Use Docs More Effectively
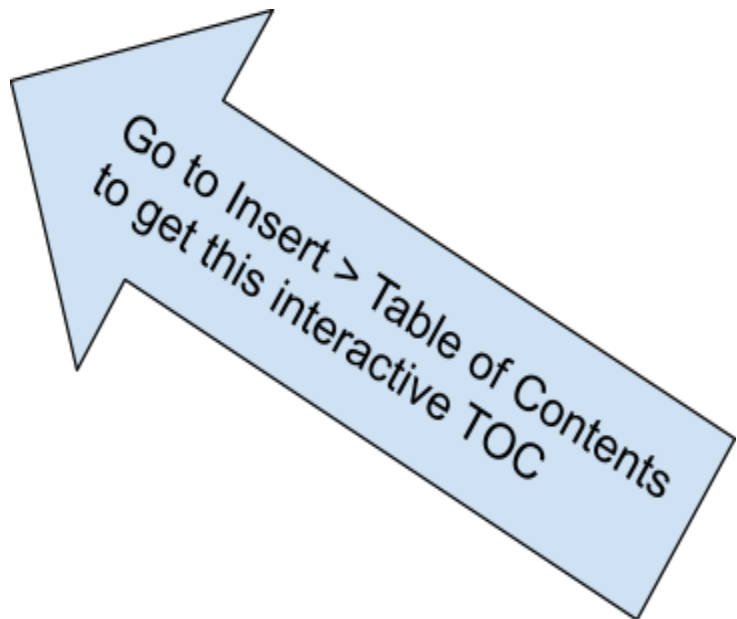
Click a page number or a Title below to be brought directly to the section described.

Go to Insert > Table of Contents to get this interactive TOC

Using Docs More Effectively

Table of Contents (see table below or go to Tools > Document Outline above)

