

Digital Hub Guidance

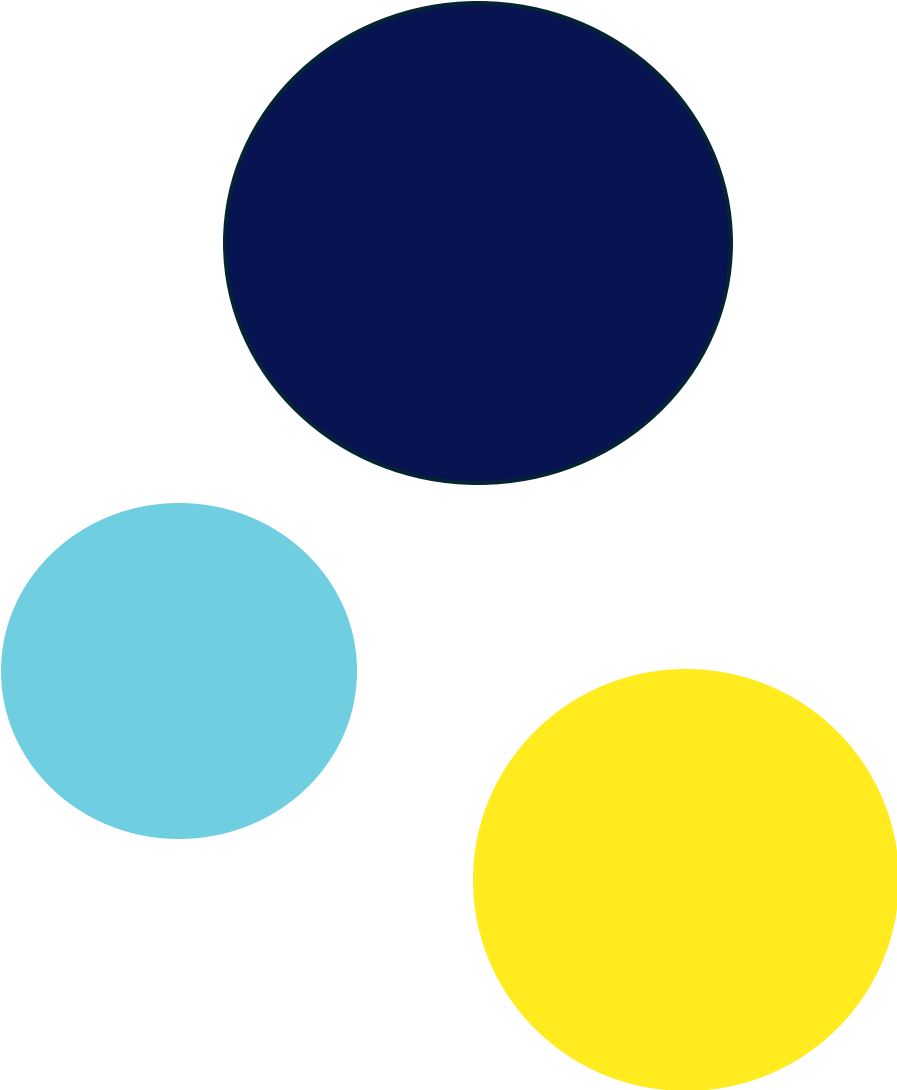
Google Drive and Google Docs



Google Docs



Google Drive



Welcome to Your Digital Journey with Google Drive and Google Docs!

Here you can learn how to use Google Drive and Google Docs at Reed in Partnership offices. Whether you're just starting out in the digital world or looking to enhance your existing skills, this guide is designed to make the process simple and enjoyable.

In this guide, you'll learn how to:

- Create and manage your Google Drive and Google Docs
- Perform everyday tasks like downloading documents and attaching them to emails
- Use Google Docs to write your CV, cover letter, and personal statements

Our goal is to empower you with the knowledge and skills to navigate the digital landscape with ease and confidence. For more detailed instructions, please refer to the specific guides linked below.



