

# Document Sharing

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SVEA TRAINING MODULES

[www.svea-project.eu](http://www.svea-project.eu)

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## Introduction

This module is designed for those who wish to collaborate, share and edit documents online. There are five sessions with a series of practical exercises for you to complete as you work through the resources. The main focus is Google Docs, which is a popular online document collaboration tool. However Slideshare and Scribd which provide similar functionality are also discussed. There are a lot of advantages in sharing documents online, especially for students who are engaged in group work or for tutors are collaborating with colleagues or managers.

By the end of this module, the learner will be able to create and develop a range of documents using Web 2.0 tools.

### Session 1 - Collaborating Online with Google Docs



This session introduces the benefits of collaborative learning before describing the word processor used in Google Docs. This allows you to both create and edit new documents as well as being able to upload and edit existing Microsoft Word files. By hosting documents on a collaboration platform you can ensure that only one version of a document exists no matter how many authors have access. Most of the common features of Word are available within Google Docs so that you can edit and format without learning how to use a whole new set of tools.

### Session 2 - Spreadsheets using Google Docs



As with the word processor, the spreadsheet in Google Docs allows you to both create new spreadsheets and host existing Microsoft Excel files. The basic tools, functions and formulas within Excel should also be available in Google Docs. Again, by having one single online version of a file, collaboration can take place with greater efficiency and speed.

### Session 3 - Presentations using Google Docs



The presentation application in Google Docs is similar to Microsoft Powerpoint and has the same benefits for collaboration as the word processor and spreadsheet applications. It also has the advantage of being hosted online which means that it can be accessed from anywhere with an Internet connection and avoids the risk, for example, of your presentation being lost or forgotten when travelling to a conference.

### Session 4 - Sharing documents using Scribd



Sessions 1 - 3 show how Google Docs is excellent for collaborative working. There are other web 2.0 platforms which are also available for general document sharing that are worth considering. Scribd allows you to host files, discuss/comment and embed into a range of external platforms. This session shows how Scribd allows a range of documents including PDF, Word, Excel, PowerPoint to be shared online.

## Session 5 - Sharing documents using Slideshare



As the name suggests Slideshare is optimised for the online sharing and display of presentations (ie PowerPoint). However this session shows how the application is much more versatile than that, hosting documents in other formats such as Word, Excel, PDF and many more. An advantage of Slideshare over Google Docs is that the file size allowed to be uploaded is much greater.

## Session 1 - Collaborating Online with Google Docs

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### Introduction

Collaboration between students in their learning is often strongly encouraged as it develops important communications, negotiation and management skills useful in the workplace.

Google Docs is a powerful document hosting platform that allows such collaboration online. The ability to work online with this and similar web 2.0 applications means that learners can collaborate on documents from wherever they have access to the Internet. This adds significantly to the flexibility and accessibility for all learners in the collaborative exercise.

[Here](#) you can find a video that gives a good introduction into some of the benefits Google Docs can bring to education. This session will introduce online collaboration through the use of Google Docs as an online word processor. This will be followed by sessions that cover collaboration in the use of spreadsheets and presentations.

### Learning Outcomes

By the end of this first session you will be able to:

- Create new documents
- Upload existing documents
- Manipulate and edit documents
- Collaborate with selected users

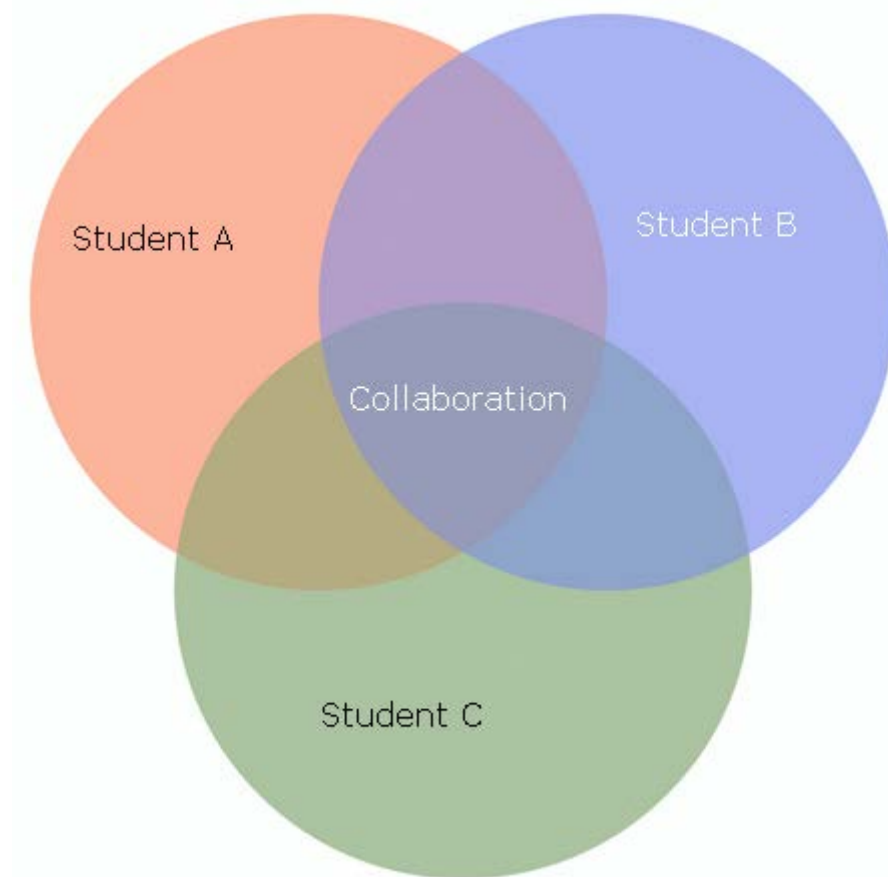
### What you have to do

This introductory session will introduce you to Google Docs and show you how to create and edit word-processed documents. If you already have a Google Account then you can skip the first section. Even if you have used Google Docs before, it is recommended you read through the other sections as they make reference to use in education which may be new to you.

### 1.1 Collaborating Online

Collaboration and groupwork in learning is valued as it adds to the richness of the learner experience in a number of ways:

- It allows the sharing of ideas and enables individuals to gain a broader view of the subject being studied;
- It develops communications and negotiation skills that will have particular value in the workplace;
- It requires management and decision-making skills that will be similarly beneficial;
- It replicates the way the learners will apply their new knowledge and skills in their work.



Collaboration & groupwork are active learning processes that are generally regarded to be far more effective in terms of knowledge retention and skills development than passive classroom based teaching. Groupwork is relatively easy to organise for full-time college or university students, but less so for part-time or distance learning students. This is of importance to vocational education and training as the learners are typically work-based and would find it difficult, if not impossible, to participate in face-to-face collaborative learning tasks.

This is where the online collaborative environment provided by Google Docs and other similar web 2.0 services can offer a solution. Google Docs allows users to create, edit and share a range of documents online. This means that VET learners can collaborate together in the creation of documents without having to meet face-to-face and, what's more, they can all contribute at different times of the day and week, to fit in with their work and home commitments.

This first session introduces Google Docs as a collaborative tool. It shows how to create and edit word processed documents online and to collaborate in their development with others. You are now invited to complete a series of exercises that will provide practical experience in the use of Google Docs and to then share your experience in the discussion forum.

## 1.2 Word Processing with Google Docs

Having introduced the benefits of online collaboration for VET learners, and the way that Google Docs can facilitate such collaboration, It is now time to gain practical experience in its

use. This session will provide you with the opportunity to create your first online document using the Google Docs word processor and to share it with others.

Google Docs has many advantages for education and individuals as it:

- Is free for personal and educational use;
- Does not require any other software apart from a web browser;
- Can be accessed from any platform with Internet access.

During this session you will:

- Create a Google Account;
- Create a basic Google Docs document;
- Format, Edit, Save and Print using Google Docs;
- Share your document with others and begin collaborating.

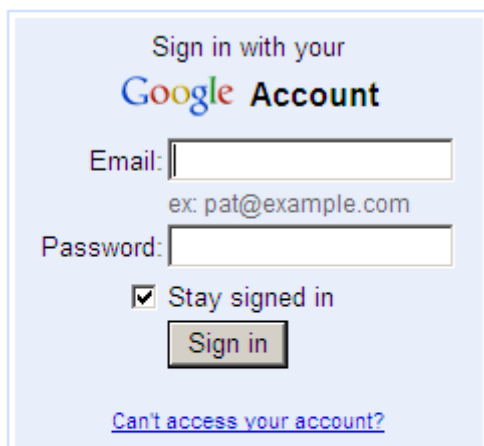
When you have completed these exercises, please share your experience with others in the session discussion forum.

### 1.2.1 Creating a Google Account

As with most web 2.0 applications you can view Google Docs content without having a Google account. However, in order to access the full range of tools to upload, create and share your own documents, you must first sign up. If you already have a Google account you can skip this section.

To begin the process, open your internet browser and go to <http://docs.google.com>.

You will then be invited to sign in or create a new account.

A screenshot of the Google Account sign-in interface. At the top, it says "Sign in with your Google Account". Below this are two input fields: "Email:" and "Password:". The email field has a placeholder example "ex: pat@example.com". Below the password field is a checkbox labeled "Stay signed in" which is checked. A "Sign in" button is located below the checkbox. At the bottom of the form, there is a link that says "Can't access your account?".

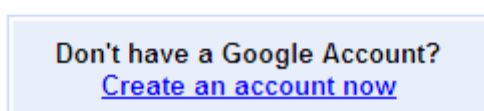
Sign in with your  
**Google Account**

Email:   
ex: pat@example.com

Password:

☒ Stay signed in

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

A screenshot of a box containing a link for creating a new Google Account. The text reads "Don't have a Google Account?" followed by a blue underlined link "Create an account now".

Don't have a Google Account?  
[Create an account now](#)



Click **Create an account now**. The following window will appear:

### Required information for Google account

Your current email address:   
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password:  [Password strength:](#)  
Minimum of 8 characters in length.

Re-enter password:

☒ Stay signed in



Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.

### Get started with Google Docs

Location:  [Change](#)

Birthday:   
MM/DD/YYYY (e.g. "11/22/2010")

Word Verification: Type the characters you see in the picture below.  
  
   
Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

Complete your personal details and, once you have read the **Terms of Service** and **Privacy Policy** click **I accept. Create my account**.

A screen similar to that below should confirm your account has been created. However this needs to be verified by you responding to an email that will be sent to you by Google.



### Account Creation Confirmation

Welcome to Google Accounts! Your account username is [louis.dare@virtualcollege.ac.uk](mailto:louis.dare@virtualcollege.ac.uk). In order to verify that the email address associated with your account is correct, we've sent an email to [louis.dare@virtualcollege.ac.uk](mailto:louis.dare@virtualcollege.ac.uk). Please make sure you click the link provided in the email.

Can't find our email in your inbox? [Learn more](#)

Here's what you can do with a Google Account:

- Access free Google products, including iGoogle, Picasa Web Albums, Blogger, orkut, Google Groups, and [so much more](#)
- [Add a Gmail address to your Google Account\\*](#)
- Use Google AdWords and Google Checkout

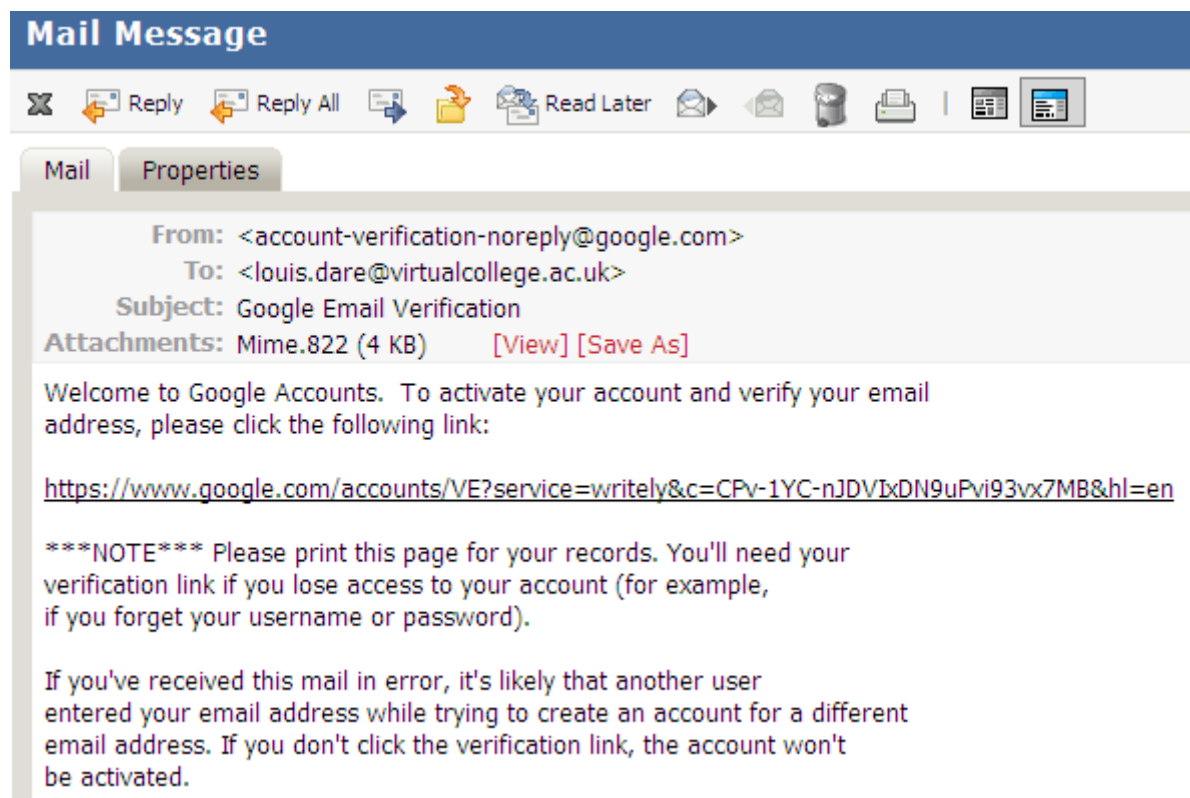
#### Accessing your Google Account is easy

When you sign in to use any of the products listed above, you're automatically accessing your Google Account. Here's how you can view a list of the products on your account:

- Click the [My Account](#) link located in the top right-hand corner of the page.
- Sign in on the [Google Accounts homepage](#).

You should receive a new email entitled **Google Email Verification**

Open your email inbox and double click on the link you find inside.

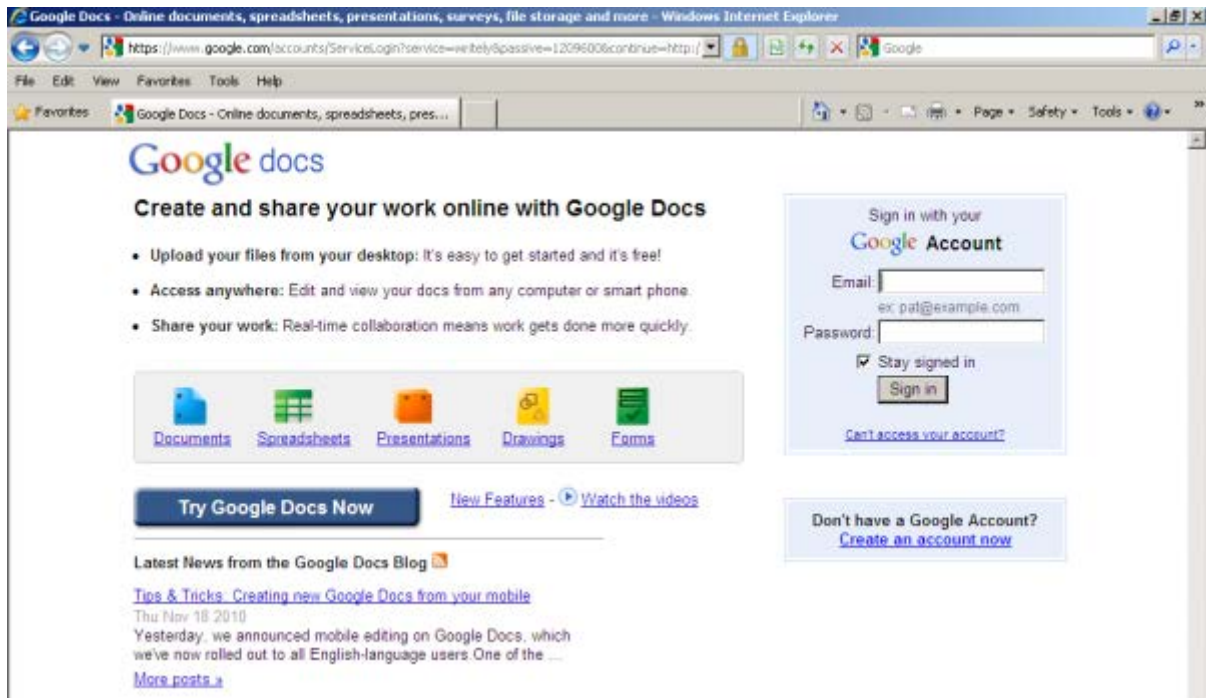


Your account should now be active and ready to use with Google Docs.

