Backchannel Link: bit.ly/36xIawe
Padlet Link: padlet.com/bouchel/gdocs
YouTube Recording Link: youtu.be/hkoRD14U95k

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A picture is worth a thousand words

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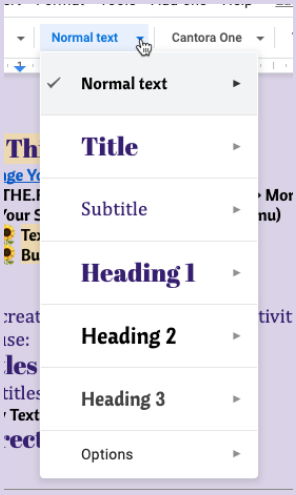
Some Fun Extras

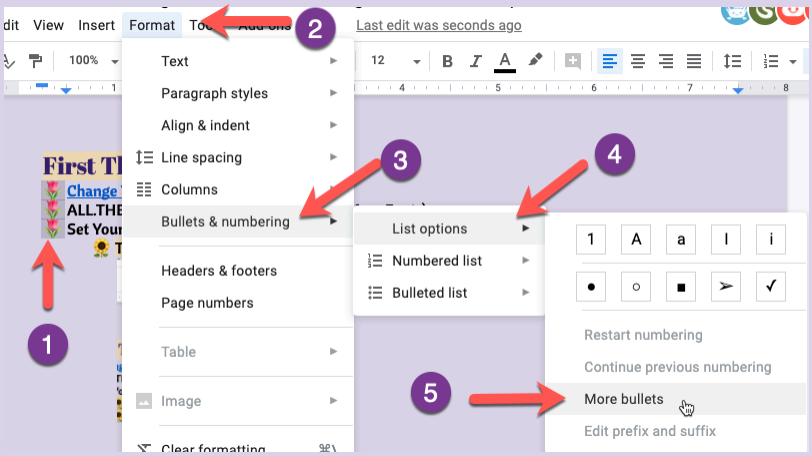
Final Touches

Help Documents & Other Resources

First Things First

- Change Your Margins (File > Page Setup)
- ALL.THE.FONTS (Font Dropdown Menu > More Fonts)
- Set Your Styles
  - Text Styles (Text Style Dropdown Menu)





🌻 **Bullet Styles**

When creating Docs templates and activities, I typically have 4 different text styles that I'll use:

1. Titles

2. Subtitles

3. Body Text

4. Directions or Tasks

Organizing Your Docs

🌷 **Bookmarking (Insert > Bookmark)**

- After creating your bookmark, use the linking tool to link to bookmarks within the Google Doc. Use the shortcut keys Ctrl + K to link.
- Example: PCS Online Course Catalog
- Would be great for Choose Your Own Adventure Stories
  Option 1 Option 2

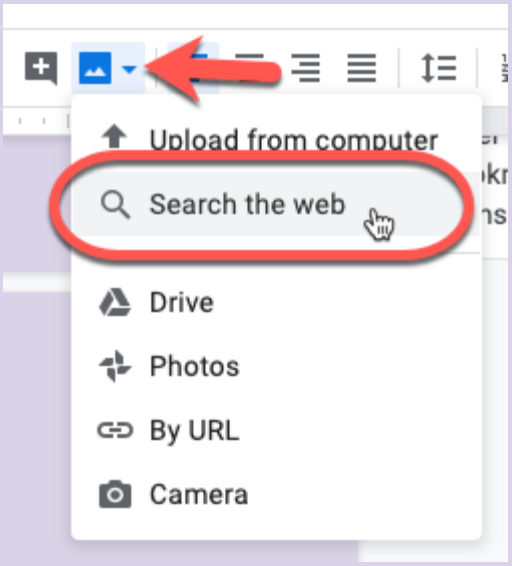
🌷 **Table of Contents (Insert > Table of Contents)**