Google Docs



Google Drive

1. Google Docs



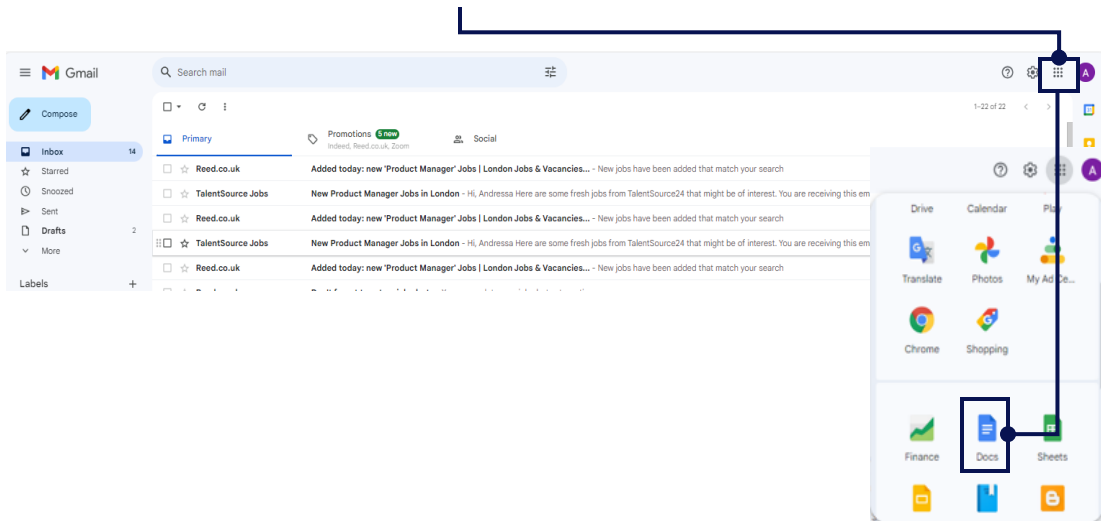
Google Docs is a versatile online word processing tool that allows you to create, edit, and collaborate on documents in real-time from any device with internet access. This means that when you add or update a document on the Reed in Partnership PCs, you will see these changes when you log onto your Google Docs on another PC, such as at home or at the library.

To access Google Docs, you need to be logged into your Gmail account. If you don't have a Gmail account, please refer to the guide 'How to Create and Use Gmail'.

Once you're logged into your Gmail account, you have two options to access Google Docs:

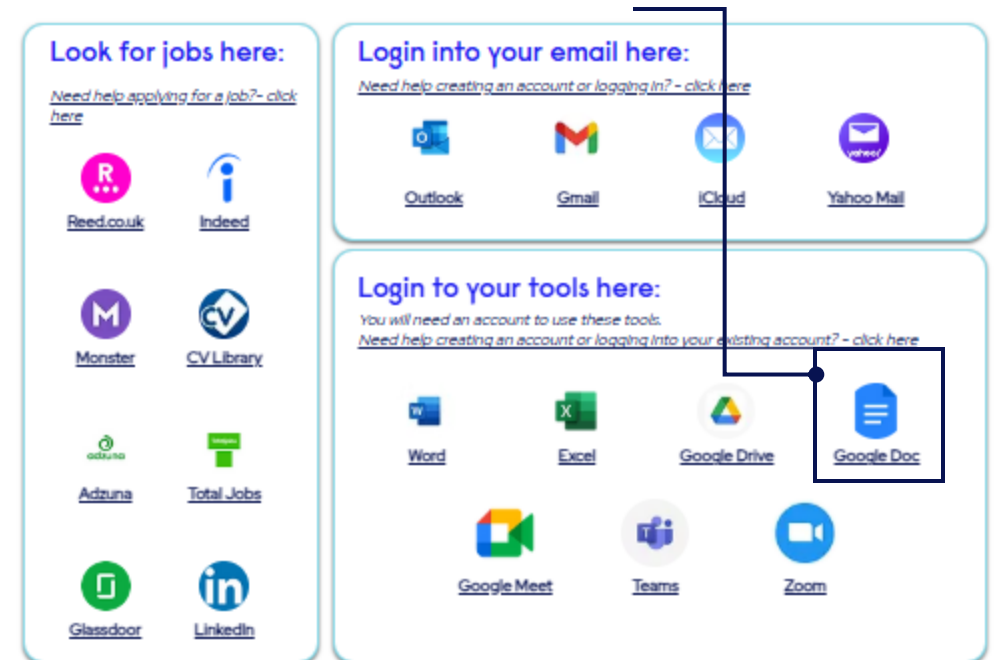
Option 1:

From your Gmail account, click on the Google Apps menu in the top right corner. A dropdown menu will appear, where you can find and click on the Google Docs icon.



Option 2:

From your Participant Hub home page, after logging into your Gmail account, simply click on the Google Docs icon.