## 1.2.2 Using Google Docs

In this session you will create and save your first Google docs document. To start Google docs, open your Internet browser and enter the address <http://docs.google.com>

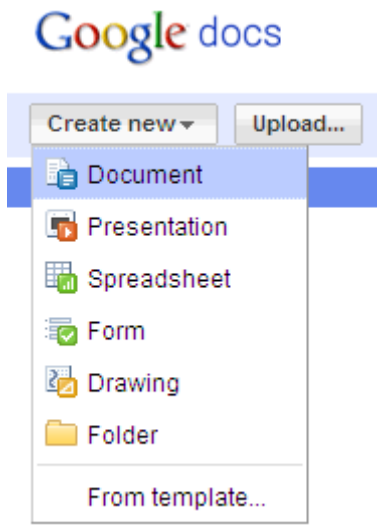
When the following screen appears, log in with the email and password for your Google account.



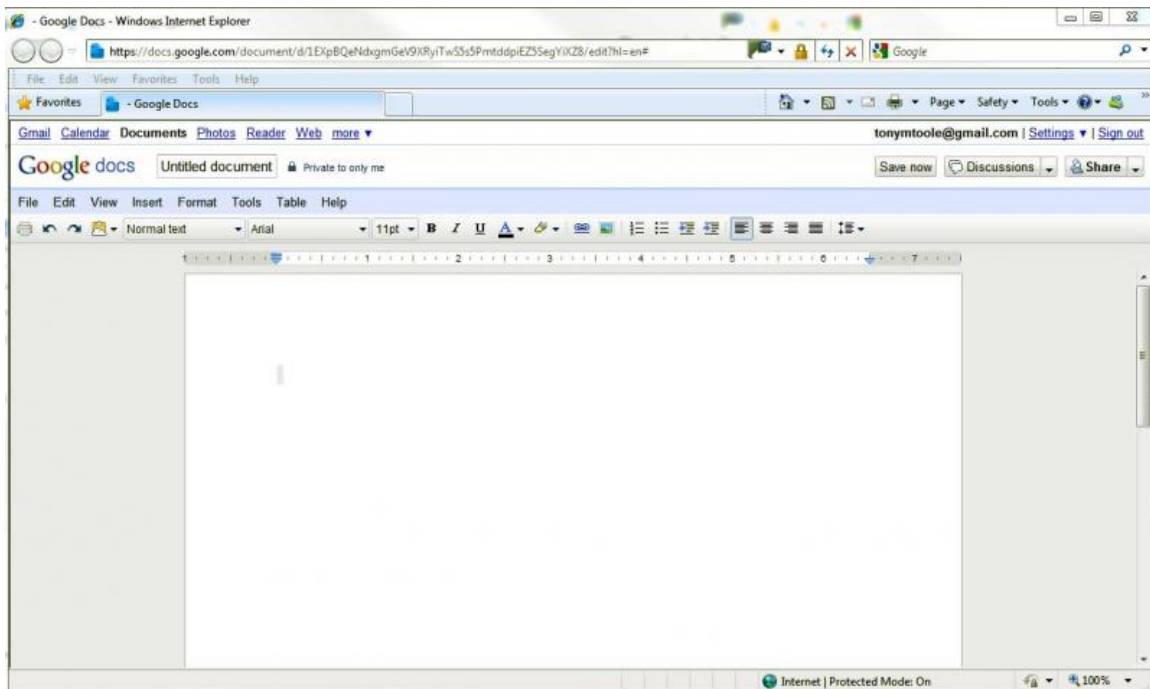
The main Google docs Window should now be visible. As it is you that is logged in, the window will display a list of the Google docs you have created. If this is your first use of Google docs, the window will not show any documents yet.

To create a new document, click

- **Create new** and then
- Select **Document**



The Google docs document window will then appear:



As can be seen from the window, a range of editing tools are available that will be familiar to anyone who uses word processing applications such as Microsoft Word. You are now in a position to create your first document.

The first thing to do is to name your new document. At the top left of the window you will see a box with 'Untitled document' in it:



Click in this box and it will invite you to rename the document, so add an appropriate name.

Now type in some text in the main document window to begin your document. You will be using this text to gain experience in the use of the formatting and editing tools in the next session.

Those of you familiar with word processing will know that it is good practice to frequently save your documents. This is to ensure that you don't lose your work if there is a problem with the computer. Google docs helps you with this by automatically saving your documents while you are working on them. It is also good practice to save a copy of the document just in case you want to revert to a previous version. This is done by:

- Clicking on **File** and then on
- **Make a copy** in the drop-down menu

A new version will then appear with 'Copy of (your original document name)' as its name. You can change this if you wish by clicking on the name box as before. Google docs will automatically save both versions.

In the next session you will be learning how to print your document and then exit from Google docs.

### 1.2.3 Printing and Exiting

#### Previewing and Printing your document

Having created a document you will often wish to print a hard copy. Before you print your work it is a good idea to view its appearance.

- Click on the **File** menu (below the Google docs icon) and then select **Print Preview**

You can zoom in or out of any part of the document by clicking on the + and - icons on the left of the window.

- Click on **Close preview** to return to your document.

The print procedure is different to that for a normal wordprocessor as your web browser is unable to print the document as it appears. If you try and print directly from the web browser you would print everything in the window including the Google docs logo and the icons. In order to get around this Google docs first converts your work into a PDF file which can then be printed.

To print a copy of your document, do the following.

- Click on the File menu (below the Google docs icon)
- Select **Print** from the drop-down menu and the Print window appears
- When asked if you want to open or save the file click **Open**.

Adobe Reader should now open. If you do not have Adobe Reader you can download this free from [www.adobe.com](http://www.adobe.com)

- Click on the **File** menu (within Adobe Reader)
- Select **Print** from the drop-down menu and the Print window appears

This is known as the 'Print dialogue' window and this is where you state what you want to print and how many copies. From this dialogue box you will be offered a number of options including changing the default printer, the number of pages printed, etc. If you just click **Print** it will print the whole document on your normal printer.

If you only want to print certain pages of a document look at the three options under **Page range** (halfway down the 'Print' window).

**All** prints all the pages in the document.

**Current** prints the page on which the cursor is currently placed. **Pages** prints certain pages. For example, entering 3–5 will print pages 3,4, and 5. (Use the 'dash' character to the left of the equals key on the keyboard). **Number of copies** determines how many copies are printed. To print more than one copy, either type the number required in the box or click on the up and down arrows to the right of the box to change the displayed number.

#### How to Exit from Google Docs

Save your document using **Save now** feature if it is available.

- Click on **Sign Out**
- Close your Internet browser

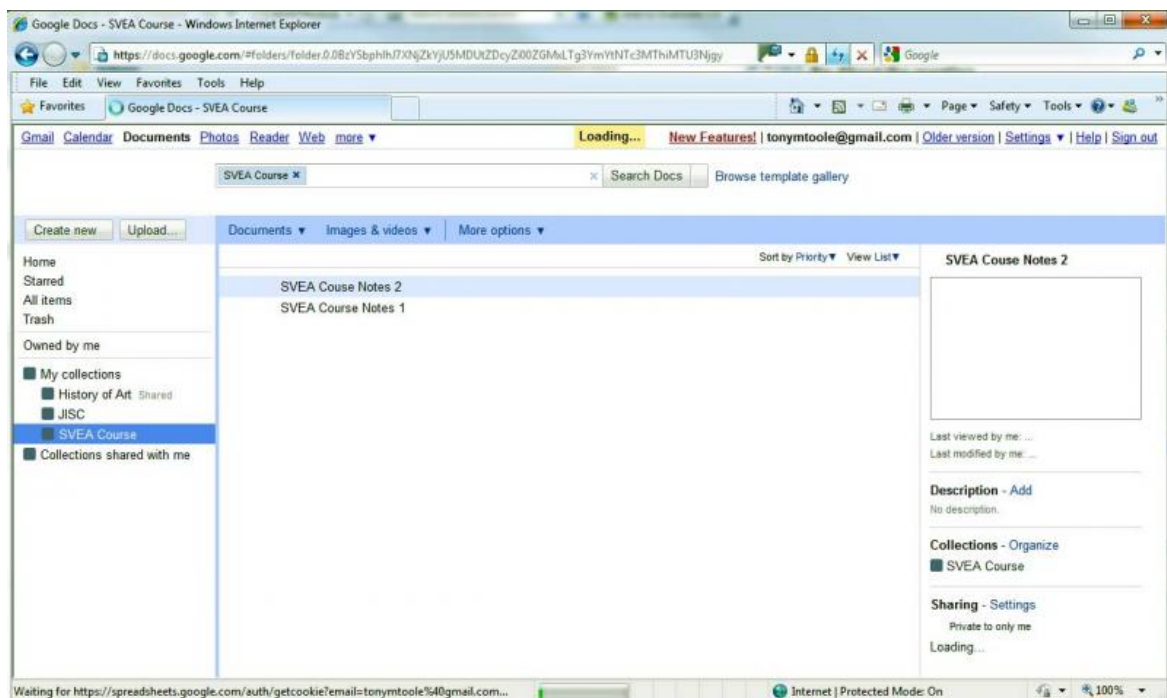
The browser window will close down and return you to the Desktop screen.

The next section looks at opening your documents and moving them to different folders in your filing system.

### 1.2.4 Opening and Moving Documents

When you launch **Google docs** you will see the **Home** page which displays all your saved files. To open the document you saved you need to remember what you called it and where you saved it! To re-open a file, double click on it. A new browser window will open with your selected document displayed.

It is a good idea to organise your documents in a simple filing system using folders. By creating folders where all documents on a particular subject are stored, it is easier to find them at a later date. This section shows you how to do that and how to move your documents from one folder to another. Google docs enables you to easily set up such a filing system. It calls its folders 'collections'.



Collections can be set up and manipulated from the window on the left of the Home screen. To create a folder:

- Click on **My collections**
- Click **Create new** (Below the Google docs logo)
- Then select **New Collection**
- Enter a name for your New Collection and a description if you wish.
- Click **OK**

You should now see your new folder on the left in the list of 'My collections'. To move a document into the folder:



- Click on the document name
- Click on the **Actions** drop down list that will appear
- Select **Organize** from the drop-down list
- Select the folder (collection) you want to move the document to
- Click **Apply changes**

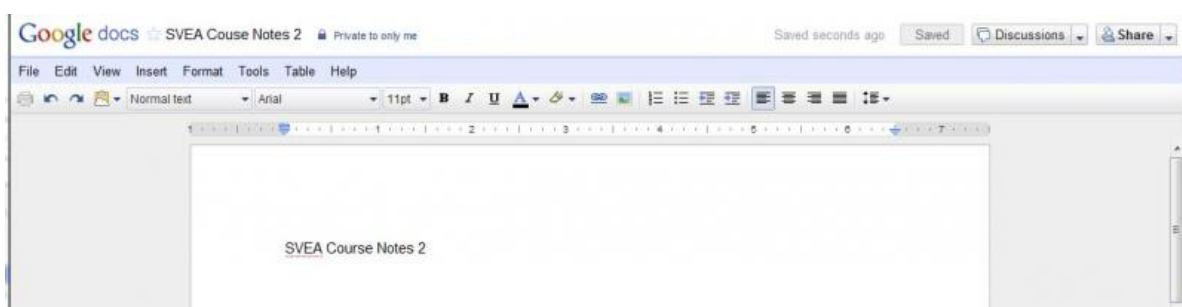
Your document will now be found in this folder/collection the next time you use Google docs. A quicker way of moving the document to a collection folder is to click on the document name and, whilst holding down the mouse key, drag the document across the screen till the collection folder is highlighted. When you release the mouse key, the document will have been moved to the collection folder.

As practice in setting up a new collection folder and storing documents in it, it is suggested that you now set up a new collection called 'SVEA Course', create a new document called 'SVEA Course Notes' containing brief comments on this module, and save it in that collection folder.

The next section goes into more detail about formatting and editing your word-processed document.

### 1.2.5 Formatting and Editing Documents

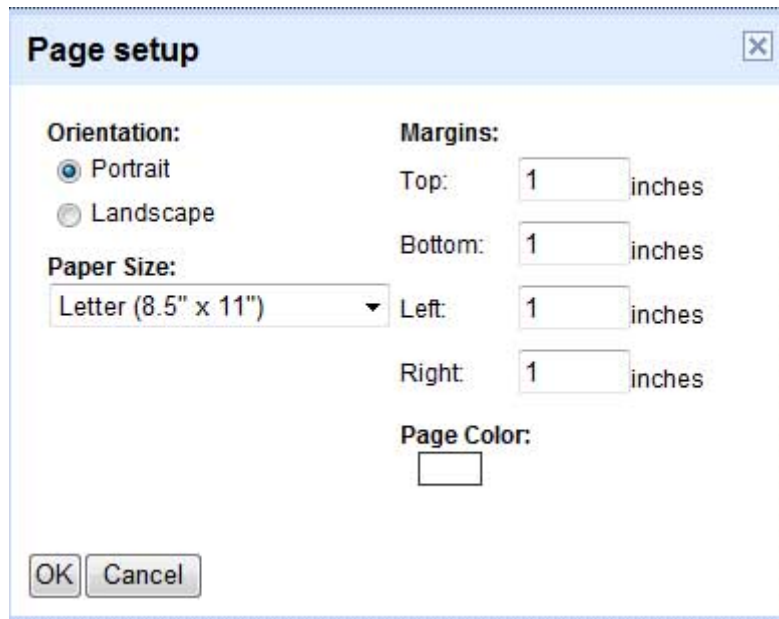
Google docs provides the ability to format your documents and edit the content in the same way that you would with other word processing software. It enables you to set the paper orientation and size of the page margins; to select the type font, size and colour; to insert and re-size images; and to carry out a number of other editing functions. Google Docs also has a built-in spell checker that helps in editing. The spell checker will compare the spelling of words keyed in with words stored in its dictionary and will highlight any that do not match.



#### Setting the document layout

To set the page orientation, paper size and page margins for the whole document:

- Click on **File** then
- **Page setup**

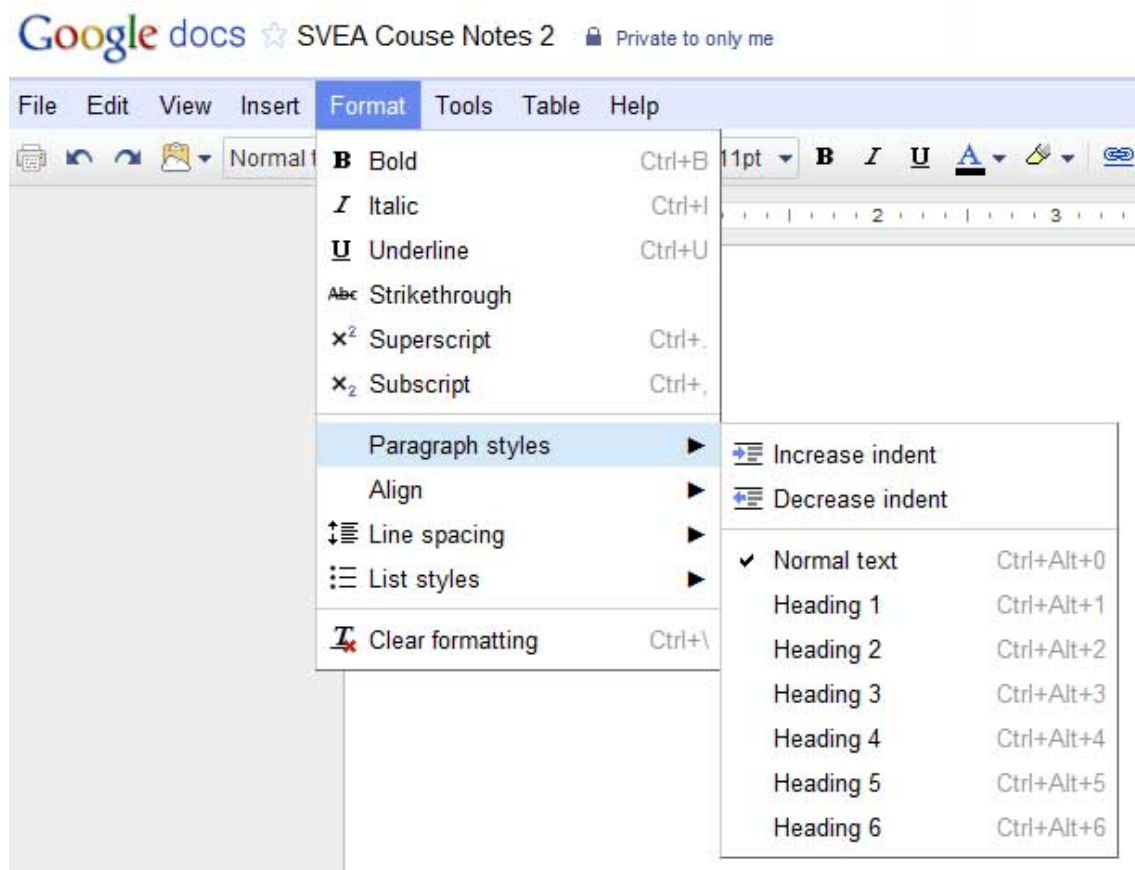


Select the page orientation, set the margin sizes and then click OK. All pages in the document will then have this layout.

