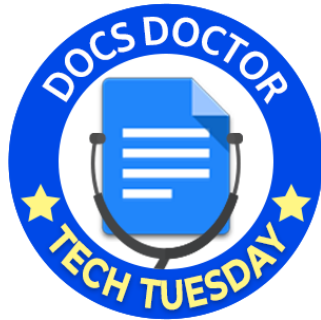


Docs Doctor



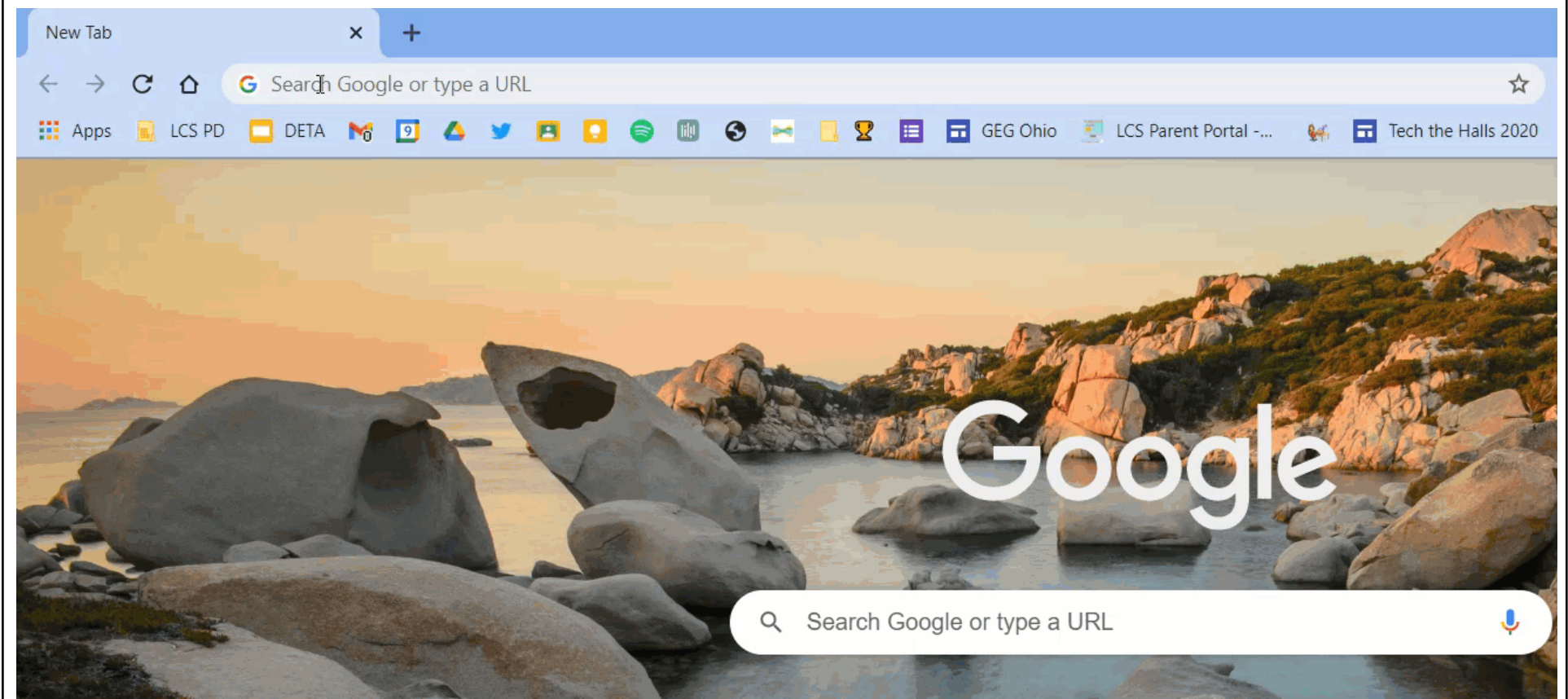
Like a plastic surgeon can make everything look just the way you want, you have the ability to doctor your Google Doc and make it always perfect for you. You can click on any of the hyperlinks below to be taken directly to that section of the document. You could also open and use the table of contents on the left of the document. Or, you can just scroll through the document to see all of the tech tips.

