



Documents & Poster Creation Using Google Apps

Google Apps



- The main Google Apps we are using during our Research Projects or PBL are:

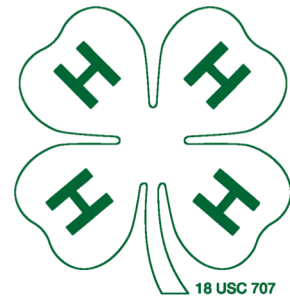
- Google Drive 

- Google Classroom 

- Google Docs 

- Google Slides 

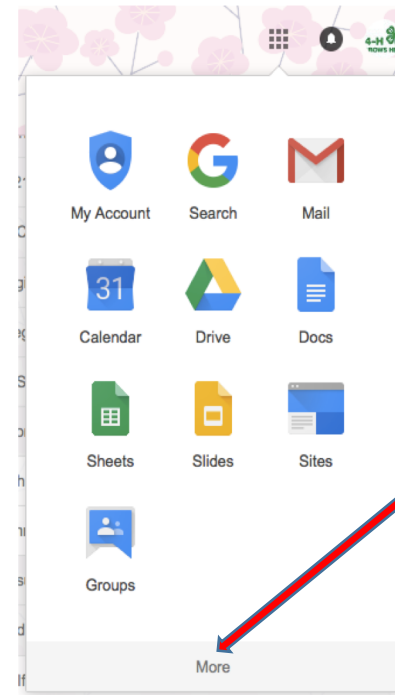
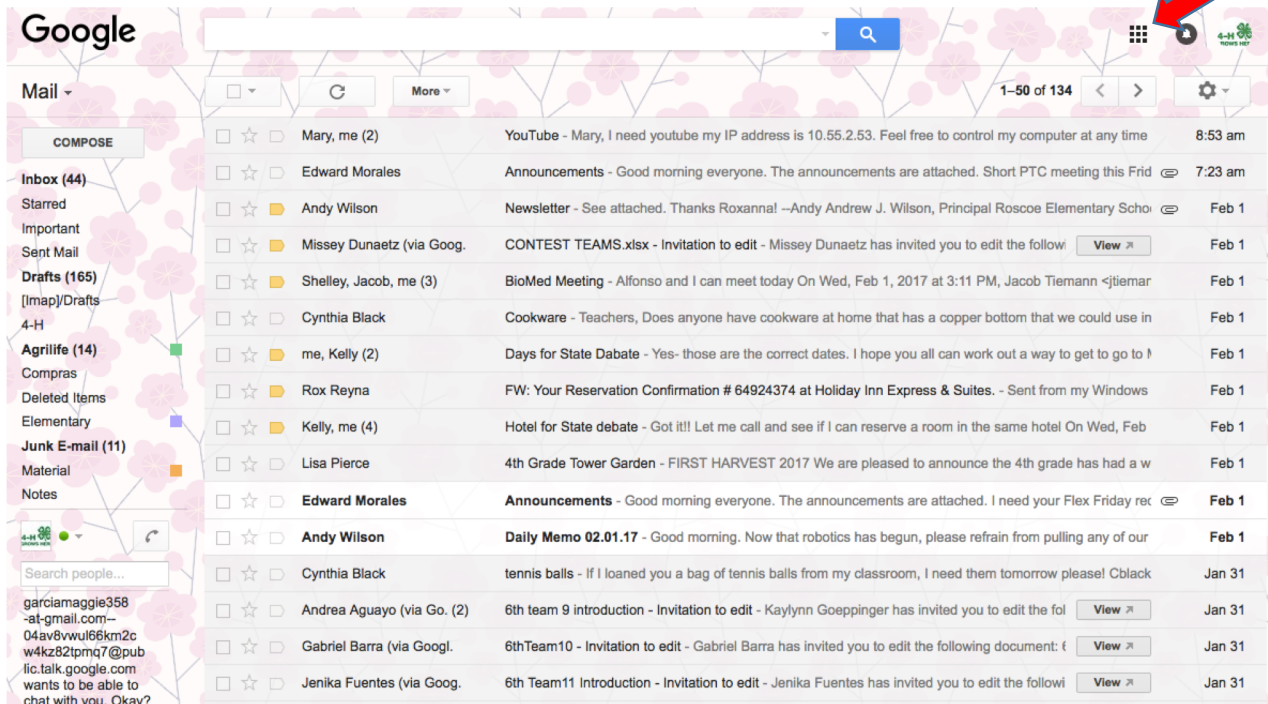
- Google Sheets 



