

Looking at the Google Docs Suite – this week... Drawing and Forms!



“Tech Tools with Tine” Webinar Series Presents:

Drawing and Forms

Part of Google Docs

Tine Walczyk – February 25th, 2011

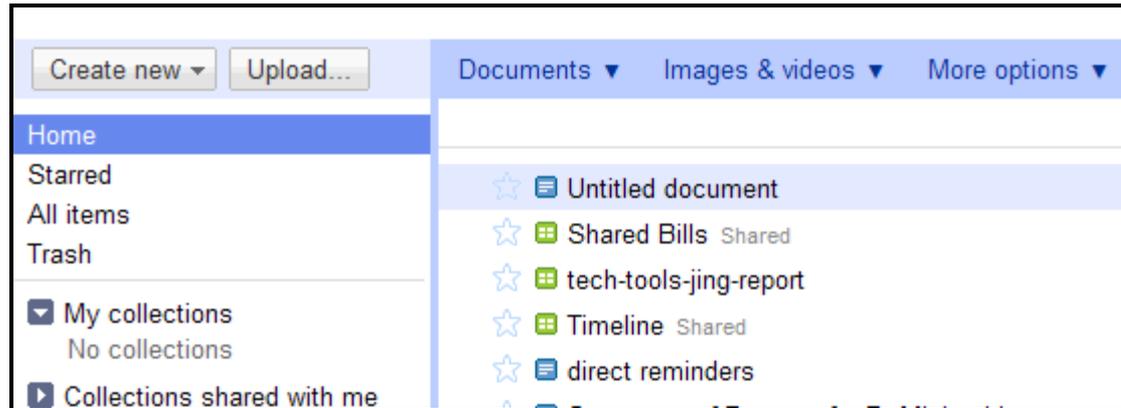
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What is Google Docs?



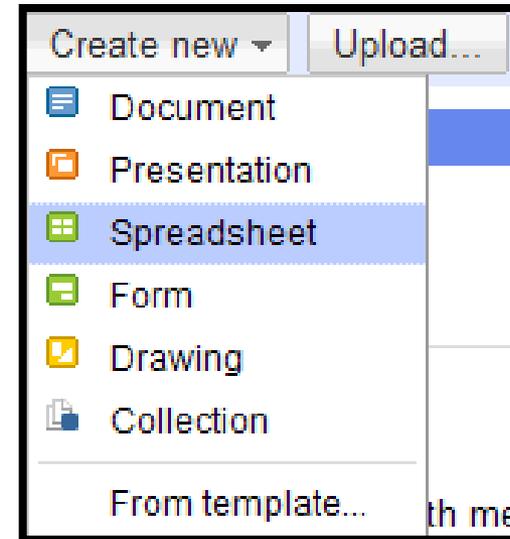
A set of office productivity applications

Work from anywhere

Share with anyone

And then, what are Drawing and Forms?

- Drawing allows us to create images and work with/edit images.
- Forms allows you to create online surveys or data entry screens. It uses Spreadsheet as the backend.



