

# Google Docs

## Workbook Download Options

Google Docs is a free resource for creating and / or storing documents online allowing you to access your work anywhere you have internet access, and making for easy collaboration with others. Google Docs includes applications for:

- Word Processing
- Spreadsheets
- Presentations
- Drawings
- Forms

You can upload existing documents from your desktop, create new documents online, are start with one of numerous templates available. To get started, you need to create an account by visiting the [Google Docs Site](#) .

Today we'll show you how to download a spreadsheet in a variety of formats including Excel, Open Office, and even PDF.

1. If you already have a Google Docs account, log in with your email address and password.
2. From the menu in the upper left corner, click on **CREATE NEW > SPREADSHEET** or open an existing workbook that you may have on your machine.
3. With a spreadsheet open, click on **FILE > DOWNLOAD AS >**

There are 6 options available to choose from:

**CSV** – comma separated

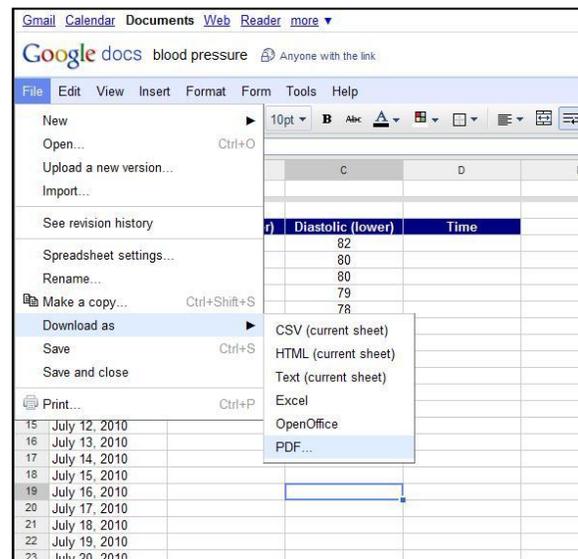
**HTML** – can be viewed on the web

**TEXT** – can be opened with word processing programs or the Notepad.

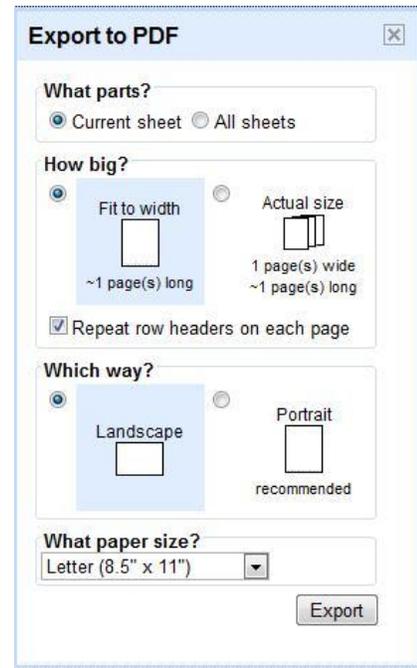
**EXCEL** – can be opened and edited with Microsoft Office's Excel software

**OPEN OFFICE** – Can be opened and edited. Open Office is a free suite of programs similar to Microsoft Office.

**PDF** – a format that allows the viewer to see the document exactly as you designed it and it not dependent upon installed fonts on a system to display text correctly. Only requires the free Acrobat Reader software to view (which is available on most machines or can be downloaded free from the web.) **NOTE:** once a spreadsheet is saved as a PDF file, it can no longer be edited. To change it, you must open the original spreadsheet, make the changes, and then saved it again as a PDF.



4. Let's choose **PDF** for this example, a dialogue box will open asking you to choose settings for your download.
5. **WHAT PARTS**  
Since workbooks can contain numerous worksheets, you are given the option to download the current sheet or all sheets. Choose **CURRENT SHEET**.
6. **HOW BIG**  
Depending upon the size of your worksheet, it may extend beyond the margins of the sheet you will print in on. The program can adjust or "shrink" the worksheet so that it will fit onto one if you choose **FIT TO WIDTH**.

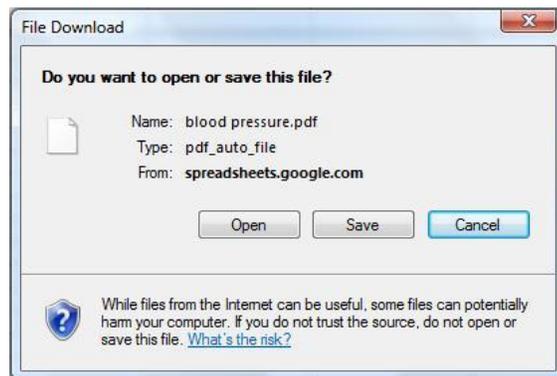


7. **REPEAT ROW HEADERS ON EACH PAGE**. It's good to turn this option on if your worksheet will print on more than one page.
8. **WHICH WAY**  
You will want to choose the option that corresponds best with your data. If your worksheet has many columns of data, a Landscape orientation may work best. A worksheet with just a few columns but several rows, will print better on a Portrait (or vertical) format.

9. **WHAT PAPER SIZE**  
You have 3 options here: Letter, Legal (8.5x14") and A4. If you have a large worksheet printing on only one page, the print may become too small to read. Choosing a larger paper size can keep the text to a more readable size.

10. Click on **EXPORT** to download. Another dialogue box will open asking you output options.
11. You can **OPEN** or **SAVE** the file. Open will allow you to view and print the file. It will not be saved to your computer unless you do an additional step to save the file.

**SAVE** will save it to the hard drive (or destination of your choice) on your computer where you can use it later or email it to others.



- Click on **SAVE** and another dialogue box will open. Here you will choose where the file is saved so pay close attention to what location is showing in the **SAVE IN** box. Here it is My Documents but on your machine, it may load with another location that you may not want. To save the file in **My Documents** (if it's not already showing), click on My Documents from the list on the left-hand side. If you have multiple folders in My Documents, click on the folder you want, then click on **SAVE**.

