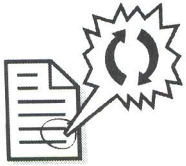


# Courseware Update

(last modified: 05/19/2014)



## Location: Lab 1-4: Creating a PDF résumé in Google Docs

This lab was updated to reflect changes to the Google+ Web site. Remove the lab in its entirety, and replace it with the lab below.

### Remove:

(Remove the lab in its entirety.)

### Replace with:



## Lab 1-4: Creating a PDF résumé in Google Docs

In this lab, you will create a résumé in Google Docs and save it as a PDF document. This lab requires a Google account. You will use this account for the remainder of the course. If you do not have one, please create an account at [www.google.com](http://www.google.com). You are responsible for creating and maintaining your own account.

1. Open a browser and go to [www.google.com](http://www.google.com). Log in using your Google account.
2. **Google:** In the upper-right portion of the screen, click the **Apps** button (the square image composed of nine small squares), then click the **Drive** button. The Google Drive window will appear. Google Drive is a file storage service by Google in which you can store videos, photos, Google Docs, PDFs and so forth.
3. **Google Drive:** Click the **Create** button and select **Document**. An untitled document will appear in a separate Google Docs window.
4. **Google Docs:** Enter several lines of text to create the start of a résumé. You can also use sample text from the **sample\_resume\_text.txt** file in your student lab files.
5. Use the tools on the Format Bar to apply font, bold, italic, color and alignment attributes to selected text. Your résumé may appear similar to Figure 1-13.

#### INSTRUCTOR NOTE:

Google Drive was introduced in 2012. It is fully integrated with the Google Chrome OS but runs on any operating system.

# Courseware Update

(last modified: 05/18/2014)

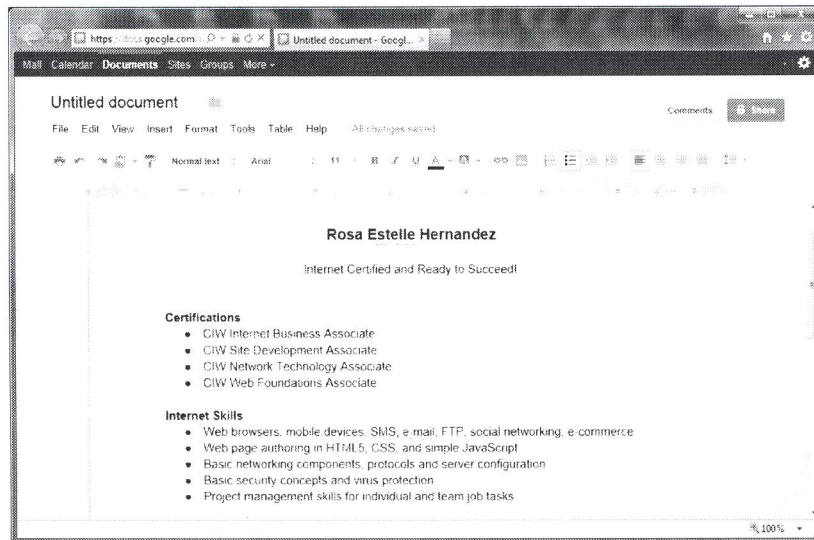


Figure 1-13: Creating résumé in Google Docs

6. Google Docs automatically saves your document as you type. Change the document name by selecting **File | Rename**. Name your document **SampleResume**.
7. To save your file as a PDF document, select **File | Download As | PDF Document (.pdf)**.
8. Select **Save As** to save the document to your Desktop.

*Tech Note: A dialog box may appear asking if you want to open or save the document. Make sure you find the Save As feature. It may be accessible by clicking a drop-down menu next to the Save button. Save the document to your Desktop.*

9. **Desktop:** Double click the PDF file you just saved to your Desktop. It should open automatically if Adobe Reader is installed on your computer (go to Step 11 if it is not installed). The formatting attributes you applied should appear in the document, similar to Figure 1-14. Exit Adobe Reader.

# Courseware Update

(last modified: 05/18/2014)

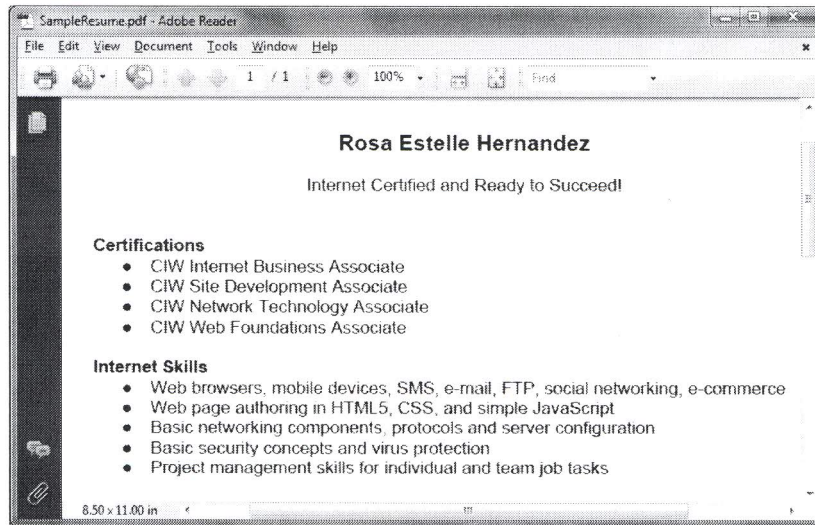


Figure 1-14: Creating PDF document with Google Docs

10. **Google Docs:** If Adobe Reader is not installed, redisplay your browser and close the Google Docs window. You will return to the Google Drive home page.
11. **Google Drive:** Click the **Upload** button (the button with the upward-pointing arrow, located next to the Create button). Select **Files** and locate the **SampleResume.pdf** file on your Desktop. Click **Open**. The PDF will appear in Google Drive.
12. The résumé can now be uploaded or e-mailed to a potential employer in PDF format.
13. **Google Drive:** Log out of your Google account and exit the browser.



## Location: Section "Technology Adoption Models"

*In the second paragraph of this section, remove the following text shown in strikethrough, and replace it with the text shown underlined.*

### Remove:

The following sections introduce three schools of thought that describe this tendency for organizational and market changes to occur ~~in a revolutionary manner~~:

### Replace with:

The following sections introduce three schools of thought that describe this tendency for organizational and market changes to occur as new technologies are adopted: