



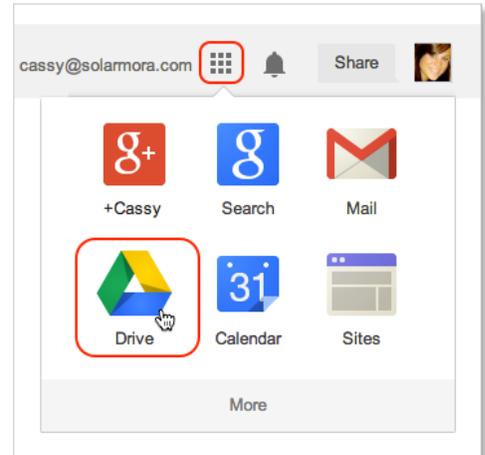
# Getting Started with Google Docs

## Access your Documents

You can access your Google documents from any computer that has an Internet connection.

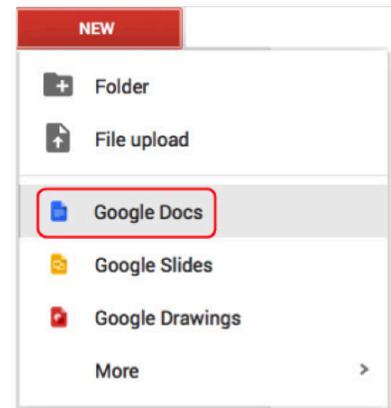
To view a list of documents you own or have access to, or to create a document:

1. Visit Google Drive at <https://drive.google.com>. Click the Apps Launcher (  ) at the top of the page and select **Drive**.
2. If you are using a Chromebook, click on the Apps Launcher (  ) in the Shelf at the bottom of the screen and select **Drive**.



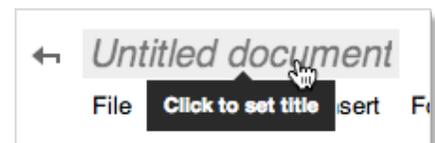
## Create a Document

From Google Drive, click **New** and then select **Google Docs**.



## Naming your Document

Click the words **Untitled document** to name your doc. (You can rename your doc at any time by clicking the title.)



## Saving your Document

You don't need to do anything - your document saves automatically every few seconds!

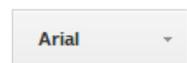
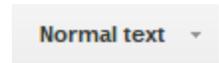
# Formatting your Document

You can find the formatting tools in the Formatting menu or on the Toolbar at the top of the document.



## Formatting Text

1. **STYLES:** Use styles for quick formatting of headings. You can customize your styles by choosing Options at the bottom of the menu.
2. **FONTS:** Click the drop-down font menu to see the list of fonts. You can add more or change the way that you list your fonts by choosing "More fonts".
3. **SIZE:** Choose a text size here, or highlight the number in the box and type in your desired size. Size range in a Google doc is from 6 pt to 400 pt.
4. **EMPHASIS:** You can make text bold, italic or underlined by selecting the appropriate buttons. You can also change the color of the text or highlight the text by selecting the **text color** button.



- a. To create a custom color, click on the color that is closest to the color you want to use.
- b. Click the **Custom** button.
- c. Click into the "rainbow" to select the color. Use the slider on the right to modify the shade.



5. **PAINT FORMAT:** A quick way to copy a format that you want to use again is the Paint Format button. To use the **Paint Format** button;
  - a. Highlight the formatting you want to copy.
  - b. Click the Paint Format tool (Double click on the tool if you want to use it on more than 1 selection of text. When finished, click the tool again to de-select)
  - c. Select the text where you want to apply the formatting.
6. **CLEAR FORMATTING:** Click on the Clear Formatting tool if you need to take your text back to the document's default setting.