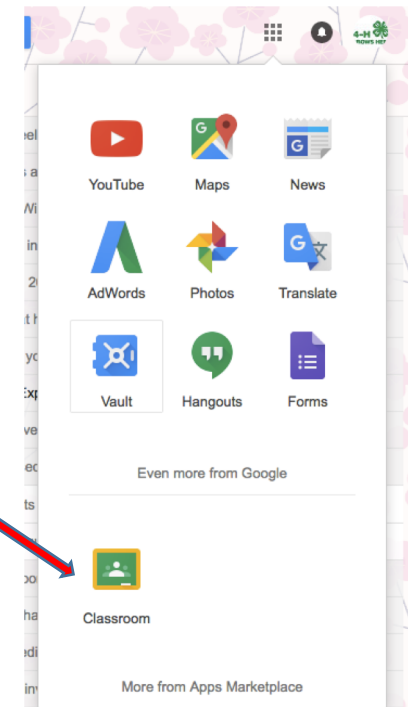
Access to Google Apps

- Login to your roscoe.esc14.net email (Teachers and Students)

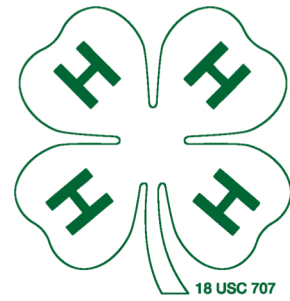
- Then click on the google apps and you will see the list of apps



If you click on More. Other apps will appear, including Google Classroom



Creating a google document