- Only items you have set as "headings" will appear in the TOC

🌷 **Horizontal Lines (Insert > Horizontal Line)**

A picture is worth a thousand words

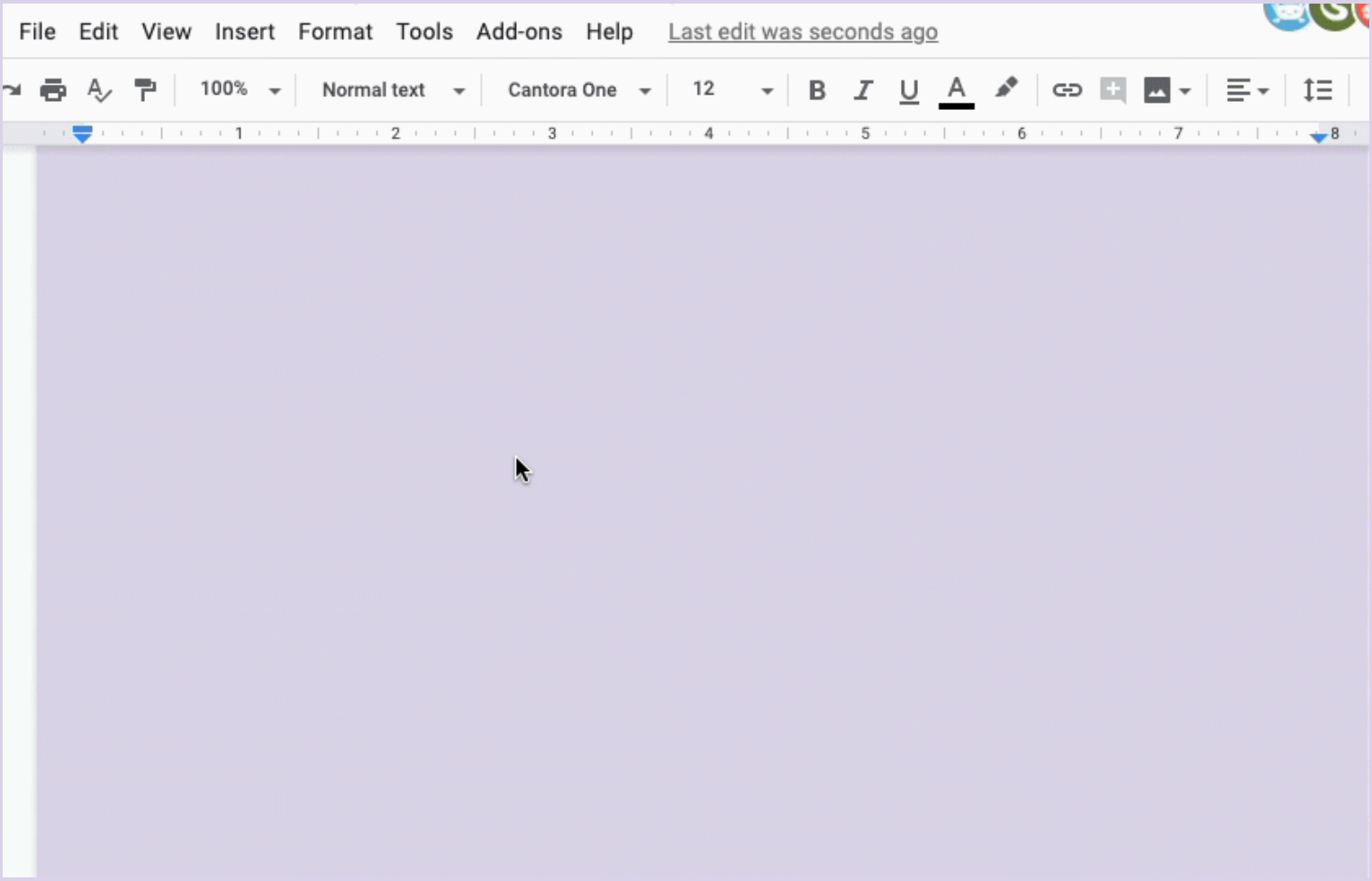
- **Using Insert Image drop down menu - using "Search the web" within the Docs platform (any all other Google apps) will yield search results that are copyright friendly, unlike a regular Google Image search.**



- Editing images - Image must be selected to activate editing options
    - Cropping - double click on an image to get the black crop lines



- Using tables to size images - this is a great strategy to use when you need to make a lot of images the same size quickly...think icons...
    - Create a 1 x 1 table > Size the table as you need > Drag your image into the table > Cut and paste the image where you need it



- Animated images
  - Unscreen.com - this free website will allow you to remove the background from video files. You can then download them as animated gifs or animated pngs. The animated bitmoji below is an animated gif.
    - Think animated Bitmoji... ⬅️ This is a video tutorial for using Snapchat to create 3D animated bitmojis, then inserting them into Google apps like Docs and Slides.