### Setting the type format

The format for the text to be entered on a page can be set by:

- Clicking on **Format**






It can be seen that a range of options are available including the selection of a particular paragraph style, as well as a number of text options such as **Bold** and *Italic*. Text alignment and indenting can also be set, as can the line spacing. All of this will be familiar to you if you have used any word processing application.

A number of the same options are available on the editing toolbar at the top of the text window. This toolbar enables you to change the text font and size, text colour and background, and create a link to an external web address or internal bookmark.

### Inserting images in a document

The toolbar also allows you to insert an image in the document. When you click on the  button, you are then invited to upload an image:



As can be seen, images in documents can be directly uploaded to Google docs, or can be displayed from other websites including from the Picasa online image site.

### Editing documents

Documents can be edited in the same way as they can with other word processing applications. To edit your document, click in the area of the page that you want to change and use the Backspace and Delete keys to remove text; and type in new text where required. All text can be re-formatted by selecting the text with the mouse and using the editing toolbar at the top to change the text display features.

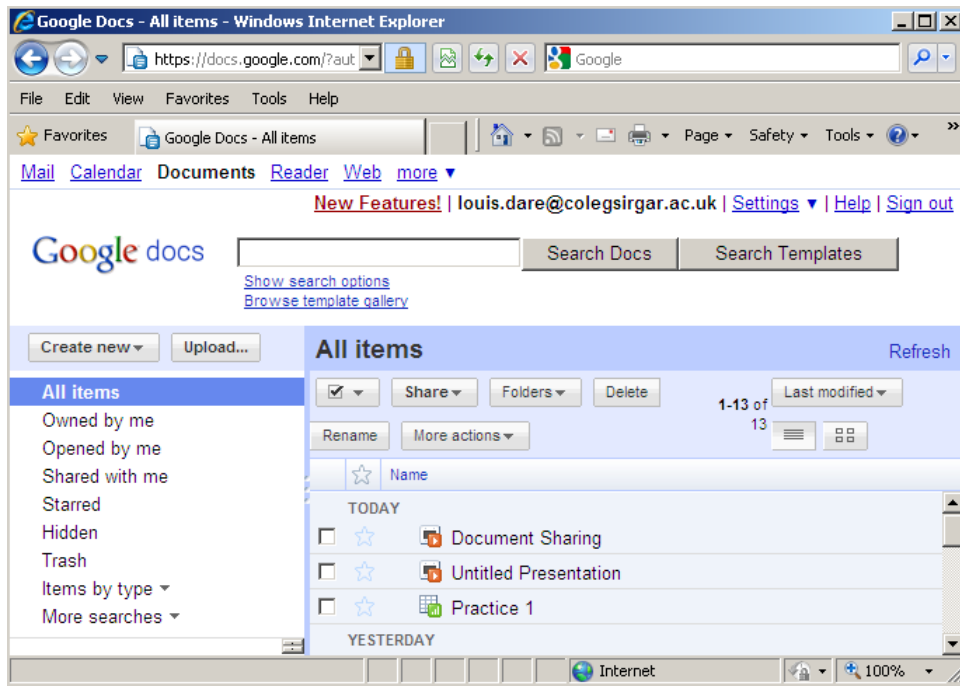
It is now suggested that you open your 'SVEA Course Notes' document and try a range of document and text formatting options to become familiar with them.

As well as creating new documents using Google Docs, you can also import documents you have created using other word-processing programs such as Microsoft Word. The next section shows how this is done.

#### 1.2.6 Importing Existing Documents

As well as creating new documents in Google docs, you can upload existing documents created, for example using Microsoft Word, which Google docs can convert into a format that can be edited online to facilitate collaboration, updating and customisation.

- Click **Upload** from below the Google docs logo as shown below:



You will be presented with the **Upload Files** window.

- Click **Select files to upload**
- Should you wish to collaborate and allowing editing ensure you click the **Convert document** check box
- Select a **Destination folder**
- Click **Start upload**

## Upload Files

### Select files

You are currently using 1 MB (0%) of your 1024 MB. [Add storage](#)

You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

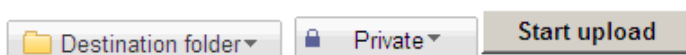


### Select conversion options

Only converted files can be edited online. [File types and size limits](#)

- ☐ Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs formats
- ☐ Convert text from PDF or image files to Google Docs documents. [How does this work?](#)

When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the legal right to upload or share. [Learn more](#)



Once the document is uploaded and converted, it can then be edited by anyone who has permission to collaborate. The final part of this session will show how to share documents and make them available for collaborative activities.

### 1.2.7 Sharing Documents

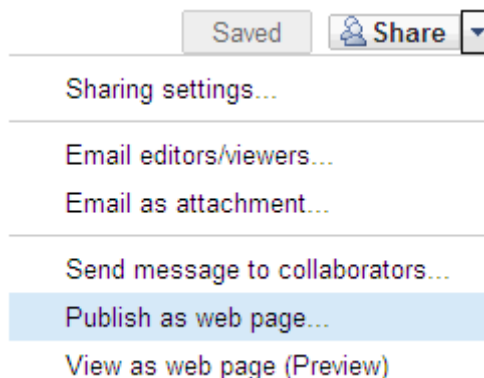
The true power of Google Docs is discovered once you begin to share documents with others. Google Docs allows you to set one of two simple access levels: **Edit** and **View**. Whenever you open a document a message in the top right will inform you who last updated the document and when.



In the example above you can see Sarah Williams last updated this document on the 4th July 2010.

Any author with editing rights can invite other authors and share documents. The simplest way to share a document is to **Publish as web page**. In the example above you will see that the status **Priv**, which is short for 'private', is indicated. You can change the status of a document to 'public' and then share via a web address by:

- Click **Share** at the top right of the Google docs document window
- Select **Publish as web page**
- This will then create a URL which can be emailed or linked to from a Web Page. The document is now 'public' and anyone can see it, however only the original authors can edit.




Where a document is to remain private and can only be viewed and edited by specific people, the 'Sharing settings' option is chosen.

- Click **Share** as above
- Select **Sharing settings**
- Click on **Add people**

### Sharing settings

**Permissions:**

Private - Only the people listed below can access [Change](#)

 Louis Dare (you)	Is owner	×
--	----------	---

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [Change](#)


[Close](#)

When you add the email address of a new person sharing the document you can select whether they can edit the document or just view it:

### Sharing settings

**Permissions:**

Private - Only the people listed below can access [Change](#)

 Louis Dare (you)	Is owner	×
--	----------	---

Add people: [Choose from contacts](#)

Enter names, email addresses, or groups...

Optional: include a personal message...

[Can edit](#) ▼

[Can edit](#)

[Can view](#)

☐ Send a copy to myself

☐ Paste the item itself into the email

☒ Send email notifications (recommended)

All new invitees will be included on this email

[Share](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [Change](#)

An email will be sent to inform the new user of their access and you can also include a **Personal message**.

- Finally click **Share**

Any of those you invite who do not have a Google account will be invited to create one before they can access and edit the document. It is suggested that you now share your SVEA Course Notes file with one or more colleagues and gain experience in collaborative editing.

This completes the first session in the document sharing module. The final activity is for you to reflect on your experience and to share your views with others in the session [discussion forum](#).

### 1.3 Conclusions and Discussion

This session has introduced collaborative working online and has shown how Google docs allows such collaboration. You have had the opportunity to create a word processed document using Google docs and to share it with colleagues. You will also have seen that Google docs provides a range of online document editing tools for this purpose, and that these tools are similar to those used by other word processing applications such as Microsoft Word.

To conclude the session you are now invited to share your experience and views in the session [discussion forum](#). What do you think about collaborative learning? How relevant and useful would it be in your teaching? What are your views about Google docs and its use in this context?

Having looked at word-processed documents, the next two sections show how to create spreadsheets and presentations using Google Docs.

## Session 2 – Spreadsheets using Google Docs

### Introduction

Session one of this module focused on the Word Processor feature within Google Docs. This session will introduce Google Spreadsheets which has many of the features of other spreadsheet programs such as Microsoft Excel and allows them to be carried out online. The resources in this session will introduce the basics of Google Spreadsheets and allow you to gain experience of its use.

### Learning Outcomes

By the end of this session you will be able to:

- Create a new Google docs spreadsheet
- Enter and edit data in spreadsheets
- Apply functions and formulae
- Upload existing spreadsheets to Google docs
- Collaborate with others using Google docs spreadsheets

### What you have to do

This session will take you through the creation and use of spreadsheets using Google Docs and will act as a tutorial for those with limited experience of spreadsheets. It is recommended that you progress through the session in sequence and complete all the exercises. At the end you are invited to comment on your experience.

### 2.1 Introduction to Google Spreadsheets

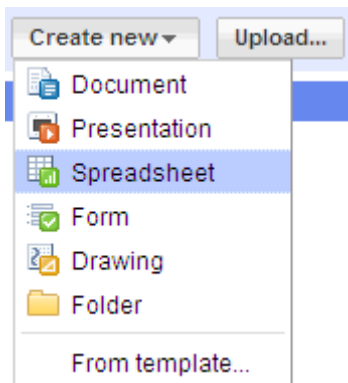
This session will introduce you to Google Spreadsheets and, at the same time, provide a brief tutorial on spreadsheets and how they work. You will create a new spreadsheet, enter data and save it as a Google docs file.

A spreadsheet is an electronic document that is used to record data and present it in ways that are useful for the user. It is particularly good at recording numerical data and is able to manipulate that data using formulae and functions to provide useful information. It is also able to present information in different formats including graphically.

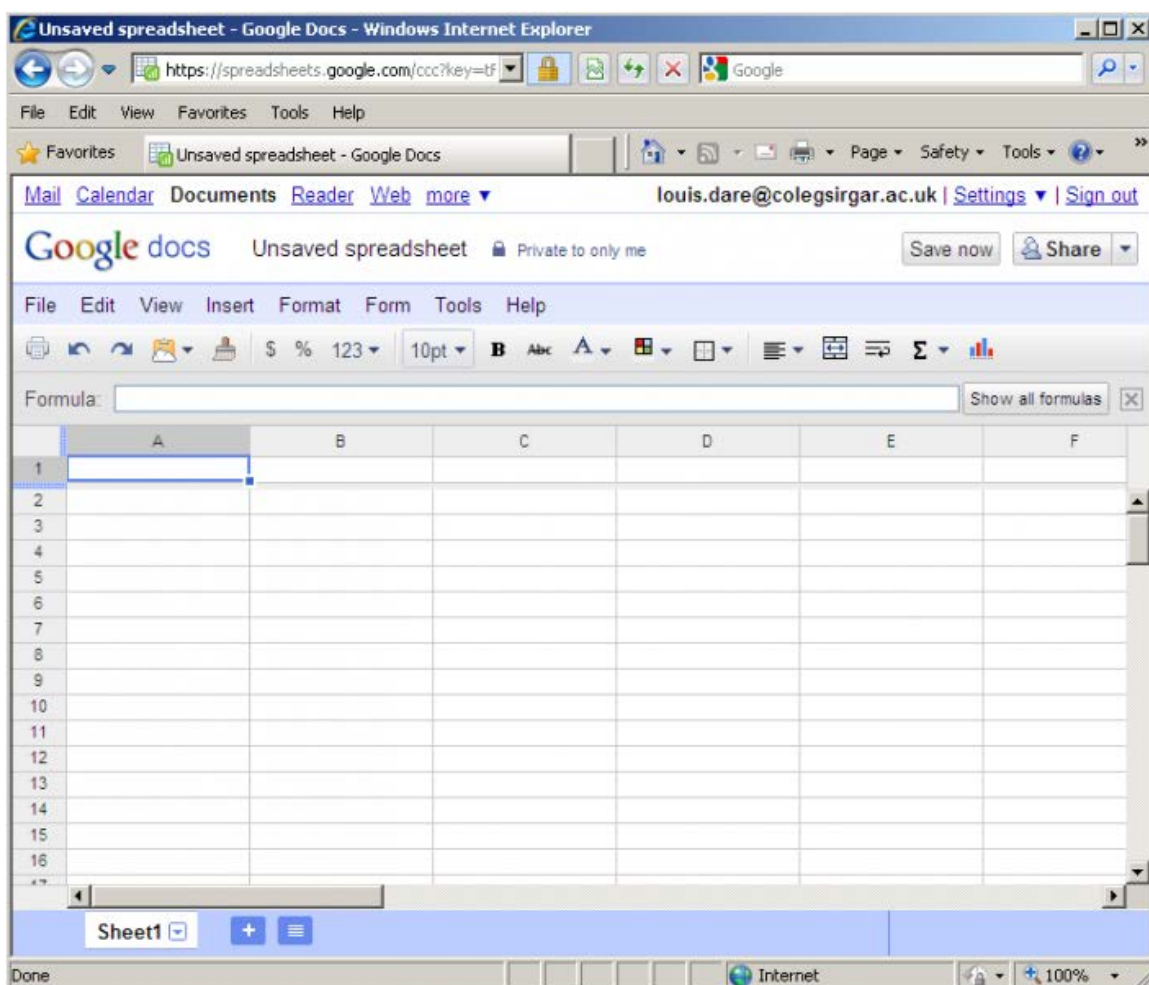
A spreadsheet, like a table, is divided into rectangular 'cells' in which text and numerical data can be entered. To see how this is done using Google Spreadsheets you will now create a new spreadsheet and enter some data.

Launch your web browser

- Type the URL **docs.google.com**
- Log in to the site
- Select **Create new** and click on **Spreadsheet**

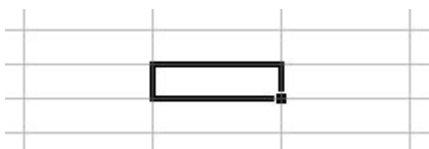


A new spreadsheet will appear:



This first page of the spreadsheet document is known as a **worksheet**. Spreadsheets often contain a number of worksheet pages with different data and together they are known as a spreadsheet **workbook**. It is useful to think of the worksheet currently being viewed as your 'work in progress' page within the workbook.

The worksheet has rows (horizontal) and columns (vertical) of cells. Each cell is a space on the worksheet where you can enter data, text, headings or anything else you wish to include. When you click on a cell its borders become thicker and blacker and it is said to be active.



If you look down the left-hand side of the worksheet you will see that each row has a number. Along the top of the spreadsheet you can see that each column has a letter. By using a combination of letters and numbers you can identify any cell in the worksheet just like using the grid reference or coordinates on a map. The figure below shows the first few columns and rows of a worksheet. You can see that cell B2 is selected and active.

	A	B
1		
2		
3		

Click on any cell within the worksheet on your screen using the left-hand mouse button. The cell is now active and you can enter characters in it from the keyboard. Try entering data in your new spreadsheet now:

- Click on cell A1 and type 'SVEA Spreadsheet 1'
- Click on cell A2 and type today's date

### **Saving the spreadsheet**

You will have noticed that as soon as you entered your data, you were warned that you were editing an unsaved spreadsheet. When you created your new spreadsheet it was displayed as an 'Unsaved spreadsheet'. As with other types of Google docs documents, Google docs automatically saves them on a regular basis, but will not do so until you've given your new document a name.

- Click on the 'Unsaved spreadsheet' box and, when prompted
- Enter an appropriate name such as 'SVEA Spreadsheet 1'

Your spreadsheet will now appear as a document file in your Google docs window and will be regularly saved while you are working on it. The next session will show how to enter different types of data, save a copy of the spreadsheet, print the spreadsheet and exit the program.

## **2.2 Navigating the Spreadsheet and Entering Data**

### **Navigating the spreadsheet**

As noted earlier, the cells in a spreadsheet are identified by letters and numbers. Each worksheet has a default number of cells from A to T horizontally and 1 to 100 vertically. A typical computer screen may only show half of these cells both horizontally and vertically, so to display those off-screen you will use the horizontal scroll bar at the bottom and the vertical scroll bar on the right of the spreadsheet window.

