## Launching GCdocs

1. To open the GCdocs sign-in page, type in the web address or URL provided by your organization in the web address bar

2. If prompted, enter your username and password and select **Sign In**

Navigating GCdocs

After signing in, you will be presented with the GCdocs user interface and several areas used to navigate GCdocs.
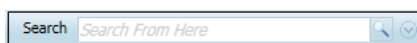
General Menu Bar provides access to various functions, including the **Enterprise** workspace, your **Personal** workspace, **Tools** and **Help** menus
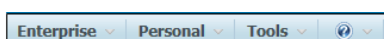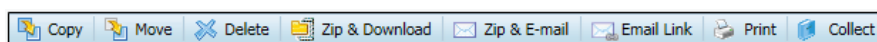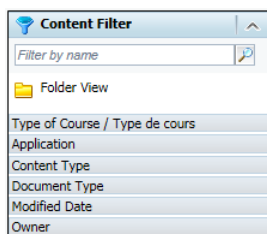

Quick Search allows you to perform a quick search

Folder and Document Tools provides tools for manipulating folders and documents
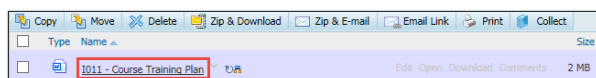

Content Filter allows you to filter items displayed on your screen based on similar characteristics, such as the application type or document owner
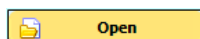

Accessing documents

To open or edit a document, click on the document name. This will bring you to the Document Overview page.
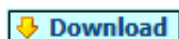

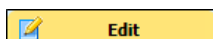**Open** will open a read-only copy

Download lets you save a copy of the document locally

Edit will open the document in its native application and allow you to make changes and save a new version

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Adding documents using the Drag and Drop Method

1. In GCdocs, navigate to the folder where the document will be added

2. Minimize the GCdocs window or make it smaller, and then navigate to the location where the document is located

3. Select the document and drag it into the folders and documents browse area in GCdocs
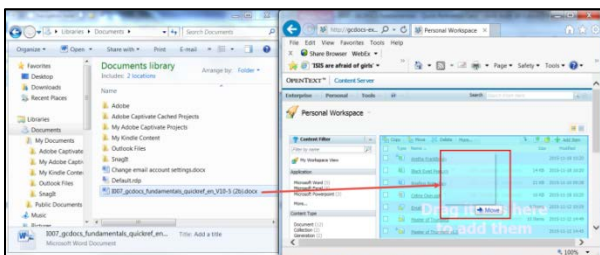
Adding existing documents to GCdocs

1. Navigate to the folder where the document will be added

2. Select **Add Document**

3. Select **Existing** and, then select **Browse** to locate the document you want to import to GCdocs

4. Complete the document profile (name, description)

5. Select **Add**

Adding new documents to GCDOCS

1. Navigate to the folder where the document will be added

2. Select **Add Document**

3. Select **New**

4. Select the pull down arrow and, then select an application (e.g. Microsoft Word, PowerPoint, Excel, etc.)
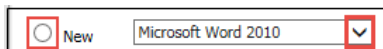
5. Complete the document profile (name, description)