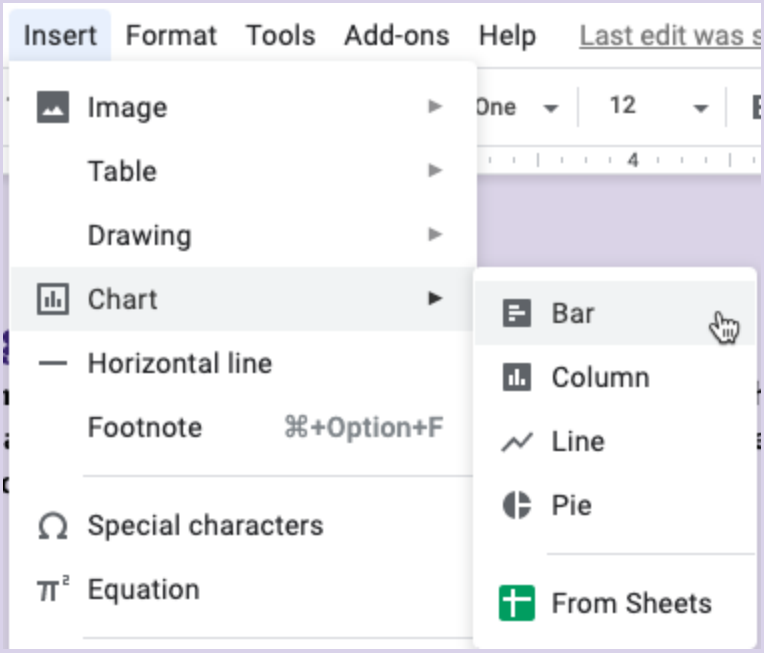
  - Snagit

- [Think animated tutorials...]

Google Drawings IN Google Docs (Insert > Drawing)

Google Docs & Google Sheets (Charts)

You can insert charts into Google Docs with the insert menu. When you insert a chart, a Google Sheet is created that will allow you to edit the data. You also have the option of inserting a chart from an existing Google Sheet.

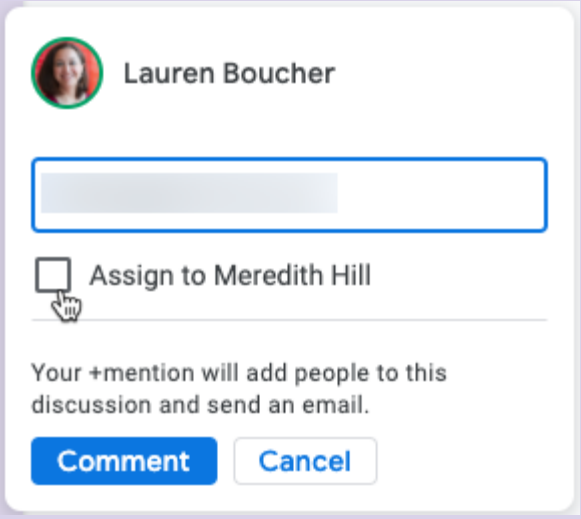


Fun Tools

- Voice Typing (Tools > Voice Typing)
  - Can choose which language you are using.
- Translate (Tools > Translate document)
  - Choose the language
  - A copy of the original document will be generated
- Substitutions (Tools > Preferences > Substitutions)
  - Time-saving strategy for providing feedback
  - Does not hold onto capitalization
- Keyboard Shortcuts (Help > Keyboard Shortcuts)
  - These are a major time-saver. Learn them and use them!!

Managing Your Docs & Students

- Force a copy
    - Change everything behind the last / in the url from “edit” to “copy”. Share new URL, and it will force the user to make a copy before viewing.
- Make your doc a template
    - Change everything behind the last / in the url from “edit” to “template/preview”. Share new URL, and it will provide a preview of the document. There will be a blue button in the top right corner that will allow the user to make a copy of the document.
- Version History
- Tagging & Assigning Tasks with Comments
    - To add comments to a document, highlight the text you’d like to comment on, then use the shortcut keys Ctrl + Alt + M.
    - If you type “@” and a person’s email, that person will get a notification that you have tagged them in a comment.
    - When tagging someone in a comment, you also have the choice to assign that comment to them. When they have completed the task you’ve assigned to them, they can Resolve the comment.