You may wish to try this out now by displaying cell T100.

- Click and drag the vertical scroll bar to the bottom of the window using the mouse
- Click and drag the horizontal bar to the right in the same way





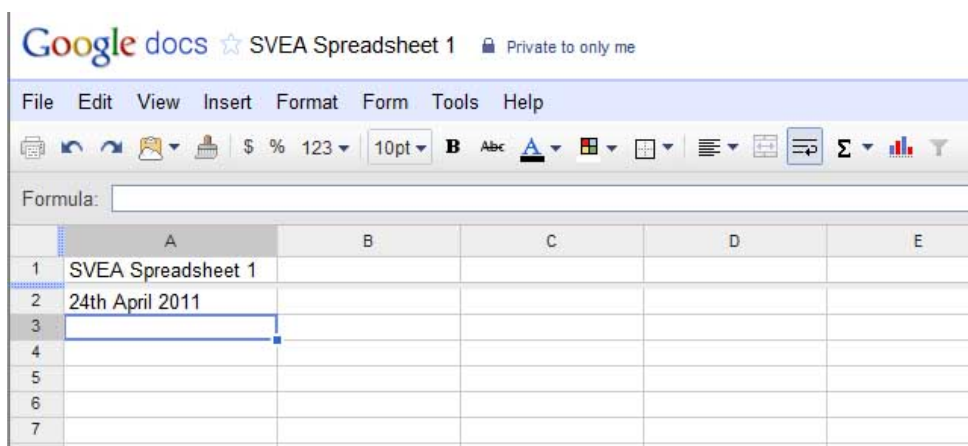
In the bottom right hand corner of the screen you will see cell T100. Click on it to make it active and you will see the corresponding letter and number highlighted.

There are other ways of navigating within the worksheet using different key combinations:

Function	Shortcut Key
<b>Movement within worksheets</b>	
Move one cell up, down, left, or right	Arrow Keys
Move one cell to the right	Tab
Move one cell to the left	Shift+Tab
Move to the end of the row	End
Go to last cell in data region	Ctrl+End
Move to the beginning of the row	Home
Move to the beginning of the worksheet	Ctrl+Home
Go to left-most cell in current row	Ctrl+left-arrow
Go to right-most cell in current row	Ctrl+right-arrow
Go to bottom-most cell in current column	Ctrl+down-arrow
Go to top-most cell in current column	Ctrl+up-arrow
Move to next worksheet	Ctrl+Page Down
Move to previous worksheet	Ctrl+Page Up
Move one screen to the right	Alt+Page Down
Move one screen to the left	Alt+Page Up
Scroll to the active cell when multiple cells are selected	Ctrl+Backspace
Switch sheets	Ctrl+Shift+PageUp/Down

## Entering data

When you enter data in a spreadsheet it is entered into the active cell. When you have completed the data for that cell and click on the 'Enter' key, the cell below the previous one then becomes active.



This is helpful as it is quite common for lists of figures or names to be entered in successive cells in a spreadsheet. By clicking on the Tab key rather than the Enter key when the data is entered, the cell to the right of the previous one becomes active and a horizontal rather than a vertical list can be easily created.

### Types of data

The two basic data types in a spreadsheet are text and numbers. This data can then be manipulated in various ways. Mathematical formulae, for example, can be applied to the numerical data, and text data can be organised alphabetically. This is done through the use of spreadsheet 'functions' which are entered into a cell and the cell then displays the result of that manipulation. Functions are covered in more detail later in this module.

### Data entry exercise

In the first session of this module you created a new Google spreadsheet called SVEA Spreadsheet 1. To complete this second session you will enter some basic data which we will then use in the session that describes the use of functions.

- Open Google docs and log in
- Click on your spreadsheet 'SVEA Spreadsheet 1' to open it
- Enter the following data

The screenshot shows a Google Docs spreadsheet titled 'SVEA Spreadsheet 1'. The data is entered as follows:

	A	B	C	D	E
1	SVEA Spreadsheet 1				
2	24th April 2011				
3					
4	Name	Age	Nationality		
5					
6	Helen	27	British		
7	Bjarne	52	Danish		
8	James	63	American		
9	Maria	41	Argentinian		
10	Kathryn	50	British		
11	Barbara	45	German		
12	Frans	39	Dutch		
13	Albert	70	German		
14	Denis	35	French		
15					
16					
17					
18					
19					

When you have entered the data, Google docs will automatically save it. Before you learn how to use functions to manipulate this data, the next session will cover the practicalities of printing your spreadsheet and exiting the program.

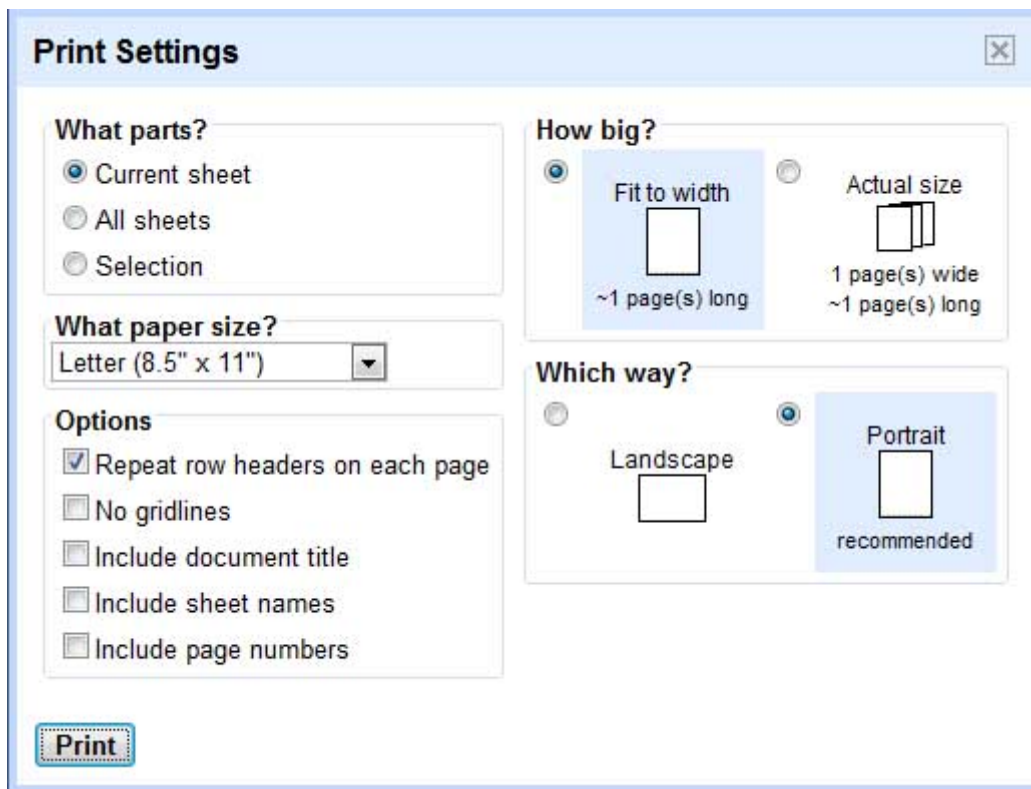
## 2.3 Printing, Exiting and Opening

### Printing your document

The print procedure for Google spreadsheets is different to that of a normal spreadsheet application as your web browser is unable to print the document as it appears. If you try and print directly from the web browser you would print everything in the window including the Google Docs logo and the icons. In order to get around this Google Docs first converts your work into a PDF file which in turn can be printed. To start the process:

- Click on **File**
- Then click **Print**

The following window will appear:



- Click **Print**
- When asked if you want to open or save the file click **Open**.

Adobe Reader should now open. If you do not have Adobe Reader you can download this free from [www.adobe.com](http://www.adobe.com)

- Click on the **File** menu (within Adobe Reader)
- Select **Print** from the drop-down menu and the Print window appears

This is known as the 'Print dialogue' window and this is where you state what you want to print and how many copies. From this dialogue box you will be offered a number of options including changing the default printer, the number of pages printed, etc. If you just click Print it will print the whole document on your normal printer.



## How to Exit from Google Docs

To exit from the entire Google Docs application, first save your document using 'Save now' Button in the top right hand corner of the window if it is available. If the 'Save now' button is not visible, it means that Google has already saved the latest version of your spreadsheet and you don't need to do it.

- Click on **Sign Out**
- Close your internet browser

The browser window will close down and return you to the Desktop screen.

If you just wish to close the current Google Spreadsheet click on the Google Docs logo as found in the top left.

To open another file double click on the required file in the list of files shown.

The next session will introduce you to the real power of spreadsheets. It is the ability to manipulate data and present it as structured information that makes spreadsheets so useful. The session will cover the use of spreadsheet formulae and functions.

## 2.4 Formulae and Functions

The basic difference between a formula and a function in a spreadsheet is that a formula is usually a mathematical operation that you have devised yourself, e.g. '3 x 7' (yes even something that simple) while a function is a mathematical or logical operation built into the software to simplify the task of typing in more complex formulae.

### Using formulas

In Google Spreadsheets it is possible to create formulas that manipulate numerical data. These formulas use what the spreadsheet calls mathematical 'operators'. These are the same as on a standard calculator as follows:

- The plus sign (+) is used for addition, as you would expect.
- The minus sign (−) is used for subtraction.
- The back slash (/) is used for division.
- The asterisk (\*) is used for multiplication.

A simple addition formula, for example, would be '3+7'. However, the spreadsheet needs to be told that the entry is a formula and not just text. You do this by adding a '=' character before the formula. When you now enter '=3+7' in a cell, it will display the answer '10' rather than the formula itself.

The real power of this feature, however, is when the formula refers to numerical data in other cells. For example, in your 'SVEA Spreadsheet 1' you could enter the formula '=B6+B7' and the cell would display the sum of what those two cells contain (27 and 52):

Google docs ☆ SVEA Spreadsheet 1 Private to only me

File Edit View Insert Format Form Tools Help

Formula: =B6+B7

	A	B	C	D
1	SVEA Spreadsheet 1			
2	24th April 2011			
3				
4	Name	Age	Nationality	
5				
6	Helen	27	British	79
7	Bjarne	52	Danish	
8	James	63	American	
9	Maria	41	Argentinian	
10	Kathryn	50	British	
11	Barbara	45	German	
12	Frans	39	Dutch	
13	Albert	70	German	
14	Denis	35	French	

Note that the cell contains the numerical result of the formula, but when the cell is active the formula bar at the top of the page shows the formula itself.

## Using Functions

Functions are a feature of spreadsheet applications that manipulate data in the same way as formulas, but are able to deal with non-numeric as well as numeric data. They are sometimes very complex functions, but because they are built into the application, you don't have to enter the function structure, just its name. To insert a function in a cell, click on 'Insert' and then 'Function'.

Google docs ☆ SVEA Spreadsheet 1 Private to only me

File Edit View Insert Format Form Tools Help

Formula:

	A	B	C	D
1	SVEA Spread			
2	24th April 201			
3				
4	Name			
5				
6	Helen			
7	Bjarne			
8	James			
9	Maria			
10	Kathryn			
11	Barbara			
12	Frans			
13	Albert		70	German
14	Denis		35	French

Row above  
Row below  
Column left  
Column right  
Comment Shift+F2  
Σ Function  
Gadget...  
Chart...  
Image...  
Drawing...  
Script...  
SUM  
AVERAGE  
COUNT  
MAX  
MIN  
More...



As a simple example, take the function equivalent of the formula we have just been looking at. This would be: =SUM(B6:B7). You click on the function SUM and it appears in the cell. All you need to do is enter the cell range you want to add together. So if you wanted to add together all the ages in the list then the function would be =SUM(B6:B14) and is much quicker to enter than a list of all the cells with + between each as you would have to do with a formula.

Formula: =SUM(B6:B14)				
	A	B	C	D
1	SVEA Spreadsheet 1			
2	24th April 2011			
3				
4	Name	Age	Nationality	
5				
6	Helen	27	British	79
7	Bjarne	52	Danish	
8	James	63	American	422
9	Maria	41	Argentinian	

### Exercise

To conclude this session, carry out a simple exercise on your spreadsheet 'SVEA Spreadsheet 1'. In cell A16 type 'Average age' and in cell B16 use the function 'AVERAGE' to calculate and display the average age of all the people listed.

In the final session of this module you will be shown how to upload your own spreadsheets to Google docs and how to share them collaboratively with others. You will then be invited to share your experience with others in the discussion forum.

## 2.5 Uploading and Collaborating

### Uploading Spreadsheets to Google docs

The process for uploading spreadsheets to Google docs is the same as for any other file:

- Open Google docs and log on. In the main window
- Click on 'Upload Files'. In the upload window
- Click 'select files to upload' and then browse for your file
- Having selected your spreadsheet file, click on 'Start upload' (making sure that you have selected 'Convert documents to Google docs format')

When the file is uploaded it will appear in your main Google docs window and you can then click to open.

### Collaborating with your Spreadsheet

Having opened the file you want others to collaborate with (either created in Google docs or uploaded), then you need to invite your collaborators. You do this by:

- Clicking on 'Share' in the top right of the spreadsheet window

- Selecting 'Email editors/viewers'
- Adding the names and emails of the people you are inviting and selecting the 'Can edit' option
- Click on 'Share'

An email will be sent to each of the collaborators giving them details of the arrangement and a link to the document. Again, this is the same process you use for collaborating with any Google docs document.

### Exercise

Gain experience in collaborating with in the editing of spreadsheets by:

1. Uploading one of your personal spreadsheets to Google docs (or creating one if you don't have any)
2. Invite selected friends to edit the document collaboratively
3. Share your experience on the discussion forum

The final activity for this module in the next session is to reflect on what you have experienced in the use of Google docs spreadsheets and post your comments on the discussion forum.

## 2.6 Conclusions and Discussion

In this module you have gained experience in the use of Google docs spreadsheets, have seen how to create new spreadsheets in Google docs or upload existing spreadsheets, and have populated your spreadsheet with data. You have been introduced to the use of formulas and functions in spreadsheets and have been encouraged to experiment with developing spreadsheets collaboratively.

To some extent this module has been a basic tutorial for those not experienced in the use of spreadsheets and it should be said that there are many features were not covered. The main purpose was to demonstrate how you could collaborate with such documents and for you to consider how this might be used in your teaching.

You are now invited to share your experience and views in the [discussion forum](#). Do you use spreadsheets for either the management or delivery of your learning? What do you think of the potential that collaboration in the development of spreadsheets has for supporting learners in your particular subject area? Do you see any benefits for the management of your courses?

The next session in this module covers the creation and sharing of presentations using Google Docs.

## Session 3 – Presentations using Google Docs

### Introduction

This session will introduce you to the third type of document that you can share and collaborate with online using Google docs. The document type is a Presentation can be particularly useful for teachers as it is designed to present structured information in a series of visual slides.

Google docs presentations are very similar to Microsoft PowerPoint presentations which, if you are a teacher, you are likely to be familiar with. Such presentations are used in teaching sessions, conference presentations and seminars as visual resources that illustrate and reinforce the information being put across. Each slide can contain text, graphics, videos and other visual resources and will be designed to maximise the effectiveness of the intended message. Presentations are typically shown in a classroom or lecture theatre using a projector on a screen. Other presentation options include using an electronic whiteboard or a computer display.

Google docs presentations are created and managed online through the Google docs website in the same way as the documents and spreadsheets that were described in the first two sessions of this module. Similarly, you can share and collaborate in the creation of presentations.

### Learning Outcomes

When you have completed this session you will be able to:

- Create a new presentation
- Add text and graphics to a presentation
- Edit, save and print a presentation
- Upload an existing presentation

### What you have to do

As with the other Google Docs applications in this module, this session will introduce you to the creation and sharing of slide presentations. It is recommended that you complete the sessions in sequence and complete all the activities. At the end of the session you will carry out a practical exercise in the creation of a presentation and will be invited to share your experience and views in the discussion forum.

