



Fabulous Features of Google Docs

Session Agenda - bit.ly/curts-docs



Presenter

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- 📺 YouTube - youtube.com/ericcurts
- 📧 Sign up for my weekly email newsletter - bit.ly/curts-news
- 🔔 Get new blog posts automatically through email - [FollowIt](#) link
- 📖 Join the "Control Alt Achieve" email discussion group - bit.ly/caa-emailgroup
- 💬 Join the "Control Alt Achieve" Facebook group - bit.ly/caa-fb
- 🔗 EdTech Links of the Week - bit.ly/caa-links
- 📖 "Control Alt Achieve" book - [Amazon link](#) - [Details](#)
- 🖐 Google Educator Group of Ohio - bit.ly/gegohio
- 🏠 Bring me to your school, organization, or conference with over 70 PD sessions to choose from - bit.ly/curts-pd
- 😄 Poems Too Silly To Say - PoemsTooSillyToSay.com - [Facebook](#) - [Google Group](#)
- 👍 Rate my session and provide feedback - bit.ly/curts-rate

- **Sharing Doc** - Share any comments, questions, answers, resources, links, examples, and more - [Google Document link](#)
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General Resources

- Session Slideshow - "Fabulous Features of Google Docs" - [View Slides](#) - [Copy Slides](#)
- Sample Google Document for testing - [Google Document Link](#)
- Vote for which topics to explore in the session - [Google Form link](#)



Voice Typing

Speak to Docs and have your words automatically typed for you.

- Click "Tools" then "Voice typing".
- Click the microphone and speak to dictate to the document.
- Can include punctuation.
- Can change language.
- Can be used for comments - say "Insert Comment" followed by comment
- Can be used for emojis - say name of emoji followed by "emoji"
- Great for assistive technology, young students, multi-tasking or poor typists.



Web Fonts

Choose from over 1,600 fonts.

- Click the font menu and then choose "More fonts"
- Use them in Docs, Slides, Sheets, Drawings, and more.
- Display correctly for all users.

- Also browse with previews at fonts.google.com

Paint Format

Easily copy the style from one part of your document to another.

- Select the source text, then click the "Paint format" button.
- Select new text to apply the format.
- Double-click the "Paint format" button to repeatedly apply style.

Set Default Fonts and Styles

You can set the default fonts and styles for any new document you create.

- Format some text the way you want the defaults to be.
- Select the text.
- Click "Format" then "Paragraph Styles" then "Normal Text" and finally "Update Normal Text to Match".
- Now click "Format" then "Paragraph Styles" then "Options" and finally "Save As My Default Styles".

Emojis

You can add emojis to your documents.

- Click "Insert" then "Emoji", or type "@:" followed by the name, or voice type name followed by "emoji".
- Can be used for organization, reactions, rebus stories, summaries, and more.
- Blog post - "5 Emoji Learning Activities with Google Docs" - [Website link](#)
- Sample activities
 - Write a summary with emojis
 - Create a rebus story with emojis
 - Wintertime example - [Blog post link](#) - [Template link](#)
 - Valentine example - [Blog post link](#) - [Template link](#)
 - Halloween example - [Blog post link](#) - [Template link](#)
 - Explore emotions with emojis - "Character Emojis" Template - [Google Doc link](#)
 - Emoji writing prompts - [Blog post](#) - [Google Sheets template](#)

Internal Links

Add internal links to jump to different parts of your document.

- Click "Insert" then "Link".
- Link internally to headers or bookmarks.
- Can be used for organization, navigation, "Choose Your Own Adventure" stories, and more.
- Blog post - "Choose Your Own Adventure Stories with Google Docs" - [Website link](#)
- Sample - "Dragon Quest" Interactive Story - [Google Document link](#)

- Sample text to use for your story - [Google Document link](#)

✨ URL Tricks

Change the document link for other ways to share it.

