

How To Work With Google Docs Files

This tutorial covers Google Docs and what you will need in order to modify a brand new template file.

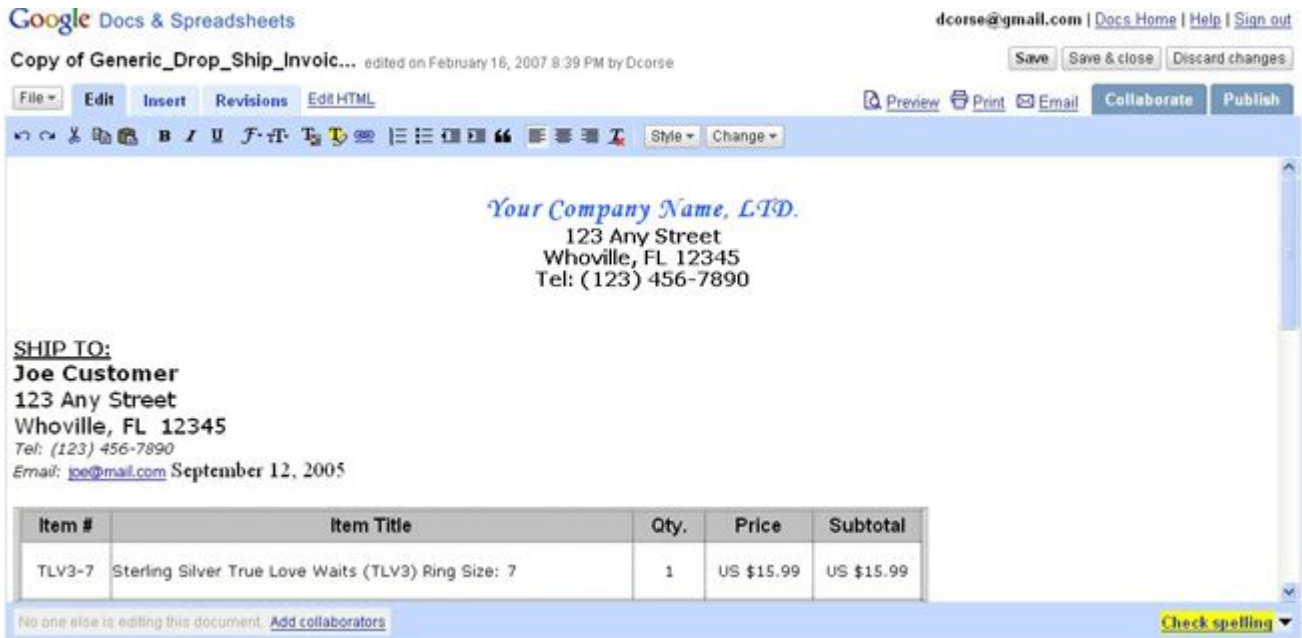
The whole premise for Google Docs is online collaboration. Your goal is to generate invoices online that can be sent (shared with) to Eternal Light. The ability to do this is a tremendous time saver. You will need to set up a free account with Google Docs in order to be able to generate invoice files. Once you have your account set up, you will be able to get inside and do some work. We are going to teach you some of the basics you will need in order to create and manage your invoice files inside of Google Docs.

You will learn how to:

- * Open a Google Docs file
- * Modify the template with your information
- * Create a copy of your template file
- * Rename your template file
- * Save a file to your hard drive
- * Create multi-line invoice
- * Save and close your file to Google Docs
- * Upload a file into Google Docs

When you first log into Google Docs your opening screen will look like the image below if you clicked on one of the links from our web site or a link we sent you. If you were to click on a file name at the home screen, you would open up to the screen shot below. This is where you edit the documents.

Please take a minute and get familiar with the **Screen Shot 1**.



