



Google Docs

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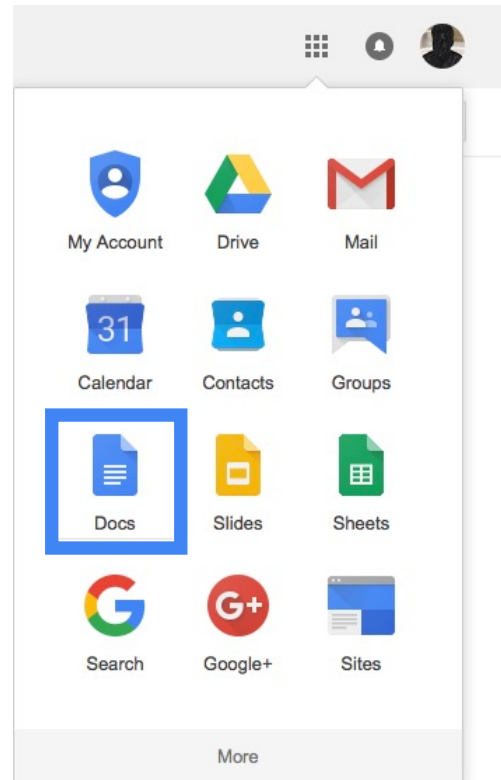
About Google Docs

Google Docs is a web-based word processing tool similar to Microsoft Word. You can create and edit documents to be stored on Google Drive, shared with colleagues, download to your desktop, and more. Google docs is free to use with a Google account.

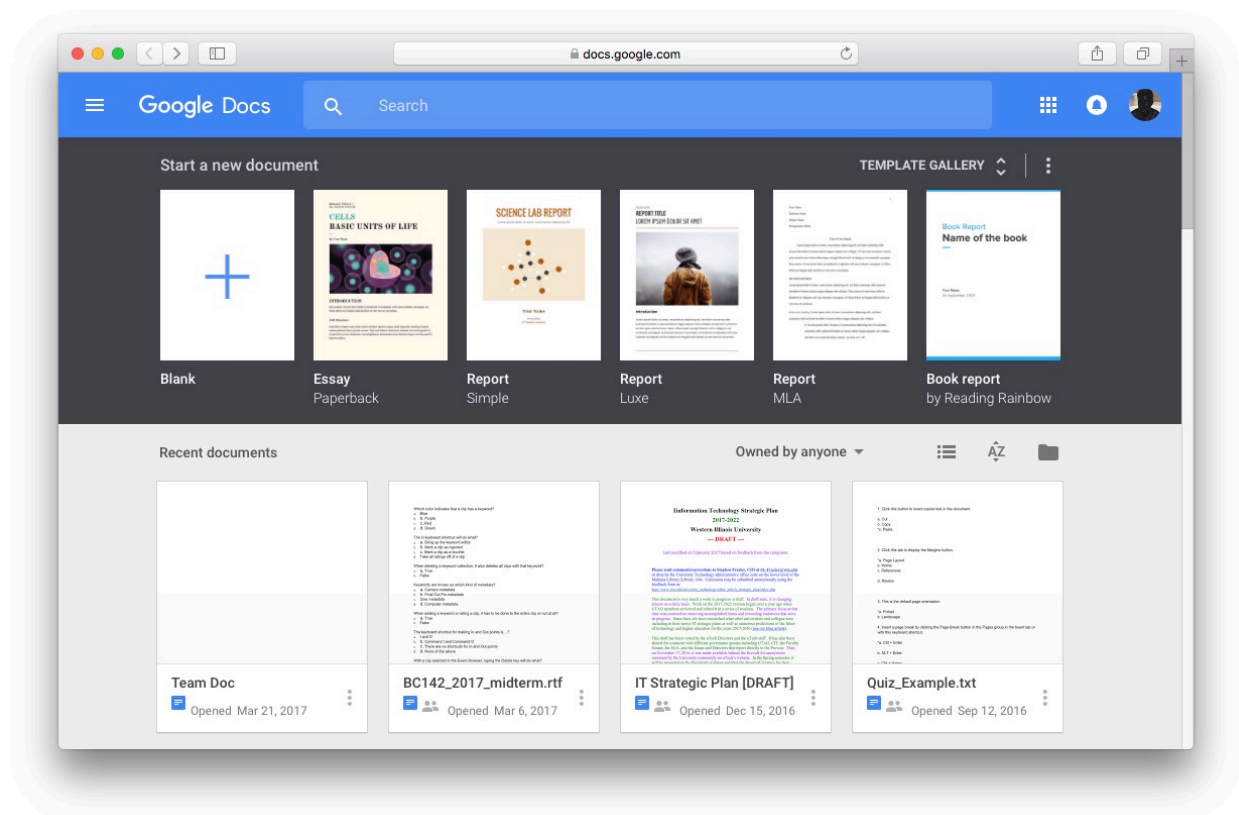
Access Google Docs

To get to Docs from any Google page, click the app launcher at the top right and click the **Docs** icon.