- Normal view link - "docs.google.com/.../edit" - [Example](#)
- Force a copy - "docs.google.com/.../copy" - [Example](#)
- Show Doc without menus - "docs.google.com/.../preview" - [Example](#)
- Preview with copy option - "docs.google.com/.../template/preview" - [Example](#)
- Sir Links-a-Lot extension - [Chrome Web Store link](#)

▶ Playing Videos

Play YouTube videos in Docs with the popup window.

- Add a YouTube link to your document.
- When you click on the link, you will see a small **animated thumbnail** showing the first few seconds of the video.
- You can then click on the "**Open preview**" link in the bottom right corner of the thumbnail.
- The video will now open in a **popup window** in the bottom right corner of the Google Document and start playing automatically.
- You can click and drag the top left corner of the video window to make it **larger or smaller**.
- The **video will stay on top** and play while you continue to work in the document allowing you to watch the video and do your work.
- Normal video functions are still available such as **volume, captions, playback speed**, and more.
- When done you can **close the video window**.

● Smart Chips

Add **interactive chips** to your document including:

- Date, People, File, Calendar Event, Place (free version)
- Voting Chip, Stopwatch, Timer, Variables (paid version)

▼ Dropdowns

Add **interactive dropdown** menus inside of your documents.

- Click "**Insert**" then "**Dropdown**".
- Can be used for tracking projects, grammar activities, cloze reading, and more.
- Blog post - "Create Cloze Reading Activities with Google Docs Dropdown Chips" - [Website link](#)
- Tutorial video - [YouTube link](#)
- Sample - "Frog Cloze Activity"

- Sample Starter Text - [Google Docs link](#)
- Completed Example - [Google Docs link](#)

Building Blocks

Insert **pre-made templates** for common tasks.

- Meeting notes, Email drafts, Calendar events, Product roadmap, and more.
- Create, save, and reuse your own custom building blocks.

Embedded Drawings

Embed Google Drawings inside of a document to add an interactive element.

- Add a Drawing by clicking "**Insert**" then "**Drawing**" then "**New**".
- Can be used for interactive elements such as **graphic organizers**.
- Compare and Contrast Writing Example - [Google Docs link](#) - [Google Drawing link](#)
- Sample graphic organizers to copy
 - Blog post - "30 Free Google Drawings Graphic Organizers" - [Website link](#)
 - <https://sites.google.com/a/k12.kpdsb.ca/kpresources/writing>
 - <https://sites.google.com/isd423.org/draw/templates>
 - <https://sites.google.com/a/gshare.blackgold.ca/engagingstudents/home>
- Can also be used for:
 - Inserting an eSignature - [Blog post](#) - [Sample Doc](#)
 - Adding a textbox
 - Captioning an image
 - Embedding a video

Explore Tool

Search for content from the side panel in Docs.

- Click "**Tools**" then "**Explore**".
- **Search** and insert web pages, images, and more.
- Provides proper **citation** for inserted web pages.

Google Keep Integration

Access and insert **Google Keep** notes from the Docs side panel.

- Click "**Keep**" in the Docs side panel.
- Docs allows you to access anything you have saved in Google Keep.
- You can then bring those items into your document.
- Great for frequently accessed content, comments, images, resources for a project, and more.
- Blog post - "Using Keep for Grading Comments" - [Website link](#)
- Sample comment banks - [Google Docs link](#)

Translate

You can **translate** an entire document into another language.

- Click "**Tools**" then "**Translate document**".
- Choose the language you want to translate into.
- A new copy of the document will be created in the chosen language.
- All of Eric's ELL resources - bit.ly/curts-ellgoogle

AI Assistant

If you have **Gemini for Workspace** or **Gemini Advanced** you can use AI to help write and rewrite text.

- Click "**Help me write**" and enter your prompt.
- Insert text or refine (Formalize, Shorten, Elaborate, Rephrase)
- Gemini for Workspace - workspace.google.com/solutions/ai/
- Gemini Advanced - support.google.com/gemini/answer/14517446
- Gemini Chat - gemini.google.com
- All Eric's AI Resources - controlaltachieve.com/ai

Notifications

Get **notified** anytime someone makes a **change** to a particular document.

- Click "**Tools**" then "**Notification settings**".
- Select notification option for "**Added or removed content**".