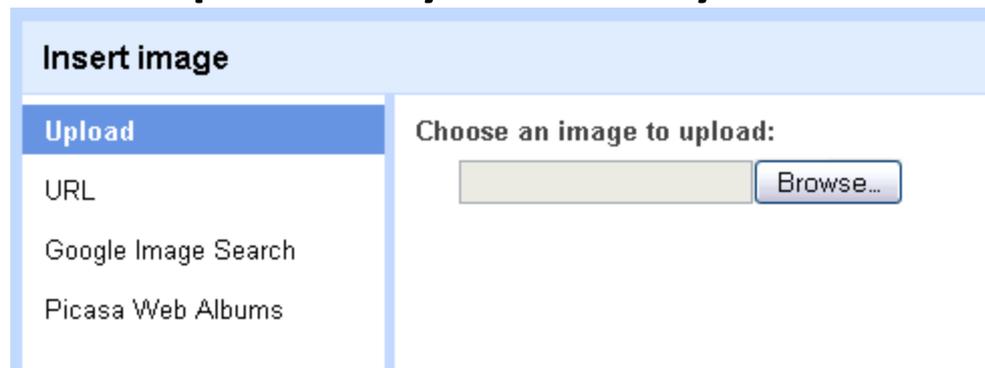
Drawing



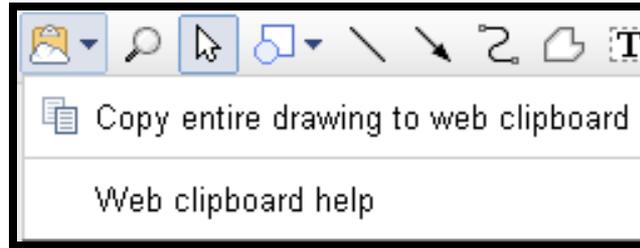
- Drawing has a simple to use set of tools.
- To get started, simply click on the tool and drag your mouse to draw the object.
- Once the object exist, use the Format menu to adjust it.
- Key note from Google Help: “If you have Microsoft Internet Explorer and would like to edit Google Docs drawings, you need to install Google Chrome Frame or use another supported browser.”

Working with existing images

- Use the Image button.
- Can use images from files, existing web sites, Picasa, or run a search.
- Make sure to have copyright clearance for any images you use – especially those you searched for.

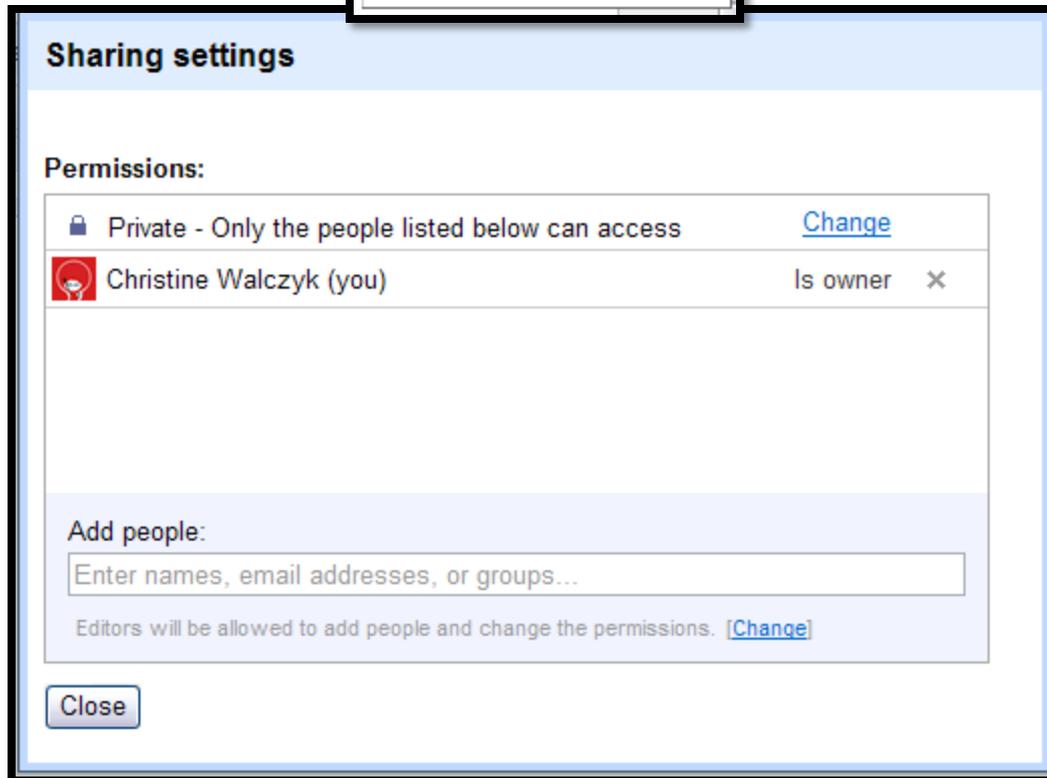
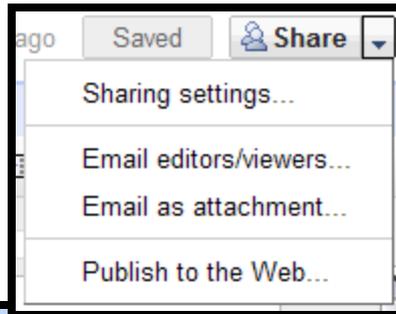


Using your drawing



- You can embed your drawing into other Google Docs.
- A link is established. Edit the drawing file and the embedded image is also changed.
- Embedded drawings can't be shared.