NOTE: The app launcher can be customized in terms of icon location, so the location of your Docs icon may be in a different spot in the list.

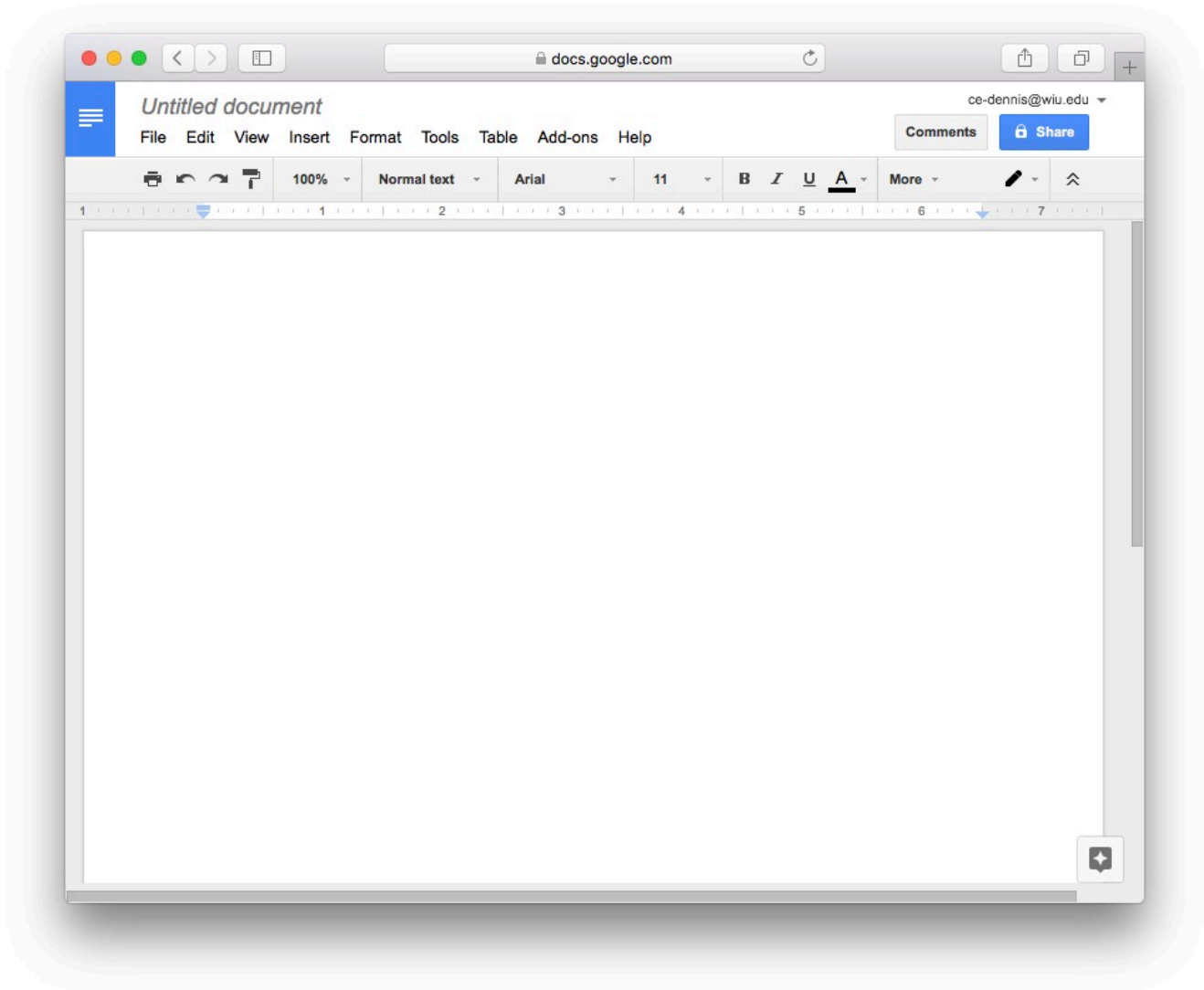


Google Docs Home Page



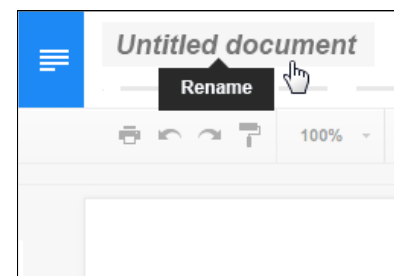
Creating a New Doc

From the Docs home page you can click once to create a blank document, create a document from a template, or open recent documents. To create a new document simply click the **Blank** template icon. You will see the following.



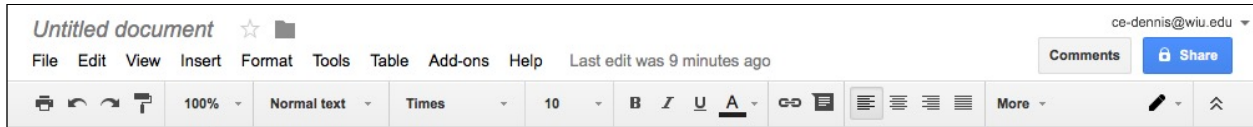
Name the Doc




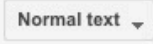