Style Sheets - Create formatting consistency when creating documents
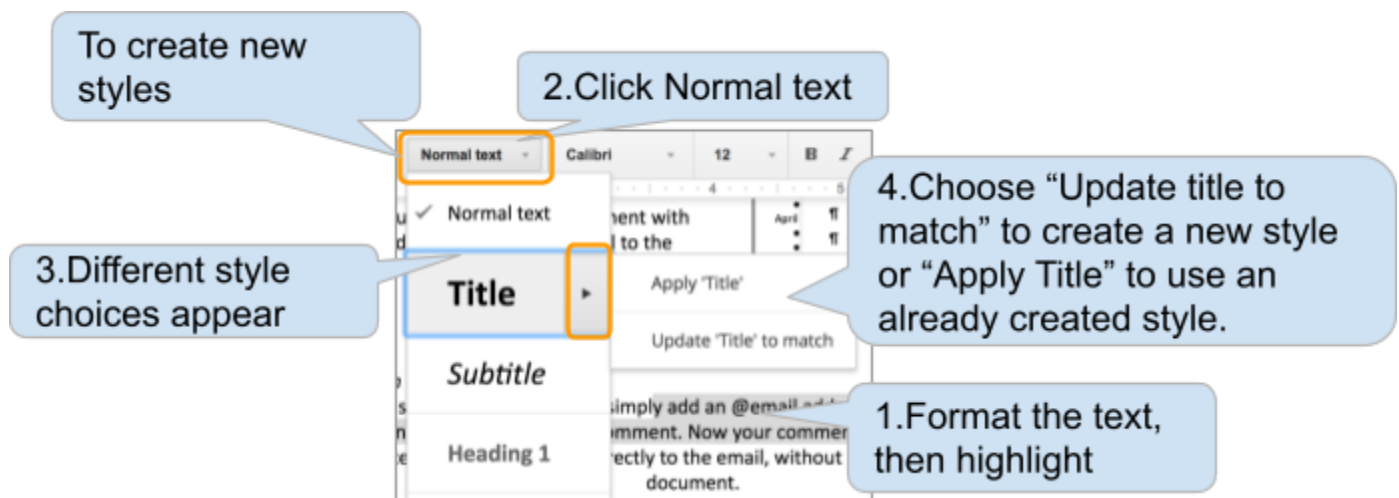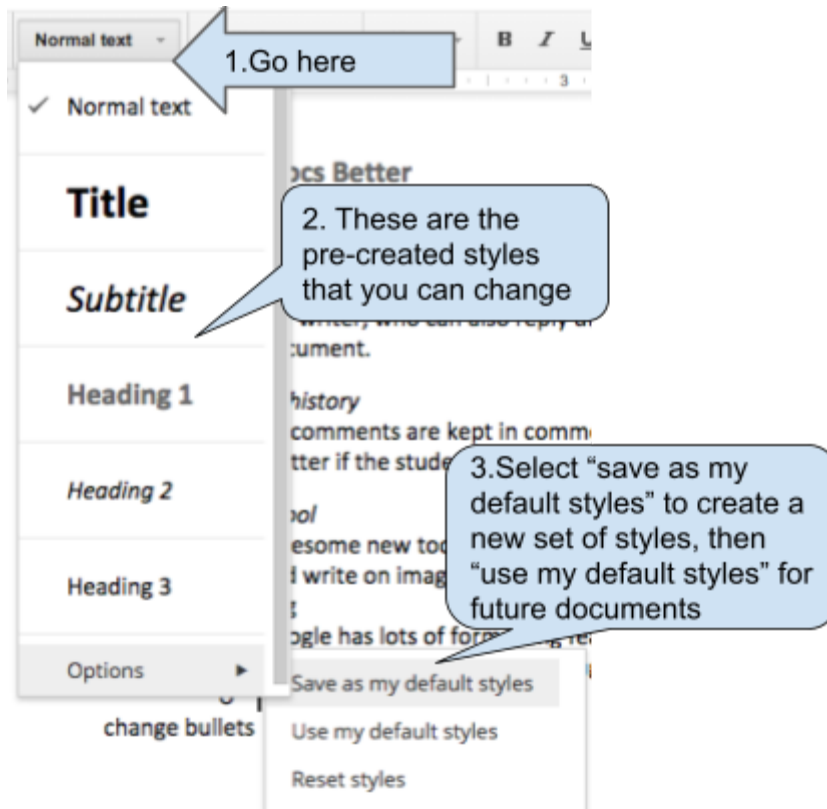
Create hyperlinks within document using Style Sheet or Bookmark

This image appears next to bookmarked items

1.Highlight text like you would to create a hyperlink, but choose headings to see all the headings you created & link to them

Text

Link

Paste a link, or search

▶ Headings

▶ Bookmarks

2. You can link to a bookmark that you created previously by going to Insert > bookmark - with this method you can create a hyperlink to an image or chart, for example.

Comments

Email comments directly to your students

Ste

1.Add a @email address and type in a comment - it will be sent directly to the recipients inbox

+jmurray@lexingtonma.org - Wha does this mean?

☐ Assign to jmurray@lexington.

2.Or assign the task and the recipient will have to come to this doc and mark as done

Your +mention will add people to this discussion and send an email.

☑ Assign to jmurray@lexington…

The assigned person will be notified and responsible for marking as done.