Version History

See all **changes** ever made to the Doc, who made the changes, and when.

- Click "**File**" then "**Version history**" then "**See version history**"
- Great for tracking changes, group work, plagiarism, etc.
- Different versions can also be named (such as Rough Draft, Final Version, etc.)
- Older versions can also be copied as their own documents.

Add-ons

Extend Docs features and options with Add-ons

- More details at bit.ly/curts-docsaddons and [Blog Post link](#)
- Add-ons are **third-party tools** that you can install and use inside of Google Docs.
- They provide **additional features** or tools that you normally would not have in Docs.
- Some recommended add-ons:
 - CLOZEit - [Google Docs Add-on link](#)
 - Doc Tools - [Google Docs Add-on link](#)
 - Docs Paragraph Translate - [Google Docs Add-on link](#)
 - Easy Accents - [Google Docs Add-on link](#)

- EasyBib - [Google Docs Add-on link](#)
- Fun Text - [Google Docs Add-on link](#)
- Grammar and Spell Checker - LanguageTool - [Google Docs Add-on link](#)
- Highlight Tool - [Google Docs Add-on link](#)
- Icons for Slides & Docs - [Google Docs Add-on link](#)
- LottieFiles for Google Workspace - [Google Docs Add-on link](#)
- Music Snippet - [Google Docs Add-on link](#)
- OneLook Thesaurus - [Google Docs Add-on link](#)
- Orange Slice Teacher Rubric - [Google Docs Add-on link](#)
- Simple Signature for Google Docs - [Google Docs Add-on link](#)
- Word Cloud Generator - [Google Docs Add-on link](#)
- Writer's Highlighter - [Google Docs Add-on link](#)

Extensions

Extend Docs features and options with Chrome Extensions

- **Extensions** are small programs that customize and enhance the functionality of the Google Chrome browser.
- They can be found and installed from the [Chrome Web Store](#).
- More details at [bit.ly/curts-ext](#) - [Webinar video](#) - [Blog post](#)
- Many extensions work with Google Docs:
 - **Read&Write for Google Chrome** - [Chrome Web Store link](#)
 - **Draftback** - [Chrome Web Store link](#)
 - **Revision History** - [Chrome Web Store link](#)
 - **Brisk Teaching** - [Chrome Web Store link](#)
 - **Beep** - [Chrome Web Store link](#)
 - **Equatio** - [Chrome Web Store link](#)

Apps Script Code

Extend Docs features and options with Apps Script code

- **Google Apps Script** is a scripting language based on **JavaScript**.
- Apps Script can be used in tools such as Google **Docs**, **Sheets**, **Slides**, **Forms**, **Calendar**, **Drive**, and more.
- Apps Script can be used to automate **tasks**, create custom **features**, **integrate** with other tools, and more.
- More details at [bit.ly/curts-aicode](#) - [Webinar video](#) - [Blog post](#)
- Examples:
 - Weak Words Checker - by Eric Curts - [Overview and Code](#) - [Example](#)
 - Punctuation Practice - by Eric Curts - [Overview and Code](#) - [Example](#)
 - Toggle Case - by Eric Curts - [Overview and Code](#) - [Example](#)

Templates

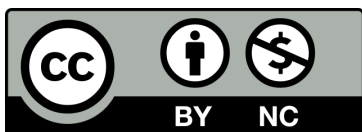
Templates can save time when creating documents.

- Use pre-made templates from the "**Template Gallery**".
- Add your own templates to your school's gallery.

Offline Access

Google Docs can be used when **offline** to edit and create documents.

- Click the **settings gear** in the top right corner of Google Drive screen, and choose "**Settings**".
- Scroll to find "**Offline**" settings.
- Check the box for "**Create, open and edit your recent Google Docs, Sheets, and Slides files on this device while offline.**"
- Click "**Done**".
- Now when you are offline you can go to Drive and can access and edit any files that are not grayed out (these will be recently used files).
- Specify a particular file for offline use by clicking "**File**" and "**Make available offline**".



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