Quickstart Google Cloud Connect

User Manual

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Quickstart

Google Cloud Connect

This help system will assist you in installing and using basic features of Google Cloud Connect.

The Google Cloud Connect free plugin allows users of Microsoft Office 2003, 2007, and 2010 to share and edit documents in the cloud.

For each document you upload to share, Google Cloud Connect generates a unique URL. People you authorize as editors use this web address to view the document in their browser and make changes using either

- Google Docs, online, or

- Microsoft Office, after downloading the document to their computer

With Google Cloud Connect, you can easily track and sync uploaded Word, Excel, and Powerpoint documents, maintaining complete control over changes made by every editor.

or contact our support team:
Email: tracybaxtersf@gmail.com
Phone: 510.470.2446

Installing Google Cloud Connect

Installing Google Cloud Connect is easy. Just follow the steps below.

1. Type or paste http://tools.google.com/dlpage/cloudconnect into your browser.

2. Click on the Download Google Cloud Connect button, accept the terms of service, then wait for the installation process to end.

3. Launch Microsoft Office after the installation process is complete. A window will open. Enter your Google login.
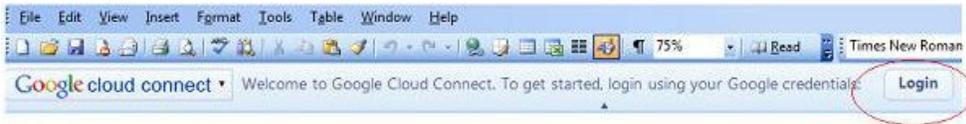
4. Enter your email address and password.

5. Click **Sign in**.

6. Click **Grant access.**

7. A Global Settings window will appear. Choose your settings and click **OK**.
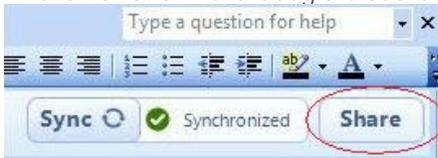
Sharing a Document

Google Cloud Connect automatically generates a unique URL for every Microsoft Office document you create.
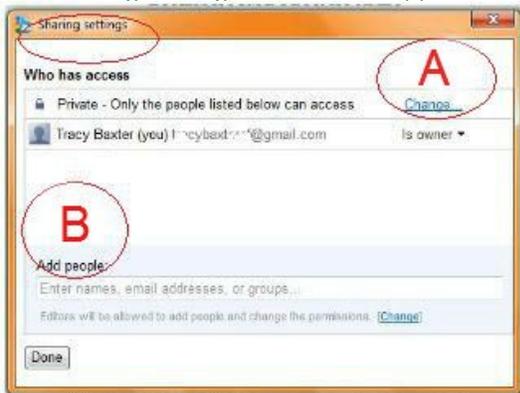
To share a document for viewing and editing, follow the steps below.

Note: Make sure that the document you want to share is open.

1. Click **Share** in the Google Cloud Connect toolbar at the top of the open document.

The Sharing Settings window will appear.

2. Click **Change (A)** to change who can see the document. The window below will appear.

3. Click in the **Add people** field **(B)** to designate who can view and edit your document.

4. Click **Share & Save.**

Editing a Document with Multiple Editors

Note: To collaborate on a document you must first share the document, designating who can see and alter the document. Refer to the Sharing a Document section of this tutorial to learn how to do this.

When you share a document, collaborators will receive an email containing a link to the document.

When a collaborator clicks on the document link, a read-only copy of the document will open in Google Docs Viewer.

To make changes to the document, the collaborator must download the document to Microsoft Office. Only collaborators you have designated to edit the document can make changes.
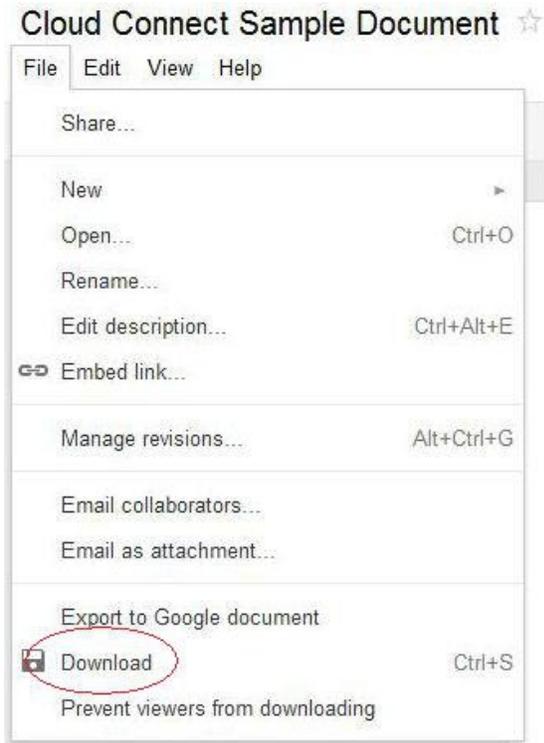
When the downloaded document opens in Microsoft Office, the editor can make and save changes.

Editors working from different computers can make changes to the shared document simultaneously. All saved edits will update the document on Google Docs.

Syncing a Document

Google Cloud Connect allows editors to make changes to a Microsoft Office document simultaneously. To sync changes from multiple editors, follow the steps below.

1. In the open Microsoft Office document, select the sync mode you want from the drop-down menu.

- Check **Automatic** (**A**) to sync updates every time you save your changes or when other editors save their changes.
- Check **Manual (B)** to control when you sync changes.

Each time you and other editors perform a sync operation, a new, updated version of the document will be created in Google Docs.

The sync state indicator near the top of your screen will show you when you need to sync the document you are working on with the Google Docs document containing changes from the editors collaborating with you. The indicator will show one of the following four sync states.
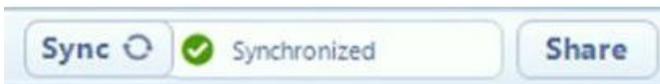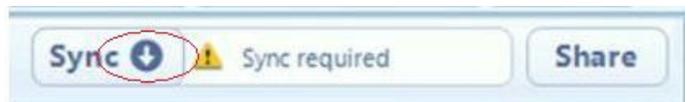

Sync state: Synchronized
What it means: The document you are working from matches the document on Google Docs. All updates are included in your document and you do not need to perform a sync operation to work from the most current version.

Sync state: Sync required, up arrow
What it means: The document you are working from does not match the document on Google Docs. You need to perform a sync operation to upload your changes to the document on Google Docs.

Sync state: Sync required, download arrow
What it means: The document you are working from does not match the document on Google Docs. You need to perform a sync operation to download and incorporate changes made by other editors to your Microsoft document.

Sync state: Sync state unknown
What it means: If you worked on your document offline, Google Docs will not be able to indicate your sync status. Simply click **Sync** to update your document.

2. Continue working or close the document.