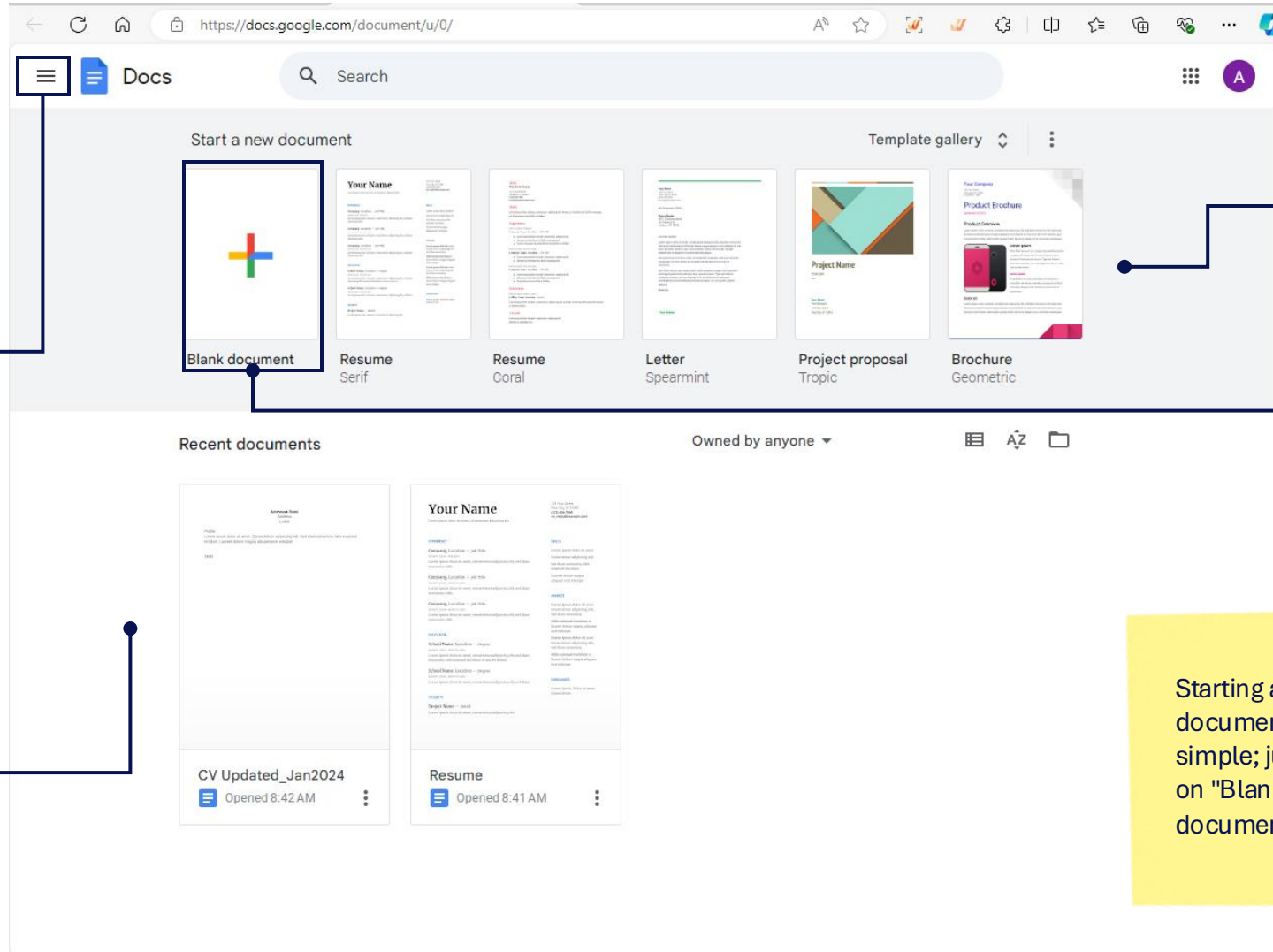


Your screen will look like this:

Main Menu, which will display the following options in a dropdown menu:

- Google Docs
- Docs
- Sheets
- Slides
- Forms
- Settings
- Help & Feedback
- Drive

Your **Recent Documents**: You can easily access the documents you have recently used.



Template Gallery: Google Docs offers a template gallery with various templates to help you start a new document.

Starting a new document is very simple; just click on "Blank document."