Students can reply directly to the comment from the email
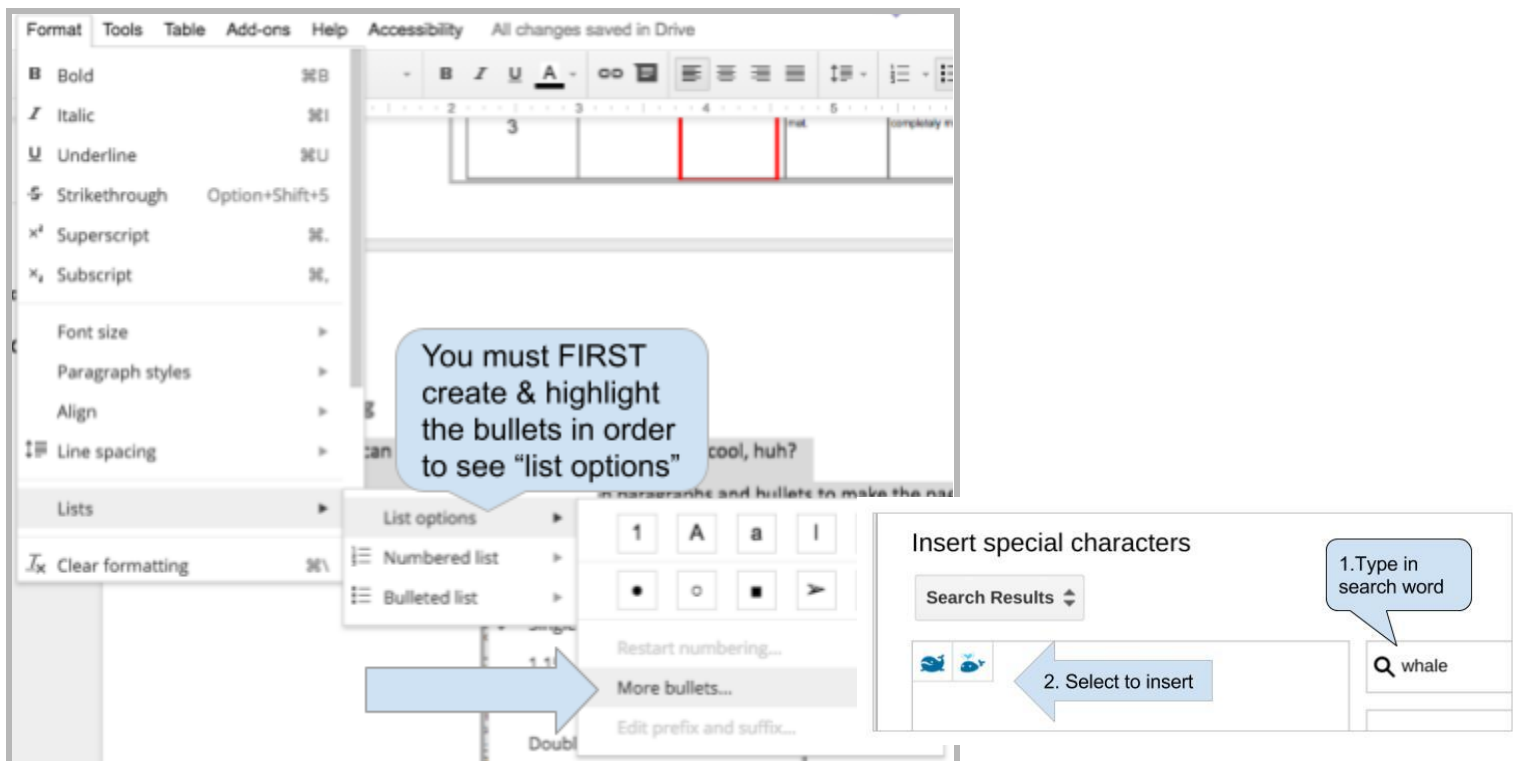
Reply   pRiii-F3LVZY4Cbyz

Thanks I tried really hard!