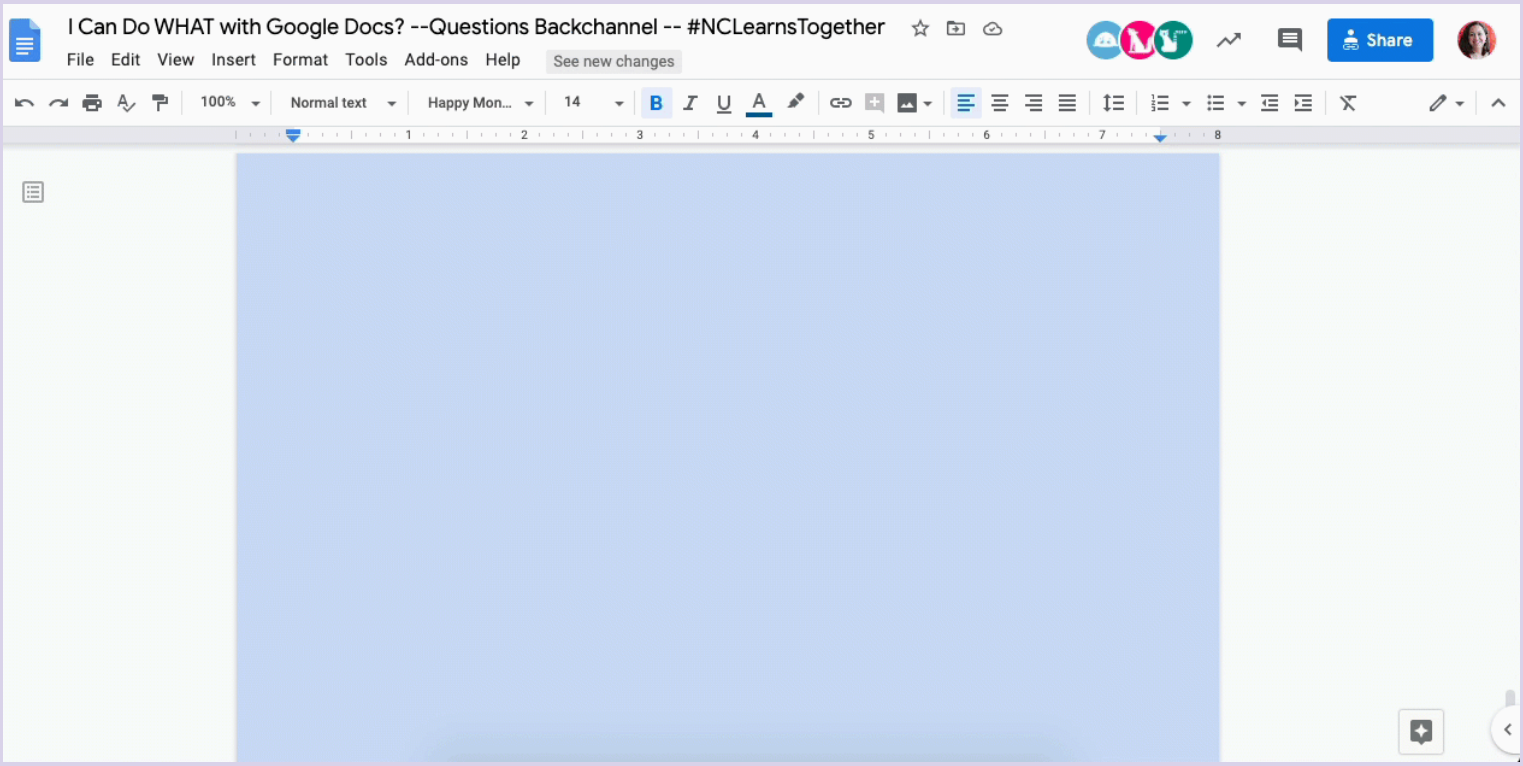


Google Docs Interface

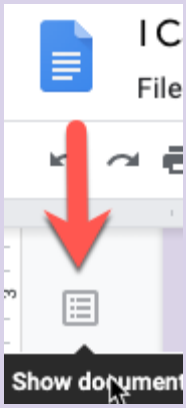
- Explore: Google Explore can be found in Docs, Slides, and Sheets. It does something different in each app. In Google Docs, this tool will recommend websites and images based on the text in the Doc. You can also perform a Google search.