### 3.1 Creating a New Presentation

To create a new presentation you need to open Google docs on your computer. As with the previous sessions you:

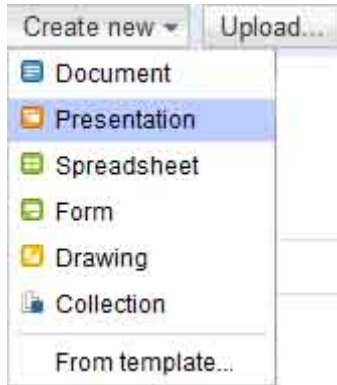
- Launch your web browser
- Type the URL **docs.google.com**



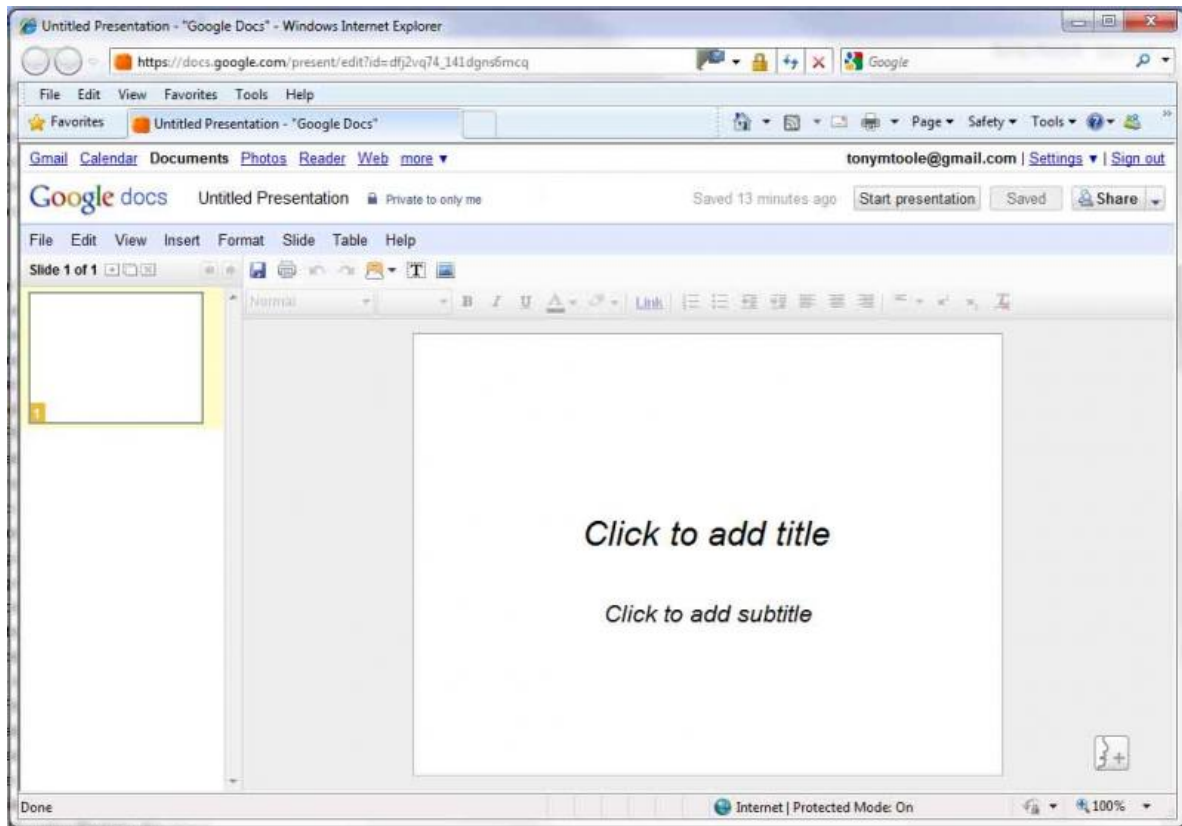
- Log in to the site

When you have the Google docs window showing:

- Click on **Create new** and then
- Click on **Presentation**



The Google docs Presentation window will then open:



The Create Presentation window has a slide navigation frame on the lefthand side which shows just one empty slide when a new presentation first opens. You will be adding new slides as you build your presentation and these will then be shown sequentially below this first slide. When you click on a slide in the navigation frame, it is then displayed in the main window frame as the 'active slide' and is available for editing/adding content.

As with the previous Google docs documents you will see that it is an 'Untitled Presentation' and needs to be saved with a new title before adding content or editing. Once this is done, Google docs will automatically save the presentation as you are working on it. When you

click on 'Untitled Presentation' next to the Google docs logo you will be prompted for a presentation title:



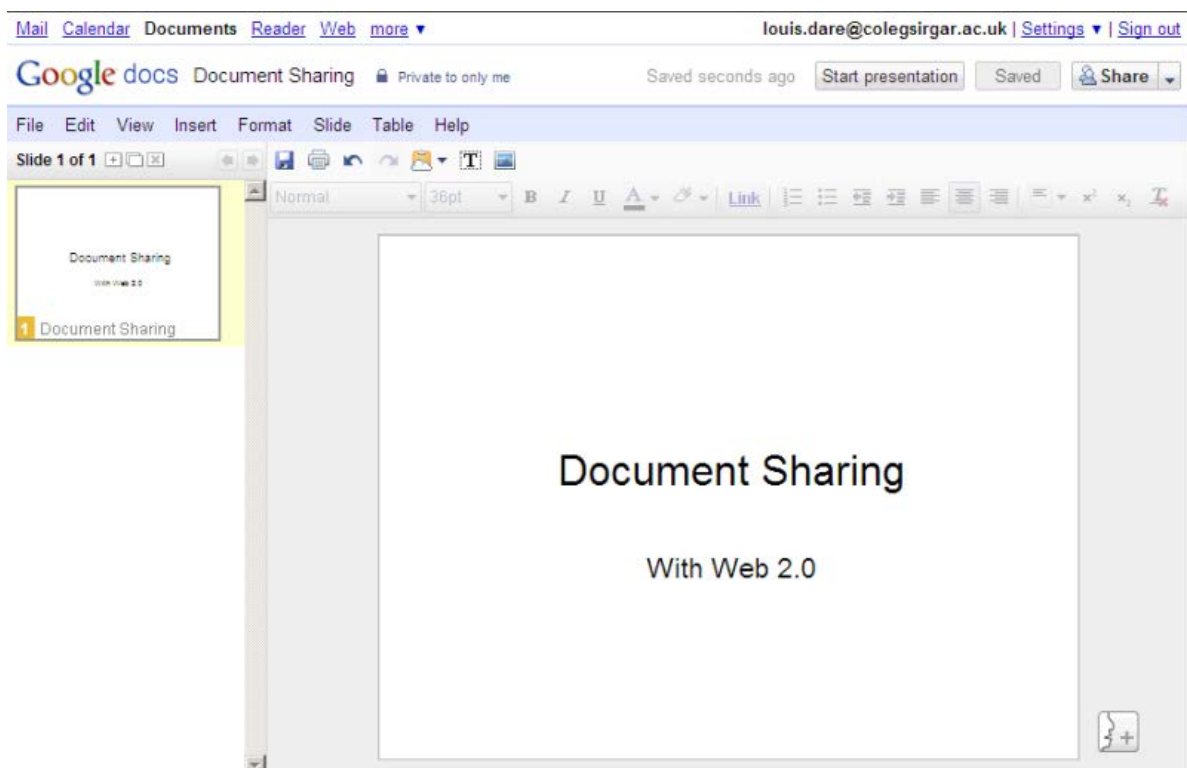
- Enter 'Document Sharing' and
- Click OK

You will now begin to add content to your presentation.

### 3.2 Adding Text

The first slide of a presentation is normally a 'title slide' and the first text to add is the presentation title and subtitle.

- Click in the area that says **Click to add title**.
- Type in the text '**Document Sharing**'
- Click in the sub title area and type the text '**With Web 2.0**'



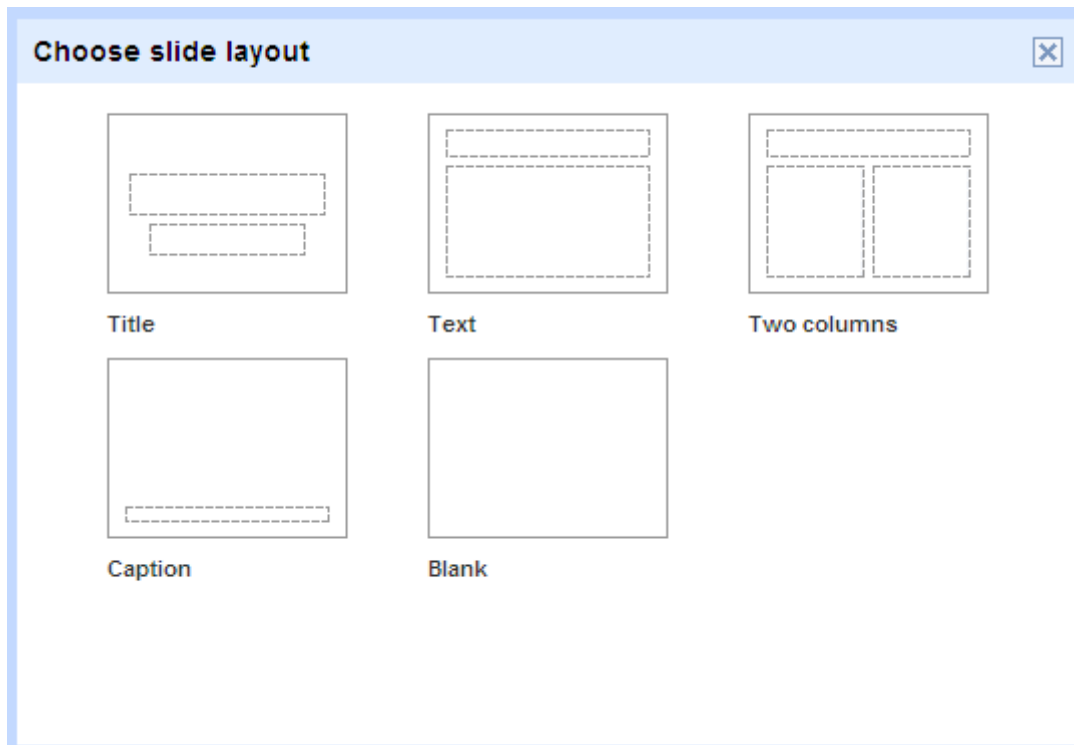
Having added text to the title slide you will now create the second slide and add text and graphics.

### 3.3 Adding New Slides and Inserting Images

To insert a new slide directly after the after the current one:

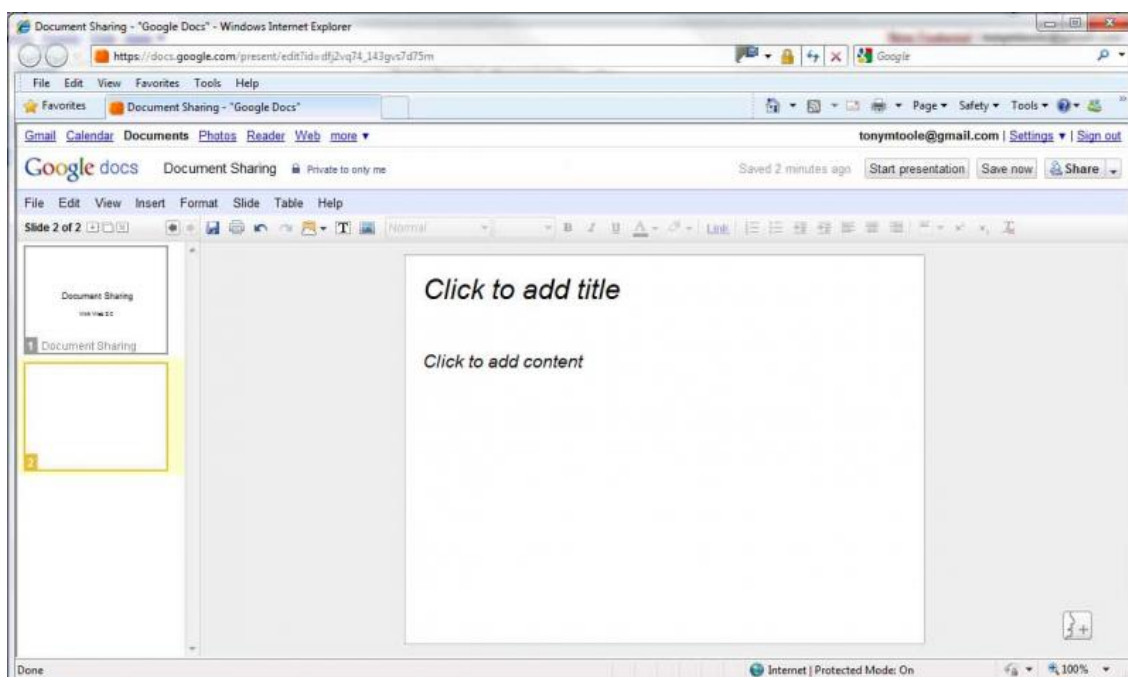
- Click on **Slide** in the toolbar at the top of the window, then
- Click on **New slide** in the drop down menu

You will now be presented with the choice of five layouts, in most cases you'll choose **Text**.



- Select **Text**

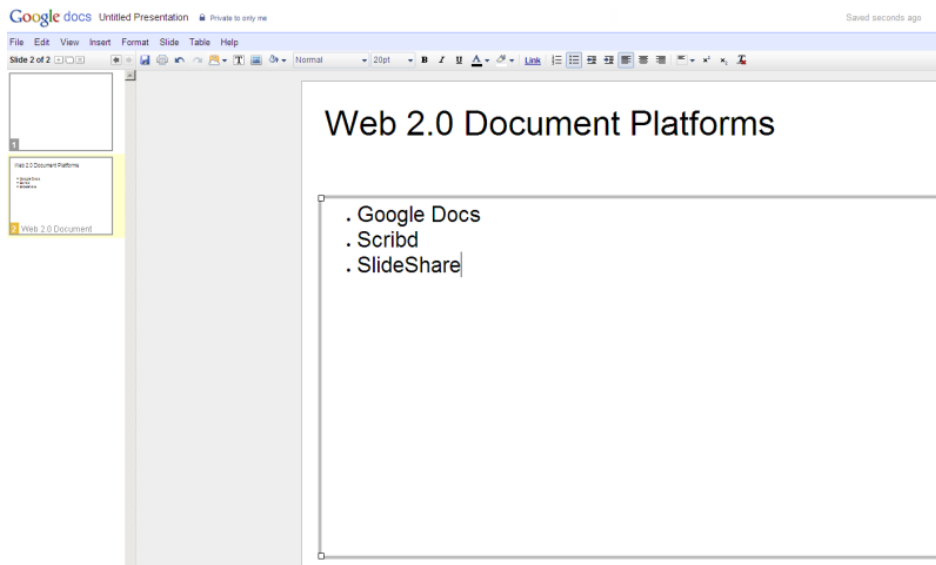
You should now see a new slide with two 'placeholders' in the main window and a second slide will be shown in the navigation window on the left.



### Adding more text

- Click on '**Click to add title**' in the new slide and type **Web 2.0 Document Platforms**
- Click on '**Click to add content**' and type **Google docs** then press the Enter key
- On the next line type **Scribd** and press Enter
- On the next line type **SlideShare** and press Enter.

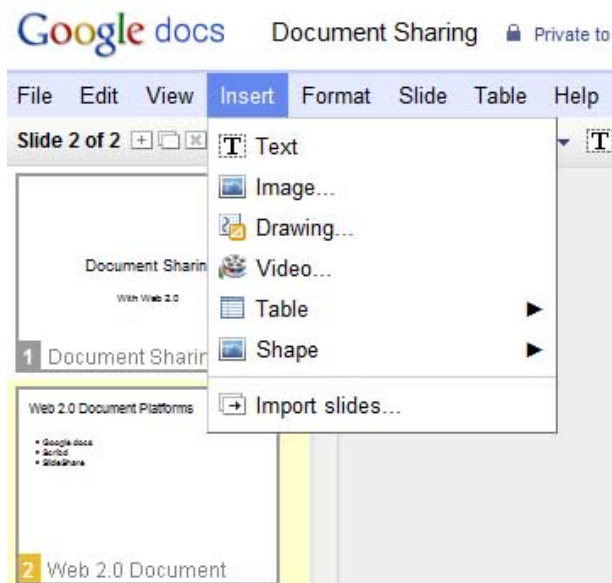
You can now turn this sequence of three text items into a bulleted list by selecting all three lines with the mouse and clicking on the **Bullet List** icon in the toolbar:



### Inserting an Image

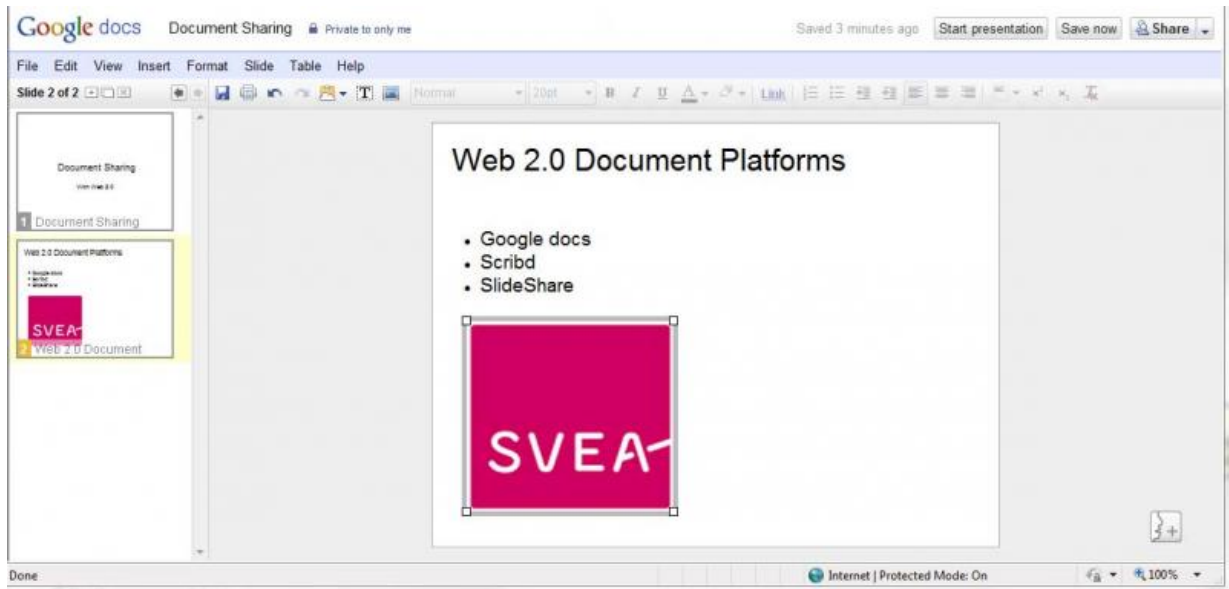
You can insert images, videos and other objects into your slides. This example will insert the SVEA logo into the current slide, but you can add any image you choose.