How to Share



- Private
 - Others must login to share your documents
- Link
 - Anyone who has a link to your doc can work with your doc
- Public
 - Anyone can work with your document
- 2 levels
 - Editor
 - Viewer

Drawing Size Considerations

From Google Docs Help:

- In order to insert an image, it must be:
 - a .PNG, .JPEG or .GIF (no animated GIFs) file
 - Max 2000 pixels in each dimension
 - Max 2MB
- Optical Character Recognition (OCR) lets you convert images with text into text documents using automated computer algorithms. Images can be processed individually (.jpg, .png, and .gif files) or in multi-page PDF documents (.pdf). These are some of the types of files suitable for OCR:
 - Image or PDF files obtained using flatbed scanners
 - Photos taken with digital cameras or mobile phones
- Total FREE storage space: 1GB



Forms User Interface

+ Add item Theme: Plain **Email this form** **See responses** **More actions** **Save**

Untitled form

You can include any text or info that will help people fill this out.

Question Title   

Help Text

Question Type ▼

Their answer

Make this a required question

Sample Question 2



Create the Survey

- Many types of questions available.
- Fill in your question information.
- Decide if the question is required.

Make this a required question

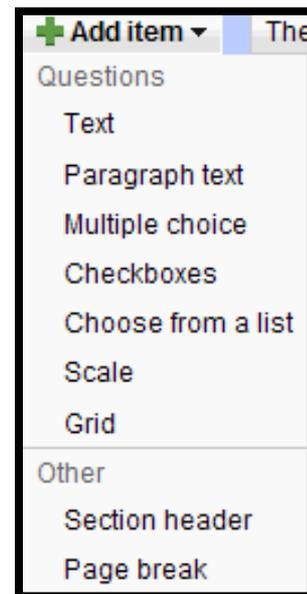
- Choose a Theme. Theme: Plain

- Edit your confirmation/thank you screen.

More actions ▾

Embed

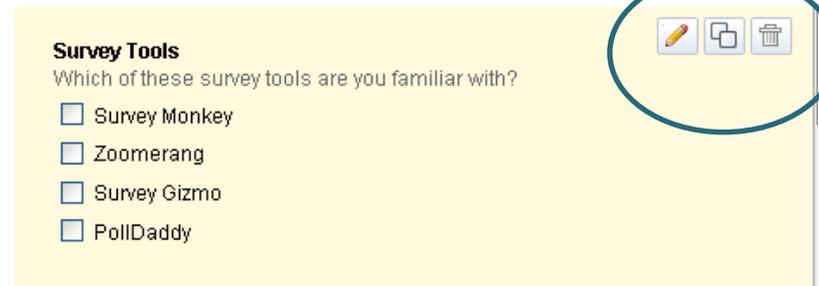
Edit confirmation



Making Changes

- Use the Edit Tools to open the question
- Make changes and select Done.
- Only make changes to the form before you announce it to participants.

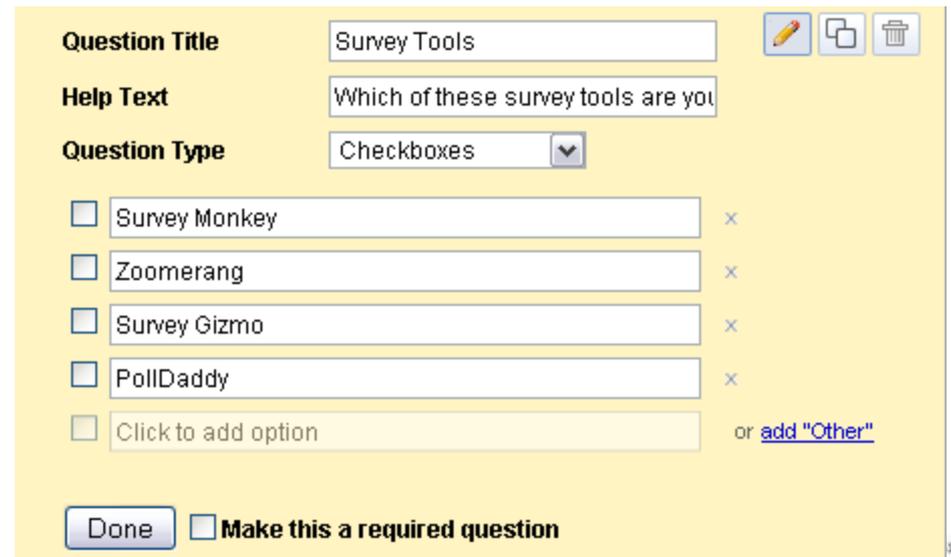
Edit Tools



Survey Tools
Which of these survey tools are you familiar with?