Click the area that says **Untitled document** on the upper left to name the document (or click **File** and choose **Rename**)



Add and Edit Text

Simply click in the page and start typing. Use the tools and menu options along the top to format, insert images, add tables, etc.

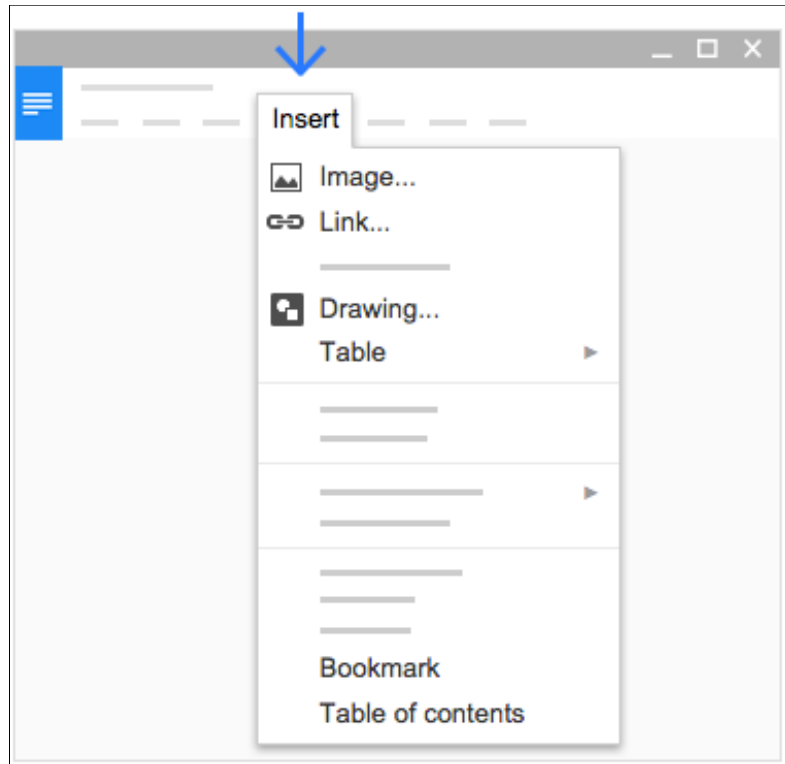


	Undo or redo your last changes
	Copy formatting from one section of text and apply it to another section
	Zoom
	Assign styles for headings and titles
	Change font and font size
	Add bold or italics, underline, or change the font color
	Insert a link for selected text
	Insert a comment
	Choose text alignment
	Choose line spacing, bulleted and numbered lists, indents, background colors, and other tools.