- Google Docs can be used to create Introductions, Materials and Methods, written results, conclusions, acknowledgements, References , etc.

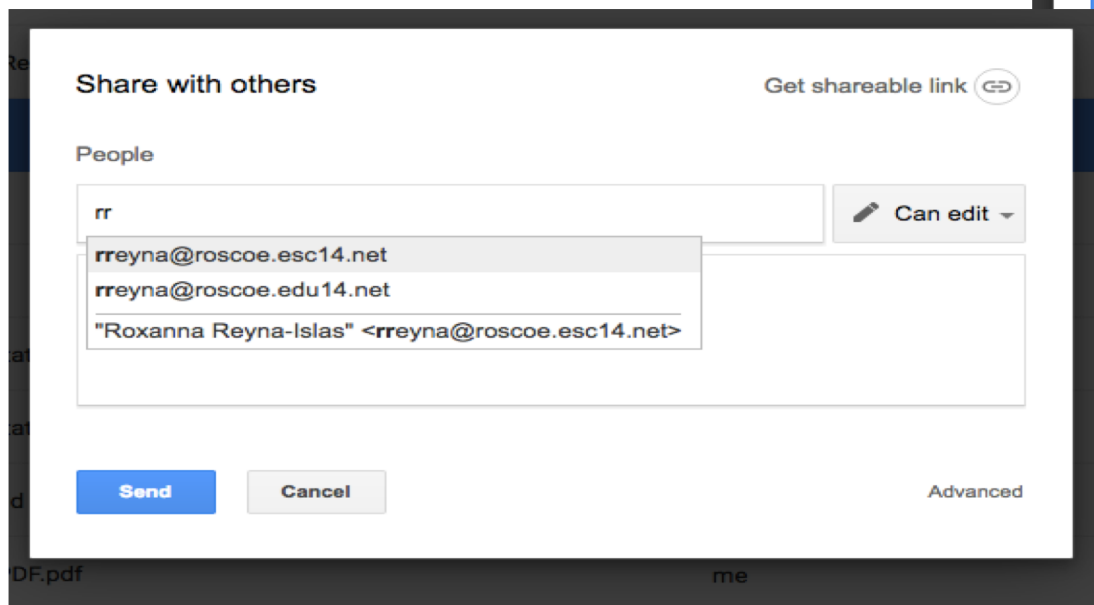
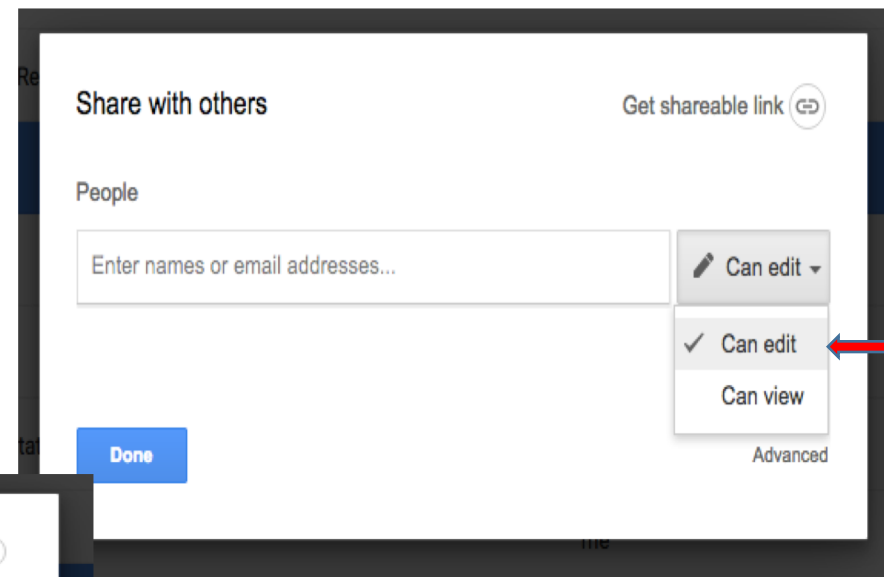
1. First go to Docs
2. Select Blank
3. Title your document
4. Share you document (with teachers and teammates)

