

# Using Google Docs



9/14/2011



# Using Google Docs

## ▶ Why?

- Create, save, download and upload documents
- Convert documents to Word format



- Must log in to NPC student email account
- Not necessary to log in to MyNPC
- My NPC homepage gives instructions

**Northland Pioneer College** Welcome to MyNPC

NPC CREATES, SUPPORTS AND PROMOTES LIFELONG LEARNING.

Please make sure that you close **ALL** browser windows that open when you click on a link while looking through MyNPC. If you leave one open, you might give access to your information to other users on this PC.

Home MyRegistration MyEmail Help

You are here: MyEmail > Student Email Help

**MyEmail**

- Student Email Help
- Student Email Help
- Printable Instructions
- Computer Login Help

**Quick Links**

- Sustainability Committee
- Library
- Online Bookstore
- Moodle online classes login
- Alternate Moodle Link
- MyNPC online classes (LOG IN FIRST)
- Math Department
- Net Price Calculator

**MyEmail** Student Email Help

**Logging in to student email**

To log into student email, go to <http://web.mail.npc.edu> and click on the "Email" link on the top left of the page.

Your username for student email is in the format JStudent for a student named Joe Student, i.e. the first initial of your first name and your full last name combined make up your user name.

Your default password for student email is in the format dd-Mmm-yy, i.e. 05-Jan-87 for a student with a birth date of January 5, 1987.

Refer to the [FAQ](#) for more information on how your password and user name are formatted and where you can use them.

Your email is hosted by Google, and you have access to the full GoogleApps suite. You can store files, edit files simultaneously with someone else on the Internet, publish web pages, IM (chat), and many more tasks within GoogleApps from anywhere you have Internet access. Go to <http://google.com/support/a/users?hl=en> for more help with GoogleApps.

**Access your email at <http://web.mail.npc.edu>**

**Click the "Email" link to go to your inbox**

**Email login page**

After clicking "Email" on the main page, you will be asked to enter your NPC User Name and password.



# Student email can also be accessed while logged in to MyNPC.

welcome to MyNPC

NPC CREATES, SUPPORTS AND PROMOTES LIFELONG LEARNING.

Please make sure that you close **ALL** browser windows that open when you click on a link while looking through MyNPC. If you leave one open, you might give access to your information to other users on this PC!

Home MyRegistration MyCourses MyResources **MyEmail** Help Employee Tech Support MyPages

You are here: [MyEmail](#) > [NPC E-Mail](#)

**MyEmail**

**NPC E-Mail**

[Access Your NPC E-mail](#)

[To report problems with E-Mail](#)

[Student Email Help](#)

[Computer Login Help](#)

[Student Email and Login FAQ](#)

**Quick Links**

My Pages

My Groups

[Sustainability Committee](#)

[Library](#)

[Online Bookstore](#)

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[Alternate Moodle Link](#)

[MyNPC online classes \(LOG IN FIRST\)](#)

[Math Department](#)

[Net Price Calculator](#)

**MyEmail** [Printer Friendly](#)

[Access Your NPC E-mail](#)

**Faculty and staff email instructions:**

**To access your employee (faculty, adjunct faculty and staff) click here: [NPC Employee Web access](#)**

If you have forgotten your user name and/or password, please contact the Support Center at 928-524-7447 or extension 7447.

**Student email**

**Your email and user name may take TWO BUSINESS days after you register to activate.**

**To access your student email click here: [NPC Student Email and Apps](#)**

If you forgot your email address and/or password, please contact the support center at 928-524-7447 or extension 7447.

**Please note that email and user names may take TWO BUSINESS days after you register to activate.**

*Your NPC User Name (and your email login) is NOT `firstname.lastname` (see help pages on the left for more info).*

*Your password must have hyphens between date, month, and year, and the first letter of the month must be capitalized (see help pages on the left).*

**To report problems with E-Mail**

Please type a detailed message in the box below describing the issue you are having.

Please be sure your name is correct if it has been auto-filled; also, please make sure that the email address points to a current operational email account that you can access.

For all issues, please include your STUDENT (NPC) ID NUMBER; if you do not know your Student (NPC) ID Number, please contact Records & Registration at 1-800-266-7845 ext. 7459 before you submit this help request. The Support Center must have your Student (NPC) ID Number to look up your accounts.

