Using Google Docs

- Free – part of Google Apps with NPC e-mail
- Create, save, download and upload documents
- Always available – no thumb drive needed
- 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

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

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

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

Create a new document.

Document is automatically saved periodically in GoogleDocs.
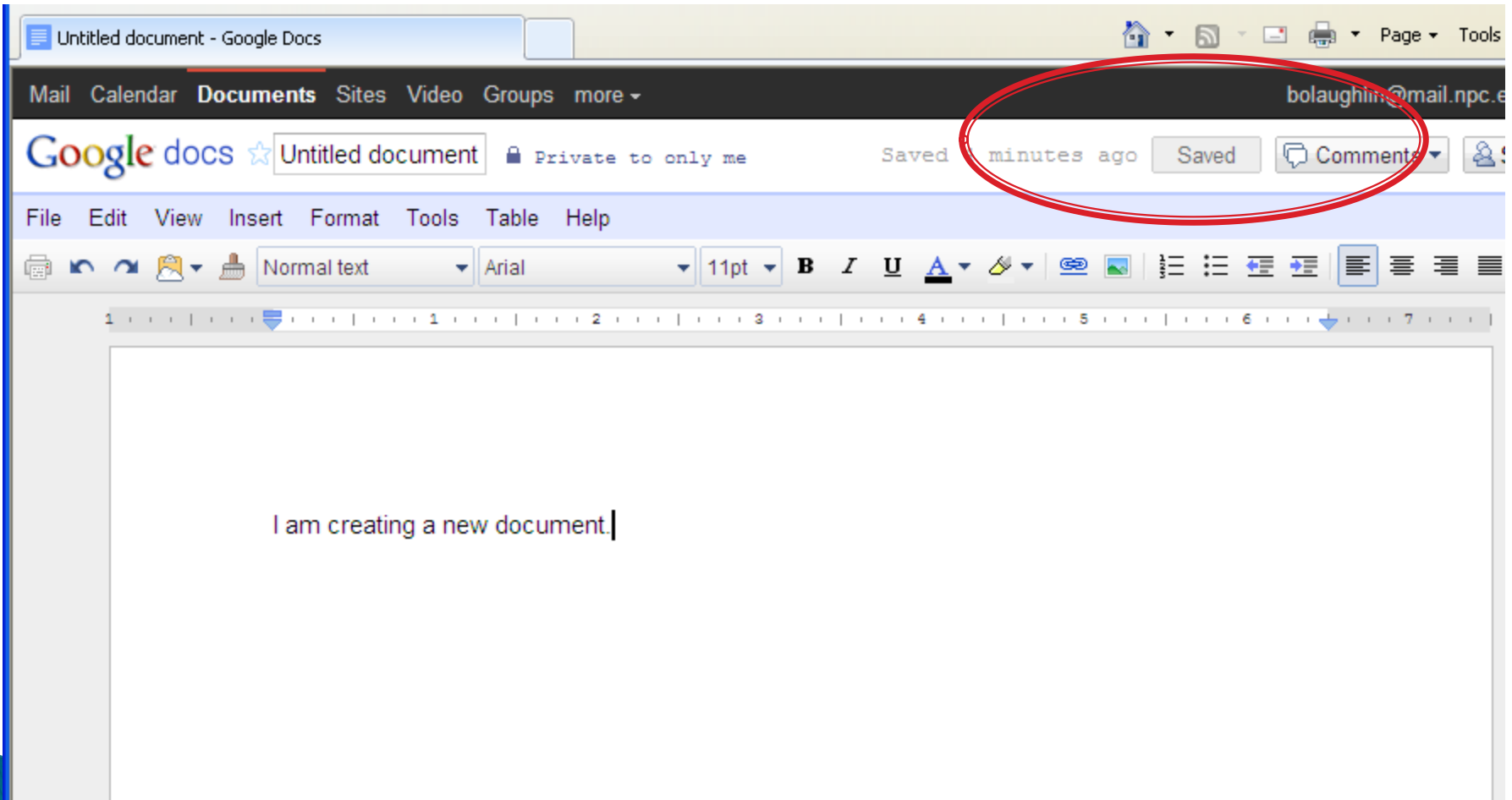
Click on Documents tab to see and select documents.