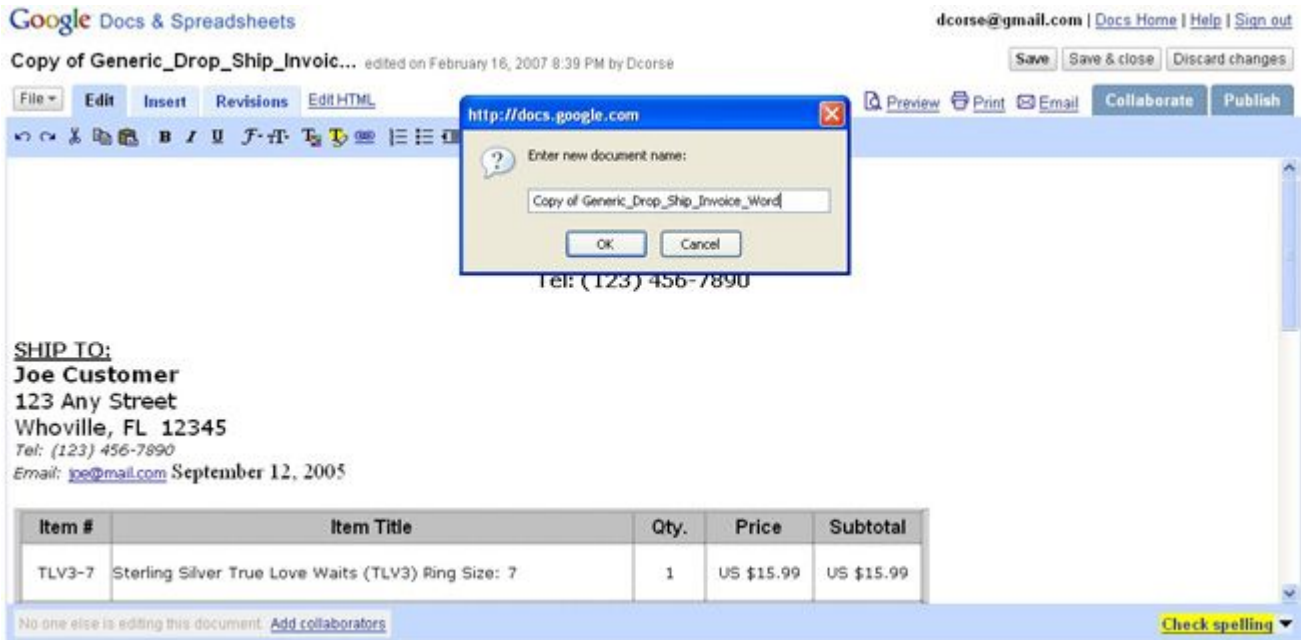
Screen Shot 1

Everything you need to get going is in this screen shot. After you open up the template file you will need to modify this template to make it your own. The first step is take the header, which holds the company information and modify the stock header with your company information. Step one complete. Now we are going to run through a few of the functions needed in order to work with Google Docs files.

Step two will teach you how to create a copy of the template file you have open right now. Click on the "File" button located in the top left corner of the Google Docs screen. Locate the "Copy document" option in the second block of options in the drop down list. Click on "Copy document". This will create a duplicate file in Google Docs. Now go to step three.

Step three will teach you how to rename a file and the format we would like you to use. Click on the "File" button located in the top left corner of the Google Docs screen. Locate the "Rename" option in the first block of options in the drop down list. Click on "Rename". You will be presented with a pop up screen that will allow you to rename this document. You will name this file to Drop Ship Invoice and click "Ok".

See Screen Shot 2 below.



Screen Shot 2

Notice how the file name has changed in the top left corner above the "File" button. Also it is now highlighted.
See Screen Shot 3 below.