6. Select **Add**

7. Create the document

8. Select **Save** and, then select **Close**

Adding documents from Microsoft Office

1. Launch a desktop application (e.g. Microsoft Word, PowerPoint, Excel)

2. Select the **Enterprise Connect** tab and, then select **Save As**

3. Navigate to the folder where the document will be added

4. Complete the document profile (name, description) and, then select **Save**

Adding emails from Microsoft Outlook

1. Launch Outlook

2. Expand **Enterprise Connect** in the **Navigation Panel** on the left

3. Navigate to the folder where the email will be saved

4. Select the email

5. Drag the email to the GCdocs folder in the **Navigation Panel**

Adding documents via Enterprise Connect using drag and drop method

1. Launch **Enterprise Connect** or **Windows Explorer**

2. Navigate to the GCdocs location where the document will be added

3. Open a second instance of **Windows Explorer**

4. Navigate to the document (Desktop, Shared Drive, etc.)

5. Select the document and drag and drop it to the folder in GCdocs in the first instance of **Enterprise Connect**

Adding documents as Favourites

1. Select **Add to Favorites** from the item's **Functions** menu
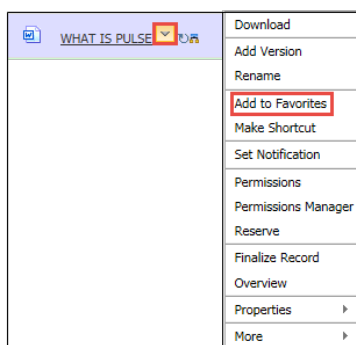
2. The documents now appear on the Favorites page, which can be accessed by selecting **Favorites** from the **Personal** menu

Note: Any item can be added to your Favorites, such as folders.

Searching

1. To perform a Quick Search, type the word(s) in the Search field and click the search icon

Note: Ensure that you are in the **Enterprise Workspace** when performing a search
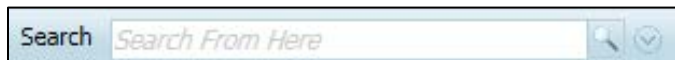
Interpreting Search Results

Once you have performed your search, you are brought to the **Search Results** page.

Some features in the search results page include:

Relevance Score	keyword searches will locate the key word in both the document's name and content and assign it a relevance score
Select Action menu	allows you to perform document management functions to your search results, such as adding them to a collection or applying a hold
Search Tools menu	allows you to **Save Your Search**, if you find yourself frequently repeating the same searches, or even the same types of searches

Creating Collections

1. Navigate to the folder where the collection will be created

2. From the **Add Item** menu, select **Collection**

3. From the **Add Collection** page, complete the collection's profile

4. Select **Add** to create your collection. You can now collect and add items to your collection.

Managing Permissions

1. Select **Permissions** from the item's **Functions** menu

2. From the "Permissions" page, in the **Assigned Access** frame, select the **Grant Access** icon
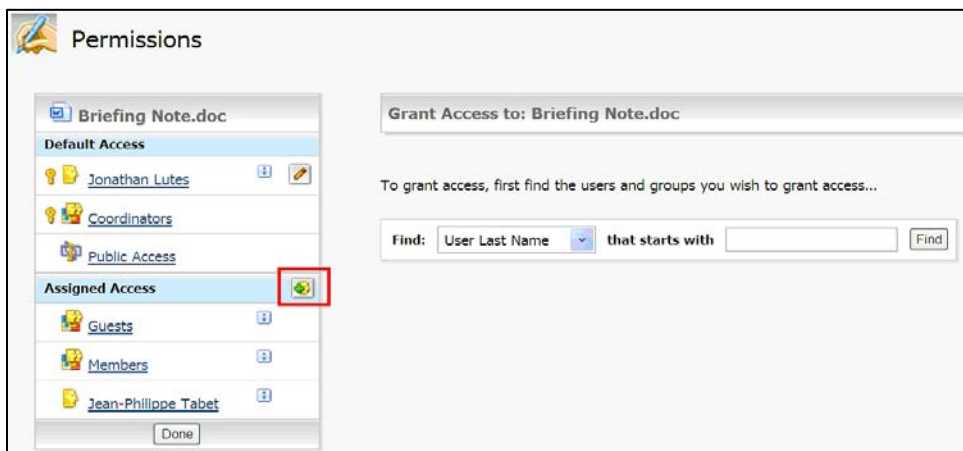
3. Find the user or group and, then select the checkbox beside **Grant Access**

4. Select **Submit**

5. You will then be brought to the "Permissions" page

6. Grant the necessary permissions; select **Update** and, then select **Done**

The document's permissions have now been updated.

Renaming a document

1. Select **Rename** from the item's **Functions** menu

2. From the **Rename Document** page, rename your document in the **Name** field

3. Select **Update**

Reserving a document

The Reserve function allows you to check out a document, thus preventing others from modifying it.

1. Select **Reserve** from the item's **Functions** menu

2. To work on a document from outside GCdocs, select the **Download** link in the **Option** section

3. Select **Submit** to reserve the document

Note: A document is automatically reserved when you open it for editing.