Survey Monkey
 Zoomerang
 Survey Gizmo
 PollDaddy

The 'Edit Tools' icon (a pencil) is circled in blue, with a blue arrow pointing to it from the text 'Edit Tools' above.



Question Title   

Help Text

Question Type 







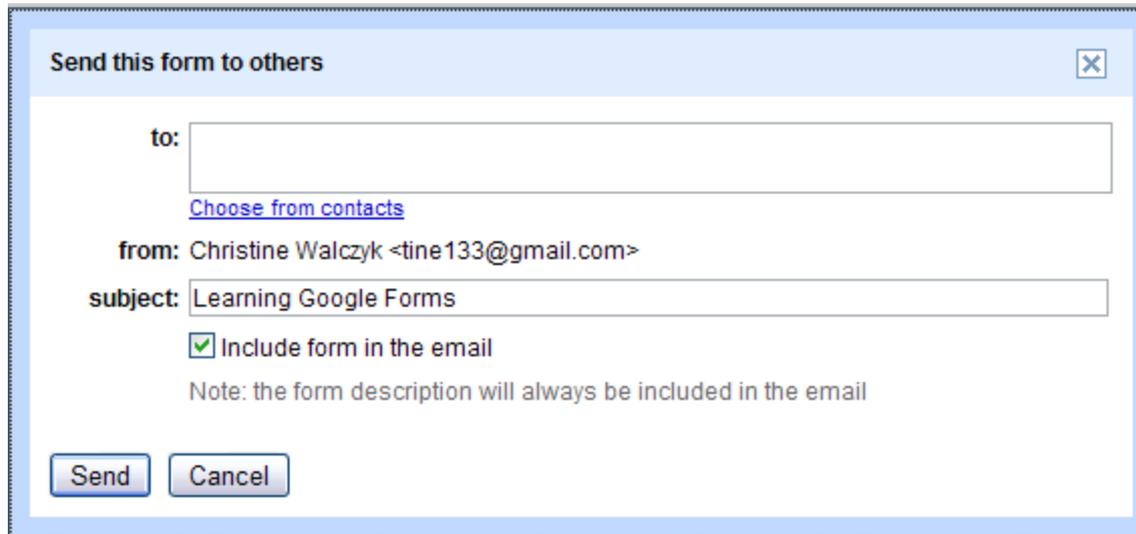


or [add "Other"](#)

Make this a required question

Notify Participants

- Send invitations



The screenshot shows a dialog box titled "Send this form to others" with a close button (X) in the top right corner. The dialog contains the following fields and options:

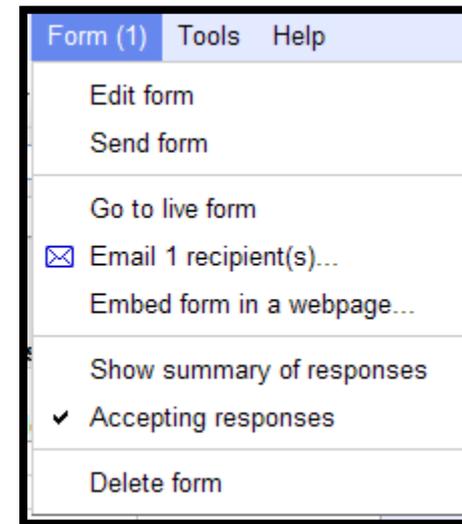
- to:** An empty text input field with a link "[Choose from contacts](#)" below it.
- from:** Christine Walczyk <tine133@gmail.com>
- subject:** Learning Google Forms
- Include form in the email
- Note: the form description will always be included in the email
- Buttons: Send, Cancel

- Post the URL

You can view the published form here: <https://spreadsheets.google.com/viewform?formkey=>