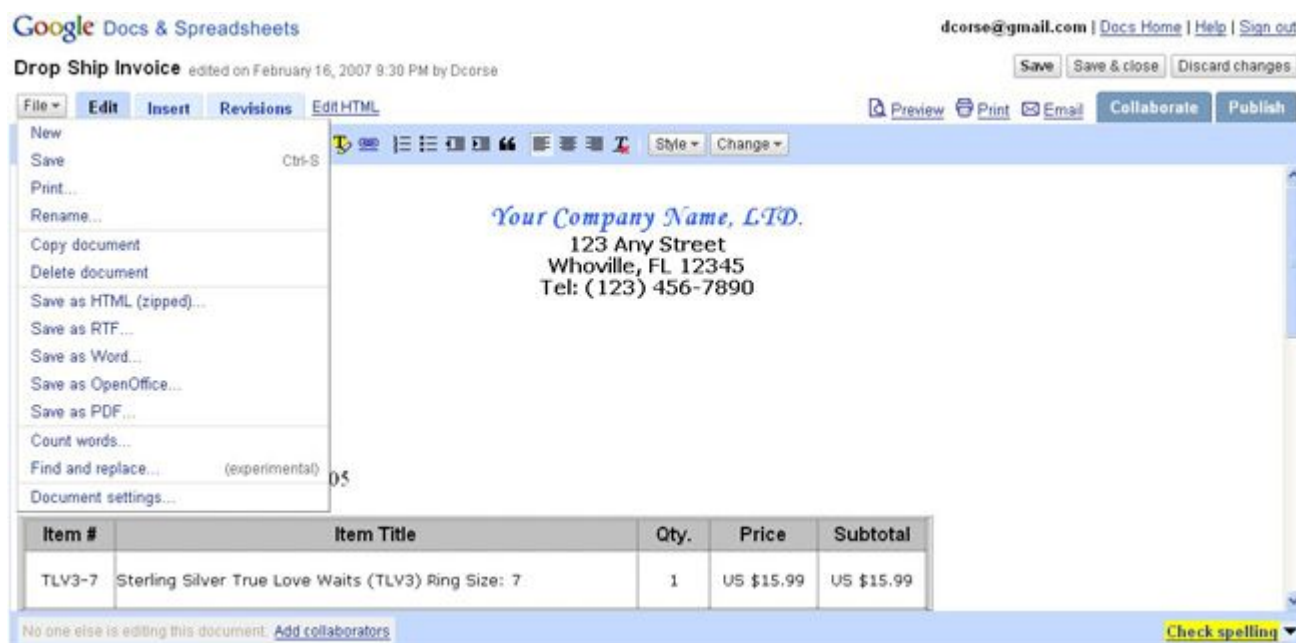


Screen Shot 3

Step four will teach you how to save a file to your hard drive. While Google is set up to save all of your files online, we think it is a good business decision to have a back up copy of all your invoices on **YOUR** hard drive. Click on the "File" button located in the top left corner of the Google Docs screen. Locate the Third section of the drop down menu and choose a "Save" option. Since Word is the most common program, we will use Word for this example. Click on "Save as Word...". In

a few seconds a pop up box will appear. Save this file to a location on your hard drive of your choosing.

See Screen Shot 4 below.



The screenshot shows a Google Docs spreadsheet titled "Drop Ship Invoice" edited on February 16, 2007. The spreadsheet contains a company header and a table with one row of item data.

Company Header:

Your Company Name, L.T.D.
123 Any Street
Whoville, FL 12345
Tel: (123) 456-7890

Item #	Item Title	Qty.	Price	Subtotal
TLV3-7	Sterling Silver True Love Waits (TLV3) Ring Size: 7	1	US \$15.99	US \$15.99

Screen Shot 4

Now we are going to teach you something a little different. Up until now, we have been working with saving, renaming and copying files. Now we are going to learn how to change the invoice file by adding a row in the invoice detail area. You have been making a few sales for one item at a time. Now you have a sale for two items. How do you add a second row to accommodate the two items you just sold? Step five will teach you how to add one row, two rows or as many rows as you need for your invoice. You will want to scroll down the invoice until the invoice detail area is clearly visible. The top line will have Item#, Description, Qty, Price and Subtotal. Click on the second row of this table one time (the non shaded row). You will now see some funny looking boxes appear on this table. They are called "handles". See Screen Shot 5. You will now Right Click you mouse. A pop up screen will appear (Screen Shot 6). The option you want to select is, "Insert row below". This will add a row just below the row that has the actual item listed in this invoice. **See Screen Shot 7 for more detail.** You can now add a second item on this invoice. Repeat this process as many times as needed to accommodate the number of items sold.