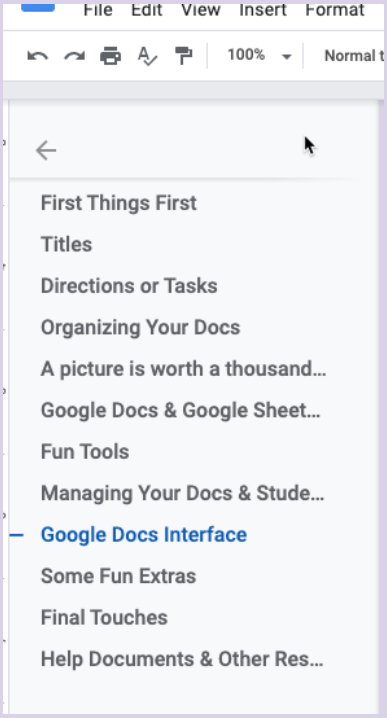


- **Side Panel: In the bottom right corner of the Google Docs interface, you'll find a small left-facing arrow. Clicking this will open up the side panel where you have access to your Google Calendar, Google Keep, and your task list.**
    - **Google Keep - Use Google Keep to copy and paste or drag and drop digital stickers on to Google Docs for feedback and assessment.**

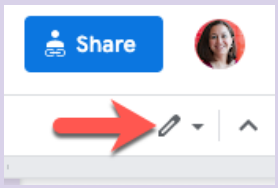


- **Outline View - When you use titles and headings as text styles, you can easily navigate longer Google Docs by utilizing Outline view. The outline can be found in the upper left corner.**



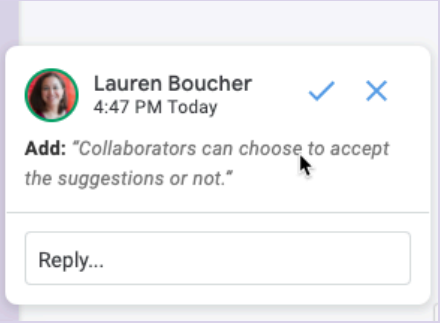


- Editing vs. Suggesting vs. View Modes - There are 3 different modes in Google Docs. To change the mode, click the pencil dropdown menu in the top right corner of the screen.



  - Editing Mode: This is the default mode, and the one we're most used to. When in editing mode, anything added or changed on the Google Doc is instant.
  - Suggesting Mode: Any edits or changes to the Doc are suggestions only, and appear in green.

  - Suggesting Mode: Any edits or changes to the Doc are suggestions only, and appear in green.
Collaborators can choose to accept the suggestions or not.



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me Fun Extras

it.ly extension

oypixels Emoji Keyboard extension

itmoji extension

Some Fun Extras

- Bit.ly extension
- Joypixels Emoji Keyboard extension
- Bitmoji extension
- ADD-ONS!! - Click "Add-ons" in the top menu bar. To find add-ons, click "Get add-ons". This will open up

the marketplace. Clicking the 3 lines in the top left corner of the dialog box will allow you to filter add-ons by category, including "Education".

Final Touches

- Publish to the web - Publishing your Google Doc to the web will allow you to share view-only link. Any updates that you make to the original Doc will be automagically made to your published doc. Published Docs can be embedded on websites.
- Download as ePub (allows Docs to be read with eReaders)
- Download as PDF

Help Documents & Other Resources

- Using Headings in Google Docs
- Using Bookmarks in Google Docs
- Google Docs Insert Menu
- Tools Menu Options
- Sharing Google Docs with Your Students
- Classroom Ideas ⬇️

Elementary Resources			
4 Fun Literacy Activities with Google Docs (First two could be K-5, second two are for upper Elem.)	12 Tips for Using Google Apps with Young Students	Keeping it Simple: Google Docs in Kindergarten Even though it says Kindergarten, this was an idea I had never seen before. Could trigger some ideas for 1st, 2nd grades as well.	The Hyperdoc Hyperdoc
Middle/High School Ideas & Resources			

Creating Choose Your Own Adventure Stories	Top 5 Google Docs Lesson Plans for Middle School Could also be adapted for late elementary and high school.	10 Awesome and Surprising Ways to Use Google Docs in the Classroom	The Hyperdoc Hyperdoc

Option 1
Lksjdflksdjflskdjflskdjflskdjf

Option 2

lskdjflskdjflsjkdf