

# Google Docs

## Quick Reference Card

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document



- View your document's revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language
- Email your documents to other people as attachments

### Create New Documents

1. From your drive homepage, click **New** then choose **Google Docs**
2. A new untitled document will appear in your browser. Click **Untitled document** at the top to rename the document.

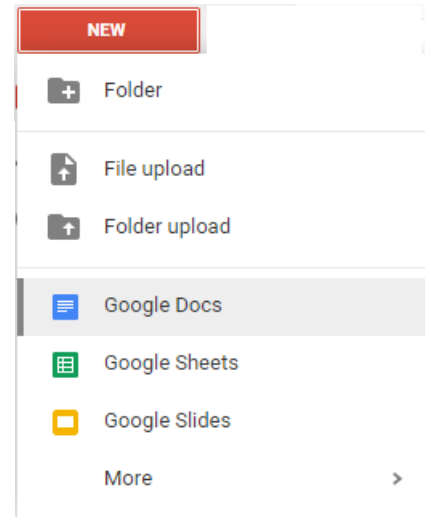
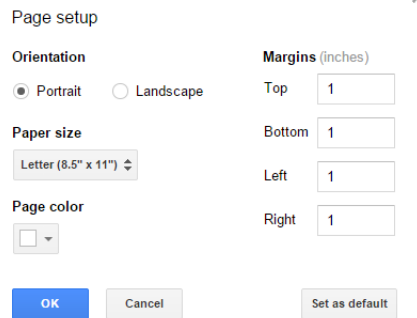
Now it is ready for editing.

### Autosave

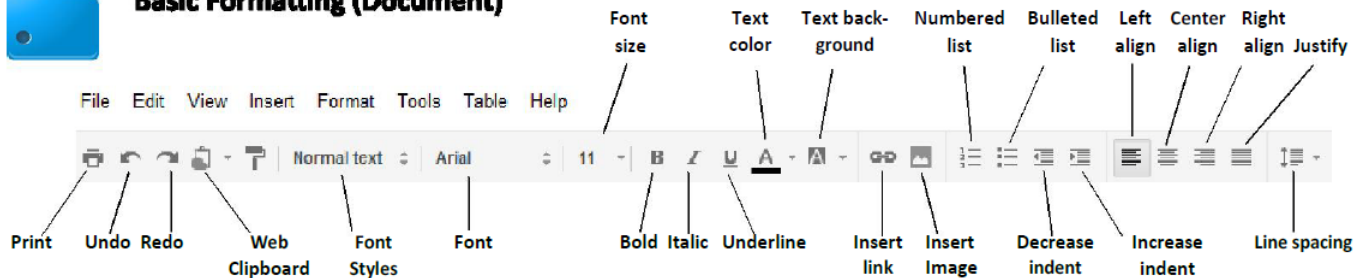
Documents edited in Google Drive are automatically saved every time changes are made. See when your document was last saved by looking at the save status at the upper right corner of the screen.

### Set Margins, Page Size, Orientation and Background Color

To set these options, click **File > Page setup**. Once you have the perfect settings, you can click **OK** to apply them just to the current document, or click **Save as default** to have these page settings for all future documents.



### Basic Formatting (Document)



### Formatting

Select the text you want to format and then choose the options you want on the formatting toolbar.

### Copy Formatting with the Format Painter

Select the text with the formatting you want to copy and click the **Format Painter** button on the toolbar. Then select the text you want to apply the copied formatting to.

### Insert Headers and Footer:

1. Click **Insert** and select **Header or Footer** from the drop-down menu.
2. Type your text within the header or footer dotted-lines area.

### Insert Images:

1. Click **Insert** and select **Image** from the drop-down menu.
2. Select from one of the following:
  - **Upload:** Click **Browse** to select an image from your computer.
  - **Take a Snapshot:** Take an image of yourself.
  - **By URL:** Paste an image URL you have found on the web.
  - **Your Albums:** Select an image from your web album
  - **Search:** Search for an image on the web

### Adding Comments:

1. Highlight the text that you wish to comment on.
2. Click **Insert** and select **Comment** from the drop-down menu.
3. Enter your comment in the box that appears and click **Comment**.

### Insert Links:

1. Click anywhere in your document where you want the link to appear.
2. Click **Insert** and select **Link** from the drop-down menu. Enter the text that you would like to be displayed as the link.
3. Select either **Web address** or **Email address**.
4. Enter a URL or an email-address and click **OK**.

### Add Drawings:

1. Click **Insert** and select **Drawing** from the drop-down menu.
2. The Google drawing window appears. Create your drawing using the available lines and shapes from the toolbar.
3. To add the image to your document, click **Save and Close**.

