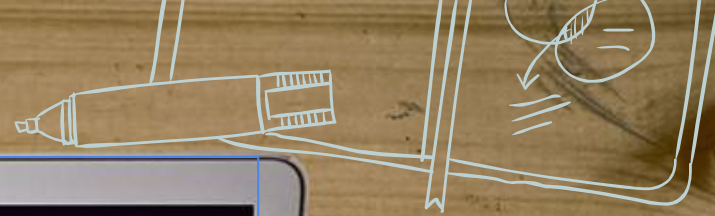
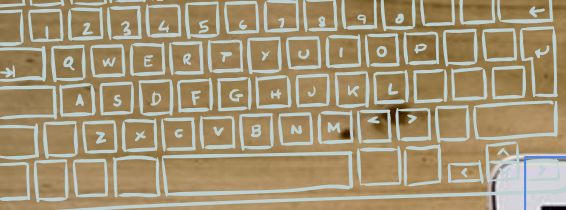


TECHNOLOGY CORNER

*A place where the Technology Department
shares advice and tips*

Created by: The Colts Neck Township School
District Technology Department

MacBook Air



Intro to Google Docs

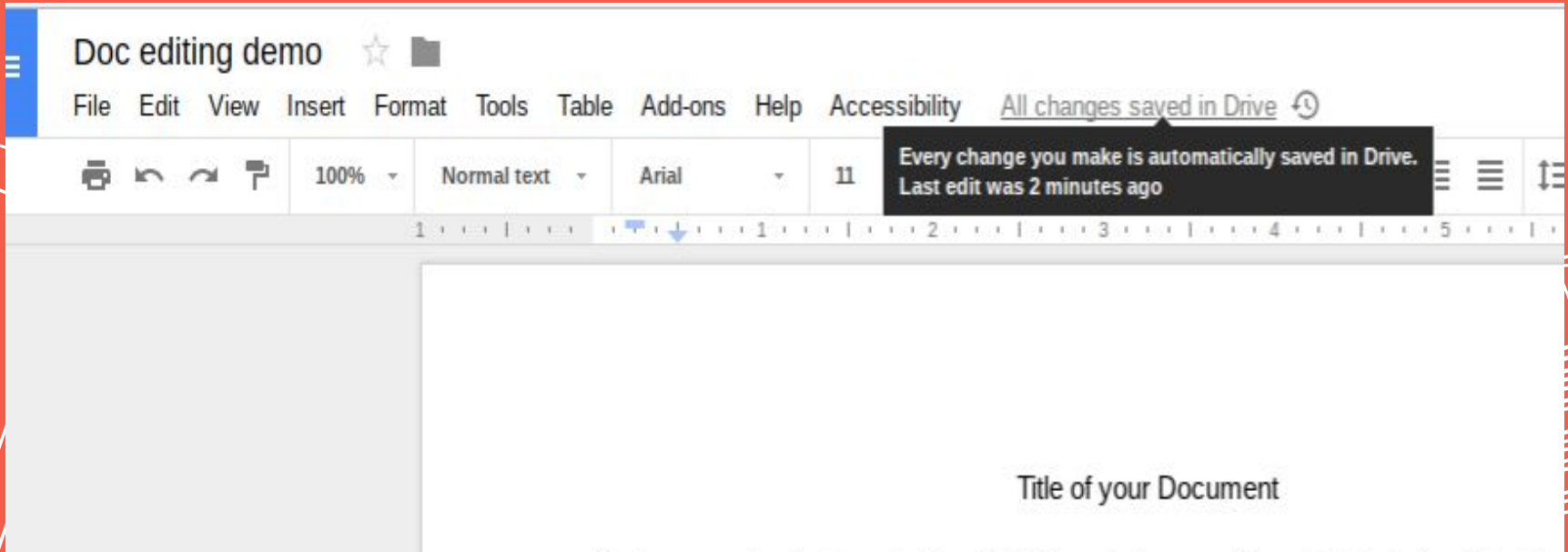
Here are some important tips to assist your child with an assignment in Google Docs:

Docs is very similar to Microsoft Word **BUT**
Docs has some **distinct** differences and features

- When you edit a document Google **AUTOMATICALLY** saves
- Docs uses the “Undo’ and “Redo’ feature.
- Docs keeps a **Version History** . If you want to go back to another version you were editing you can select a version from the history. This is very helpful if you leave your editing session and return at a later time to edit.
- Deleted Docs may be retrieved from Trash until they are permanently deleted.

See all of these features in the following screenshots.