The image illustrates the process of creating a Google Document through three main stages:

- Accessing Google Docs:** A Windows Start menu is shown with the 'Docs' icon highlighted, indicating the first step is to go to the application.
- Selecting a Document Type:** The 'Start a new document' screen in Google Docs is shown, with the 'Blank' option selected, corresponding to the second step.
- Sharing the Document:** The Google Docs editor interface is shown, with the 'Share' button highlighted, corresponding to the fourth step.




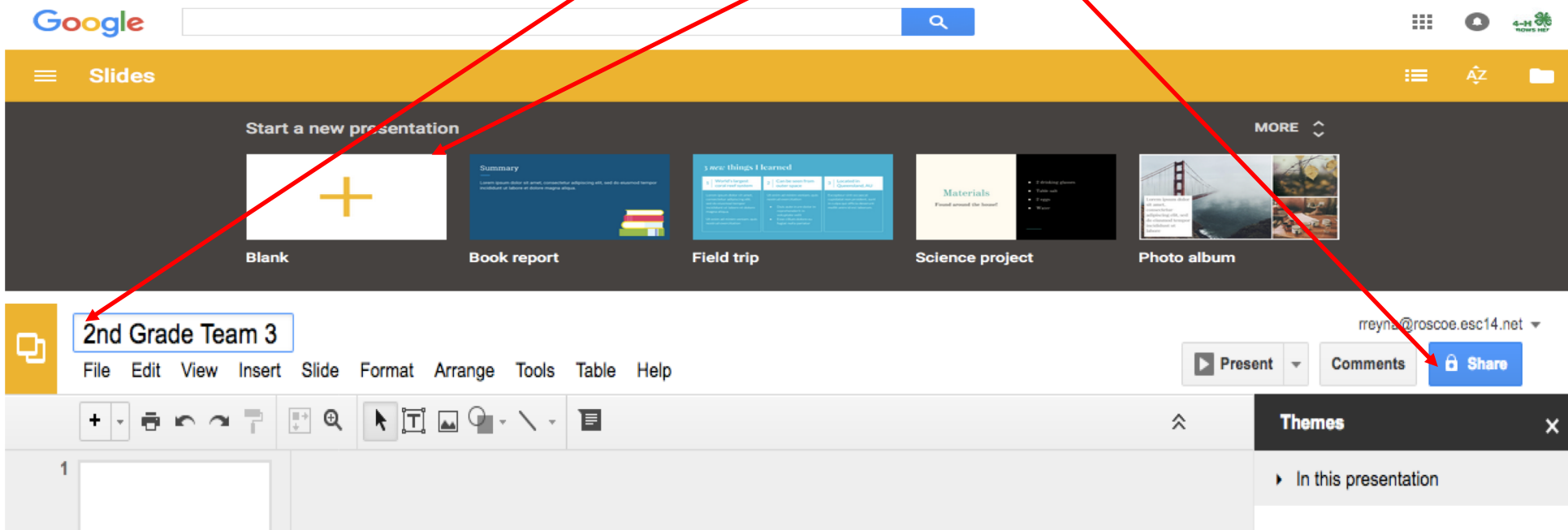
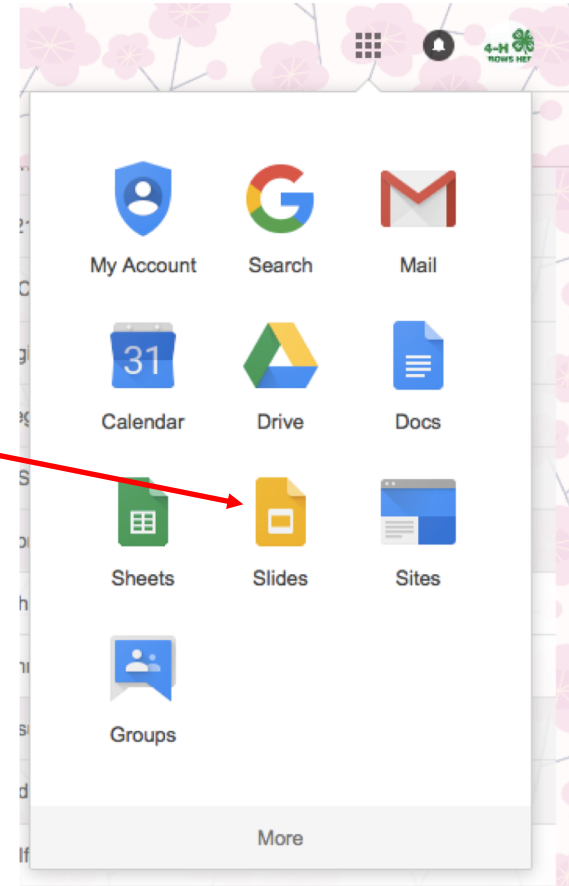
After clicking on the  button this box will appear, select can edit. Then, type the e-mail addresses of your teammates and teachers.

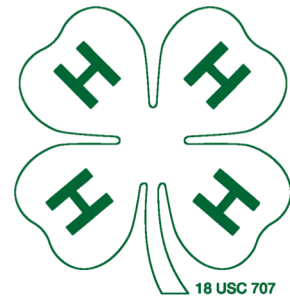



Click send, and the person will received an email invitation to see the file.