- Download documents to a device or computer.
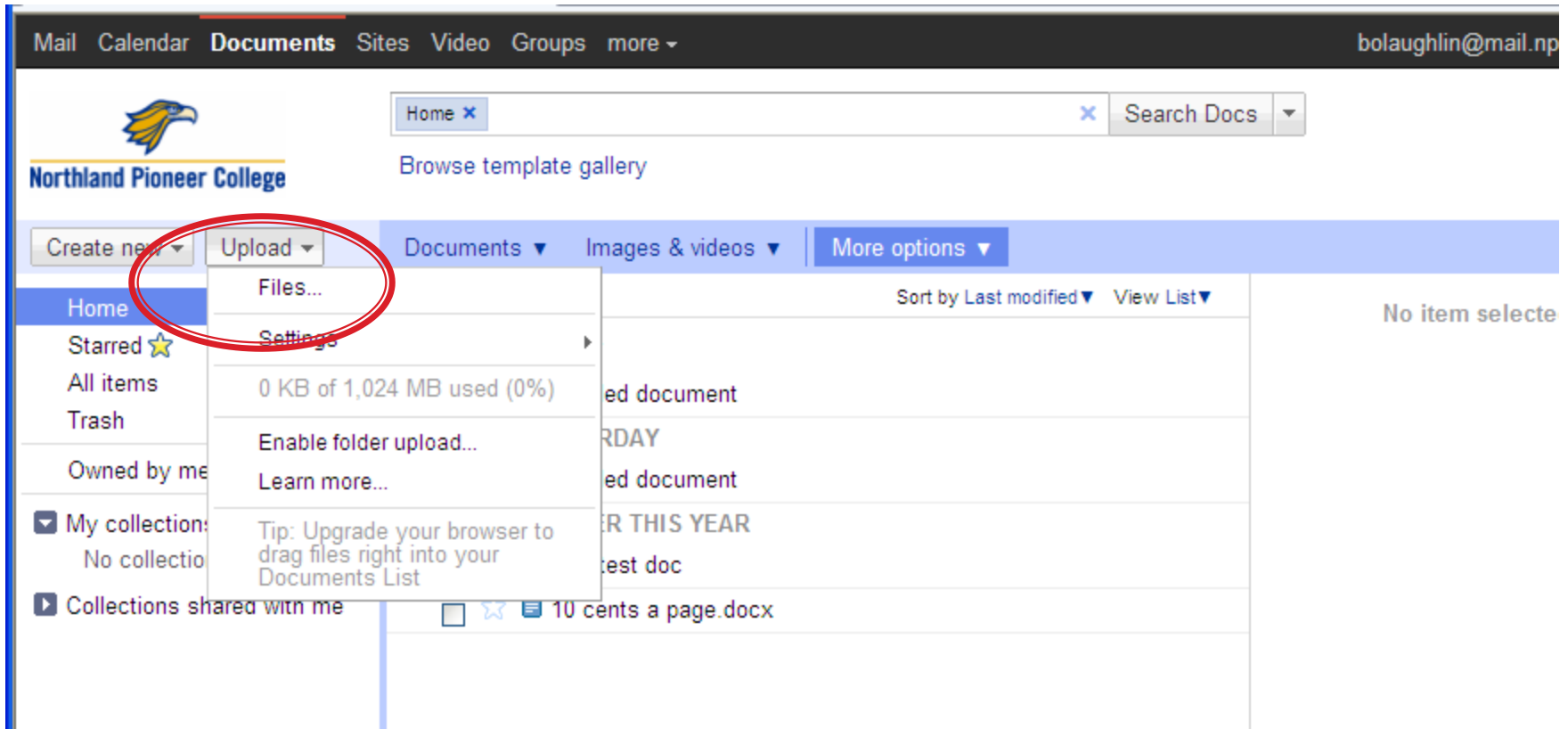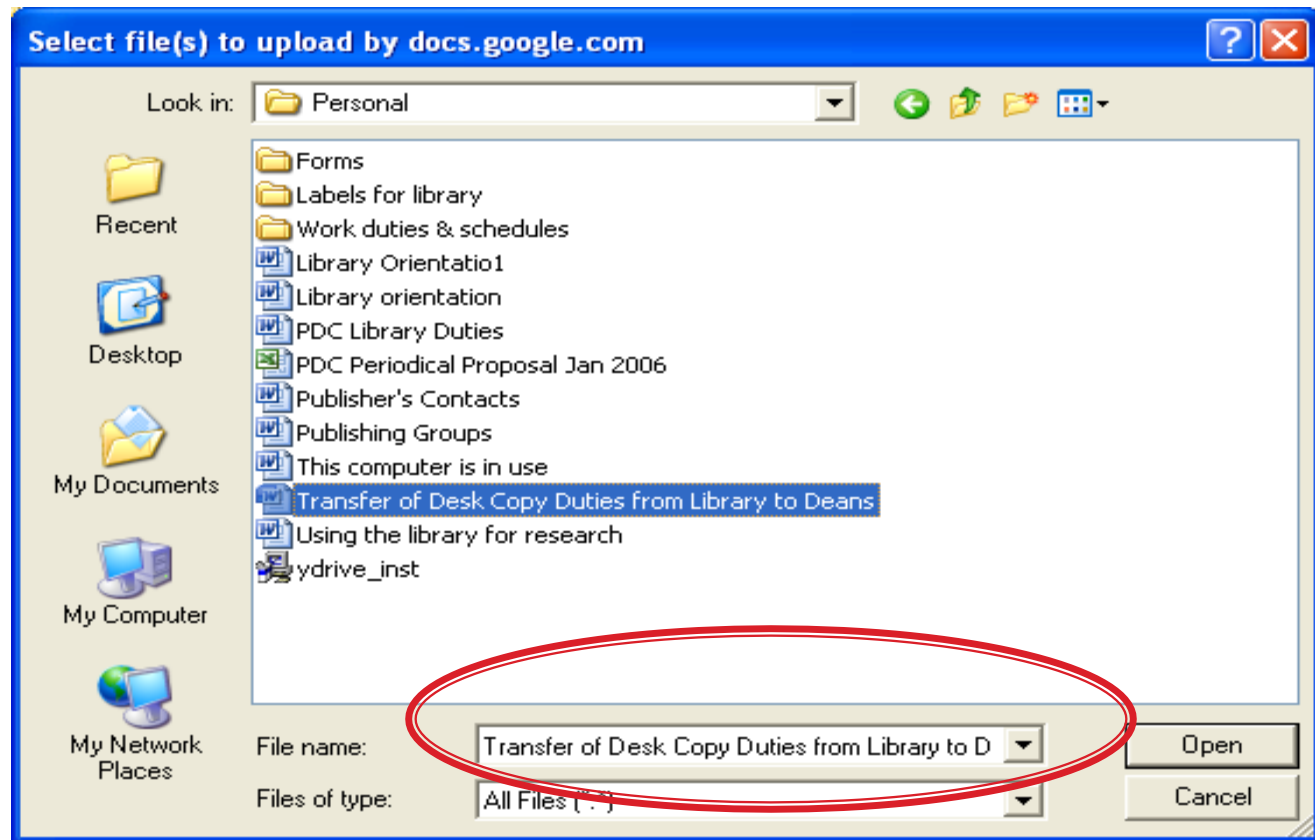- NPC requires that your documents have file extensions of .doc (Word), .rtf, or .odt
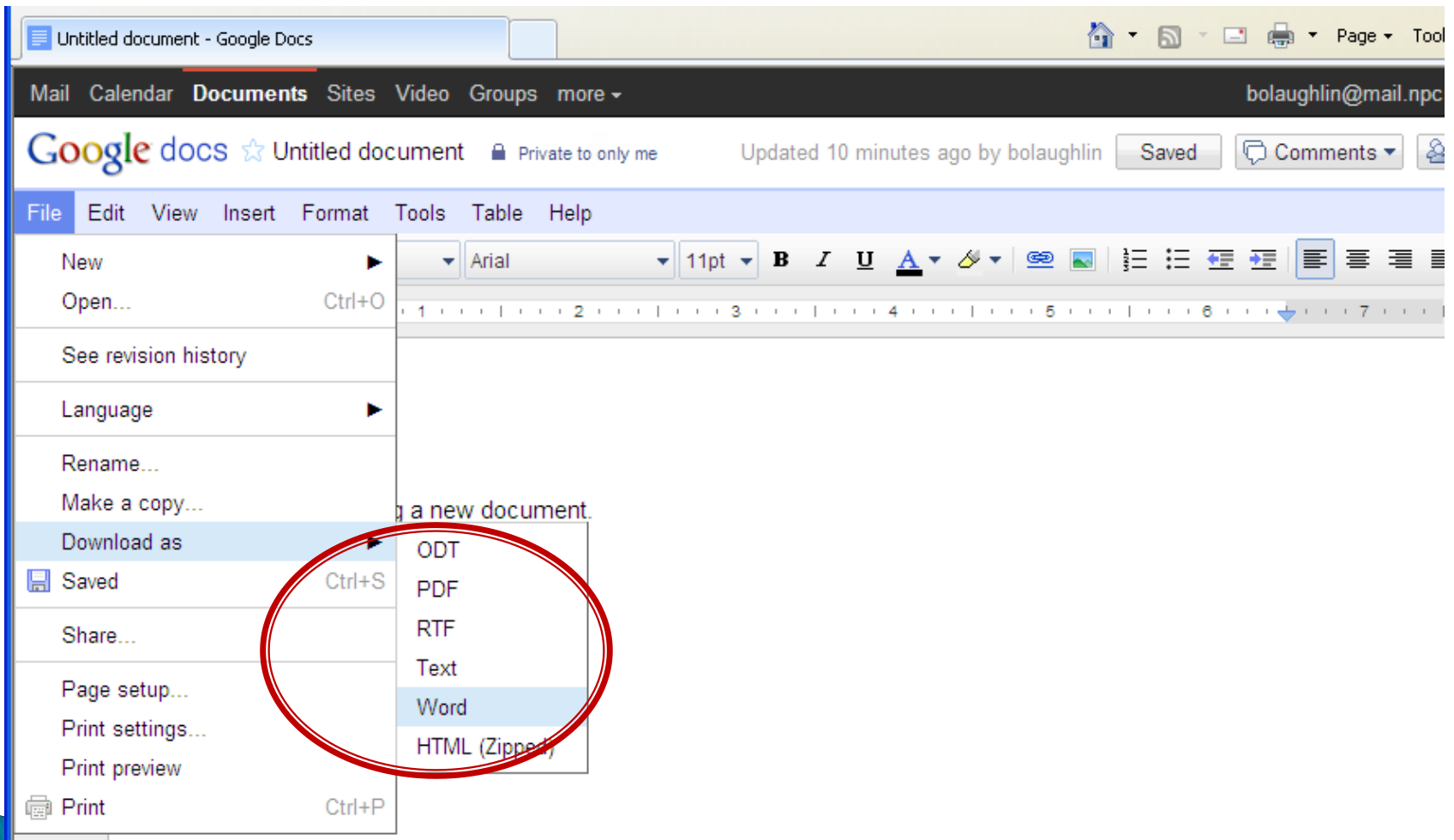
Files can also be uploaded to your Google Docs account.

To upload: select file from computer or thumb drive or other device.

Default settings are checked. Click "start upload" tab.

Upload settings

Set your preferences for uploading files. We'll apply these settings to any files you upload to Google Docs. Learn more

☑ 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

Start upload   Cancel

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

Uploaded document now appears in GoogleDocs

Be sure to sign out of your account when you are finished.

Now what? Why did I do this?

- Document can be accessed anywhere so you can work on it
- Document can be attached to an e-mail
- Document can be inserted into online course assignment

Google Docs