Congratulations! You have just learned how to create a multi-line invoice!

Two more things we need to learn to complete this tutorial. Don't give up on me just yet.

This tutorial continues after **Screen Shot 7**

Drop Ship Invoice edited on February 16, 2007 9:38 PM by Dcourse

Save Save & close Discard changes

File Edit Insert Revisions Edit HTML

Preview Print Email Collaborate Publish

Style Change

Item #	Item Title	Qty.	Price	Subtotal
TLV3-7	Sterling Silver True Love Waits (TLV3) Ring Size: 7	1	US \$15.99	US \$15.99

Subtotal:			US \$15.99
Shipping & Handling via USPS Priority Mail Service:			US \$5.65
Seller discounts (-) or charges (+):			US \$0.00
Total:			US \$21.64

Thank you for your business!

No one else is editing this document. Add collaborators

Check spelling

Screen Shot 5

Drop Ship Invoice edited on February 16, 2007 9:38 PM by Dcourse

Save Save & close Discard changes

File Edit Insert Revisions Edit HTML

Preview Print Email Collaborate Publish

Style Change

Item #	Item Title	Qty.	Price	Subtotal
TLV3-7	Sterling Silver True Love Waits (TLV3) Ring Size: 7			US \$15.99

Shipping & Handling via USPS Priority Mail			US \$15.99
Seller discounts (-) or charges			US \$5.65
			US \$0.00
			US \$21.64

Thank y *ess!*

No one else is editing this document. Add collaborators

Check spelling

Screen Shot 6

Drop Ship Invoice saved on February 16, 2007 10:35 PM by Dcourse

Save Save & close Discard changes

File Edit Insert Revisions Edit HTML Preview Print Email Collaborate Publish

SHIP TO:
Joe Customer
 123 Any Street
 Whoville, FL 12345
 Tel: (123) 456-7890
 Email: joe@mail.com September 12, 2005

Item #	Item Title	Qty.	Price	Subtotal
TLV3-7	Sterling Silver True Love Waits (TLV3) Ring Size: 7	1	US \$15.99	US \$15.99
You can add items sold on this row				
Subtotal:				US \$15.99
Shipping & Handling via USPS Priority Mail Service:				US \$5.65
Seller discounts (-) or charges (+):				US \$0.00
Total:				US \$21.64

No one else is editing this document. Add collaborators Check spelling

Screen Shot 7

Now we need to learn how to save this whole mess in Google Docs. What? I thought we had done that already? Not quite. We have been learning how to manipulate files in Google Docs. Now we are going to learn how to save them inside Google Docs. Up until now we have been working on the left side of the editing screen. We are now going to turn our attention to the right side of the screen.

Very quickly we have a "Preview" button, which is a great way to look at what the finished invoice will look like. Next to the "Preview" button, you have a "Print" button. If you wish to share this file with, say, Eternal Light, then you would click on the "Collaborate" tab, and follow the instructions that appear. Collaborating is how you "Share" files with other people. Once you hook someone up as a collaborator, they will see the same file that you see only on their computer. Pretty cool, Huh? Publishing make this file available to the outside world. I don't think you would want to do this with your invoices.

On the right hand side, above these commands is a row of very important commands. They are; "Save", "Save & close" and "Discard changes". In order to save a file in Google Docs you will have to click on the "Save" button. Unless you click this button, the file that you have open will not get saved into Google Docs. You may also click on the "Save & close" button. This will save the file in Google Docs and return you to the Google Docs "Home" screen so that you can open a file, create a new file or upload a file from your hard drive. More on that in a minute. The last button is "Discard changes". You would use this button if, for some reason, you wanted to kill a file that you have been working on and did not like the results.