- Click on **Insert** in the toolbar and
- Select **Image** from the drop down menu (note the other options)



An **Insert Image** window will appear and invite you to browse for your image in your computer file system (or specify a web address for the picture). When you click on the image, the location address will appear in the browse window and, when you click OK, the image will appear on your slide.

You will see that the image is in its own window which can be moved around the slide to a position you choose, and can be re-sized by clicking the mouse over one of the corners of the image window (moving in to make the image smaller or out to make it larger).



In this example the SVEA logo has been used as the image, but you can experiment with whatever images you choose from your image collection.

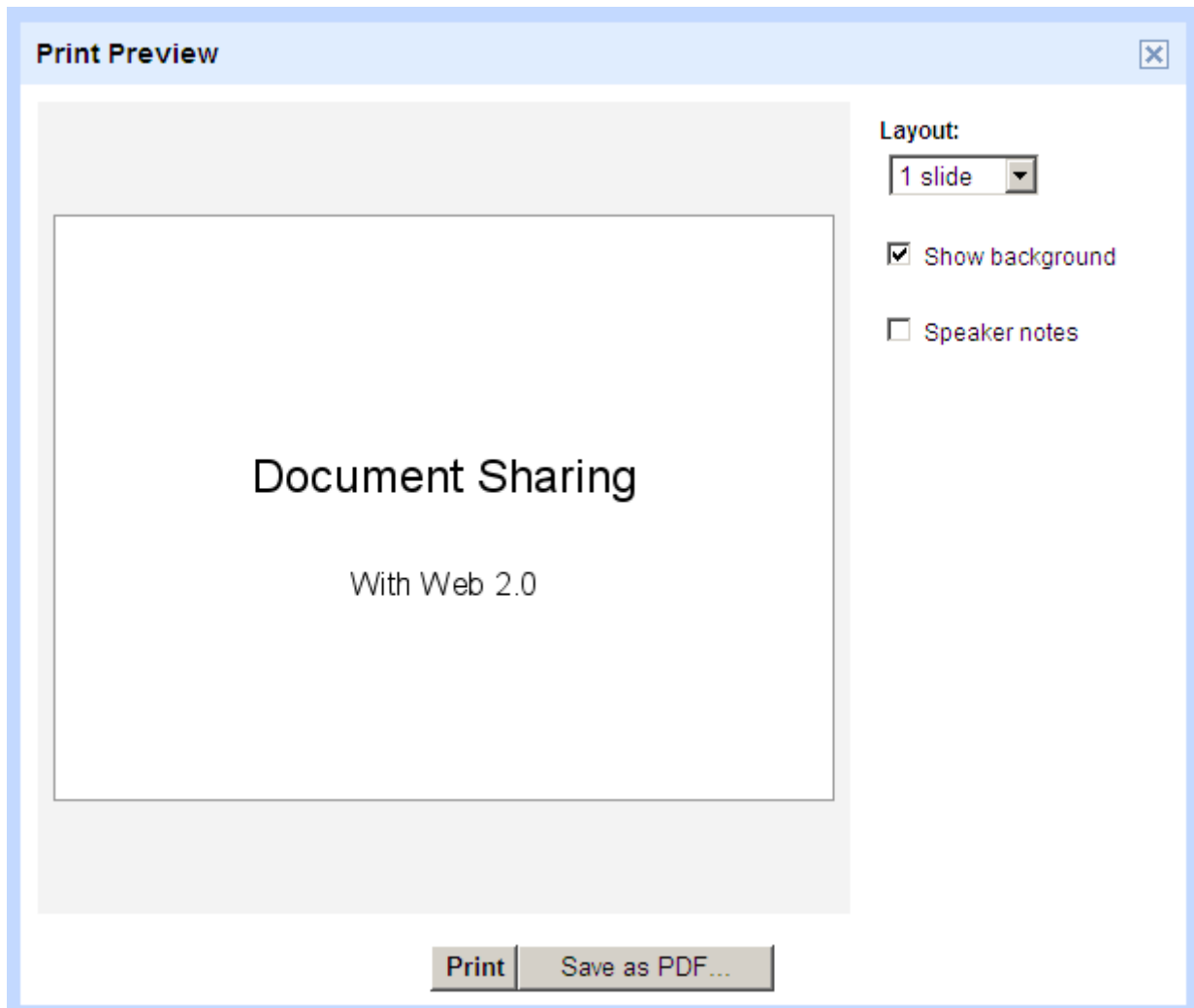
### Exercise

So far in this 'Document Sharing' presentation there are just two slides. It is proposed that you should now experiment further with developing the presentation by adding further slides, adding more text and images. When you are satisfied that you know how to create a basic presentation, the next section will show how to print the presentation.

## 3.4 Printing Slides

Your slides can be printed from Google docs Presentations in the same way as Documents and Spreadsheets. You can print individual slides or a group of slides, one slide per page or multiple slides on a single page. You can also print speaker notes to accompany each slide.

- Click **File** in the toolbar
- In the drop down menu, click on **Print**.
- The Print Window will appear giving a number of options:



- Click on the downward arrow to the right of Layout and select how many slides per page you wish to print. *You'll notice the preview change as you select different options.*

As with Google Documents and Spreadsheets, the print procedure is different to that of applications like Powerpoint as your web browser is unable to print the document as it appears. If you try and print directly from the web browser you would print everything you see in the window including the Google Docs logo and the icons. In order to get around this Google Docs first converts your work into a PDF which can then be printed.

- Click **Print**
- When asked if you want to open or save the file click Open.

Adobe Reader should now open. If you do not have Adobe Reader you can download this free from [www.adobe.com](http://www.adobe.com)

- Click on the **File** menu (within Adobe Reader)
- Select **Print** from the drop-down menu and the Print window appears

This is known as the 'Print dialogue' window and this is where you state what you want to print and how many copies. From this dialogue box you will be offered a number of options including changing the default printer, the number of pages printed, etc. If you just click Print it will print the whole document on your normal printer.

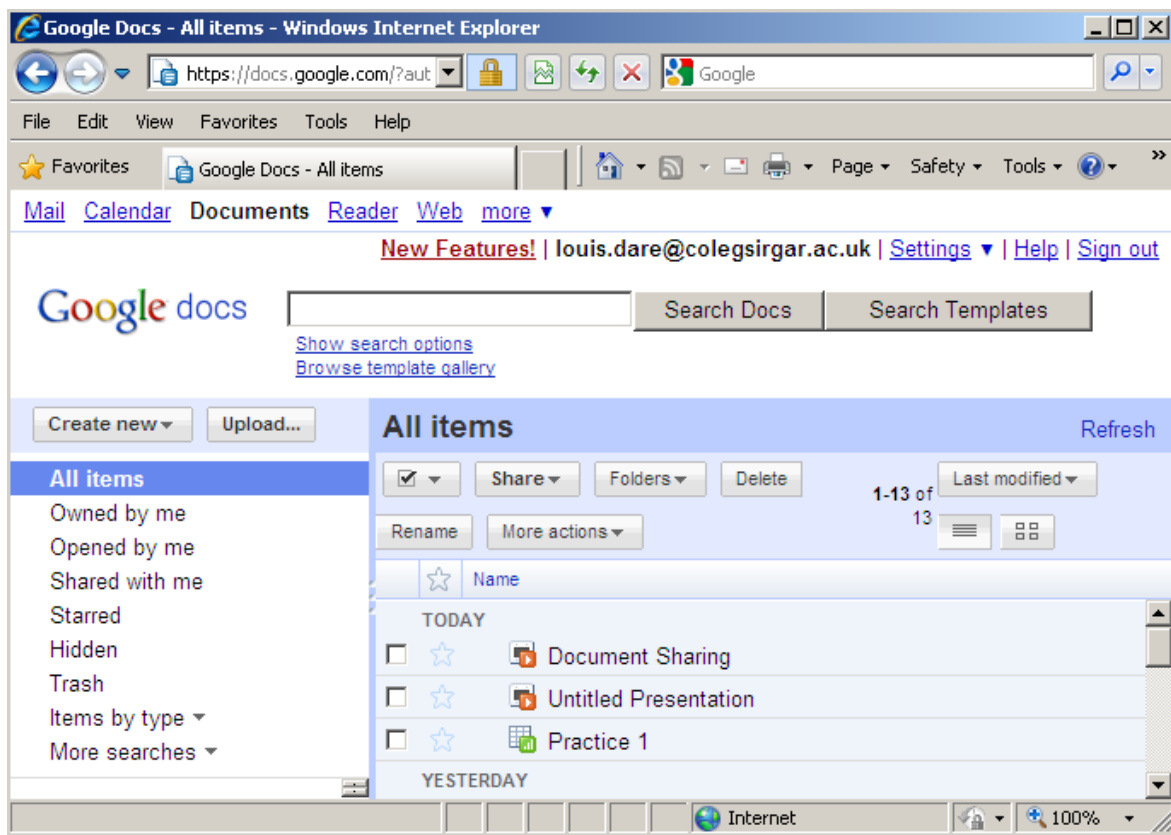
As with the other Google Docs, presentations can be imported from programs like Microsoft Powerpoint. The next section explains how this is done.

### 3.5 Importing Presentations to Google docs

So far this session has focused on the creation of new presentations. However, Google Docs can host your existing PowerPoint files in the same way it can with Word and Excel files. The important feature for document collaboration is that Google Docs can convert existing files into a format that can be edited online by anyone who is given editing rights.

To upload a presentation:

- Click Upload from below the Google docs logo as shown in Figure 3.13



The Upload Files window will appear.

- Click Select files to upload
- Should you wish to collaborate and allowing editing ensure you click the Convert document check box
- Select a Destination (Collections) folder
- Click Start upload as shown below



## Upload Files

### Select files

You are currently using 1 MB (0%) of your 1024 MB. [Add storage](#)

You can upload files up to 1024 MB. Files converted to Google Docs have smaller limits.

No files selected...


 [Select files to upload](#)


### Select conversion options

Only converted files can be edited online. [File types and size limits](#)

- ☐ Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs formats
- ☐ Convert text from PDF or image files to Google Docs documents. [How does this work?](#)

When uploading files, you agree to abide by the Google Docs Terms of Service and Privacy Policy. Do not upload or share any content that infringes copyrights or that you otherwise do not have the legal right to upload or share. [Learn more](#)

 Destination folder ▾

 Private ▾

Start upload

When your file is uploaded it will appear in your Google docs file listing. Click on the file to open it. As with other Google docs, you can then collaborate in its use by giving others Edit rights through the Share menu at the top left of the Google docs window.

The final section of this session recommends regular viewing of your presentation as you create it.

## 3.6 Viewing a presentation

You can view your presentation at any time. Clearly you will be doing this when actually making the presentation, but it is a good idea to view the presentation regularly while it is being constructed so that you can check that it appears the way you want it to.


- Click the **Start presentation** icon to start the presentation

[louis.dare@colegsirgar.ac.uk](#) | [Settings](#) ▾ | [Sign out](#)

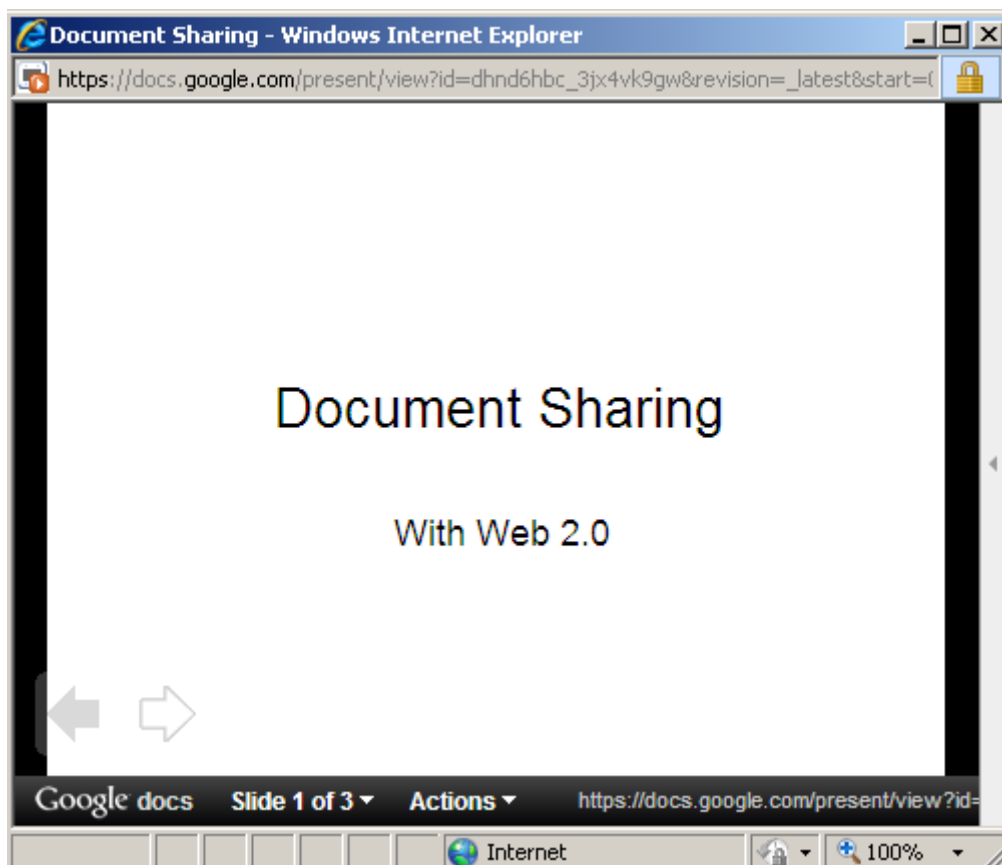
Saved 27 minutes ago

Start presentation

Saved

 Share ▾

The first slide will be displayed on the screen:



When you are ready for the next slide, click on the left mouse button or the keyboard down arrow and the next slide will appear. This process will continue as you step through the slides till you get to the end of the presentation. You can exit the presentation display and return to the presentation editor at any time by clicking the Esc key.

Try this with your presentation.

This session covering presentations is now complete. You are now invited to share your experience with others on the [discussion forum](#).

### 3.7 Conclusions and Discussion

This module has shown how to create Google docs Presentations and has demonstrated some of the basic features. There is much more to learn about presentation features and you are encouraged to experiment and share your experience with others in the discussion forum.

The key benefit of Google docs Presentations is the way they facilitate collaboration in the creation of presentations. This can be important for teachers if they are making a joint presentation, but it can be even more valuable to learners, particularly adult and VET learners, who are conducting joint project work and need to collaborate even though they can't meet face-to-face.

You are now invited to share your views about Google docs presentations on the [discussion forum](#). Do you use Powerpoint presentations in your teaching? What do you think about your learners collaborating on presentations as an assessed outcome of groupwork? Do you have any queries about the use of Google docs Presentations?

## Session 4 – Sharing Documents using Scribd

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### Introduction

So far the sessions in this module have focused on web 2.0 tools that can be used to aid collaboration. The following two sessions will focus on tools that enhance the sharing of existing documents. Scribd is a powerful platform that allows the author to host a large range of documents online with a variety of options. It allows you to upload your PDF, Word, PowerPoint and other document types and share them online with other people. Scribd is to documents what YouTube is to video. Just like YouTube you can upload files, build collections of your favourites materials, make comments and search for documents on a particular topic.