Once you click on "Blank document," a new Google Docs window will open in your browser, allowing you to start creating a new document. Below, you can see a few basic features:

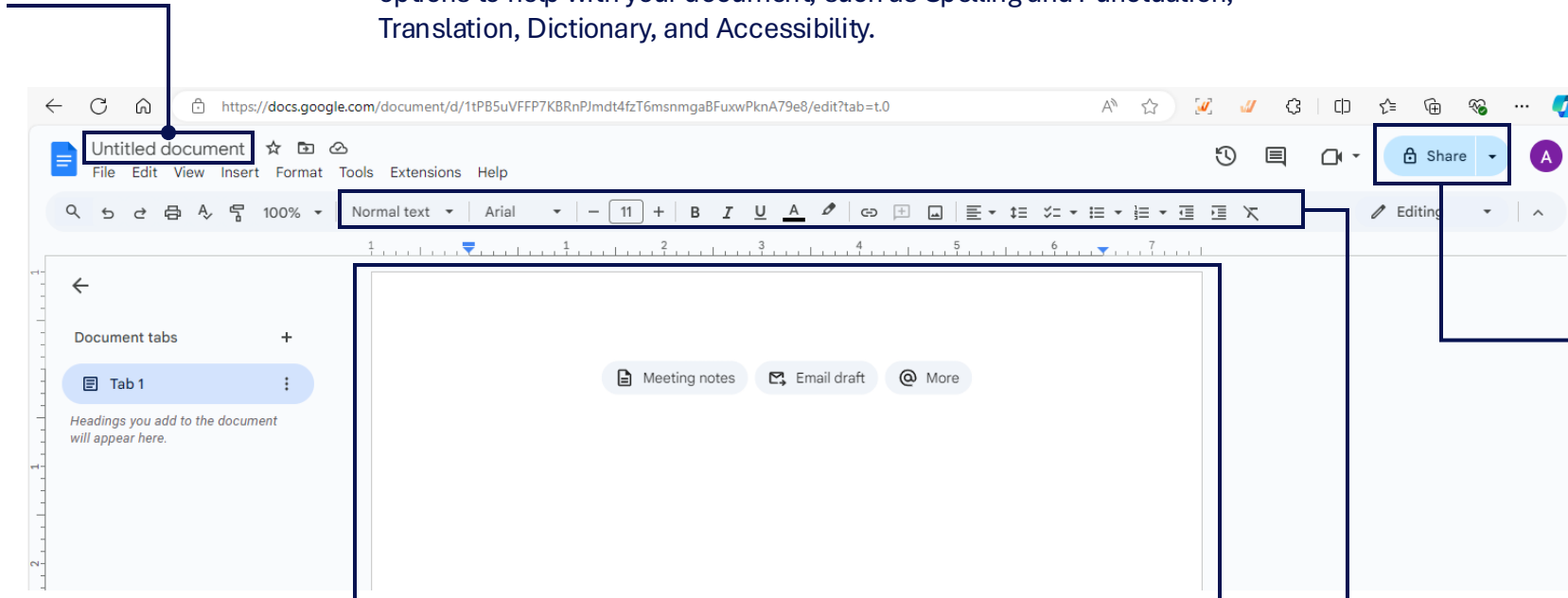
Rename your document here.

File: A dropdown menu will appear with options like downloading the document or sending it by email.

Insert: A dropdown menu will appear with options like inserting an image, table, or emoji.

Tools: Click on "Tools" to open a dropdown menu with several important options to help with your document, such as Spelling and Punctuation, Translation, Dictionary, and Accessibility.

Share: An easy way to share your document with others, such as your EA, so they can review and help you with it. Just remember to set the appropriate access level: Viewer, Commenter, or Editor.



Your Doc: The area where you write your text and see how your document looks.

Format bar: Customise your text by changing the size, font, alignment, colour, and more.

Your document will be automatically saved to your Google Drive and Google Docs.

2. Google Drive



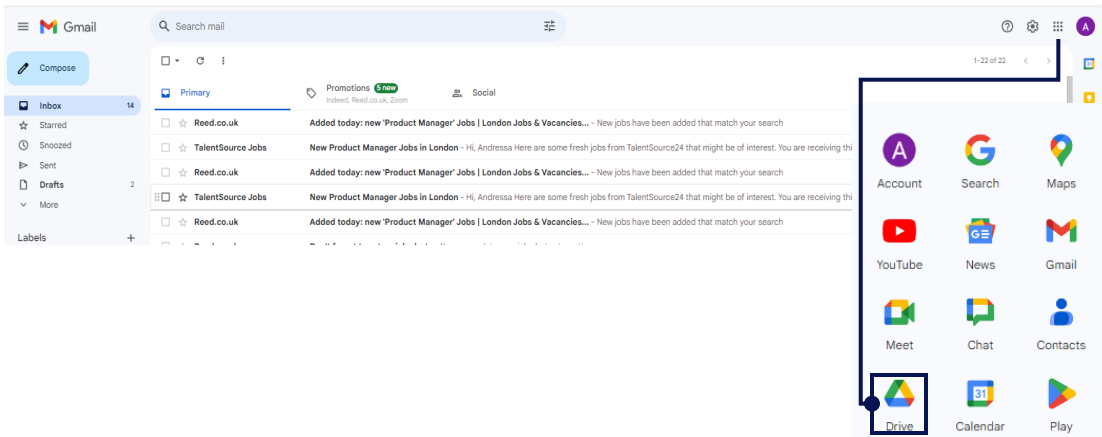
Google Drive is a cloud storage service that allows you to store, access, and share files securely from any device with internet access.

