Hadley

Google Docs: Creating an Account Sample

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Hi, my name is Vikki Vaughan and today, we’ll learn how to create a Google Docs account. Before we set up our account, let’s talk a little about what Google Docs is and how we might use it.

Google Docs is Google’s free web-based word processing program. It allows us to create, edit and share documents online from any device with an internet connection.

The real power of Google Docs can be described in two words: “working together.” It allows us to work together on a document at the same time from any browser window. Whenever the document is revised, we can all see the changes immediately, so there’s no keeping up with which version is the most current!

All versions are saved, along with past versions, on the Google Drive. This means that instead of storing our files on our computer, they are all stored online.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address. How you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley Community and help sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?