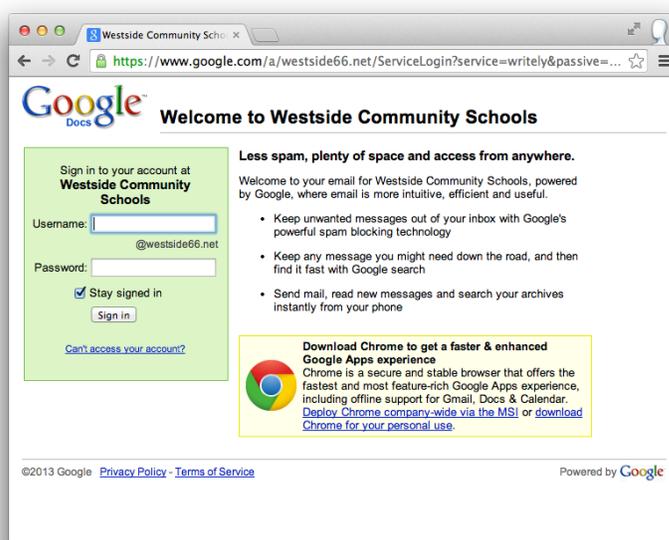# Google
Basics

Logging into Google Docs for WCS

Logging into Drive
The first time you access Westside's Google Docs, you need to log in. The easiest way is to go to: http://docs.westside66.net
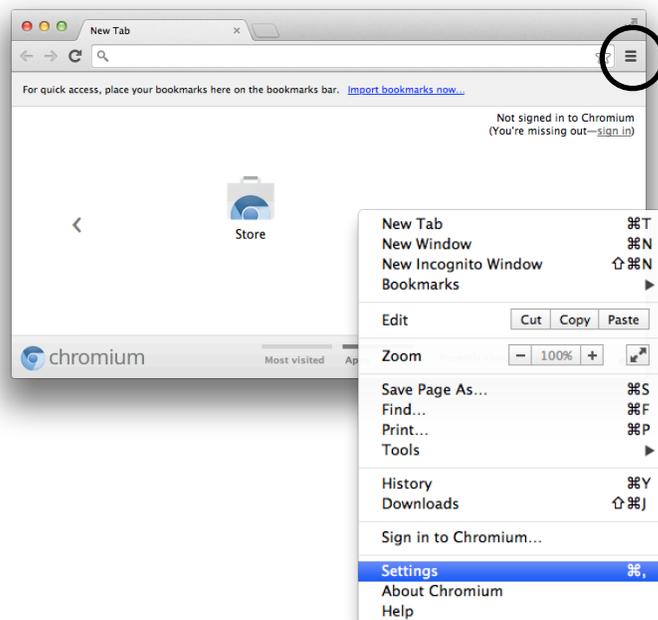
Enter your username and password and click 'Sign in'

**If you have multiple Google Accounts**

A common problem many people run into is that they have multiple Google Accounts and can't keep them straight. Using Chrome you can create identities.

To begin. Open up a Chrome window and click on the Customize button and then select 'Settings'
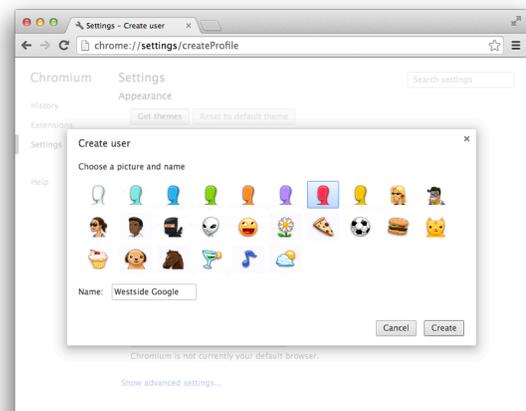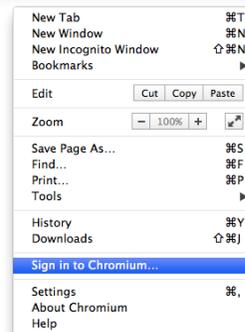
Logging into Google Docs for WCS