Close the Survey

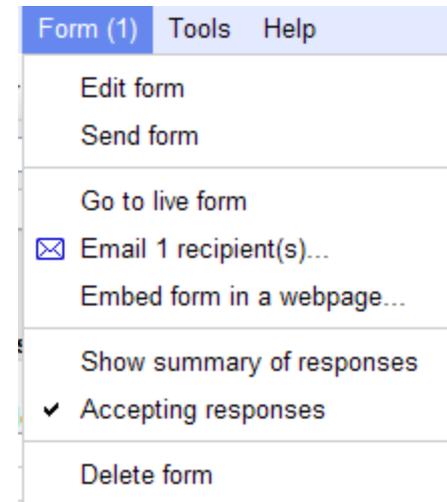
- Results are shown in a Spreadsheet file.
- Use the Forms menu to close the survey.
- The number after the word FORM shows how many responses were received.



Review the results

- Look at summary statistics
 - Text questions – List
 - Scale questions – Column
 - Grid questions – Bar
 - Checkbox questions – Bar
 - Choose from List questions – Pie

- Look at Spreadsheet for raw data



Working with the Data

- Once data collection starts, you should refrain from making changes to the form or the resulting spreadsheet file.
- Creating Charts from the data does not hurt the data – best to put charts on their own sheet.
- When in doubt, make a copy of the spreadsheet and work from the copy to retain data integrity.