Add pictures, links, tables, and more

The Insert menu lets you add different features to your document, including:

- **Image** - Insert an image from your computer, the web, or Drive
- **Link** - Add a link to another page or to a header or bookmark in the same document
- **Drawing** - Create shapes, pictures, and diagrams right in your document
- **Table** - Select the number of columns and rows to create a table
- **Bookmark** - Add shortcuts to specific places within your document
- **Table of contents** - Create an auto-generated table of contents that links to each heading in your document that has a heading style applied



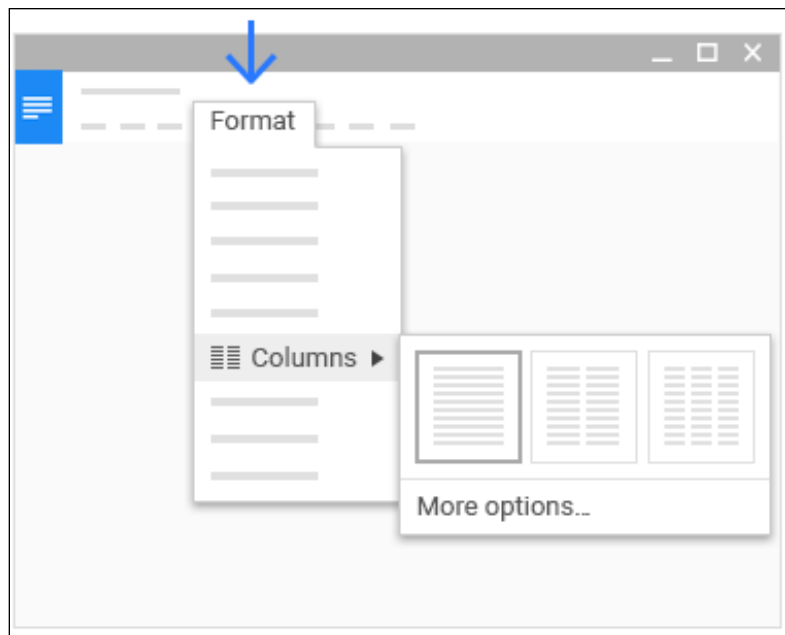
Create page columns

If you're working on an academic paper or another large document, you can organize your text in columns.

Create page columns:

- Click **Format** and hover over **Columns**
- Select the number of columns you want

NOTE: To adjust the spacing, or add lines between column, click Format > Columns > More options. Click Apply

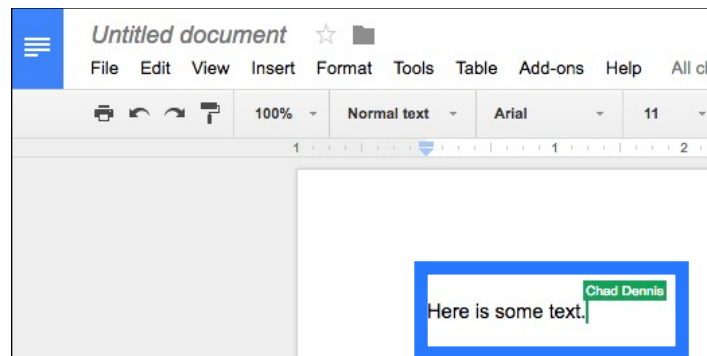


Collaborate

Real Time Edits

When a doc is shared using the steps in the Google Drive handout (pages 3 - 4), anyone with **Can edit** permissions can edit the doc. Multiple people can edit a doc and the edits can be seen by everyone in real time.

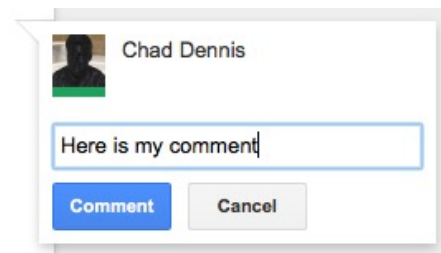
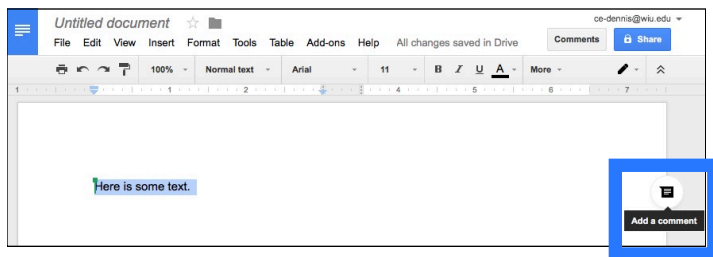
When a collaborator makes an edit to a doc, other collaborators can see their name connected to a little color coded icon connected to the text.