- [Quickly open a new document from your web browser](#)
- [Change your standard text style, color and size that will appear on every doc you create instead of always having to type in Arial size 11 font.](#)
- [Change your standard paragraph spacing that will appear on every doc you create - you can set your standard paragraph to always be in 1.5 or 2 line spacing. \(I mean, that is weird, but I'm not judging you or anything.\)](#)
- [Prevents paragraph lines from getting left behind - Kinda like a hanging chad - am I dating myself with that reference? Not sure what I mean, look it up, millennial.](#)
- [Learn how to use the paintbrush to format a doc - this will let you make all of your formatting look the same without all of the usual hurdles you have to clear when you try to use fancy fonts.](#)
- [Learn how to clear formatting when your Doc gets stuck in a loop of mess - Oops, did those fancy fonts get the best of you?](#)
- [Create a document outline \(table of contents\) If you are creating a 90 page document, you should help people navigate it.](#)

docs.new

The easiest way to create a new Google Doc is by typing **docs.new** in your omnibox (URL) box. Once you do this, you can then move your doc into the correct folder in your Google Drive by clicking on the folder icon next to the name of your Doc. You can also star it to save it in your quick favorites in your Drive.

1. Open your Chrome browser
2. Click on the URL bar/Omnibox
3. Type **docs.new**
4. Once your Doc has opened, give it a name
5. Click on the folder icon to move your Doc into the folder of your choice. Otherwise, the Doc will remain loose in your drive.
6. Click on the Star icon if you would like to add it to the starred items in your Drive.