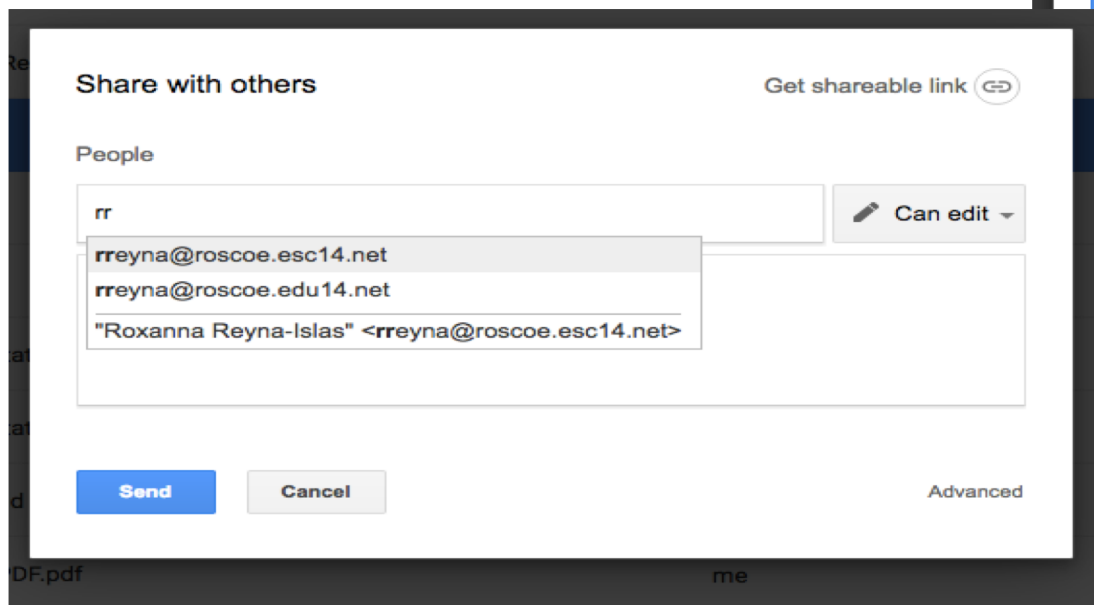
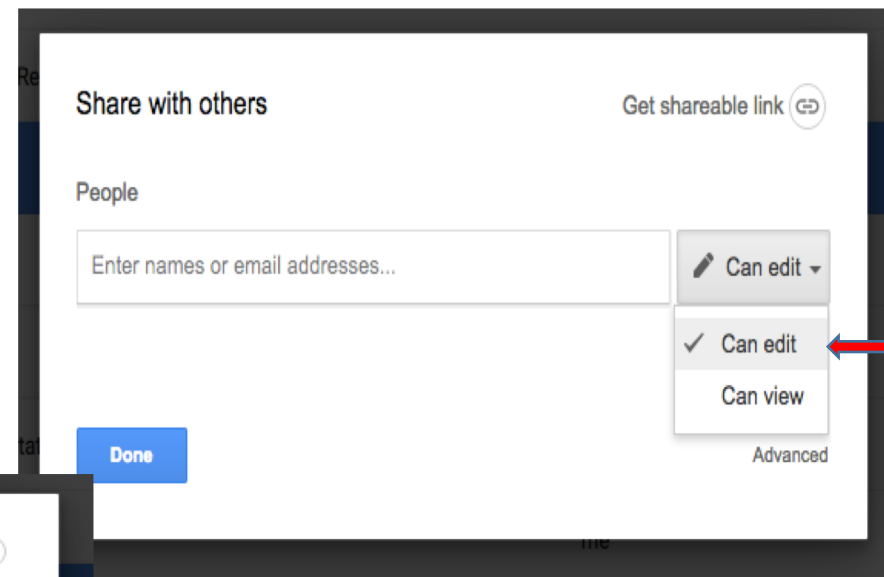
Creating the Poster

- The app used to create the poster is Google Slides
- After selecting Google Slides click on Blank
- Then title your document
- After that, share it by clicking the  button





After clicking on the  button this box will appear, select can edit. Then, type the e-mail addresses of your teammates and teachers.



Click send, and the person will received an email invitation to see the file.

2.A Change the Page Setup



2nd Grade Team 3 ☆

File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Present Comments Share

Background... Layout Theme... Transition...

- Share...
- New
- Open... ⌘O
- Rename...
- Make a copy...
- Move to...
- Move to trash
- Import slides...
- See revision history ⌘+Option+Shift+H
- Language
- Download as
- Publish to the web...
- Email collaborators...
- Email as attachment...
- Document details...
- Page setup...
- Print settings and preview
- Print ⌘P

Click to add notes

2.B Change the Page Setup selecting Custom



The screenshot displays the Google Slides interface for a poster template. The main slide area is a light purple color and contains several text boxes: 'Logo Roscoe', 'Title Test A. Islas, R. Reyna, R. Smith, F. White', 'Logo 4-H Logo', 'Abstract', 'Introduction', 'Materials and Methods', 'Conclusions', 'Acknowledgments', and 'References'. A 'Layout' menu is open in the center, showing options: 'Standard 4:3', 'Widescreen 16:9', 'Widescreen 16:10', and 'Custom' (which is highlighted). The top toolbar includes 'File', 'Edit', 'View', 'Insert', 'Slide', 'Format', 'Arrange', 'Tools', 'Table', and 'Help'. The right sidebar shows a 'Themes' panel with several theme options: 'Simple Light', 'Simple Dark', and 'Material'. The bottom of the slide has a 'Click to add notes' area.