If you are having an issue with your STUDENT EMAIL ACCOUNT, please include an alternate email address or your phone number so the Support Center staff may contact you.

The Support Center will respond to your request in the order received and as soon as possible.

The Support Center hours of operation are:

Monday - Thursday 7:30 am - 9:30 pm

Friday 7:30 am - 4:00 pm

You may also contact the Support Center at 1-800-266-7845 ext. 7447 or at [supportcenter@npc.edu](mailto:supportcenter@npc.edu)

Name:

Email Address:

Comments:



- Type username – not entire email address.
- Password is case sensitive, must be exact.



Google Apps for Northland Pioneer College

Sign in to manage  
**Northland Pioneer College**

Username:   
@mail.npc.edu

Password:

Stay signed in

[Can't access your account?](#)

## Powerful communication and collaboration tools for your organization

The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble.

- Collaborate more effectively with shared calendar and documents
- Access your data from anywhere, even from mobile devices
- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here for the control panel

### **New!** One-stop information sharing with [Google Sites](#)

Building a site is as simple as editing a document, and you don't need anyone's help to get started.

Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)



- Google Apps page will appear.
- Click on Docs.

Google Apps

Google Apps for Northland Pioneer College






bolaughlin@mail.npc.edu

**Hello, Bethann Olaughlin. Welcome to Google Apps.**

To start using your services, just click on the links to the right. Easily share and collaborate with others in your organization by using Google Apps.

Your IT administrator is managing user accounts. To invite additional users to Google Apps, please contact your IT administrator.

**Your services**

-  [Sites](#)  
Quickly create and publish collaborative sites
-  [Docs](#)  
Publish and collaborate in real-time on documents, spreadsheets, and presentations
-  [Calendar](#)  
Organize schedules and share events and calendars with others
-  [Contacts](#)  
A contact manager to help your users find and organize the contacts and groups they collaborate with.
-  [Email](#)  
Improve your existing mail account with Gmail's powerful search, SPAM filtering, and chat in the browser



# Create a new document.

The screenshot shows the Google Docs interface. At the top, there is a navigation bar with 'Mail', 'Calendar', 'Documents', 'Sites', 'Video', 'Groups', and 'more'. The user's email address 'bolaughlin@mail.npc.edu' is visible on the right. Below this is a search bar with 'Home' and 'Search Docs' tabs. The Northland Pioneer College logo is on the left. The main content area shows a list of documents under the heading 'MODIFIED EARLIER THIS YEAR'. The 'Create new' dropdown menu is open, and the 'Document' option is highlighted with a red circle. Other options include 'Presentation', 'Spreadsheet', 'Form', 'Drawing', and 'Collection'. The 'Untitled document' is listed as the most recent document.

Google Docs - Home

Mail Calendar Documents Sites Video Groups more

bolaughlin@mail.npc.edu

Home x Search Docs

Take our survey!

Northland Pioneer College

Browse template gallery

Create new Upload

Document Presentation Spreadsheet Form Drawing Collection

From template...