[Here](#) you can find a video that introduces Scribd and describes its benefits. A key benefit is that it will make your documents available for sharing online and that sharing can be achieved simply by sending the web address of the document by email. There is no need for the person receiving the email to download the document or have the software, such as Microsoft Word, that originally created it - they can just read it online. Having said that, Scribd does allow users to download and print the documents if they want to.

### Learning Outcomes

At the end of this session you will be able to:

- Create a Scribd account
- Upload existing documents
- Edit properties
- Share your uploaded documents.
- Create a collection of documents

### What you have to do

As with Google Docs, the first thing you need to do if you have not used Scribd before is to create an account. The first session takes you through that process and you will then proceed through the following sessions which cover the uploading and sharing of documents. At the end of the session you will complete a practical exercise and participate in the discussion forum.

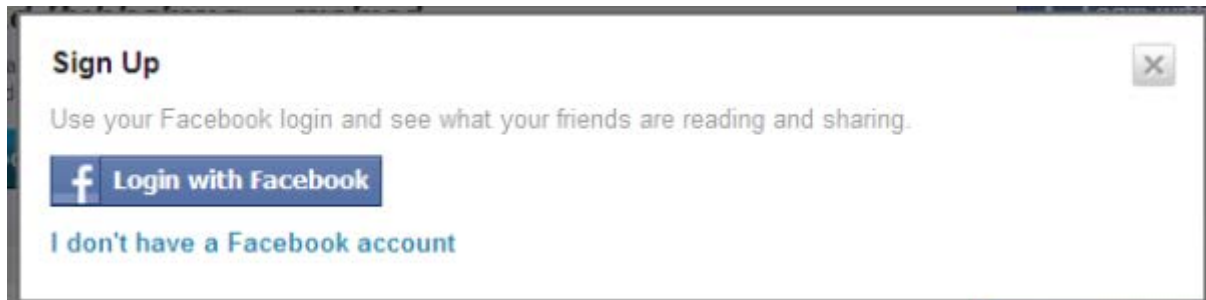
### 4.1 How to create a Scribd account

As with most web 2.0 applications you can search for existing material without an account however in order to access the full range of tools you must first sign up. Once you have created an account you'll be able to upload documents, make comments and create collections.

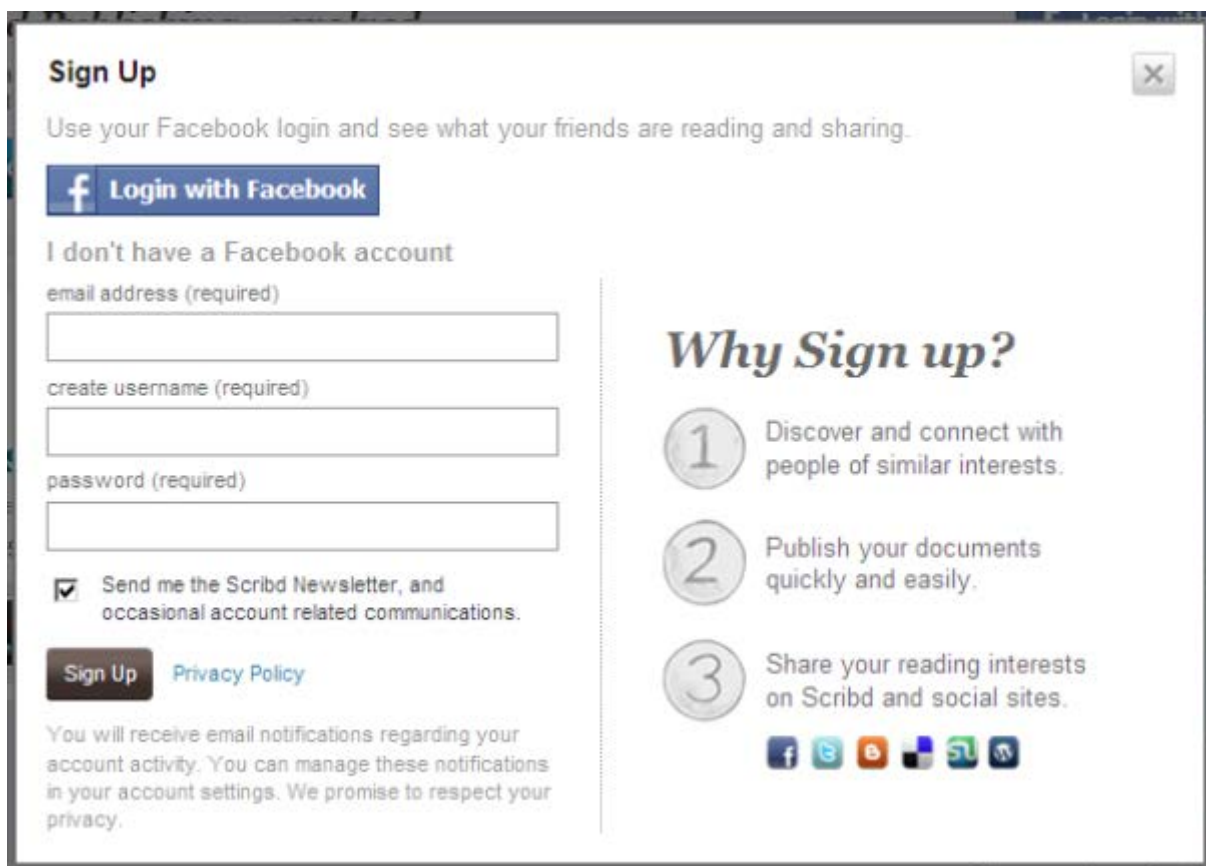
- Open your internet browser
- Enter the following address [www.scribd.com](http://www.scribd.com)



- Click **Sign up** from the link on the far right.



If you have a **Facebook** account you can click **Login with Facebook** and your account details will be authenticated. Alternatively you can click **I don't have a Facebook account** and create a new user name and password.



- Enter your email address, choose a username and enter a memorable password.
- If you are happy with the Privacy Policy, click **Sign Up**

**Sign Up**

Use your Facebook login and see what your friends are reading and sharing.

**f Login with Facebook**

I don't have a Facebook account

email address (required)  
louis.dare@moodle4teachers.ac.uk

create username (required)  
louisdare  
louisdare is available!

password (required)  
••••••••

☐ Send me the Scribd Newsletter, and occasional account related communications.

**Sign Up** [Privacy Policy](#)

You will receive email notifications regarding your account activity. You can manage these notifications in your account settings. We promise to respect your privacy.

### Why Sign up?

- 1 Discover and connect with people of similar interests.
- 2 Publish your documents quickly and easily.
- 3 Share your reading interests on Scribd and social sites.

[f](#) [t](#) [v](#) [in](#) [g](#) [+](#)

You should now have your own Scribd account. To search for existing resources type in keywords within the search bar at the top of the screen. The next section covers the uploading of documents to Scribd.

## 4.2 How to upload

Once you have created your Scribd account you can start uploading documents. A range of documents including Word, PowerPoint, Excel and PDF can be uploaded on Scribd.

- Click on the blue **Upload** at the top of the Scribd homepage.
- Click on the **Upload** icon below **Select File**
- Browse and select a file from your local drive(s)

**My Reading Feed** **Upload**

Share what you're reading...

**How to Upgrade Someone**

Edit title:

This document explains how to upgrade MOODLE Rights

**Save**

Once your file has been uploaded you can then update details and improve the search-ability of the file.

- Give your file an intuitive **Title**
- Select a category and sub category

Tags are a series of keywords that are used to match a document when other users search. It is important that you enter as many words as possible in order to increase the chances of your document being found.

- Once you have entered the tags enter a description.

The description is displayed within the search results and should be worded to entice possible browsers.

- Click **Save** to finish

The next section shows how to edit the properties of your uploaded document.

### 4.3 How to edit properties

Once your document is uploaded you can set a range of parameters and update the details entered when you first uploaded the file. Many of these parameters control the access level of your document which could be essential if used as a learning resource.

- First select the document you wish to configure

If you are using a document as a learning resource and only want your own learners to be able to access the document click on the **Make Private** icon as shown below. You will learn later how to share public and private documents.


To make further adjustments:

- Click **Edit/Delete**



You should now see the following screen. The first three descriptor boxes (shaded yellow) allow you to update the information you provided when you uploaded the document.

### Edit Document Details



**Title**  
How to Upgrade Someone to a Teacher on MOODLE

**Description**  
This document explains how to upgrade MOODLE Rights

**Tags (separated with commas)**

**Settings** **Revisions**

**Set as:** Public - anyone can see this document

**Category:** School Work

**Sub-Category:** Study Guides, Notes, & Quizzes

**Language:** English

**Default View Mode:** Scroll

**Downloads:** Enable

**Allow users to download as:** ☒ Microsoft Word document ☒ Plain text file ☒ PDF download

**Allow comments:** Enable

**Printing:** Enable

**Copying and pasting text:** Enable

**License:** Attribution Non-commercial

**Delete this Document**

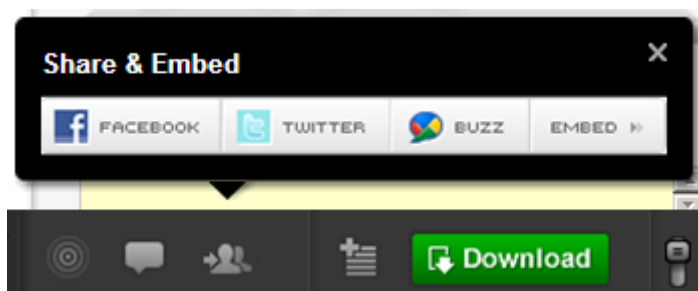
**Save** **Cancel changes**

You can now change the settings for the document which make it public or private, allow the document to be downloaded and printed and a number of other options. You can also specify the copyright license conditions. The next section shows how to share your documents.

#### 4.4 How to share

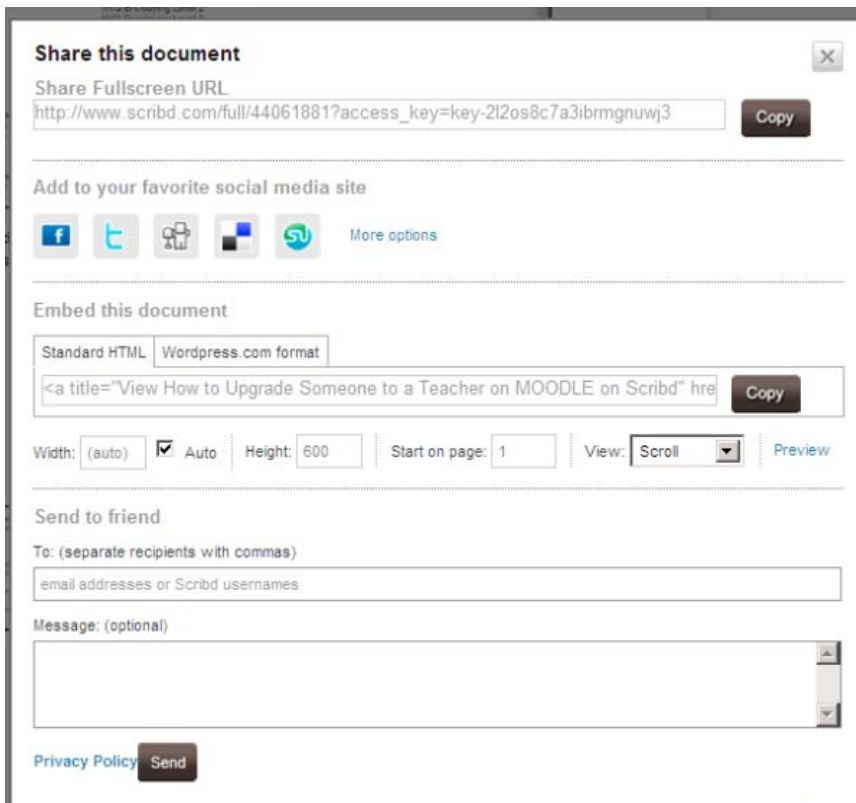
As mentioned earlier, documents can exist as **Private** or **Public**. It would be recommended for educational resources to be set as private. Learners can still be directed to them, however random users will not be able to find them via the search facility. This will prevent unknown users posting unwanted comments within your document's forum.

- Select the document you wish to Share.
- Click on the **Share & Embed** icon at the bottom (looks like two heads) at the bottom of the Scribd screen.





- Select **Embed**

The screenshot shows the 'Share this document' window from Scribd. It has a title bar with a close button. The main content is divided into three sections. The first section, 'Share Fullscreen URL', contains a text box with a long URL and a 'Copy' button. The second section, 'Add to your favorite social media site', features icons for Facebook, Twitter, LinkedIn, and StumbleUpon, along with a 'More options' link. The third section, 'Embed this document', includes a tabbed interface for 'Standard HTML' and 'Wordpress.com format'. Below the tabs is a text box containing an HTML embed code snippet, followed by a 'Copy' button. Further down are input fields for 'Width' (with 'Auto' selected), 'Height' (set to 600), 'Start on page' (set to 1), and 'View' (set to 'Scroll'), along with a 'Preview' link. The final section, 'Send to friend', has a 'To:' label, a text box for email addresses or usernames, and a 'Message: (optional)' text area. At the bottom left are links for 'Privacy Policy' and a 'Send' button.

There are three ways in which you can share this document:

The **Share Fullscreen URL** option allows you to link straight to the document from a web page.

The **Embed this document** option allows you to display the document from within a web page.

The **Send to a friend** sends the document link to choose recipients in an email.

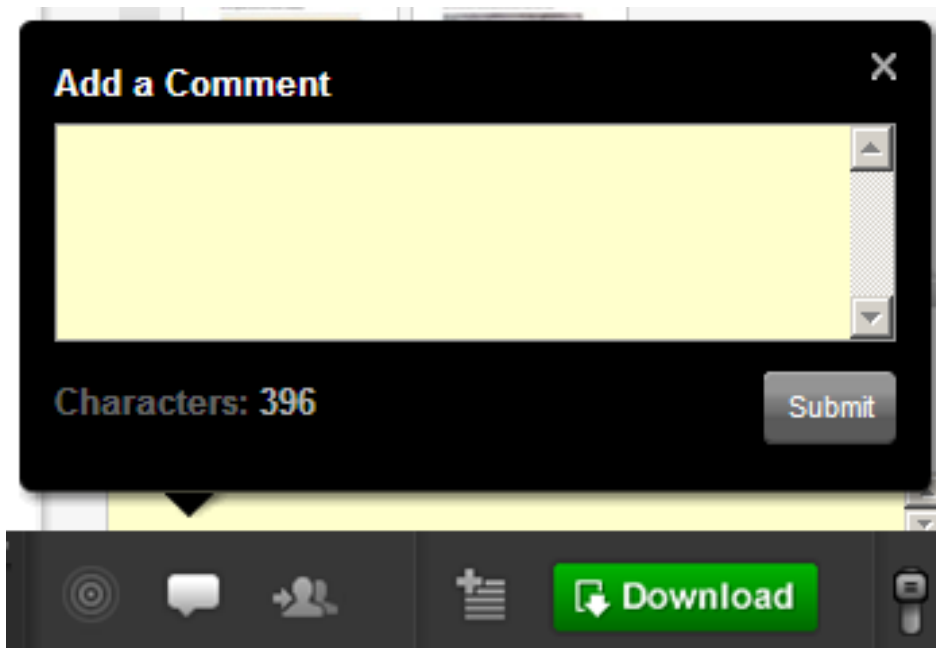
The next section shows how you and the people you are sharing with can add comments to the document.

## 4.5 Adding Comments

Scribd allows comments to be made about uploaded documents. This could be useful when documents are used as part of a learning activity. You may, for example, have circulated a document to your group of learners and want them to share their views on its content. They can do this by adding their comments to the document.

To do this:

- Click on the **Add comment** icon (Looks like a speech bubble) at the bottom of the Scribd page.



You may start the discussion by entering your own observations and, perhaps, asking a number of questions that you want your learners to respond to. This would be an alternative to using a discussion forum and would link more directly to the document being discussed.

Once you have a number of uploaded documents it is a good idea to organise them for easy access. The next section shows how to create document collections.