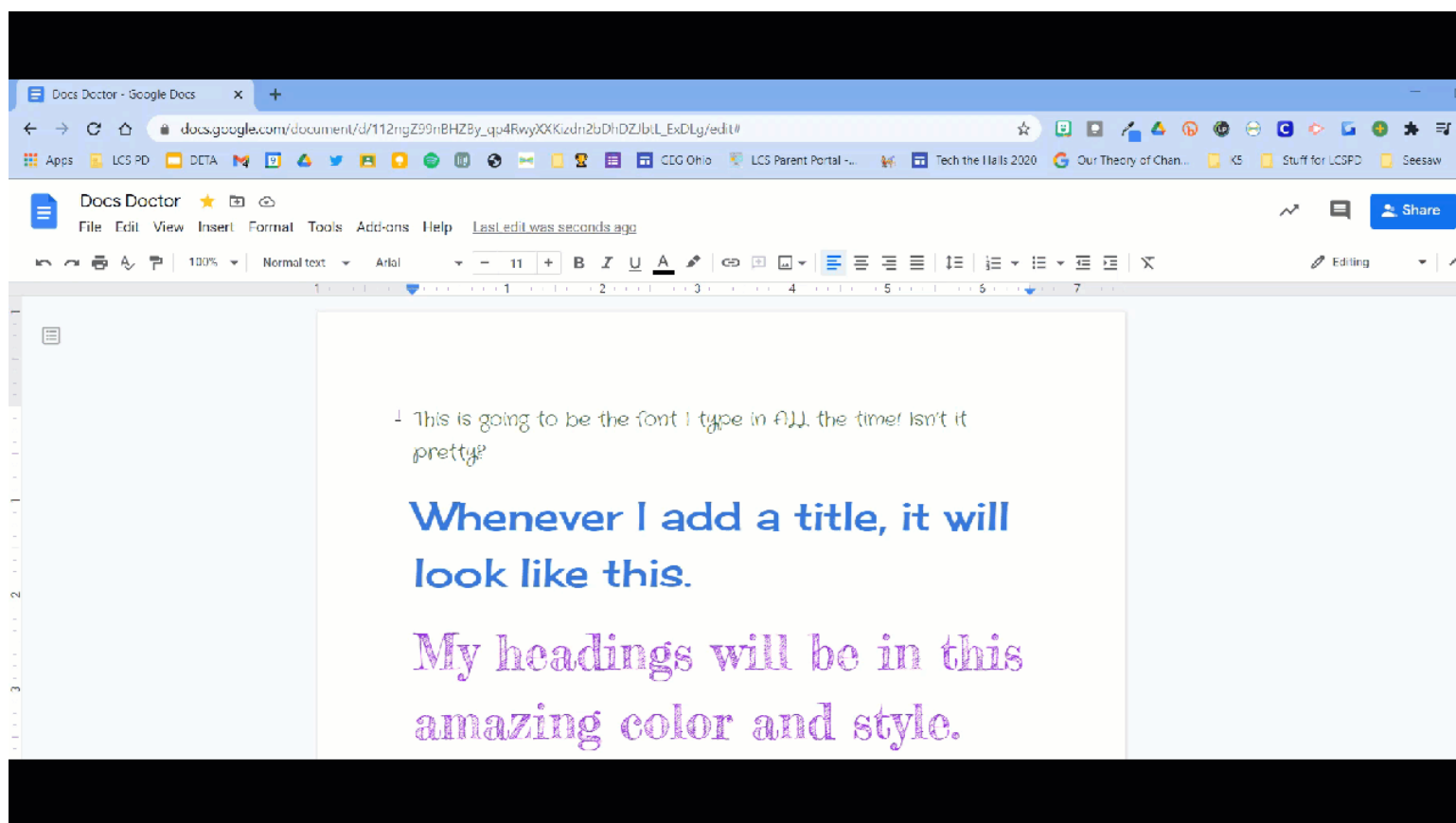
Font

Google Docs has a standard font style of Arial, size of 11 and color of black. All sub fonts (for Title, subtitle, heading, etc) will follow those standard fonts.

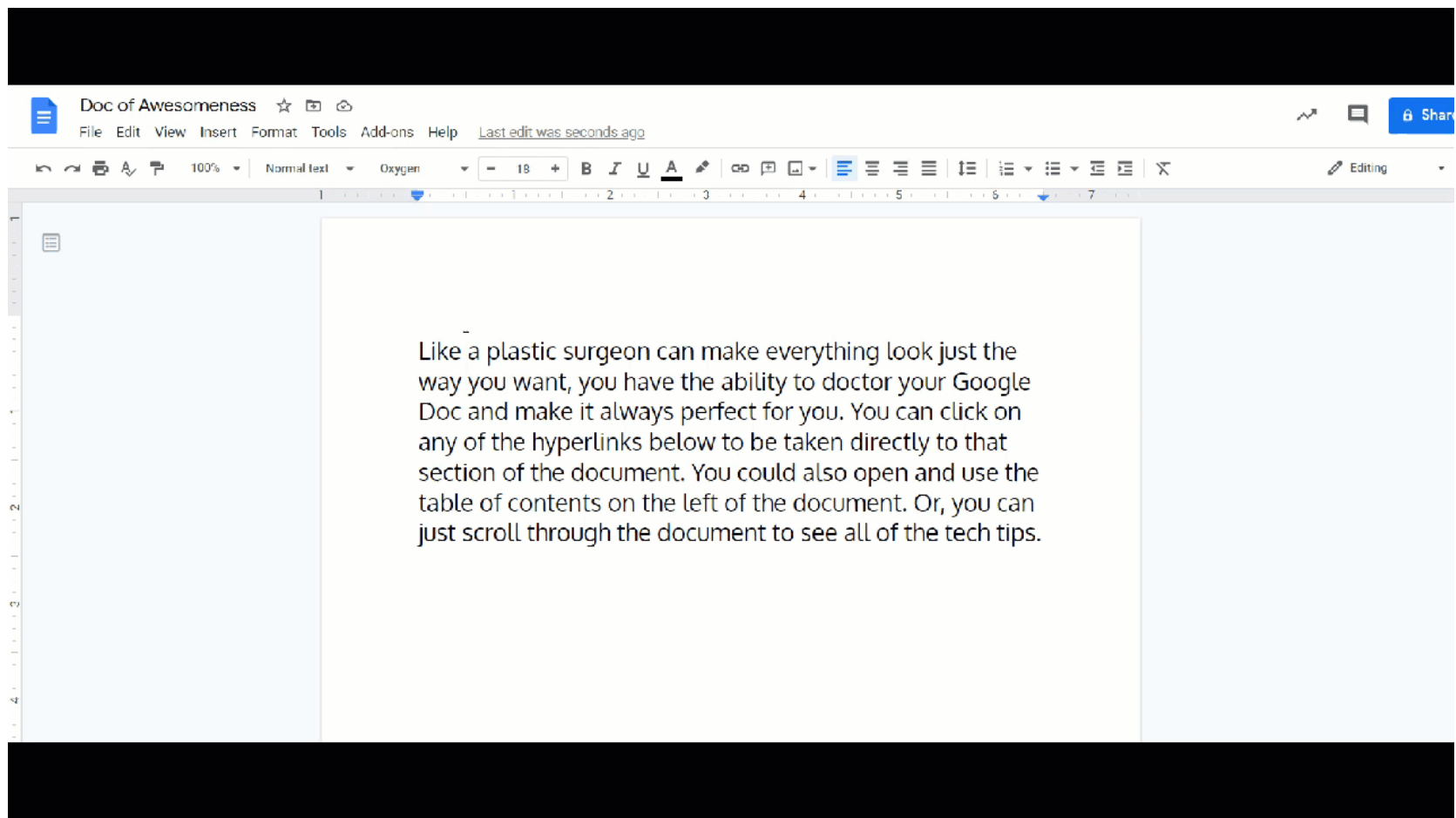
However, you have the ability to change your default font size, style, and color. You have the ability to change this every time you work in a Doc, but did you know that you can make a change and set that font size, style and color so that it preloads every time you create a new Doc? If you want to write in size 40, purple colored calligraffiti font on every single document, you have that ability!