Add Comments

If you can't collaborate in real time, you can leave feedback and questions on the side of a document to be viewed by collaborators. Do the following:

- Select a section of text.
- Click the **Add a Comment** icon that appears on the right side of the doc. (or click the **Comment** button in the toolbar)
- Add your notes and click **Comment**

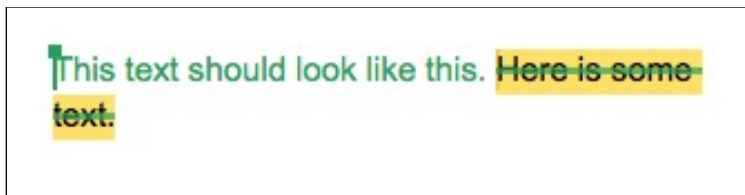
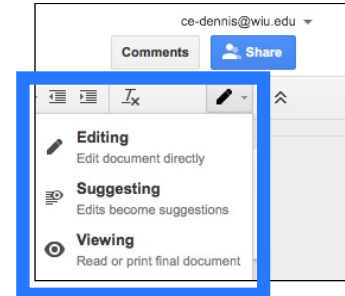


If a comment is important for a specific collaborator to see, enter + followed by their address. For example, +ce-dennis@gmail.com. They'll get an email with your comment, along with a link to the document.

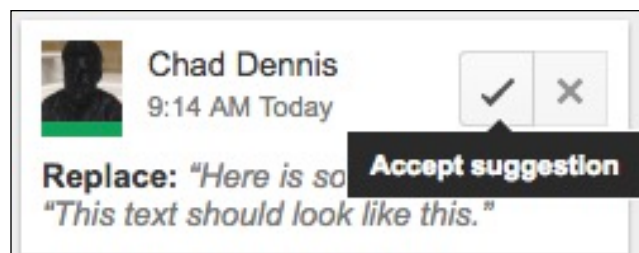
Suggest Edits

You can also suggest changes directly in the document without actually editing the text. Your suggestions won't change the original text until the document owner approves them. You must have edit or comment access to the document to suggest changes.

- In the top right corner, click the pencil icon and choose **Suggesting**.
- To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).



- The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept or Reject it.