Collections shared with me

Documents Images & videos More options

Actions Sort by Last modified View List

MODIFIED YESTERDAY

Untitled document

MODIFIED EARLIER THIS YEAR

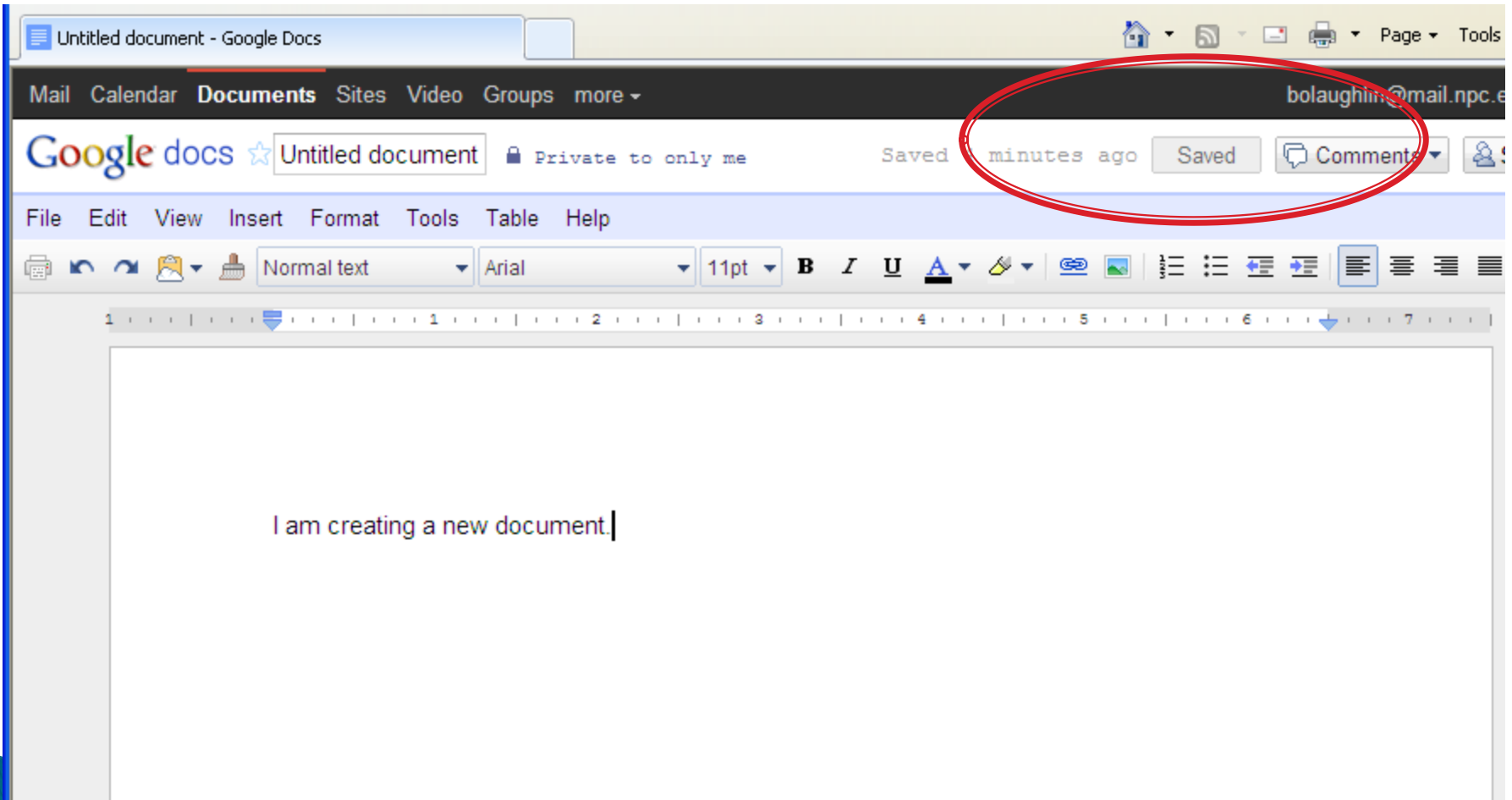
new test doc

10 cents a page.docx

No item selected



# Document is automatically saved in GoogleDocs.



The screenshot displays the Google Docs web interface. At the top, the browser tab is labeled 'Untitled document - Google Docs'. Below the browser navigation bar, the Google Docs header shows 'Google docs' with a star icon, followed by 'Untitled document', a lock icon, and 'Private to only me'. To the right, it indicates 'Saved minutes ago' with a 'Saved' button and a 'Comments' dropdown menu. A red circle highlights the 'Saved minutes ago' text and the 'Saved' button. Below the header is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The main editing area contains the text 'I am creating a new document.' with a cursor at the end. The bottom of the page features a blue and black decorative graphic.