😠 Comments are kept in comment history and can be referred to at any point, no matter if the student resolves the comment or not.
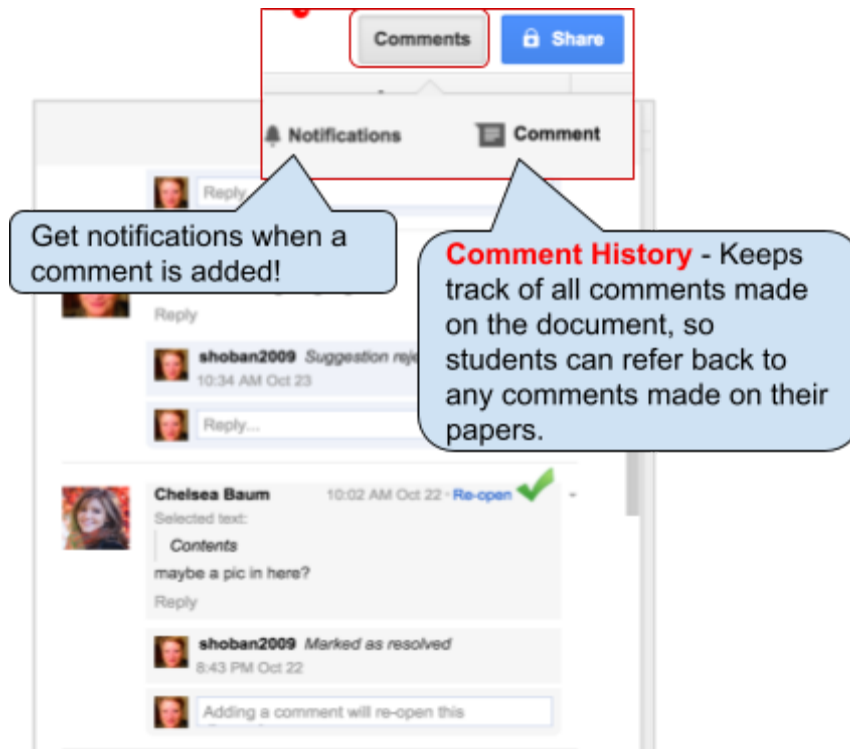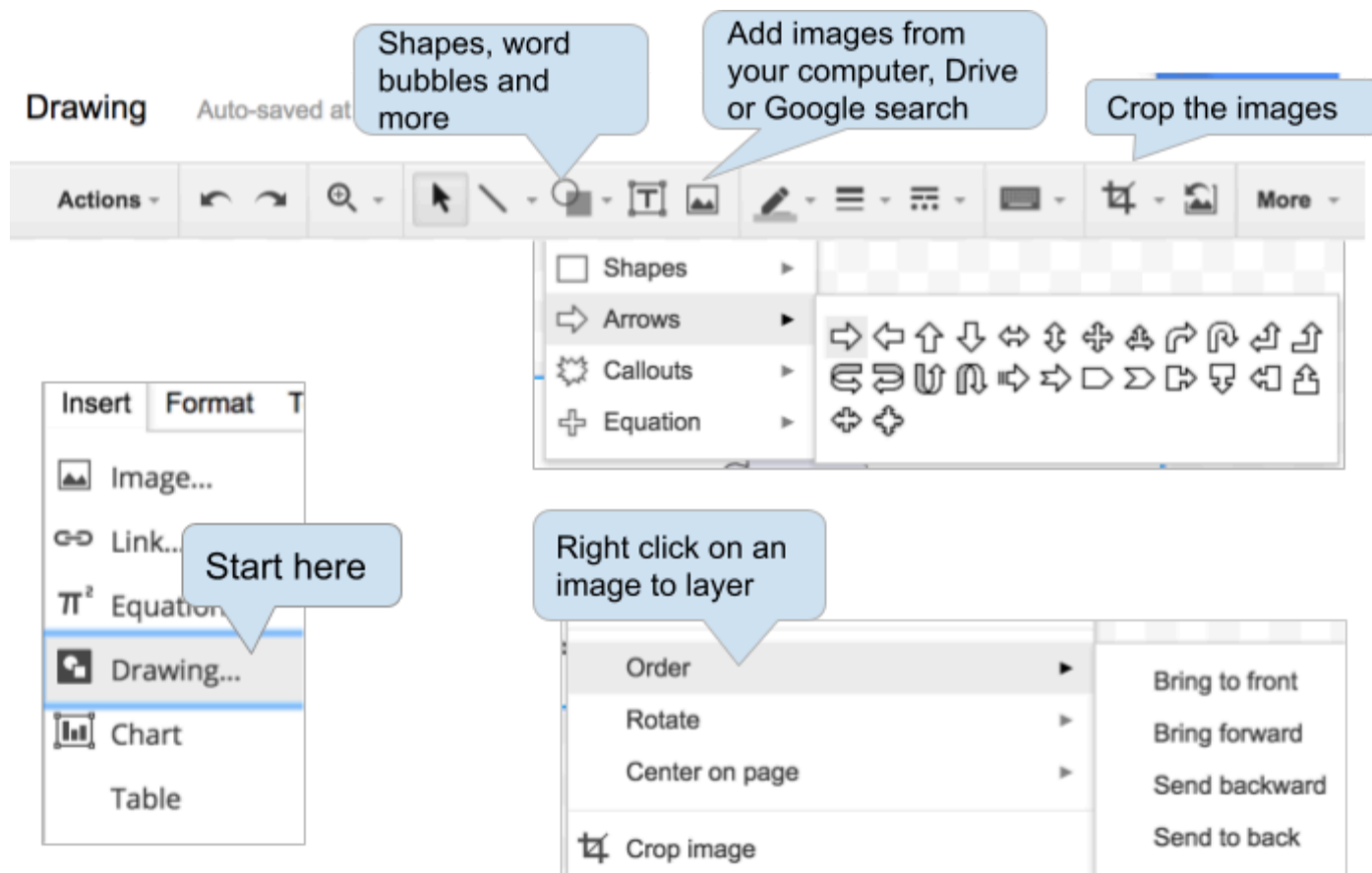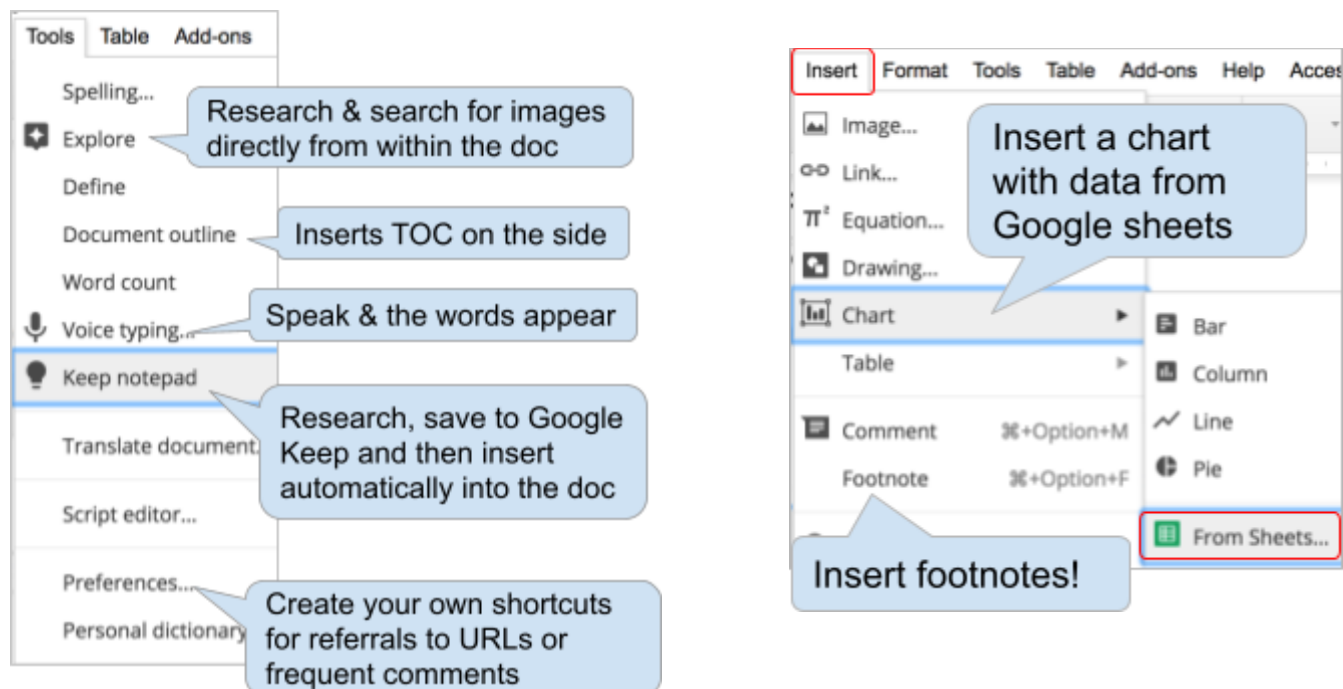