To access Google Drive, the process is quite like accessing Google Docs. First, ensure you're logged into your Gmail account. If you don't have a Gmail account, please refer to the guide 'How to Create and Use Gmail'

Once you're logged in, you have two options to access Google Docs:

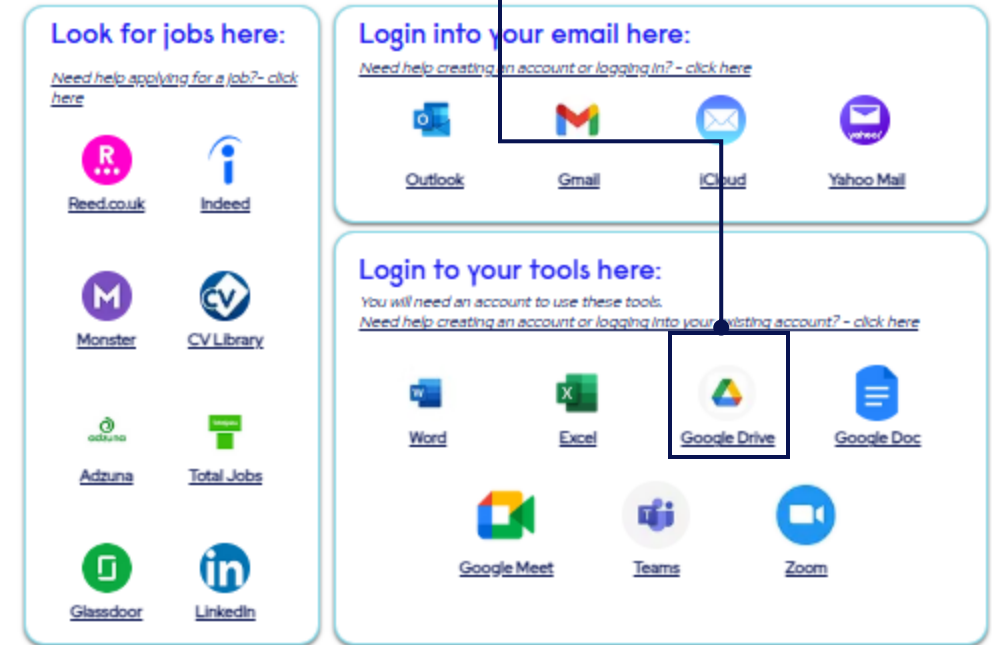
Option 1:

From your Gmail account, click on the Google Apps menu in the top right corner. A dropdown menu will appear, where you can find and click on the Google Docs icon.



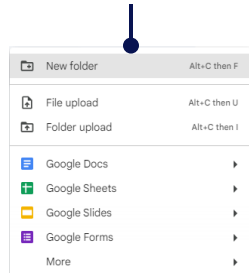
Option 2:

From your Participant Hub home page, after logging into your Gmail account, simply click on the Google Drive icon.