2.C Change the Page Setup to custom 36 X 24 inches



A screenshot of the Google Slides interface. The main slide is a poster template with a light purple background. It features a header section with "Logo Roscoe" on the left, "Title Test" in the center, and "Logo 4-H Logo" on the right. Below the header are sections for "Abstract", "Materials and Methods", "Conclusions", "Introduction", "Results", "Acknowledgments", and "References". A "Page setup" dialog box is open in the center, showing "Custom" as the selected page size, with dimensions of "36" x "24" and the unit set to "Inches". The dialog box has "OK" and "Cancel" buttons. The top of the interface shows the menu bar (File, Edit, View, Insert, Slide, Format, Arrange, Tools, Table, Help) and the user's email address "rreyna@roscoe.esc14.net".

3. Add subtitles to the slide



Logo Roscoe	Title Test A. Islas, R. Reyna, R. Smith, F. White	Logo 4-H Logo
Abstract	Materials and Methods	Conclusions
Introduction	Results	Acknowledgments
		References

4. Change Background color

Go to Background, a new window will appear, then you can select a color



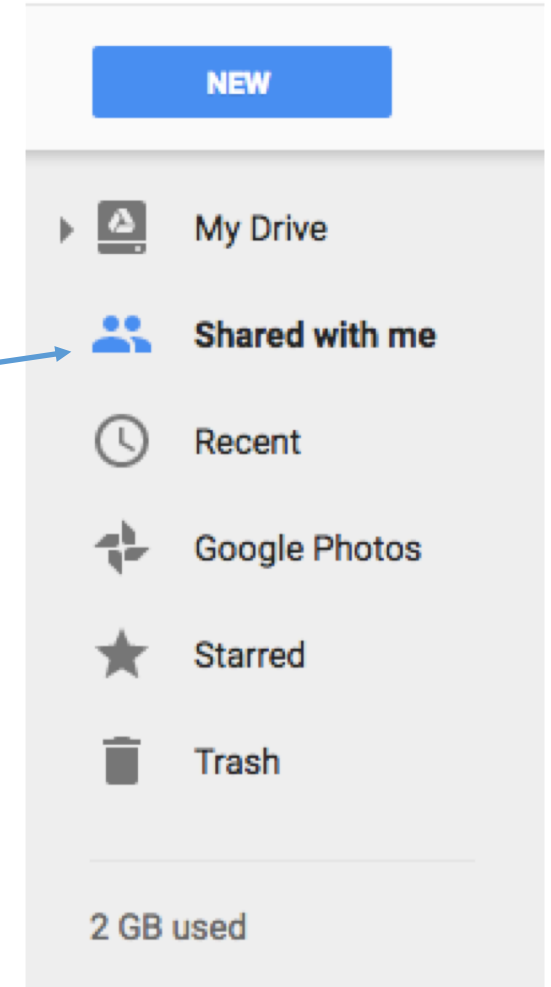
This screenshot shows the top portion of a presentation software interface. At the top, there is a navigation bar with a star icon, a folder icon, and the text 'nat Arrange Tools Table Help Last edit was 8 minutes ago'. To the right of this bar are three buttons: 'Present', 'Comments', and 'Share'. Below the navigation bar is a menu bar with several items: 'Background...', 'Layout', 'Theme...', and 'Transition...'. A large green arrow points upwards from the 'Background...' menu item. The main content area below the menu bar is a grid of text elements representing a presentation slide. The elements include: 'Logo Roscoe' (top left), 'Title Test' with 'A. Islas, R. Reyna, R. Smith, F. White' (top center), 'Logo 4-H Logo' (top right), 'Abstract' (middle left), 'Materials and Methods' (middle center), 'Conclusions' (middle right), 'Introduction' (bottom left), 'Results' (bottom center), 'Acknowledgments' (bottom right), and 'References' (bottom right, below Acknowledgments). In the bottom left corner of the slide area, the text 'TEKS' is visible.

This screenshot shows a 'Background' dialog box overlaid on a presentation slide. The dialog box has a title bar with a close button (X). It contains several options: 'Color' with a color selection icon, 'Image' with a selection icon, and 'Reset to theme'. Below these options are two buttons: 'Done' and 'Add'. A color palette is open, showing a grid of various colors. The palette includes a 'Transparent' option at the top, followed by a row of grayscale swatches, a row of primary and secondary colors, and a larger grid of multi-colored swatches. Below the grid, there is a 'Theme' section with a row of five color swatches and a 'Custom...' button with a color selection icon. The background slide is dimmed and shows the same text elements as the previous screenshot.