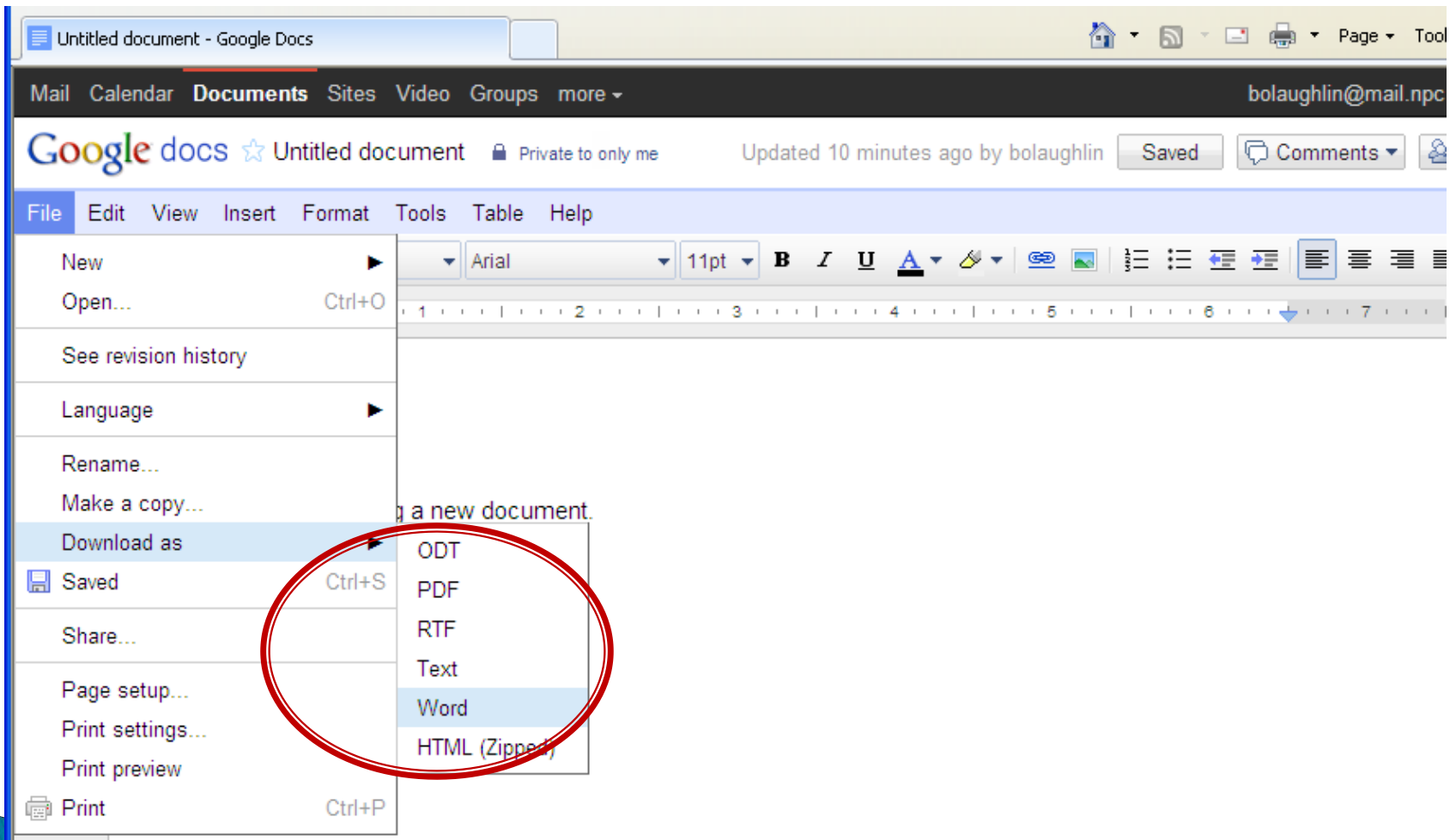


# Click on Documents tab to see and select documents.

The screenshot displays the Google Docs web interface. At the top, the browser address bar shows "Google Docs - Home". Below it, a navigation bar includes "Mail", "Calendar", "Documents", "Sites", "Video", "Groups", and "more". The user's email address "bolaughlin@mail.npc.edu" is visible on the right. The main header area features the Northland Pioneer College logo, a "Home" tab, a "Search Docs" field, and a "Take our survey!" link. A secondary navigation bar contains "Create new", "Upload", "Documents", "Images & videos", and "More options". The "Documents" tab is highlighted with a red circle. Below this, a list of documents is shown, categorized by modification date: "MODIFIED TODAY" (one "Untitled document"), "MODIFIED YESTERDAY" (one "Untitled document"), and "MODIFIED EARLIER THIS YEAR" (two documents: "new test doc" and "10 cents a page.docx"). Each document entry includes a checkbox, a star icon, and a document icon. The right side of the interface shows "No item selected".



