

# RootsTech 2016

## Google Docs As A Collaborative Tool

Computer Lab

Gregg Legutki

gregg@skinnerkinsmen.org

### Outline

Logging into your Google account

Help!

Google Docs / Google Drive overview

Google Docs v. Google Drive

<http://docs.google.com>

<http://drive.google.com>

My Drive

Shared with Me

Google Photos

Recent

Starred

Trash

Creating a document

Create a worksheet

Adding information

Links to external websites

Photographs

Making a copy of a shared document

Agenda

File :: Make a copy :: Rename

Sharing a family history

- a. [https://docs.google.com/document/d/1fRR7Xj7I-9f5O0vKIEPK1REzE6i\\_UcKL9HcgC65thKI/edit](https://docs.google.com/document/d/1fRR7Xj7I-9f5O0vKIEPK1REzE6i_UcKL9HcgC65thKI/edit)

Who changed that?

Finding your Google documents in Google Drive

Recent

Search box

Filing documents

Additional if time permits:

Making your research more successful

Tools :: Research

Uploading a created document

New: File Upload

[https://familysearch.org/learn/wiki/en/File:Research\\_Log.doc](https://familysearch.org/learn/wiki/en/File:Research_Log.doc)

Copy/Paste example (<http://goo.gl/stehMx>)

Online Resources

Google docs youtube videos

[https://www.youtube.com/results?search\\_query=google+docs+tutorial+2015](https://www.youtube.com/results?search_query=google+docs+tutorial+2015)

Additional Google Apps (If time permits)

Creating Google maps:

<https://www.youtube.com/watch?v=TftFnot5uXw>