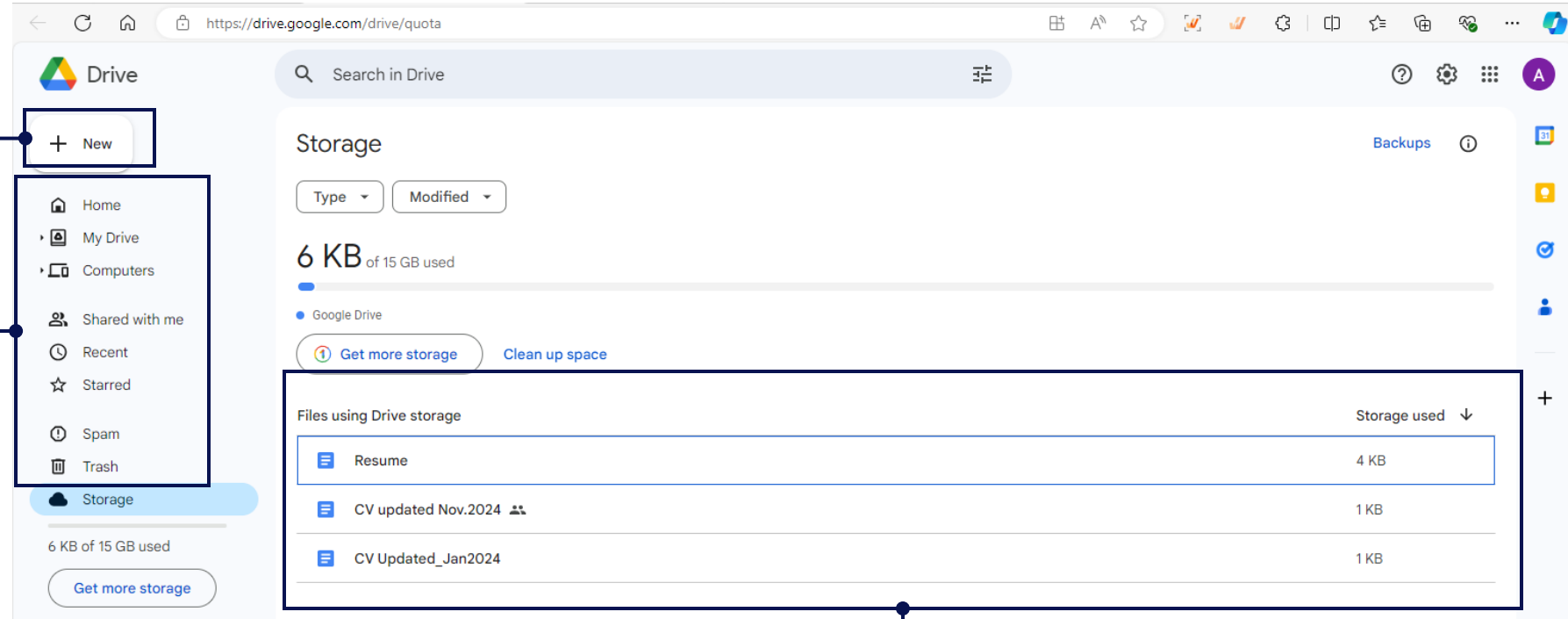


Now you have access to all your files and the files shared with you, providing an easy way to store and share files. Your screen will look like this:

New – A drop-down menu will appear on your screen, allowing you to upload a file, create a folder to organize your files, or start a new Google Doc.



Main Menu - Where you can keep your files organised, and access shared files



Your Files Storage – This section displays all your files and documents.

3. Download Files From Your Email

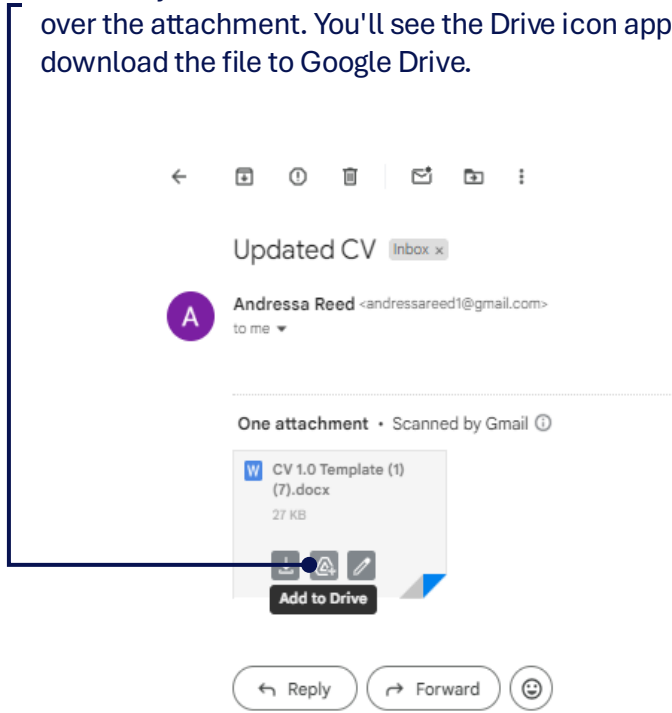


Once you are familiar with Google Drive and Google Docs, you can download files received via email (Gmail) and upload files from Google Drive to your email to send them.