### Printing:

Click **File** and select **Print**. A PDF opens up ready for printing. Click **Insert** and select **Page Number** to insert Page Numbers.

### Insert a Manual Page Break

Click the **Insert** menu and choose **Page Break**

### Tables:

To insert a table, click the **Table Menu** and choose **Insert Table** and highlight the number of rows and columns you want in the grid.

To **add rows or columns**, click where you want the new row or column to go and choose **Table > Insert Row (or column) (above or below)**

To **merge cells**, select the cells you want to combine and choose **Table > Merge cells**

# Google Docs

## Quick Reference Card

### Share your Documents

One of the best features offered by Google Drive is the ability to share your documents with others. Collaborators can then edit the same document at the same time. To share your documents, open the document you wish to share and click the Share Button in the top right corner of the document to bring up the Sharing Settings window. From here, you have the following options:

### Share with Individuals or Google Groups:

Under Add People, enter the email address or Google Groups address of the people you want to share the document with and choose their level of access. An email invitation will be sent out to the new invitees inviting them to view or edit your document.

- **Can Edit:** Invitees can add or edit content in your document.
- **Can Comment:** Invitees can view and add comments without being able to edit the content.
- **Can View:** People can access a read-only version of the document. They can print the document but cannot make changes.

### Share with Everyone:

You can share your documents with a large group of people by changing their visibility settings. Click on the Change Link under Permissions and select from one of five visibility options that best suits your needs. Make sure the checkbox is checked under Edit access if you would like to grant editing access.

### Collaborate on your documents

Google Drive enables multiple people in different locations to work on the same document simultaneously. All changes made to the document are in real-time, so all of the collaborators can see them and respond to them immediately. Before collaborators can work on a document together, all collaborators need to have editing access to the document.

To start collaborating on a document together, just open the same document from each individual's Google Drive. Keep these three features in mind as you are collaborating on a document with others.

- When you and another collaborator are viewing or editing the same document at the same time, a box with the name of the collaborators appears at the top of the screen.
- When a collaborator makes changes to the document, you will be able to see their edits in real-time.
- Use the built-in chat window to communicate with your collaborators in real-time.

### Suggest Edits

You can suggest edits to the owner of the document without affecting the original text. Your suggestions won't change the original text until the document owner approves them.

To suggest changes to a document:

1. In the top right corner, choose Suggesting Mode.

(Note: If you do not see this option, you only have view-only access to the document and should request access from the owner to suggest edits)

2. To suggest an edit to existing text, highlight the text you want to change and type the suggested edits. To suggest adding new text, just type the new text. Your suggestions will appear in a new color and any text you suggest to delete or replace will be crossed out.
3. To give the document owner more details about your suggestion, click your suggested edit and type your comment into the text box that appears. Then click Reply.
4. The owner of the document will receive an email with your suggestions and be able to accept or reject them.

### Accept or Reject Suggested Edits

If someone has suggested an edit to a document you own, you can decide to accept or reject it.

1. Open the document and click the comment where the suggestion has been made.
2. Click accept or reject in the top-right of the comment.

You can see all of the suggested edits that have been accepted or rejected in your document by clicking comments in the top-right corner of the document.

### Keyboard Shortcuts

Command	Mac	Windows
Open a Document	<Command> + <O>	<Ctrl> + <O>
Create New	<Command> + <N>	<Ctrl> + <N>
Print a Document	<Command> + <P>	<Ctrl> + <P>
Close a Document	<Command> + <W>	<Ctrl> + <W>
Help	<F1>	<F1>
Up One Screen	<Not Available>	<Page Up>
Down one Screen	<Not Available>	<Page Down>
Beginning of Line	<Command> + <Right Arrow>	<Home>
End of Line	<Command> + <Left Arrow>	<End>
Beginning of Document	<Command> + <Up Arrow>	<Ctrl> + <Home>
End of Document	<Command> + <Down Arrow>	<Ctrl> + <End>

Command	Mac	Windows
Cut	<Command> + <X>	<Ctrl> + <X>
Copy	<Command> + <C>	<Ctrl> + <C>
Paste	<Command> + <V>	<Ctrl> + <V>
Undo	<Command> + <Z>	<Ctrl> + <Z>
Bold	<Command> + <B>	<Ctrl> + <B>
Italics	<Command> + <I>	<Ctrl> + <I>
Underline	<Command> + <U>	<Ctrl> + <U>
Align Left	<Command> + <L>	<Ctrl> + <L>
Center Align	<Command> + <E>	<Ctrl> + <E>
Align Right	<Command> + <R>	<Ctrl> + <R>
Justify	<Command> + <J>	<Ctrl> + <J>
Select a Word	Double Click Word	Double Click Word

