

Sharing is Caring

Google Docs and You

Introduction

Google Docs is an online service that makes collaboration on a variety of different types of documents really easy. As you will likely be participating in several group projects while here at UT, knowing how to utilize Google Docs will likely make your life a little simpler.

Cool features of Google Docs:

- Free alternative to Microsoft Word, PowerPoint, and Excel - save your documents in any of these formats, or even as a PDF
- Create documents that can be edited by multiple people in multiple locations, even simultaneously
- No compatibility issues - sharing via the online interface ensures that everyone sees the same thing, regardless of their operating system or software
- Online storage of documents makes it convenient even for personal use - no need to carry around that flash drive or email your work to yourself every time
- Make snazzy documents, such as this Skill Module, from pre-made templates
- Publish your work as a web page so others can easily view it

Preparation

1. Find a friend (or two, or three) with whom you will collaborate on this Skill Module.
2. Take the Google Docs Tour (<http://www.google.com/google-d-s/intl/en/tour1.html>).
3. If you do not yet have a Google Account, create one (<https://www.google.com/accounts/NewAccount>).
4. If you have not done so already, log in to Google Docs (<http://docs.google.com/>).
5. One member of your team will need to create a new Document, then invite the other members to be collaborators (they will need to be able to edit the Document as well).

The Fun Part

Write a story with your team. Each person will need to contribute alternate paragraphs until the document has at least 1000 words. The beauty of Google Docs is that this need not occur in one sitting, or even in one place - each person should simply monitor the document every now and then, adding his or her contributions when necessary. Although this is not expected to be the greatest story ever written, it should be relatively coherent and something your team can be proud of.

The Last Part

When your story is complete, share it with me (davidbistline@gmail.com) so that I can see all the crazy revisions you've made. Also, write a 1/2 page (double-spaced) reflection on your usage of Google Docs. Do you feel like it was useful? Can you see yourself using it in the future? Email this to me (or, if you're so inclined, make a Google Doc and share it with me!).