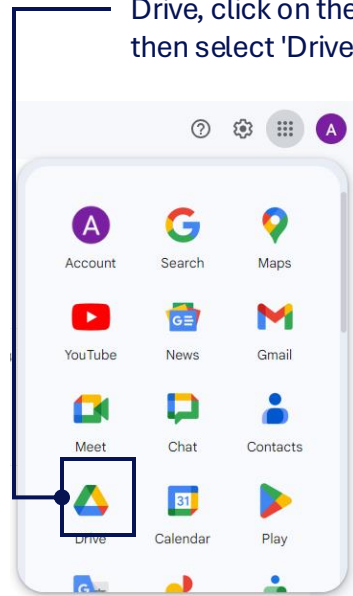
This process is simple; you just need to follow a few steps.:

Downloading:

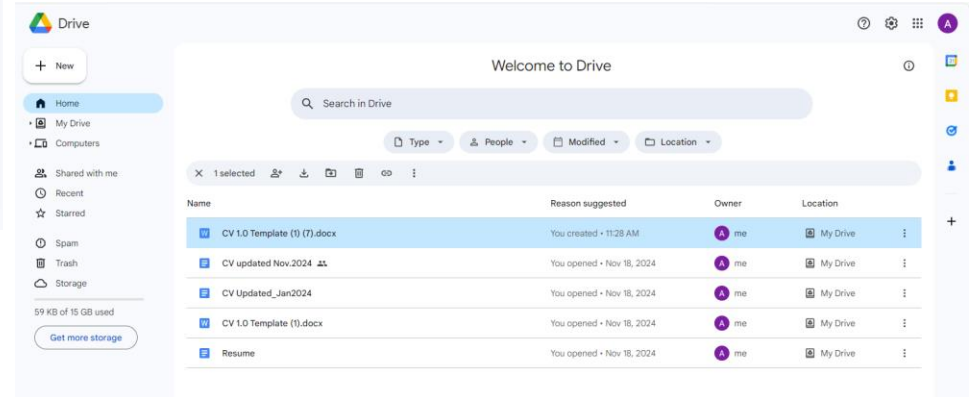
1. When you receive an email with an attachment, simply hover your mouse over the attachment. You'll see the Drive icon appear; click on it to download the file to Google Drive.



2. Open your Google Drive to view or edit your document. To access Google Drive, click on the Google apps menu near your name initial at the top right, then select 'Drive' from the dropdown menu.



3. When Drive is open, find your file and then double-click on your file to open it in Google Docs in your browser, where you can edit and keep your CV updated.

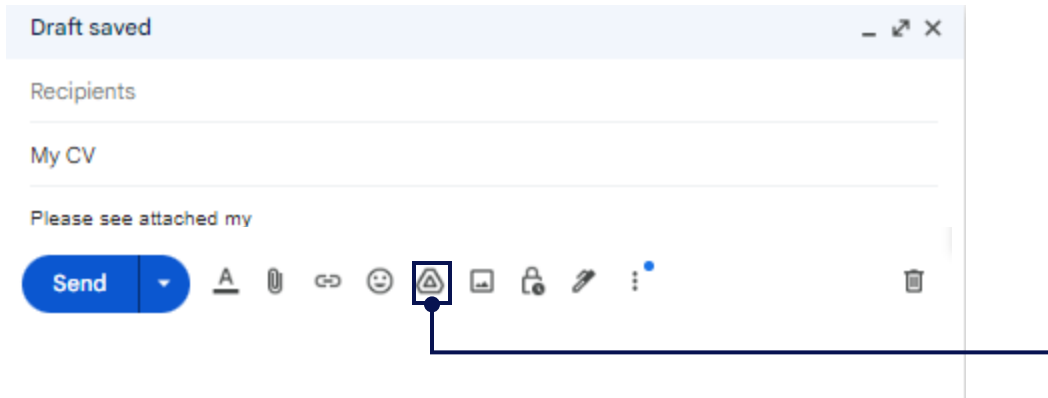


REMEMBER: To use the CV you created on Online Career Centre, just email it to yourself and save it on Google Drive to edit and keep it updated