Google Docs Editing Features: AUTO SAVE



Docs automatically saves all editing changes as you type/edit

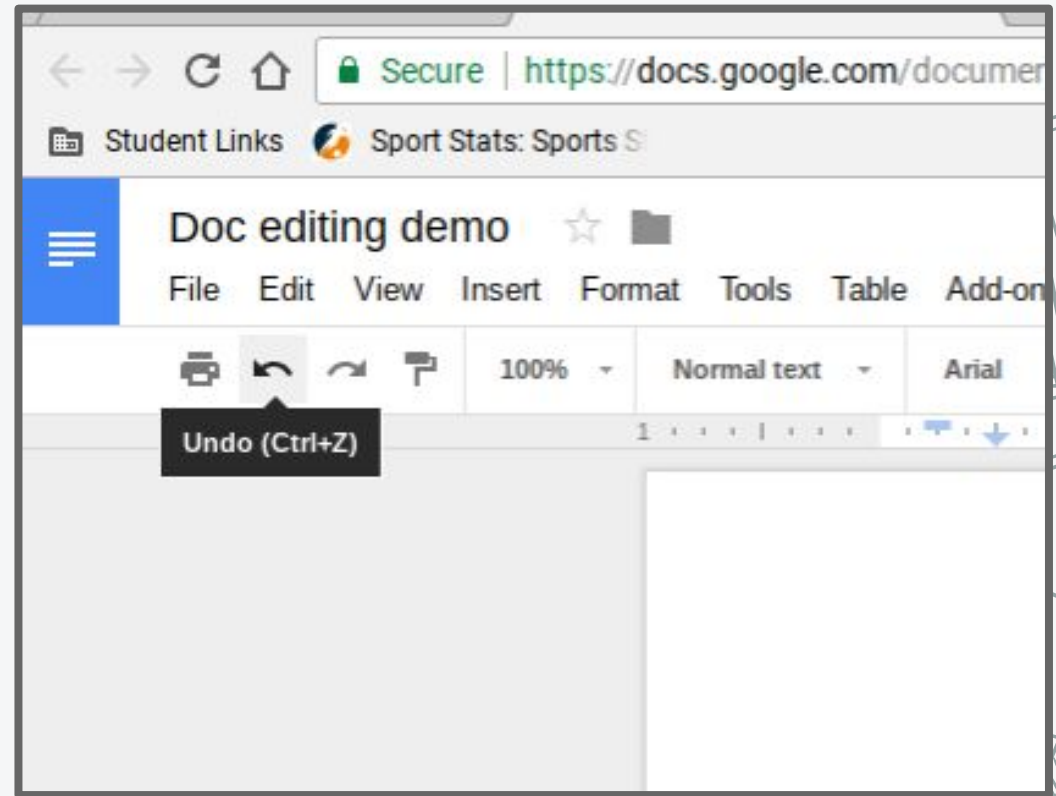
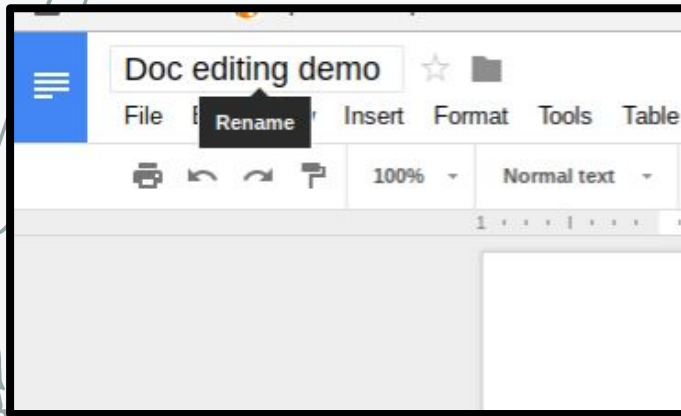
NO 'Save' or 'Save as'

- You must make a copy of a doc before you change it if your goal is to create another document completely.

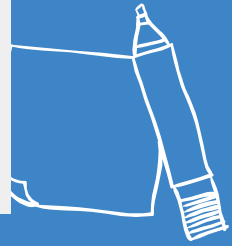
If you do not, all changes will affect the one and only original.