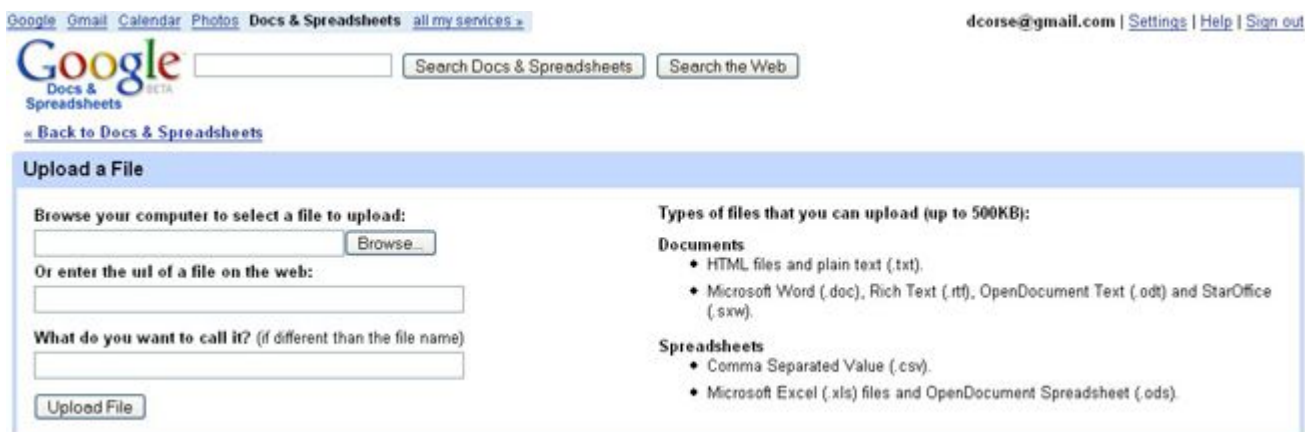
There is one final lesson that we need to teach you to complete this tutorial. Step eight deals with how to upload a file from your hard drive to Google Docs. As we mentioned back in Step three, we are going to teach you how to name files and what format we would prefer that you submit them to Eternal Light in. We are going to incorporate all of this into one lesson as we wrap things up.

We are going to start this lesson at the "home" screen for Google Docs. **See Screen Shot 8 below.** The main screen or "Home" screen for Google Docs has an "Upload" link in the upper left hand corner. Click on this link and the screen will change.

See Screen Shot 9 below. Here you can upload a file from your hard drive or import a file from the web into Google Docs. In the Upload File section you are presented with three input lines that are pretty much self explanatory. When you are done entering information you would click on the "Upload" button. Your file will arrive shortly in Google Docs.



Screen Shot 8



Screen Shot 9

When you upload or import a file into Google Docs you have the option of changing the file name. This is important as it relates to how Eternal Light would like you to name files. Using a certain naming convention will make it easier for us to identify a particular invoice if we ever need to access your information. Naming a file will consist of three parts. The first part is the date. The second part is the

last four digits of your online order number and the third part is the customer name for this particular sale. It would look like this Date= 021607. Last four digits on your online invoice number = 4386. The customer name would be – Joe Customer. The final output would be 021607_4386_Joe Customer. As cryptic as this looks, it makes it very easy to tie this invoice with a customer and then tie both of them to you. If you upload a file, we would like you to name the new file like we just taught you. If you intend to use a "Master" or template file inside Google Docs when you make a sale, then you will need make a copy of your template file and then rename it like we just taught you.

This concludes our eight part tutorial on Google Docs. You now have the skills necessary to create invoices each time you make a sale. Google Docs will do much more, however that is for another tutorial.

Christian-Dropship.com

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