4. Upload Files To Your Email

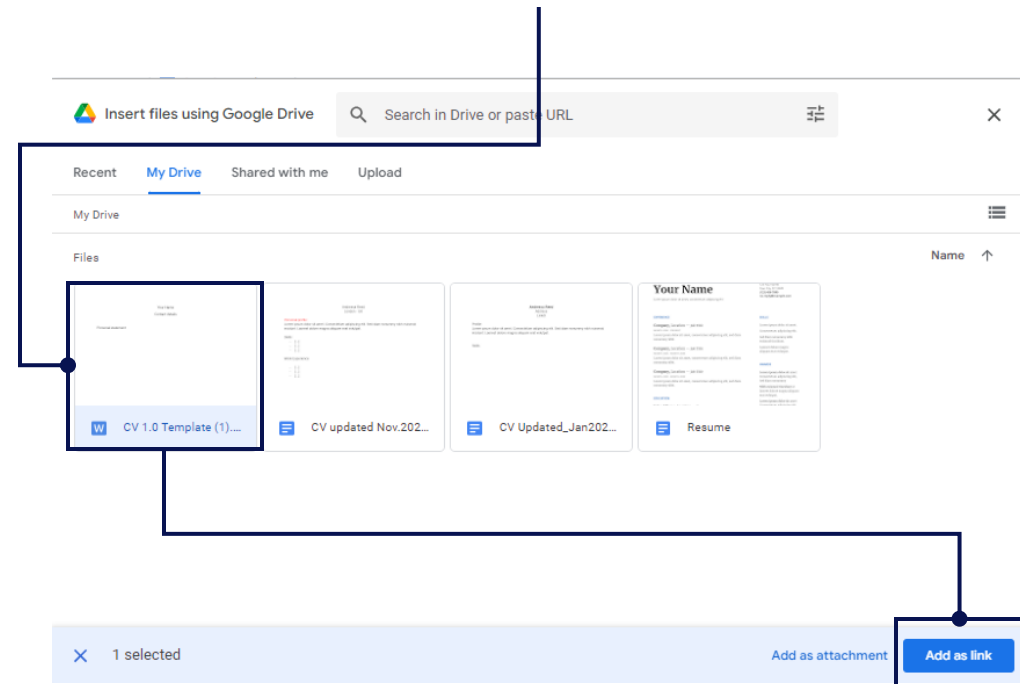


A) To upload a document from your Google Drive into an email you are writing, click on the Google Drive icon in your email.



B) An "Insert files using Google Drive" box will appear on your screen.

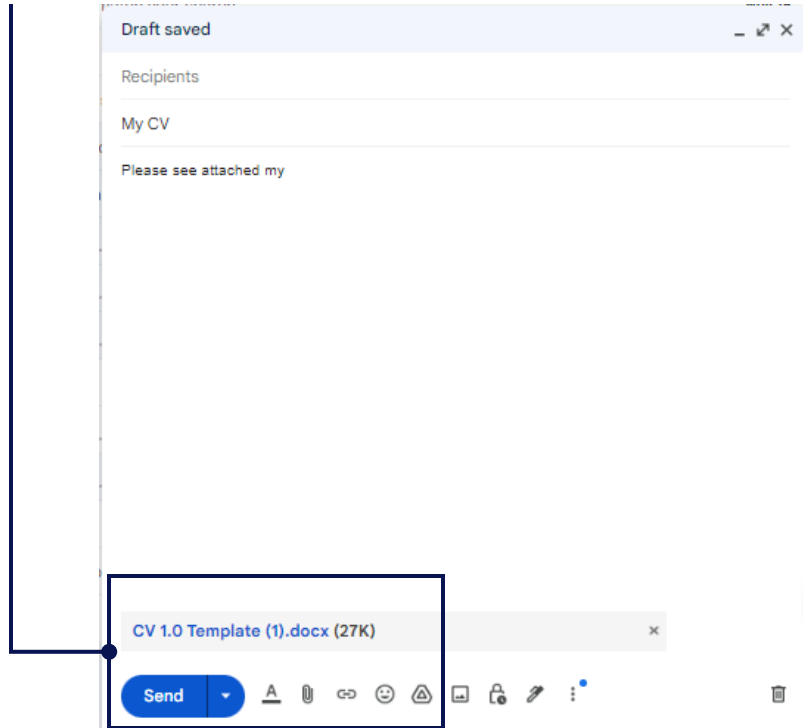
Simply choose the file, select it, and click on "Add as attachment".





Google Drive

C) Your file is now attached to your email and ready to be sent:





Google Drive

For further technical guidance on how to use the Digital Hub, please contact your Digital Hub Champion or a member of staff.

If you have any suggestions and/or ideas on how to improve the Digital Hub, please contact your Digital Hub Champion.

To watch a video on how to use the Digital Hub, please use the link below or contact your Digital Hub Champion or a member of staff.

<https://www.phrinp.co.uk/>