Sharing a document that is saved on Google Drive

- When a document was created using any of the google apps, it is automatically saved to your Google Drive.
- Also the documents that were shared with you can be accessed from your Google Drive by selecting “Shared With Me”.
- The documents that were shared with you, can be shared by you as well

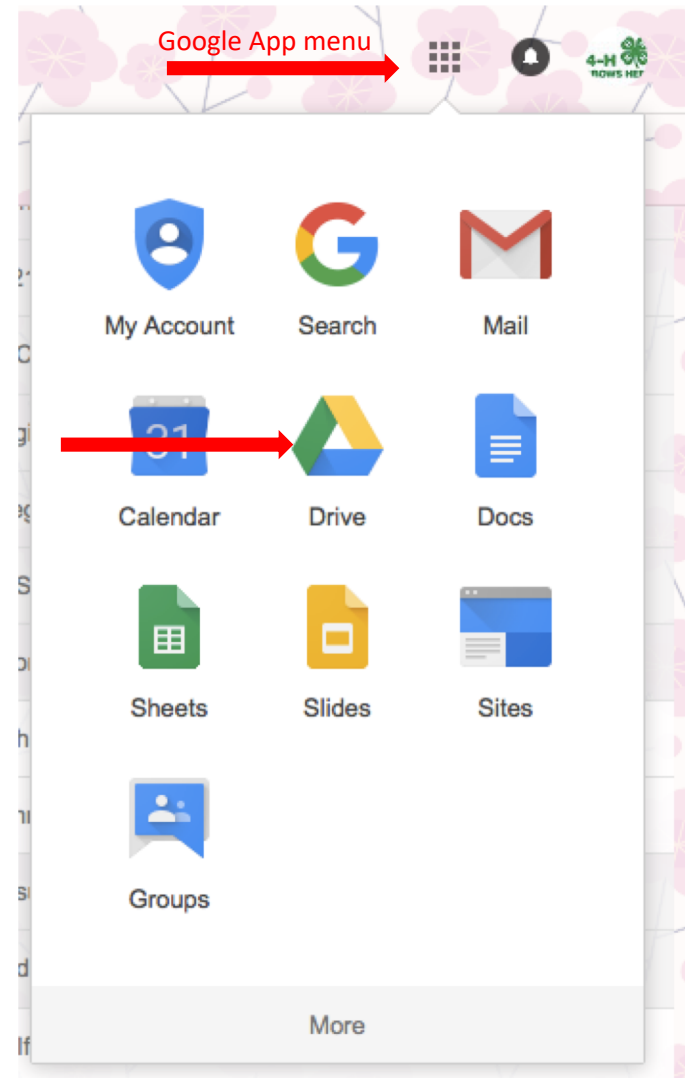
Google Drive



How to share a document using google slides, docs, or sheets?