## 4.6 Creating collections of documents

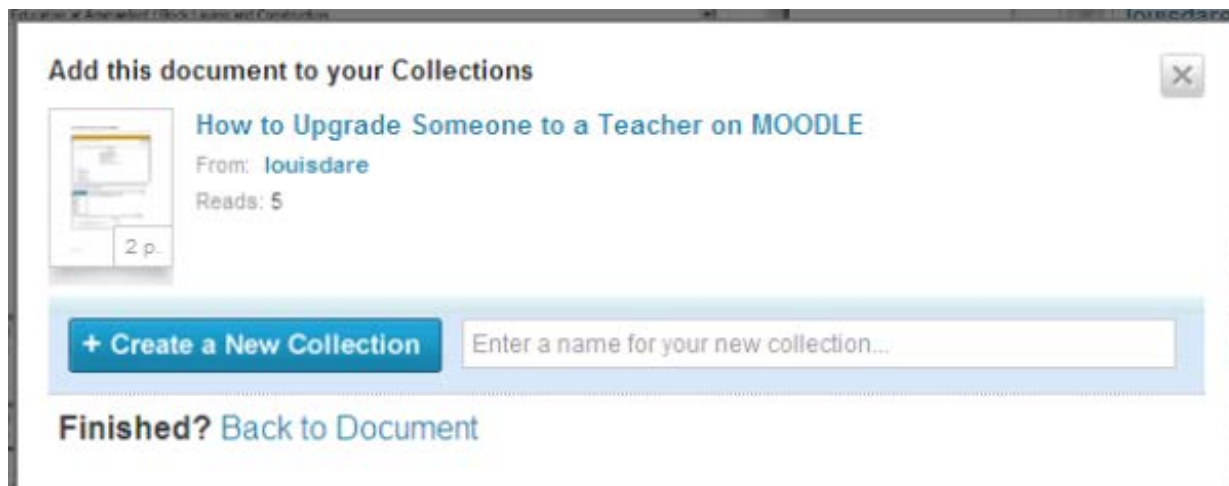
If you upload and share a number of documents using Scribd as part of your teaching, you will probably want to organise them under subject headings to make them easier to manage and find. This can be done in Scribd by creating document **collections**.

### Creating Collections

At the bottom of the Scribd screen there is an icon showing a page with a + sign



This is the **Add to Collections** icon and when you click on it you will be invited to add the current document to an existing collection or to create a new collection.



To create a new collection, enter an appropriate name and that collection will appear in the **Add to Collections** box the next time you click on the icon.

### Sharing Collections

Once you have created your collections you can share the whole collection link with your students, either via email or as a link within a web page.

- Move the cursor on the screen over your login name at the top of the Scribd window. A drop-down menu will appear.
- Click on **My Collections**. All of your collections will then be displayed.
- Click on the Collection you wish to share
- Copy the URL for this collection now showing in the address bar

You can now email this link to anyone you want to share the collection with.

This concludes the session on Scribd and you should now be able to upload and share documents. In the final section you are invited to complete a practical exercise to reinforce your familiarity with Scribd, and to share your experience in the discussion forum.

## 4.7 Practical Exercise and Discussion

You are likely to have created a Scribd account and practiced uploading, viewing and sharing documents as you worked through this session. If you haven't, it is suggested you do so now and then share your experience in the discussion forum.

### Exercise

- Sign up for a Scribd account
- Upload a document and view in the Scribd window
- Send an email to yourself with the document URL and open from the email
- Post a comment on the document and view that comment
- Create a collection and add the document to it



### Discussion

What do you think about Scribd as an online document sharing system? How do you think it compares with Google docs as a way of sharing documents? What are your thoughts on its value in VET? Post your response on the [discussion forum](#).

## Session 5 – Sharing Documents using Slideshare

### Introduction

Slideshare is another way of sharing documents online. Originally intended to allow the sharing of Powerpoint presentations, it now allows the uploading and sharing of a wide range of document file types. One of the advantages it has over Google docs is that the file size allowed is much larger and hence the documents can contain more multi-media content.

[The video](#) introduces Slideshare and demonstrates its uses. The different topics in this session will provide practical advice on how to set up a slideshare account and upload, display and share documents. Its use in VET will also be discussed and the ways in which relevant uploads by other users can be found will be explored.

### Learning Outcomes

During this session you will:

- Create a Slideshare account
- Upload existing presentations
- Edit properties
- Add audio commentary
- Share presentations

### What you have to do

This session will take you through the process of creating a Slideshare account and uploading and sharing documents. As with the other applications covered in the module, it is recommended you complete the sections in sequence, but if you already have a slideshare account then you can skip that section.

At the end of the session you will be invited to compare all of the document sharing applications covered in this module and to share your views on the discussion forum.

### 5.1 An Introduction to Slideshare



Presentations using Microsoft Powerpoint or a similar program are commonly used in education. The projection of digital slides on a screen or whiteboard has replaced the use of photo slide shows and transparency projectors in the classroom. Such presentations are typically created using a desktop computer and transferred to the display computer using a USB memory stick. However, what happens if your presentation is in a format unsupported by the computer you are presenting from? What happens if you lose

your USB stick on your way to the event? By uploading your presentation to SlideShare such problems are avoided.

SlideShare presentations can be run from almost any web browser found on a PC or Mac and so offer a greater range of compatibility than PowerPoint alone.

In addition, by uploading the presentation onto SlideShare you can email the link to your learners/audience without duplicating valuable email server usage. Additionally, you can make changes to the version on SlideShare without having to email your audience whenever you make a change.

[Here](#) you can find a short clip from Duarte briefly explaining some useful tips when preparing PowerPoint presentations for SlideShare.

The topics that follow in this session will take you through the process of uploading and sharing documents using SlideShare.

## 5.2 Creating a Slideshare Account

To upload and share your documents with SlideShare you must first create your own account. To do this:

- Open your Internet browser
- Enter the following address [www.slideshare.net](http://www.slideshare.net)

The SlideShare Home Page will appear and you will be invited to login or create a new account.



- Click **Sign up** from the link on the far right.

The image shows the 'Get a free SlideShare account' sign-up form. At the top, it says '(takes 30 seconds)'. The form contains the following fields and elements:

- Username \***: A text box containing 'ldare2000' with a green message 'username available' below it.
- Email Address \***: A text box containing 'louis.dare@colegsirgar.ac.uk' with a green message 'email is valid' below it.
- Password \***: A text box filled with black dots.
- Enter text to verify \***: A CAPTCHA area showing the text 'NiMhDw' in a stylized font. Below it is a link that says 'Can't see image? Refresh'.
- ☒ I accept the [TOS & Privacy Policy](#)
- ☐ Send me the SlideShare newsletter
- A **SIGNUP** button at the bottom.

- Enter a username, memorable password, your email address and once you've read the Terms of Service click **Signup**.

You will now have your own SlideShare account and will be signed in with the user name you gave. You may wish to begin your use of SlideShare by searching for existing resources of relevance to your area of teaching. Type some keywords in the search bar at the top of the screen and view the results.

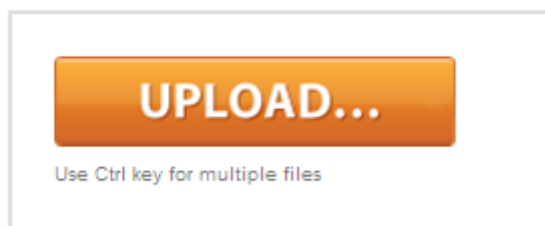
In the next section you will upload documents to Slideshare.

### 5.3 Uploading Documents

Once you have created your SlideShare account you can start uploading documents. A range of documents including Word, PowerPoint, Excel and PDF can be uploaded on SlideShare.

- Click on **Upload** at the top of the SlideShare homepage.
- Click on the **Upload** icon

#### Upload one or more files



- Browse and select a file from your local drive(s)

Once your file has been uploaded you can then update details and improve the searchability of the file. One of the benefits of SlideShare in education is the availability of a wide range of resources that teachers have uploaded in their subject areas. You can contribute to that by making your documents available for others to find and use.

- Give your file a **Title**
- Select a **Category**

A screenshot of the SlideShare file details form. At the top, it says "Sending Introduction to the Web.pptx to the conversion queue". The form has two columns. The left column contains: a "Title" field with "Introduction to the web", a "Tags" field with "separate tags by comma", a "Category" dropdown menu with "Choose category", and a checked checkbox for "Allow file download". The right column contains: a "Description" text area, a "Privacy (who can see this)" dropdown menu with "[Public] Everyone", and "Save changes" and "Delete" buttons.



Tags are a series of keywords that are used to match a document when other users search. It is important that you enter as many words as possible in order to increase the chances of your document being found.

- Once you have entered the tags, enter a description that summarises the content of your document.
- Click **Save changes** to finish

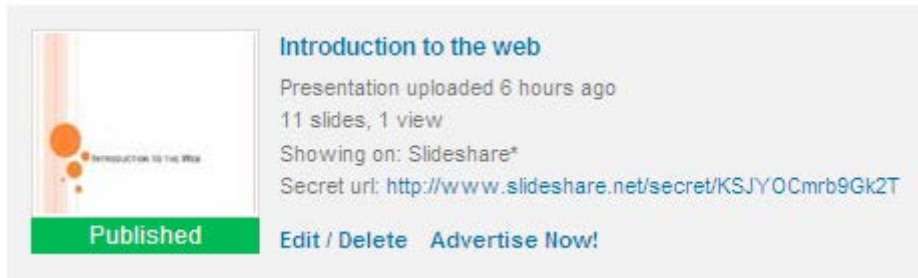
The next section shows how to set access levels for your documents and provide information about them.

## 5.4 Editing Document Properties

Once your presentation is uploaded you can set a range of parameters and update the details entered when you first upload the file. Many of these parameters control the access level of your document which could be essential if used as a learner resource.

If you are using a document as a learning resource and only want your own learners to be able to access the document this page also demonstrate how you can customise privacy options.

- Use the mouse to place the cursor over your name on the top right of the SlideShare window
- From the drop-down menu, select **My Uploads**



- Click **Edit/Delete** next to the presentation you wish to manipulate.

You should now see the following screen. The first text boxes allow you to update the descriptors as discussed in the previous section.

Last updated: 04:41 AM, Dec 14th 10

**Title \***  Include some descriptive keywords in the title, this helps people in finding your content.

**Description**

**Tags**

**Choose Category**

**Allow viewers to download file** ☒

**Languages**

**Player Background Color (Full screen mode)**  [\(what's this\)](#)

**Privacy**  Who can see it?

☒ **Give me a secret URL**  
For sharing with people outside SlideShare. Use with care. Slideshow will be visible to anyone who has secret URL.  
 Secret URL:  
<http://www.slideshare.net/secret/KSJYOCmrB9Gk2T>

☐ **Allow embedding outside SlideShare**  
For embedding outside SlideShare. Use with care. Embed code will work anywhere on web. For maximum security, turn off embedding.

**Choose a license**  By default, you reserve all rights to files you upload. You could apply a Creative Commons license to your work. [Learn more](#)

[Cancel](#) [Update](#)

You can also change the privacy settings, including whether the file can be downloaded and whether viewers can add comments. If you only want your learners to make see the file and make comments, then select **Private Only Me** and **Give me a secret URL**. You can then send that URL to your learners so they can see the document and it will not be seen by others.

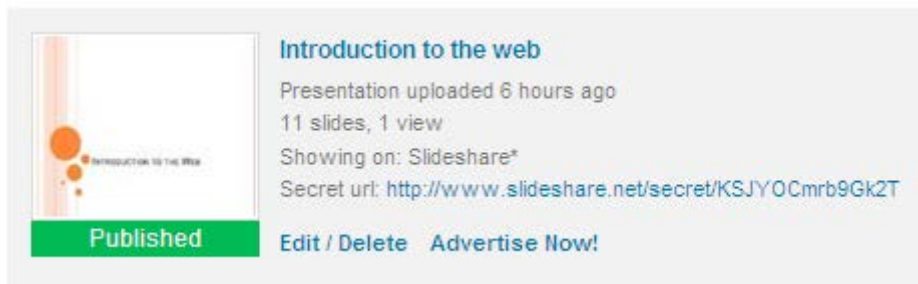
- Click **Update** to finish

Although many different types of document can be uploaded and shared with Slideshare, the original objective was for the sharing of presentations. Presentations, particularly those intended to be viewed online, are enhanced by an audio commentary and the next section shows how this can be added.

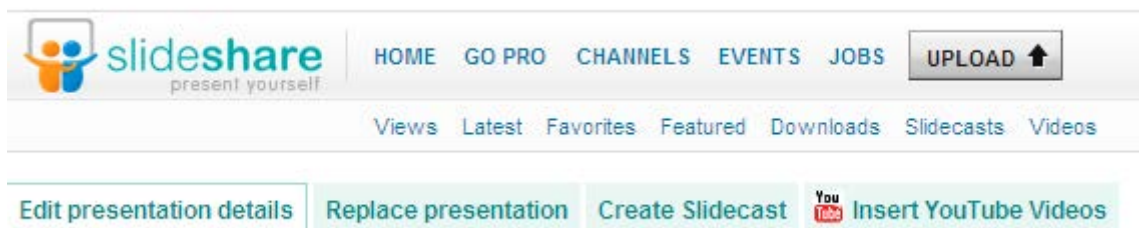
## 5.5 Adding an Audio Commentary

Once your presentation is uploaded you can add audio commentary. Before you can upload your commentary you must first record the audio content and save as an MP3 file - there are many free applications such as Windows Sound Recorder that can assist you in this.

- Hover the mouse over your name (top right)
- Select **My Uploads**



- Click **Create Slidecast**



- Click the orange **Upload mp3** icon

Create Slidecast for "Introduction to the web"

Upload an mp3 audio file from your computer. (Or link an already uploaded mp3 audio file). Note: we do not host music files, only recordings of a presenter talking are allowed. Please wait for a few moments if you don't see the orange "Upload" button.

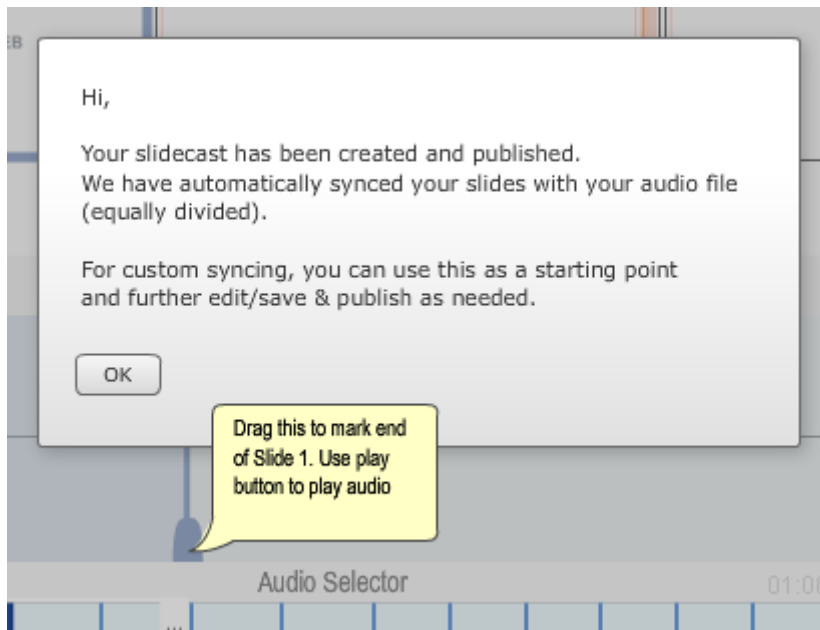
**Upload mp3 file...**

Once the mp3 file has been uploaded it will be processed. This step can take several minutes.

**Processing your mp3 file 'test.mp3'**

You will be redirected to the synchronization tool in a few minutes to sync slides with audio.

Once the MP3 has been uploaded and processed the author must then match the audio commentary with the slide. This cannot be done automatically as you may spend more time discussing one slide than another.



- Click **OK** to continue
- Click on **Slide 1** if it is not already selected
- Press Play (Red Arrow) to test
- Drag the blue marker to increase or reduce the audio for slide 1
- Click on **Slide 2**
- Press Play (Red Arrow) to test
- Drag the blue marker to increase or reduce the audio for slide 2
- Continue for all the remaining slides
- Click **Save**
- Click **Publish**

This concludes the session on Slideshare. You are now invited to complete a practical exercise to further familiarise yourself with the application and to share your views on the discussion forum.

## 5.5 Conclusions and Discussion

This final session of the Document Sharing module has looked at the use of SlideShare as a way of making documents available online for others to view and use. You have been encouraged to create your own SlideShare account, upload documents and experience how well the documents are presented and can be shared.

### Exercise

- Create a Slideshare account (if you haven't already done so)
- Upload a Powerpoint presentation



- Set the properties and sharing settings
- Add an audio commentary (optional)
- email the link to yourself
- Check that the presentation appears as you planned

You are now invited to reflect on the use of all three document sharing applications that have been covered in the module. What do you think of the relative merits of Google docs, Scribd and Slideshare? How might they be best used in the support of VET? Share your views with others in the [discussion forum](#).