Formatting

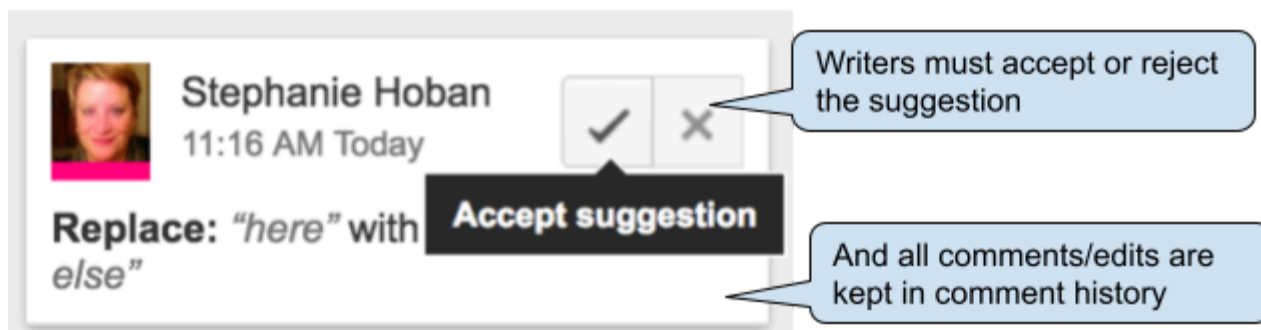🤔 You can make emojis or other symbols as your bullets - pretty cool, huh?

Drawing Tool - It is pretty cool

Shapes, word bubbles and more

Add images from your computer, Drive or Google search

Crop the images

Drawing   Auto-saved at

Actions ▾   ↶ ↷   🔍 ▾   ↖ \ ▾ 📷 ▾ T 🖼   ✏ ▾ ≡ ▾ ⋯ ▾   ▭ ▾   🔲 ▾ 🖼   More ▾

Shapes ▶
Arrows ▶
Callouts ▶
Equation ▶

Insert | Format | T

🖼 Image...
🔗 Link...
π² Equation
🖻 Drawing...
📊 Chart
     Table

Start here

Right click on an image to layer

Order ▶ — Bring to front
Rotate ▶ — Bring forward
Center on page ▶ — Send backward
🔲 Crop image — Send to back

Tools & Insert Menu - Got to Explore

Tools | Table | Add-ons

Spelling...
📋 Explore
Define
Document outline
Word count
🎤 Voice typing...
💡 Keep notepad
Translate document.
Script editor...
Preferences...
Personal dictionary

Research & search for images directly from within the doc

Inserts TOC on the side

Speak & the words appear

Research, save to Google Keep and then insert automatically into the doc

Create your own shortcuts for referrals to URLs or frequent comments

Insert | Format | Tools | Table | Add-ons | Help | Acces

🖼 Image...
🔗 Link...
π² Equation...
🖻 Drawing...
📊 Chart ▶ — 📊 Bar
     Table ▶ — 📊 Column
💬 Comment   ⌘+Option+M — 〰 Line
     Footnote   ⌘+Option+F — ◐ Pie
                                    📗 From Sheets...

Insert a chart with data from Google sheets

Insert footnotes!

Suggesting vs. Editing - Great for peer edits or tutor assisted documents!

Give viewers commenting access and all their edits will automatically become suggestions

Writers will have to check a box to make the suggestions part of their document

Editors receive visual reminder

Edits are surrounded in green

And automatically made into a comment

Writers must accept or reject the suggestion

And all comments/edits are kept in comment history

Practice Makes Perfect

- Make an emoji bullet list

- Create a drawing with arrows pointing to particular parts of the drawing

- Use the explore tool to research about penguins

- Send a comment to someone in this workshop

- Create a hyperlinked image

- Create a table of contents - in any way you can

- Practice voice typing

- Create your own style sheet

Return to Top