- Download documents to a device or computer.
- NPC requires file extensions of **.doc**, **.rtf**, or **.odt**

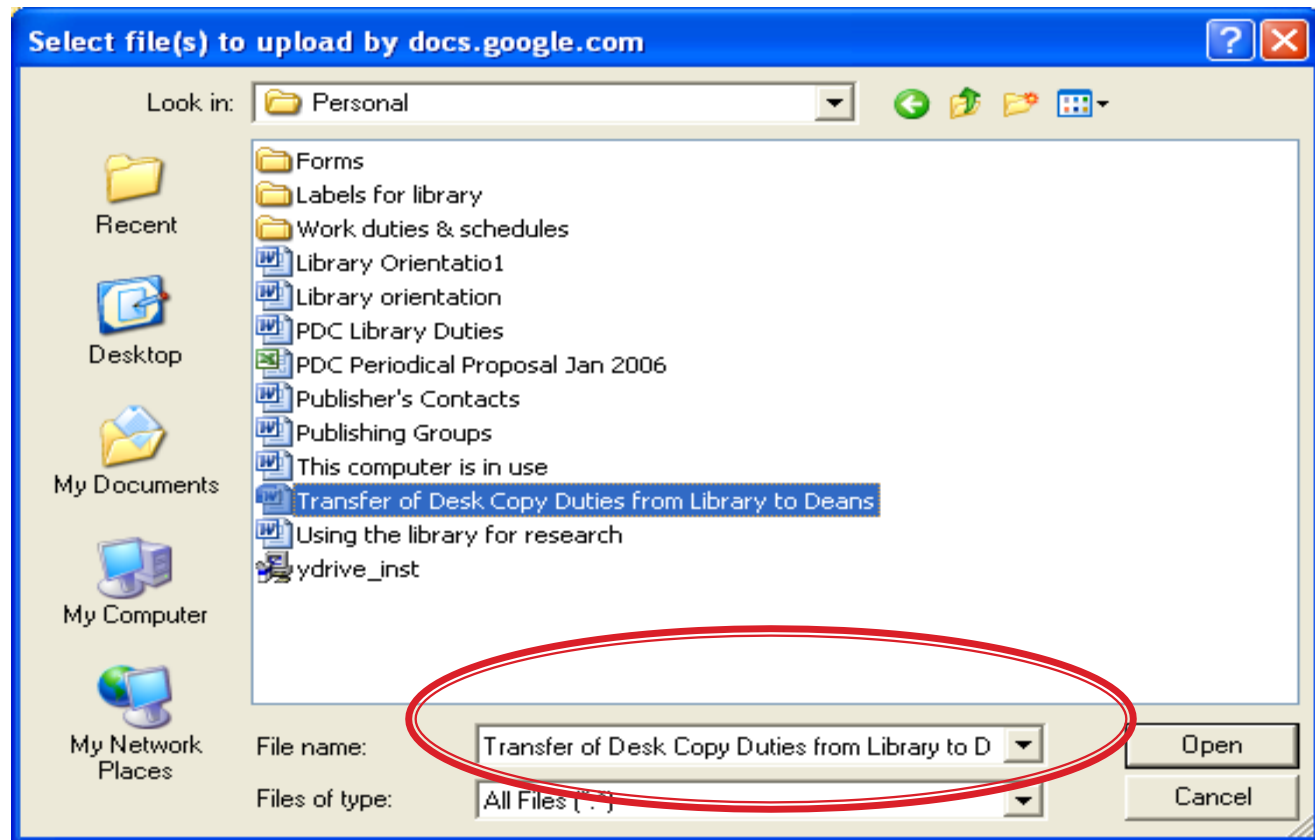


# Files can also be uploaded.

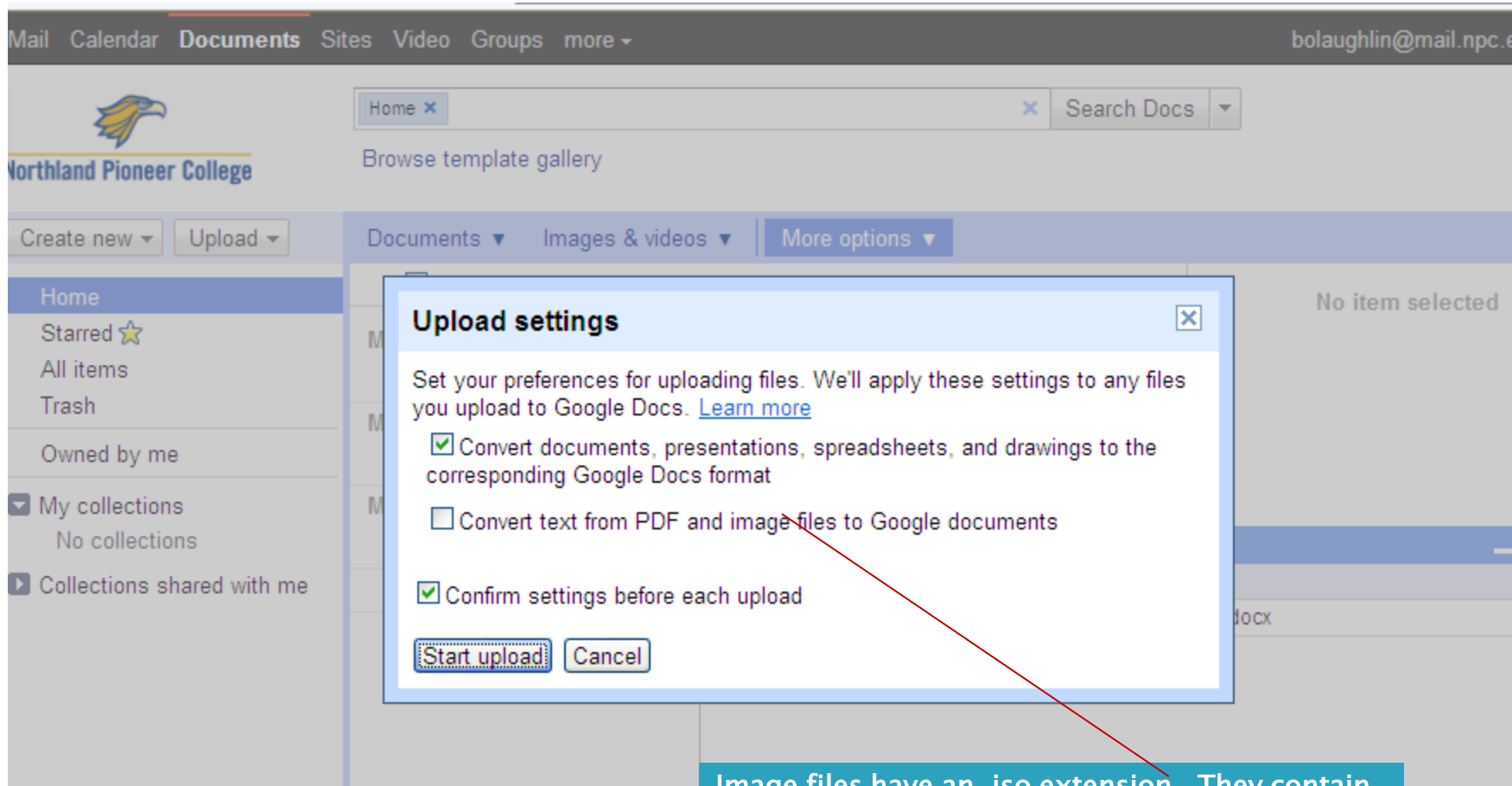
The screenshot displays a web interface for Northland Pioneer College. At the top, there is a navigation bar with links for Mail, Calendar, Documents, Sites, Video, and Groups. The user's email address, bolaughlin@mail.np, is visible in the top right corner. Below the navigation bar, there is a search bar with the text 'Home' and a 'Search Docs' button. The main content area features a blue header with 'Create new' and 'Upload' buttons, along with dropdown menus for 'Documents', 'Images & videos', and 'More options'. The 'Upload' button is circled in red. A dropdown menu is open from the 'Upload' button, showing options: 'Files...', 'Settings', '0 KB of 1,024 MB used (0%)', 'Enable folder upload...', and 'Learn more...'. Below the menu, there is a list of documents with columns for checkboxes, star icons, and document names. The first document is '10 cents a page.docx'. The interface also includes a sidebar on the left with navigation options like 'Home', 'Starred', 'All items', 'Trash', and 'My collections'. The right side of the interface shows 'Sort by Last modified' and 'View List' options, along with a 'No item selected' message.