Google Docs Editing Features: Undo

TIP :
Do not forget to name or rename a copy



Google Docs Editing Features: Version History

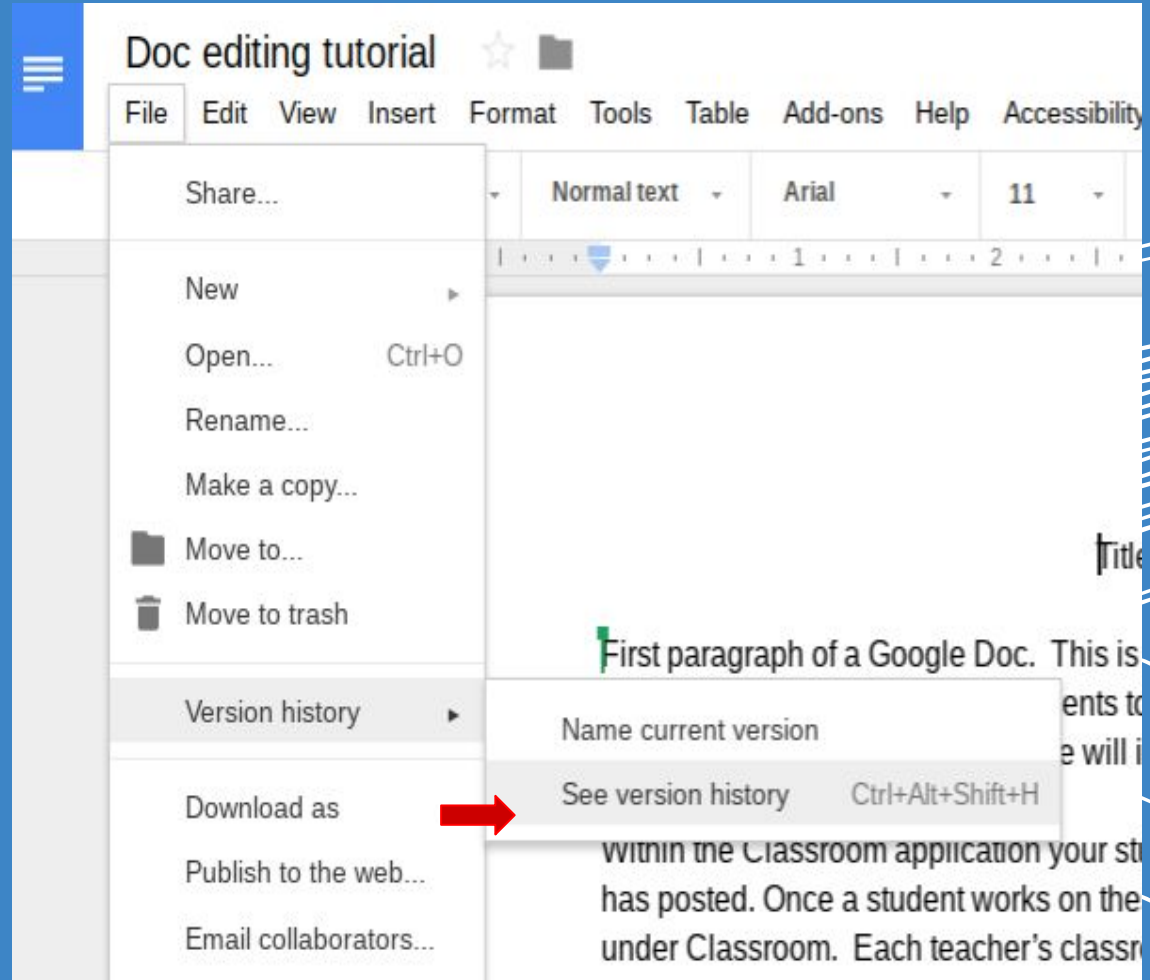


Your child comes home and realizes they deleted some of a writing assignment they were working on. How can they recover?????????

Google Docs maintains a version history.

Drop down the file menu and click on

See version history



Google Docs Editing Features: Version History Continued....

The screenshot shows the Google Docs interface with the Version History sidebar open on the right. A red arrow points to the 'RESTORE THIS VERSION' button in the top left of the sidebar. Another red arrow points to the 'January 17, 12:16 PM' version entry in the list. The main document area shows a document titled 'Title of your Document' with several paragraphs of text, some of which are highlighted in green to indicate edits. The browser's address bar shows the document URL: <https://docs.google.com/document/d/1dqpKczNUd7G6gtrN1Q-F7Fqa7mck0IG3wF2Mnsrp0tk/edit>. The browser tabs include 'Screenshots - Google Drive', 'Doc editing tutorial - Google Drive', 'Test Microphone - Google Drive', 'My Drive - Google Drive', and 'Special Effects Editing - Google Drive'. The system tray at the bottom shows the time as 12:38.

- Click through each dated version until you find one that you want to restore.
- Rename any versions that you may want to identify later
- Click on **RESTORE THIS VERSION** To bring back an older document

NOTE: The **GREEN** words and markings represent all the edits you had performed on that document in that version

Google Docs Editing Features: Retrieving a Document from “TRASH”

- Go to **Trash folder** in your Drive
- Open Trash and **Select the item you want to Retrieve**
- Right Click (Alt Track Pad) and **select Restore**

