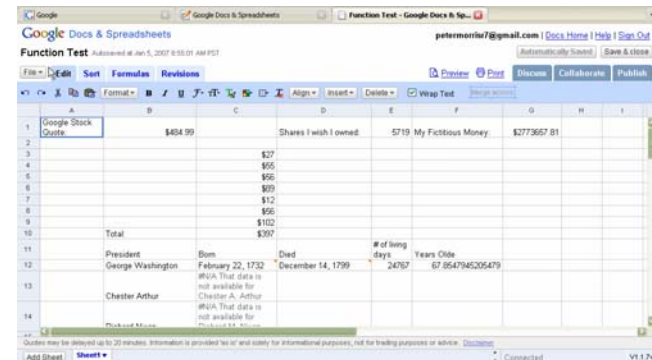


What is it?

- Combination of Writely and Google Spreadsheets into one user interface dubbed “Google Docs & Spreadsheets”



- The *nifty* part – provides a venue for collaborative work on a single document or spreadsheet. (Up to 50 people can work on a document at a time)





What is it? (part 2)

- Pros:
 - On-line storage: Docs are available on-line 24/7.
 - WYSIWYG editing
 - Import .txt, .html, .doc, .rtf, .odt, .swx, .csv, .xls, .ods
 - Export .pdf, .html, .doc, .ods, .rtf, .csv, .ods, .xls, .txt
 - Spreadsheet application has integrated chat window for collaborators to discuss the document
 - Documents can be published to Google hosted web pages.
 - Some editing of HTML is allowed to “fine tune” in Docs.
- Cons:
 - Currently Docs only supports “Replace All” feature. No “Find”
 - No fine-grained hierarchy of editing rights: read-only or edit
 - Does not contain feature bloat of desktop applications (for better or worse!)

How Can You Use It?

- Students could collaborate on group projects.
- Offer suggestions *while* students are in the writing process.
- Group authorship of journal articles.
- Central repository for disparate collection of statistics/experiment results.
- Way for study-abroad students to correspond
- If your conference destination has computers, you needn't carry a laptop on the airplane!
- Import documents for safe storage.

User interface for Docs

Note the orange “Also editing...” at the bottom!!

The screenshot displays the Google Docs web interface. At the top left is the Google Docs & Spreadsheets logo. The top right shows the user's email address, [Docs Home](#), [Help](#), and [Sign out](#). Below the header, the document title is "View Test One" with a subtitle "saved on January 5, 2007 5:08 PM by PeterMorrisR7". To the right of the title are buttons for "Save", "Save & close", and "Discard changes". A menu bar includes "File", "Edit", "Insert", "Revisions", and "Edit HTML". To the right of the menu bar are buttons for "Preview", "Print", "Email", "Collaborate", and "Publish". Below the menu bar is a rich text toolbar with icons for undo, redo, cut, copy, paste, bold, italic, underline, text color, background color, link, unlink, bulleted list, numbered list, indent, outdent, quote, unquote, text background color, and text color. The main editing area contains the text: "Naughty little kittens you've lost your mittens;
Than you shall have no pie.
Boo hoo, boo hoo, than we shall have no pie. -Pmorris 1/5/07, 5:08pm". The bottom status bar is orange and contains the text "Also editing now: Pmorris.", a "Refresh" button, and a "Check spelling" button with a dropdown arrow.