To upload: select file from computer or device.



# Default settings are checked. Click “start upload” tab.



The screenshot shows the Google Docs interface for Northland Pioneer College. The top navigation bar includes 'Mail', 'Calendar', 'Documents', 'Sites', 'Video', and 'Groups'. The user's email address 'bolaughlin@mail.npc.e' is visible in the top right. The main content area shows a 'Documents' view with a search bar and a 'Browse template gallery' link. A 'Create new' and 'Upload' menu is visible. The 'Upload settings' dialog box is open, displaying the following options:

- Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format
- Convert text from PDF and image files to Google documents
- Confirm settings before each upload

At the bottom of the dialog box, there are two buttons: 'Start upload' and 'Cancel'. A red arrow points from the 'Start upload' button to a text box at the bottom right of the slide.

Image files have an .iso extension. They contain copies of images from a DVD or BluRay.



# Uploaded document now appears in GoogleDocs

The screenshot shows a web browser window with a Google Docs tab. The browser's address bar shows 'Google Docs'. The page header includes navigation links for Mail, Calendar, Documents, Sites, Video, and Groups, along with the user's email address 'bolaughlin@mail.npc'. The main content area features the Northland Pioneer College logo and a search bar. Below the search bar, there are buttons for 'Create new' and 'Upload'. The left sidebar contains navigation options: Home, Starred, All items, Trash, Owned by me, My collections, and Collections shared with me. The main document list is organized by modification date, with sections for 'MODIFIED TODAY', 'MODIFIED YESTERDAY', and 'MODIFIED EARLIER THIS YEAR'. The document 'Transfer of Desk Copy Duties from Library to Desks.docx' is highlighted with a red circle. Other documents include 'Untitled document', 'new test doc', and '10 cents a page.docx'. The right side of the interface shows 'No item selected'.

Google Docs

Mail Calendar Documents Sites Video Groups more

bolaughlin@mail.npc

Home All documents Search Docs

Browse template gallery

Northland Pioneer College

Create new Upload

Documents Images & videos More options

Actions Sort by Last modified View List

No item selected

MODIFIED TODAY

Transfer of Desk Copy Duties from Library to Desks.docx

Untitled document

MODIFIED YESTERDAY

Untitled document

MODIFIED EARLIER THIS YEAR

new test doc

10 cents a page.docx



# Remember to sign out.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Documents', 'Sites', 'Video', and 'Groups'. The user's email address, 'bolaughlin@mail.npc.edu', is displayed in the top right corner. Below the navigation bar, there are tabs for 'Home' and 'All documents', and a search bar labeled 'Search Docs'. The main content area is divided into sections: 'Documents', 'Images & videos', and 'More options'. Under 'Documents', there is a list of documents with checkboxes, stars, and document names. The documents are categorized by modification date: 'MODIFIED TODAY', 'MODIFIED YESTERDAY', and 'MODIFIED EARLIER THIS YEAR'. A dropdown menu is open on the right side of the screen, showing the user's name 'Bethann O'Laughlin', their email address, and links for 'Privacy' and 'Account settings'. A green banner in the dropdown menu states 'This account is managed by mail.npc.edu. Learn more'. The 'Sign out' button is highlighted with a red circle.

Documents Sites Video Groups more ▾

bolaughlin@mail.npc.edu ⚙

Home × All documents × × Search Docs

Browse template gallery

Documents ▾ Images & videos ▾ More options ▾

Actions ▾ Sort by Last modified ▾ View List ▾

**MODIFIED TODAY**

- ☆ 📄 Transfer of Desk Copy Duties from Library to Deans.docx
- ☆ 📄 Untitled document

**MODIFIED YESTERDAY**

- ☆ 📄 Untitled document

**MODIFIED EARLIER THIS YEAR**

- ☆ 📄 new test doc
- ☆ 📄 10 cents a page.docx

me

**Bethann O'Laughlin**  
bolaughlin@mail.npc.edu

Privacy

Account settings

This account is managed by mail.npc.edu. [Learn more](#)

Sign out

