

## **Bauer Google Editing Project**

### **Introduction**

Are you ready to use a cutting edge, online tool that will help you succeed in the business world? Are you ready for a tool that will allow you to access it anywhere in the world, as long as you have a computer? [Google Docs](#) is that tool. This is a free, Web-based office suite, and data storage service offered by *Google*. It allows users to create and edit documents online while collaborating in real-time with other users.

### **History**

*Google Docs* originated from two separate products, Writely and *Google Spreadsheets*. Writely was a web-based word processor created by the software company Upstartle and launched in August 2005. *Google Spreadsheets*, launched as *Google Labs Spreadsheets* on June 6, 2006, originated from the acquisition of the XL2Web product by 2Web Technologies.

On March 9, 2006, *Google* announced that it had acquired Upstartle. At the time of acquisition, Upstartle had four employees. Writely closed registration to its service until the move to *Google* servers was complete. In August, Writely sent account invitations to everyone who had requested to be placed on a waiting list, and then became publicly available on August 23. Writely continued to maintain its own user system until September 19, 2006, when it was integrated with *Google Accounts*.

In February 2007, *Google Docs* was made available to *Google Apps* users. In June 2007, *Google* changed the front page to include folders instead of labels, organized in a side bar.

## Features

*Google Docs* is **Google's** "software as a service" office suite. Documents, spreadsheets, presentations can be created with *Google Docs*, imported through the web interface, or sent via email. Documents can be saved to a user's local computer in a variety of formats including:

- ODF
- HTML
- PDF
- RTF
- Text
- Microsoft Office

Documents are automatically saved to *Google's* servers to prevent data loss, and a revision history is automatically kept so past edits may be viewed.

