



Online Word Processing, Spreadsheets, Presentations & Resumes
Tip Sheet

denverlibrary.org/research/computers/online_word.html

Create and save your documents online in a password-protected space that only you can access from any computer with Internet access. If you choose, documents can be saved to your own 3 1/2" floppy disk. Library computers do not access flash drives or CD-rom drives.

Importing Existing Documents:

If you have a file on a 3 1/2" floppy, you can **upload** it. Some services use the term "Upload" and others use the term "Import." Click on the Upload, or Import button. Type A:\filename

You can also e-mail documents to your Zoho or Google accounts. After you have created a free login you will be given an e-mail address where you can send documents to be uploaded.

- **Zoho** www.zoho.com Click the "Import" button to find the address to send your documents. Send an e-mail message with a document attached to the provided e-mail address. Click the E-mail button in the document editing window, and select E-mail In. The document will display in the My Docs area.
- **Google Docs** docs.google.com, click on the "Upload" button, and scroll down the page to find the address to e-mail your documents. Send an e-mail message to that address. You can either type the text into the body of the e-mail, or send as an attachment. Only accepts .doc, .txt, .swx, .rtf, .html, or .odc file types at this time. Spreadsheets coming soon.

Printing

- **Thinkfree** www.thinkfree.com
 - Quick print (may include extra headers or footers): In Quick Edit, click on Action menu, select Print.
 - Document-quality prints: In Power Edit Mode, click on the Printer button.
- **Zoho** www.zoho.com
 - Quick print (may include extra headers or footers): Click on Printer button.
 - Document-quality: Click "Export" to open as PDF. Click on Printer button.
- **Google Docs** docs.google.com
 - Open document, click on the Printer button.
 - Document-quality: Save as PDF (from File menu) click on Printer button.

E-mailing Documents to Others

- **Thinkfree** – sends a link to the document. Click on Action; select either "E-mail Link" or "Share".
- **Google Docs** – check the box next to the document, click Action. Select Save as PDF. Then click Open to open Adobe Reader. Use the Adobe Reader e-mail button to send the document.
- **Zoho Writer** - Click the E-mail link in the document toolbar. Select E-mail Out. Enter the e-mail address in the E-mail ID box. Select Doc in the Format box. Click Send.