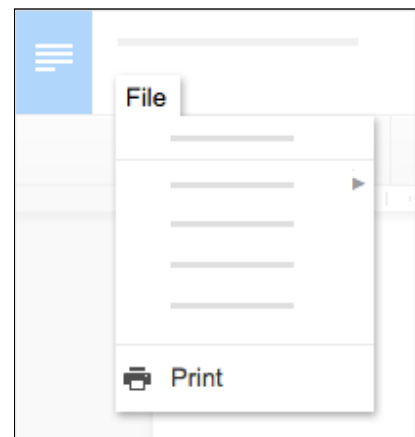
Print and Download

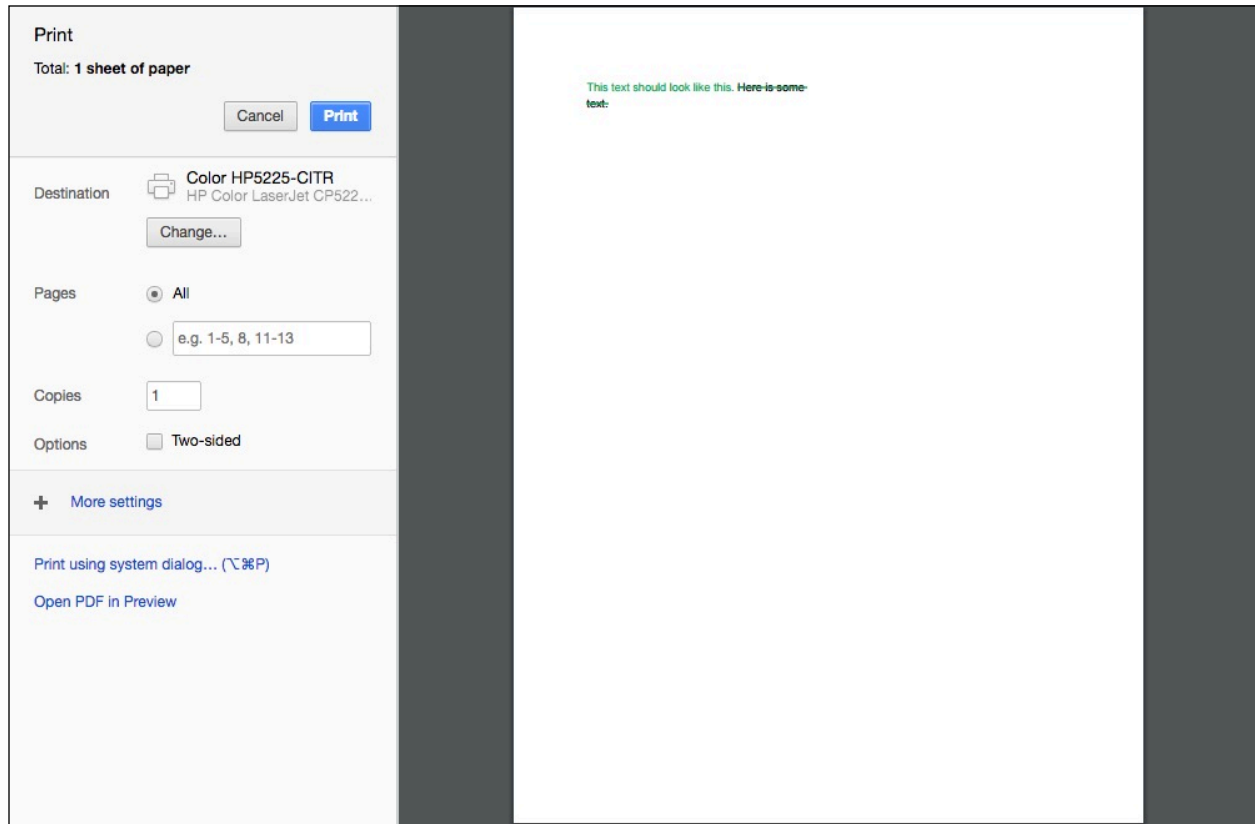
Print

To print your document, do one of the following:

- Click **File** and choose **Print**
- Click the **Print** icon on the far left of the toolbar

In the preview that appears, you can scroll through your document on the right, and choose print options on the left.





Download Other Formats

To download your document so it can be opened by other programs, click **File** and choose **Download as** and choose one of the following formats:

- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain text (.txt)
- Web page (.html, zipped)
- EPUB Publication (.epub)

Make a Copy

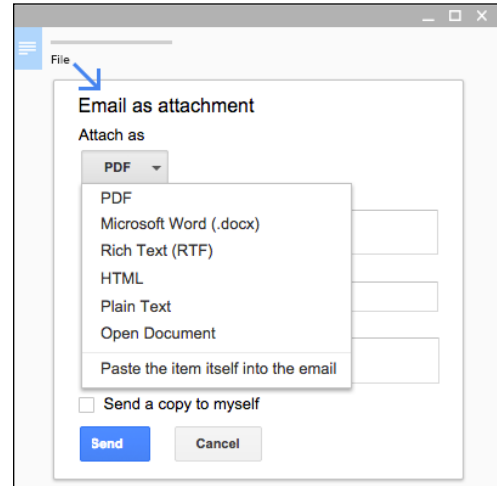
Copying a document is useful for creating templates. For example, if you write a lot of proposals, you can make copies of one proposal and then update each copy for a new project without having to format it again.

To make a copy of your document, click **File** and choose **Make a copy**. You can rename the copy, change where you save it in Drive, and optionally share it with the same collaborators.

Email as an Attachment

If you need to collaborate with someone on your document in a different program or format, such as Word or PDF, you can email it as an attachment. However, this sends a copy of the document instead of sharing the original, so you won't be able to use Doc's collaboration tools.

- Click **File** and choose **Email as attachment...**
- Select a format
- Enter the email addresses you want to send copies to
- Enter a message (Optional)
- Click **Send**



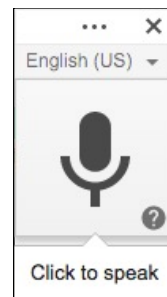
Tips

Dictate Documents

Dictation allows you to convert speech to text:

- Click **Tools** and choose **Voice typing...**
- Click the microphone, and start speaking.

If the software makes a typo, you can still make edits with the keyboard while the dictate tool is open.



Add Words to Dictionary

If you're using a lot of custom terms and slang, and you want to prevent them from being underlined as misspelled, you can add them to your dictionary.

- Click **Tools** and choose **Personal dictionary...**
- Type the word in the space provided
- Click **Add**
- Click **Save**