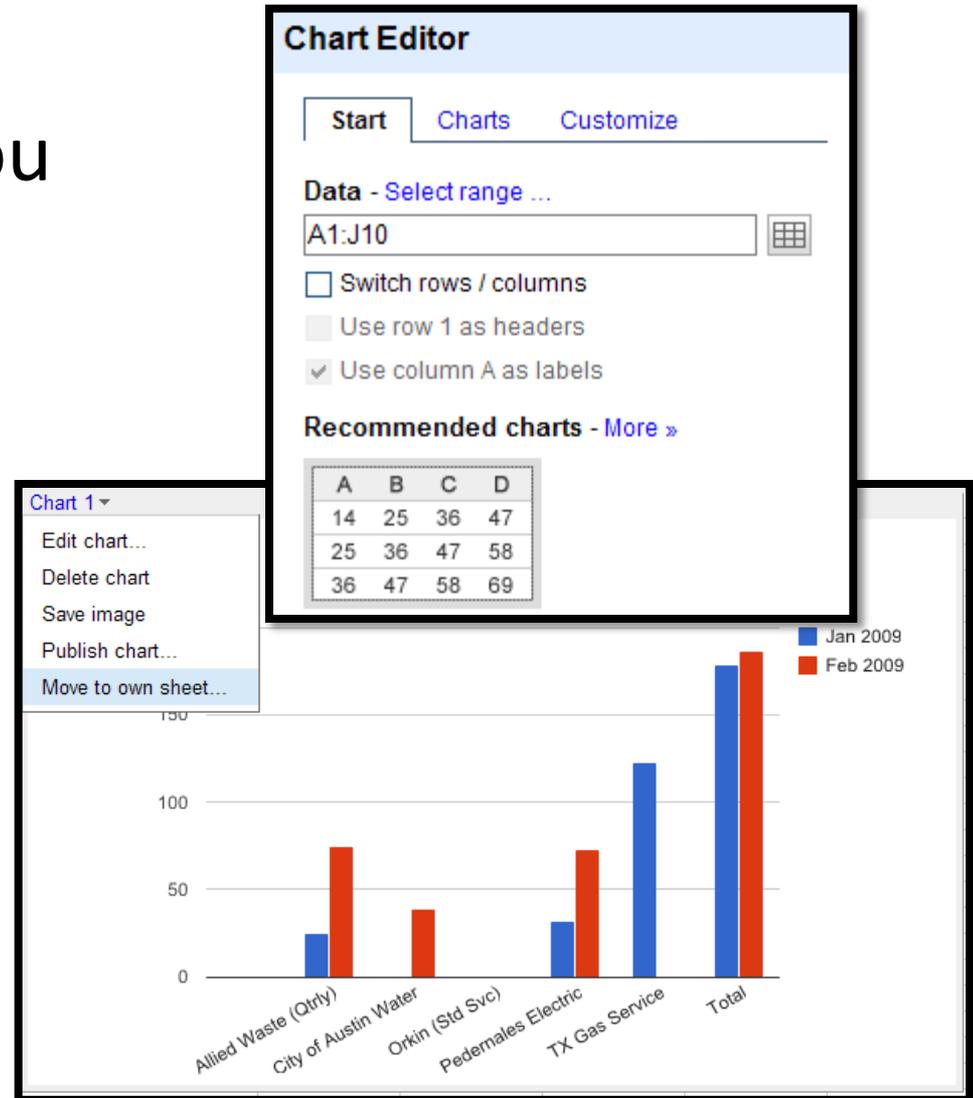


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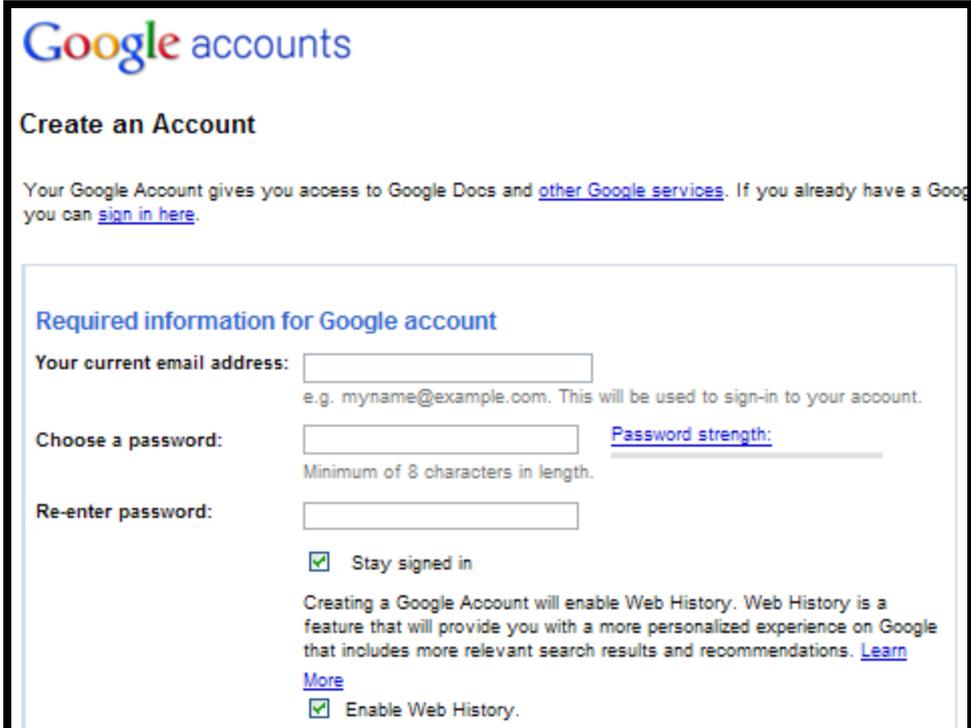
Creating Graphs / Charts

- Chart editor walks you through the process
- Chart can be altered any time



Setting up your account

- Google Account required
- Gmail Account not required



The screenshot shows the Google Accounts 'Create an Account' page. At the top, it says 'Google accounts' in the multi-colored logo. Below that is the heading 'Create an Account'. A paragraph explains that a Google Account gives access to Google Docs and other Google services, and provides a link to sign in if the user already has an account. The main section is titled 'Required information for Google account' and contains three input fields: 'Your current email address' (with an example 'myname@example.com'), 'Choose a password' (with a 'Password strength' indicator), and 'Re-enter password'. There are two checkboxes: 'Stay signed in' (checked) and 'Enable Web History' (checked). A note explains that creating a Google Account will enable Web History, which provides a more personalized experience, with a 'Learn More' link.

Google accounts

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

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.



What about Privacy

- Default – everything is private
- Privacy is controlled by how you share your files
- Terms of Service – “right to reproduce”



Helpful Information

- Survey Tool Options --
<http://www.techsoup.org/learningcenter/software/page10744.cfm>
- Drawing Getting Started Guide in Help –
<http://docs.google.com/support/bin/topic.py?topic=28131>
- Using Forms in Help –
<http://docs.google.com/support/bin/topic.py?hl=en&topic=15166>
- Google's explanation of Terms of Service --
<http://docs.google.com/support/bin/answer.py?hl=en&answer=82366>



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Next week...

Google Sites!!

Tech Tools with Tine Webinar presented on February 25th 2011.