1. Create a new document or go into a current document with headings formatted the way you want.
2. Click and drag your cursor through a sentence or string of text that has the font and line spacing you prefer.
3. Go to Format > Paragraph styles > Title (or Subtitle, or Heading 1-6).
4. Select "Update Title (or Subtitle, or Heading 1-6) to match."
5. Next, go to Format > Paragraph styles > Options.
6. Select "Save as my default styles."

If the gif is too hard to follow, click [here](#) to watch the video. To learn how to undo or reset your font styles, click on "Format < Paragraph Styles < Options < Reset Styles and this will take every font change you have made back to Arial.



Paragraph Line Spacing	If you want your text to always be spaced greater than 1, you can set the style to be 1.5 or 2 or to a custom distance.	1. Create a new document or go into a current document with the formatting you want. 2. Drag your cursor through a couple of sentences that are set up the way you want them, with the font and line spacing you prefer. 3. Go to Format > Paragraph styles > Normal text. 4. Select "Update 'Normal text' to match." 5. Next, go to Format > Paragraph styles > Options. 6. Select "Save as my default styles." Click here to watch the video instead of viewing the gif.
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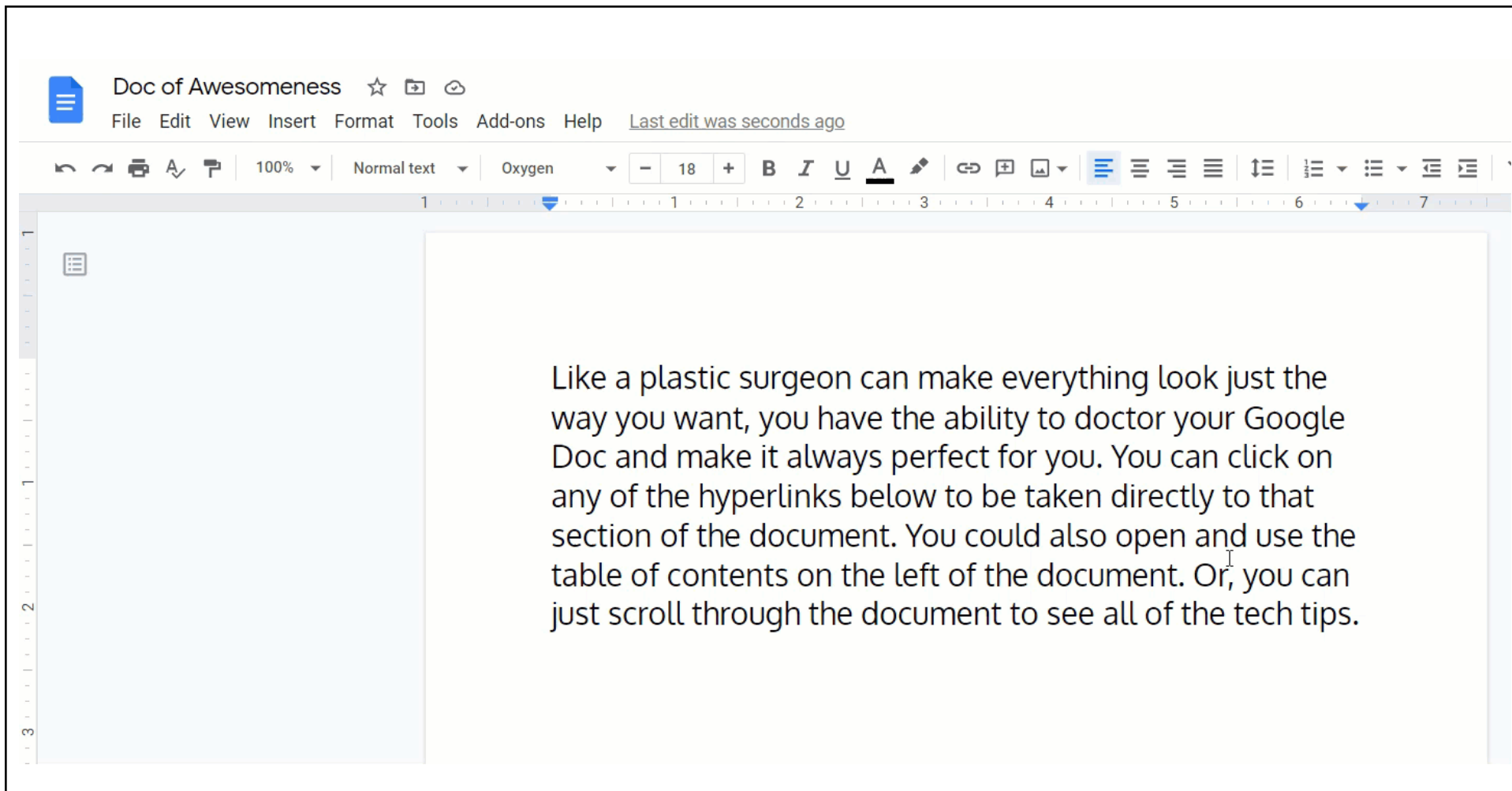


