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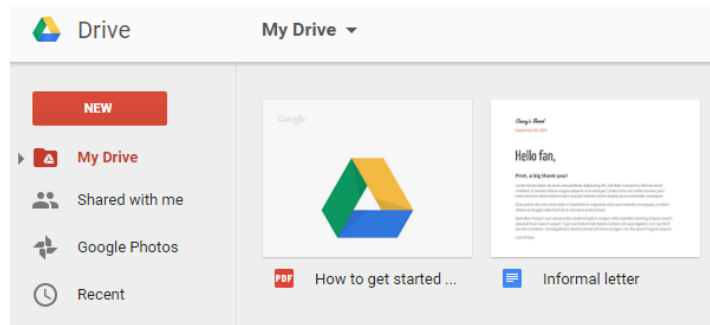
Documents Without Word: Google Drive and Open Office



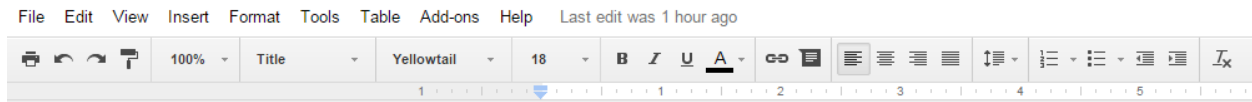
Google Drive

Google Drive offers a free online space to create and store documents. If you have a Google account, you are ready to begin using Google Drive. Go to www.google.com/drive to get started. Google gives you 15 GB of free space to store documents, spreadsheets and presentations. When you use Google Drive, your work is saved on the Internet, rather than on your computer. This means you can access your documents from anywhere. It also means you must be connected to the Internet to get to your documents.


To start a new document, click on New, then on Google Docs. This will create and open a new blank document that will be saved in your My Drive folder. To work on a document you already have saved on your computer, click on New, then on File Upload. You can upload Word or Open Office documents to read and edit in Google Drive. These will also be saved in your My Drive folder.



When you open a document to work on it, the formatting tools appear in menus along the top of the screen. Many of the features you would expect to find in Word are here as well, like changing the look of the text, inserting images or tables, and creating style templates.



To download a document to your computer, click on File, then hover over Download As. You can download your document as a Word, Open Office (Open Document Format), PDF, or plain text file. Select Email As Attachment from the file menu to send the file without downloading it.

To share a document, click on the blue Share button at the top right of the document screen, or click on the  icon from the My Drive screen. Enter the email address of the person with whom you want to share the document. You can assign them editing, commenting or view-only privileges. Sharing a document allows two or more people to collaborate on a list or project. Documents which you have been invited to view or contribute to appear in your Shared With Me folder.





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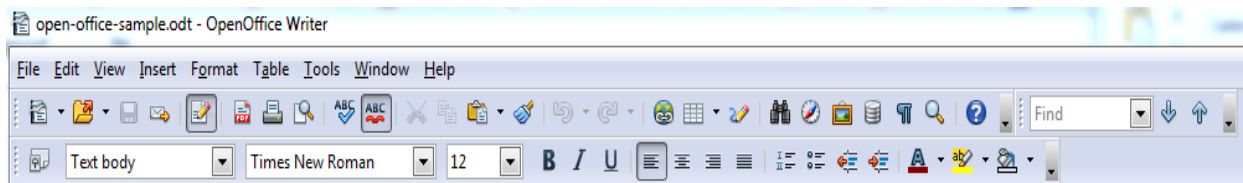
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Open Office is a free downloadable program. It allows the user to create documents, spreadsheets, presentations and more. Unlike Microsoft Office, all these functions are contained in one program. Open Office documents can be opened with Word and vice versa. You also have the option to save documents you

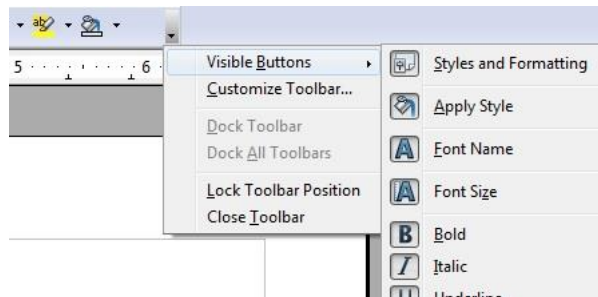
create in Open Office as Word documents. To learn more about Open Office and to download it, visit openoffice.org.

When you start Open Office, you will have the option to create a new document, spreadsheet, or presentation; or to open an existing file. Many of the tools you would see in Word have similar icons in Open Office. Let's look at the menu at the top of a document.

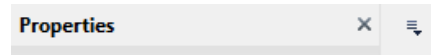


Text formatting options like font, font size, color, highlighting, alignment, and style templates are in the bottom row of tools. The icons one row above include file options like open, save, print, export as PDF, and spell check as well as tools for inserting a link, inserting a table, zooming in, and more. To save a file as a Word document, click on File, then on Save As. The default file type is ODF Text Document (.odt). Click on this file type to see other options. Select the most recent Microsoft Word file type.

Each group of tools has a little down arrow after all the icons. Click on this arrow, and then hover over Visible Buttons to see other tools that may be added to the toolbar. Click on one of the icons to add it, or click on Customize Toolbar to take a more in-depth look at your toolbar setup.



To the right of your document, another set of tools appears. These tools can all be found in the toolbars at the top as well. Toggle which set of tools displays in the window on the right with the dropdown menu at the top right corner of the window.



Questions? Contact Adult Services at askref@elmwoodparklibrary.org or 708.395.1217.