From the google app menu,
select Drive



On google drive,
select the file to be
share and click on
share button



Google Drive

Search Drive

NEW My Drive

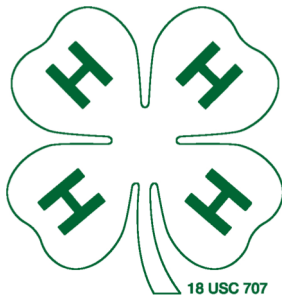
My Drive

- Shared with me
- Recent
- Google Photos
- Starred
- Trash

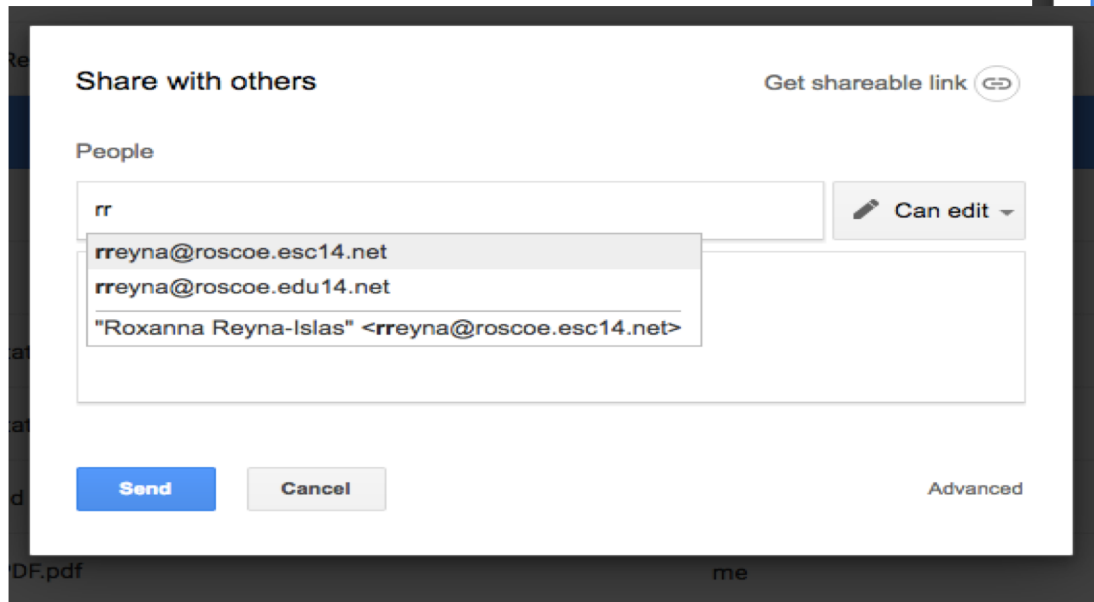
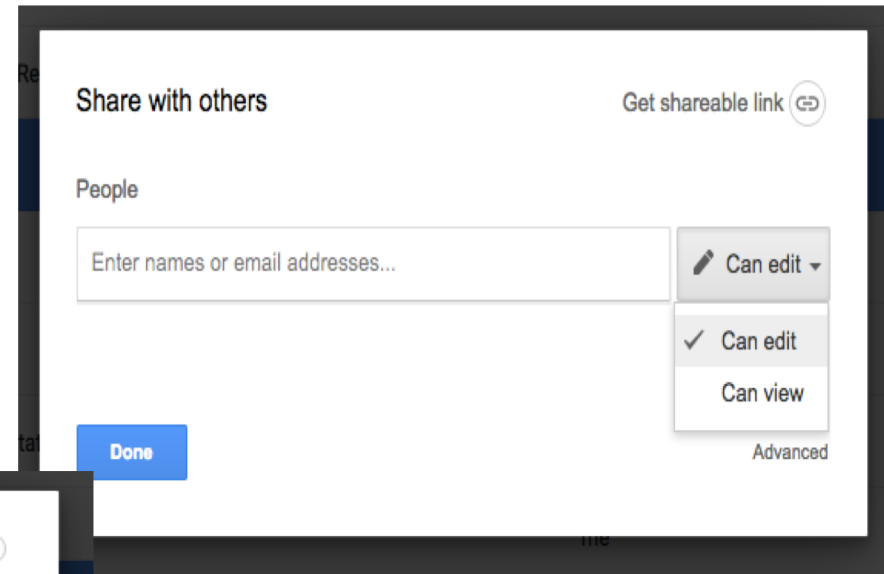
2 GB used

Name	Owner	Last modified	File size
7th Grade Data	me	Oct 5, 2016 me	-
7th Grade PBL Resources	me	Sep 13, 2016 me	-
LOGOS	me	Sep 2, 2016 me	-
Pics	me	Aug 16, 2016 me	-
Classroom	me	Aug 2, 2016 me	-
Untitled presentation	me	10:32 AM me	-
Untitled presentation	me	9:59 AM me	-
Sugarcane Aphid 2016.pdf	me	Sep 20, 2016 me	1 MB
SCA (Mathew)PDF.pdf	me	Sep 20, 2016 me	1 MB
7th Grade Research Project Timeline	me	Sep 15, 2016 me	-
SCA (Mathew)PDF.pdf	me	Sep 15, 2016 me	1 MB





After clicking on the share button this box will appear and you can select can edit or can view. Then, type the e-mail address of the person you would like to share the file with.



Click send, and the person will received an email invitation to see the file.