Paragraph Appearance

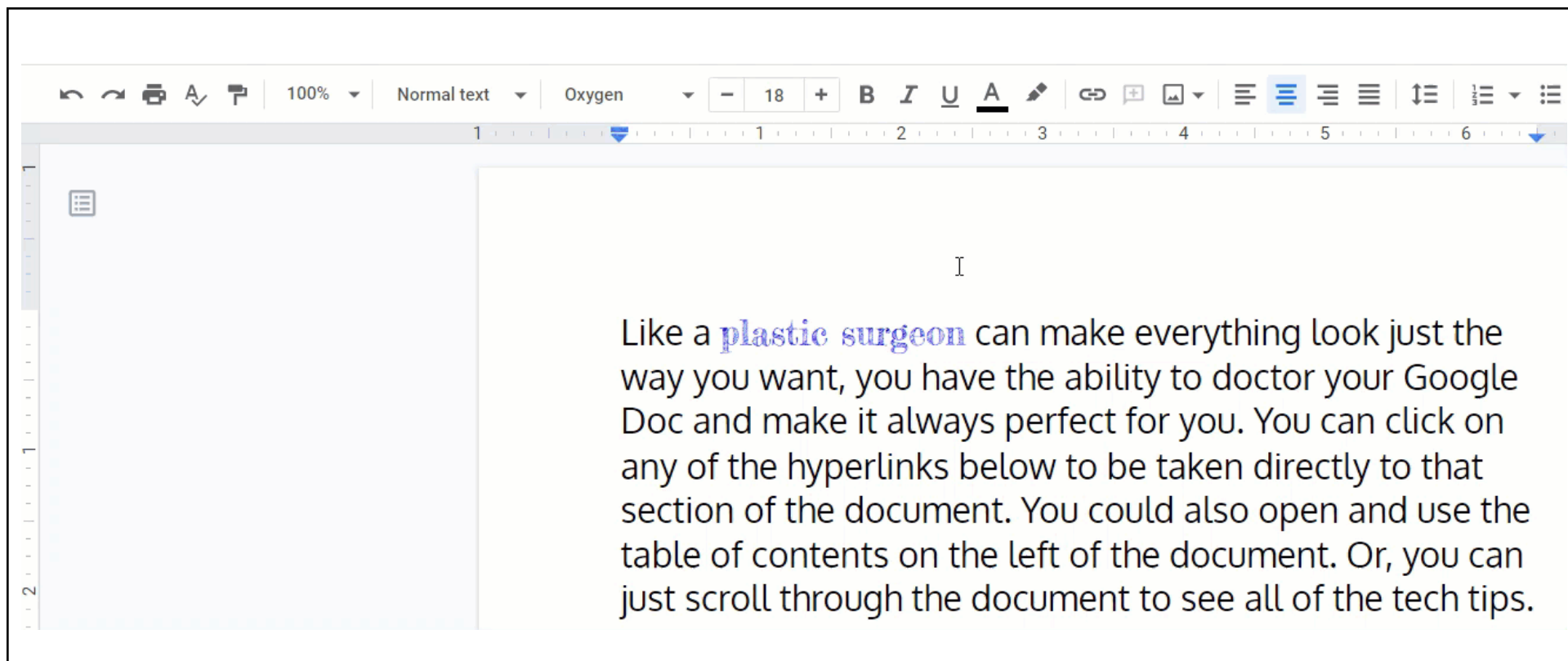
When typing a longer document, you might want to make sure that you don't have any of those weird single lines hanging on a page all by themselves. Or, you might want to make sure that if you are working within a heading or topic, you can keep all content on the same page. Use these formatting options in Docs to create perfect alignment in your paragraphs.

- Keep with next - to keep paragraph headings and text on the same page
- Keep lines together - to keep all lines of text in the same paragraph on the same page
- Prevent single lines - to prevent single lines at the beginning or end of paragraphs

