view what the document looked like after each revision, click on a revision version. If you want to restore to that version, select *Restore this revision*. You can always go back to the version that you revised from, as it will be added to the revision list.
 - d) If you decide you don't want to revert to a previous version, 'X' out of the *Revision history* window.
18. You may make comments on things that your partner wrote. Practice doing this by clicking at the point or highlighting the text where the comment should be, clicking *Insert* on the above toolbar, and then click *Comment* (shortcut: Cmd+Opt+M).
19. The text will be highlighted a certain color and a box of the same color will pop up on the right-hand side of the document. Type in your comment. (Notice, a dash and your name are connected with your comments.)
20. These comments will not appear on the final printed version but will appear to collaborators when they open the document.

DOCUMENT PRINTING/SAVING

21. Google Docs basic functions are very similar to their MS Office counterparts. The print command is in basically the same place.
22. To print, go to *File* and *Print*. Google Docs will generate a PDF version of the file, which you will have to either open or save. If you don't want a PDF version, simply hit *Open* and then print through Adobe Reader.
23. You also have several options to download your document to your hard drive. Go to *File* and hover over *Download as*. There are several different options; you are most likely to use the PDF or Word options.

Other options for sharing the document can be found by clicking the down arrow by the *Share* button (upper right). You may e-mail the document as an attachment or publish it to the web.

The web published version can be accessed through a link that is generated after going through the process. People would only be able to VIEW the document at that link, unless they have permissions to edit it on their Google Docs account.