Once you get to the settings screen, scroll down to 'Users' and click 'Add new user'.
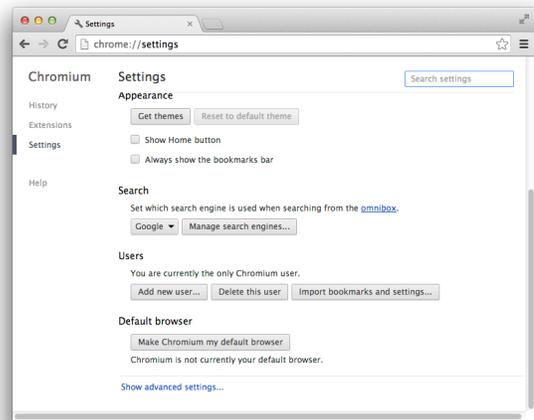
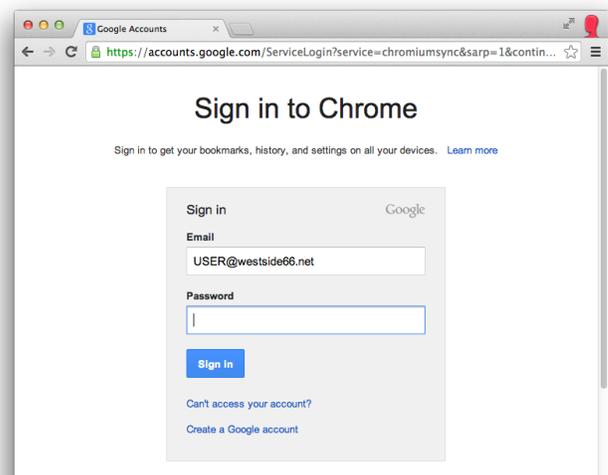Name your account and then choose a picture.

Now go back to the settings menu and choose 'Sign in to Chrome'

Now go back to the settings menu and choose 'Sign in to Chrome'
Your user name is ****@westside66.net
Type in your password.

That's it!

Uploading Documents to Google

Uploading documents

Google makes it easy to upload and convert Word, Excel and PowerPoint files to Google Docs documents.
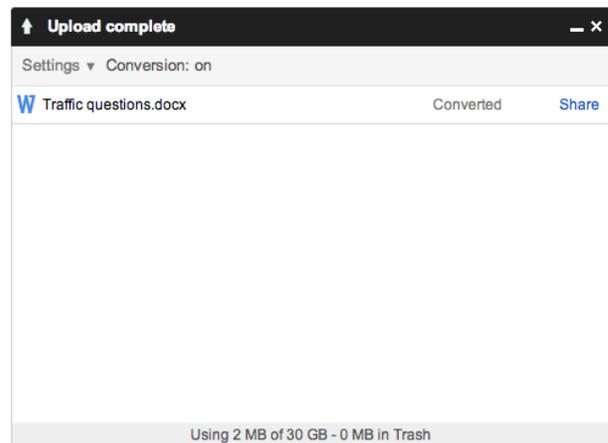
Do start, log into your google account. Now drag the item you want to upload into your browser window.

The first time you do this, a window will pop up. Make sure the first two boxes are checked and click 'Start Upload'.
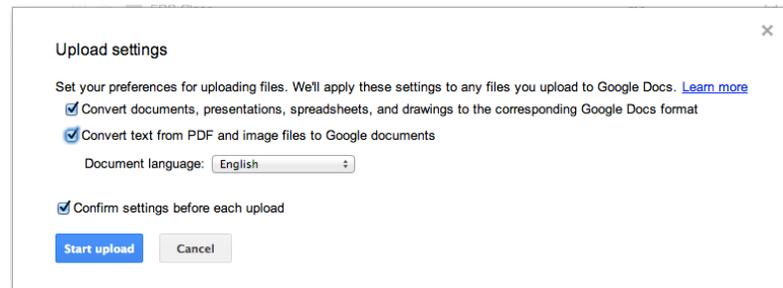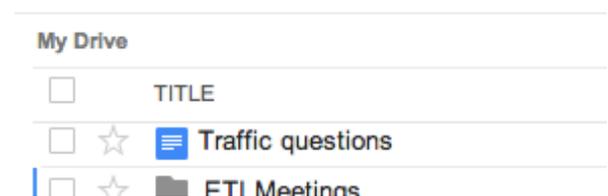

An uploading window will appear to show you the progress of your upload.

Once it is finished the window will look like the image on the right.

Now, the document will show up in your drive as a Google Doc that is editable.
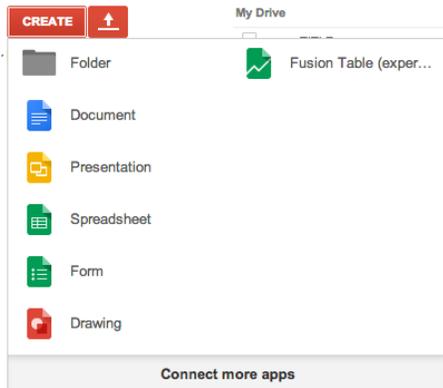
Creating and Sharing a Document

Creating documents

To create a document, log into your Google Drive and then click the red 'Create' button.

You are then presented with a list of items that you can create. Select Document to create a word processing document.

Sharing documents

Once you have a document open, click the blue icon labeled 'Share'. The Sharing Settings screen pops up. You can now invite people you would like to collaborate with to your document.

Once you type their name in, you can set their level of access,View only, Edit etc.