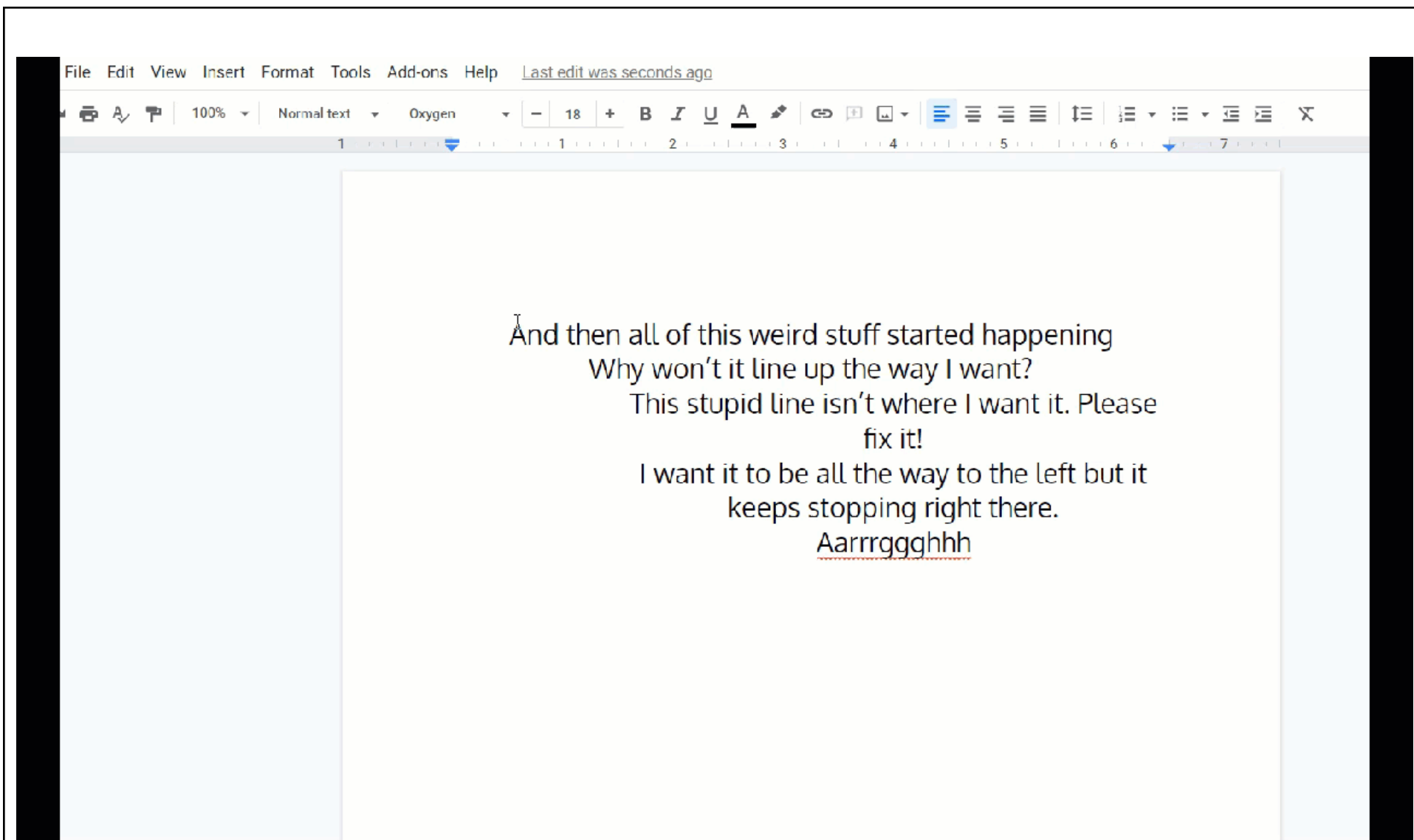
These options are located in your menu bar under the double sided arrow. Click on that menu bar to turn them on or off. If the option has a check mark next to it, it is turned on.



Paintbrush	When you are creating a document, you might select a different font color and style for certain parts of the document, like titles, headings, or call-outs. Instead of having to remember what font style, size and color you used each time you go to repeat the style, simply use the paintbrush tool. You might not have ever paid attention to that little paintbrush up in your menu bar, but it packs a lot of punch!	1. Create a word in the font, size and color you want. 2. Use your mouse to highlight the word 3. Click on the paintbrush on the top right of your menu bar 4. Highlight the word where you want to match the formatting 5. Release the mouse button and the font will be matched
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Clear Formatting	Have you made a giant mess out of your document and need to get back to basics so that you can start over without actually starting over? Or, have you been trying to get just a section of your document to stop putting in extra spaces or aligning in the wrong direction but it just won't do what you want? Now is the time to clear your formatting!	1. Highlight the area of your document that is not formatting the way you would like. 2. Click the T with the line through it on the left of your menu near the paint bucket OR 3. Right click (two finger touch on a Chromebook). 4. Select "Clear formatting" from the drop down menu
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Document Outline

Make your document easy to navigate by using headings and titles to create a document outline that functions as a table of contents. Your audience can open your outline and click into the section of the document that they wish to visit.

To be a part of the outline, the text must be in the Title or Heading style. To see how to create a document outline for your doc, watch this [video](#).