## Paragraph Formatting

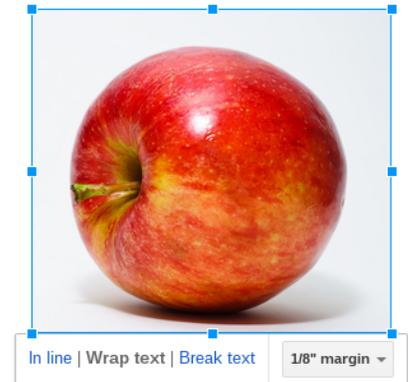
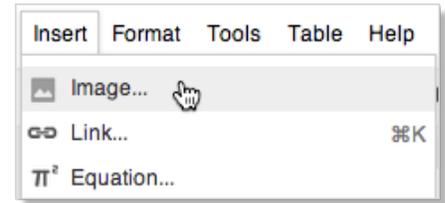
- **PARAGRAPH ALIGNMENT:** Choose left, right, center, or justified alignments using the paragraph alignment buttons.
- **LINE SPACING:** You can adjust line and paragraph spacing here. You can add custom spacing by typing in the desired numbers for line spacing and list item spacing (pts.)
- **LISTS:** You can choose a numbered list, bulleted list, or outline forms here. Use the **Decrease indent** and **Increase indent** to modify the levels of outline lists.



## Using the Insert Menu

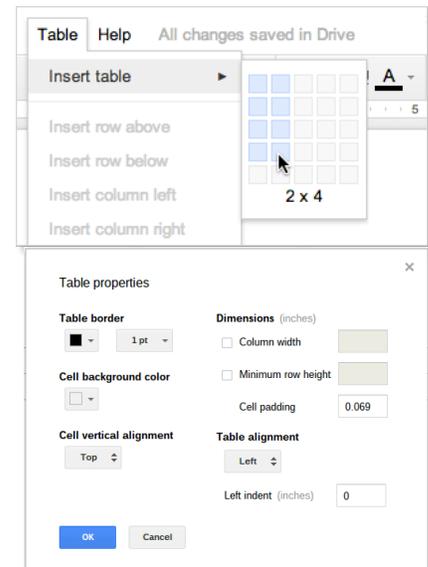
### Insert Images

1. Click **Insert > Image**.
2. Choose an image and click **Select**. You can upload an image from your computer, choose one from Drive, enter a URL, or take a new snapshot. NOTE: you can also add an image using Copy/Paste.
3. Resize the image by dragging the handles in or out. Use the corner handles to size proportionally.
4. When you click on the image, you get a menu below that gives you these choices:
  - a. In line: the image will stay on the same line as the text.
  - b. Wrap text: the image can be freely moved around the text.
  - c. Break text: the image will appear between the text above and below it.
  - d. 1/8" Margin: click on the down arrow to change the margin around the image.



### Tables

1. Click **Insert > Table** or **Table > Insert table** and choose the number of rows and columns you want.
2. You can add or delete rows and columns in the Table menu.
3. Choose **Table > Table properties**, to modify the borders, background colors, alignment, and column and row dimensions.



### Inserting a Link

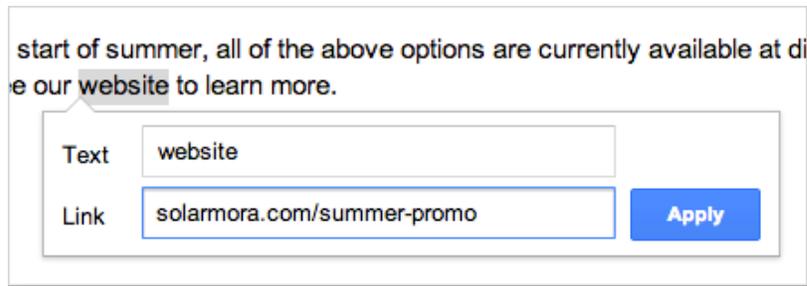
1. Select the text (or an image) where you want the link.

To celebrate the start of summer, all of the above options are currently available at discounted rates. Please see our [website](#) to learn more.



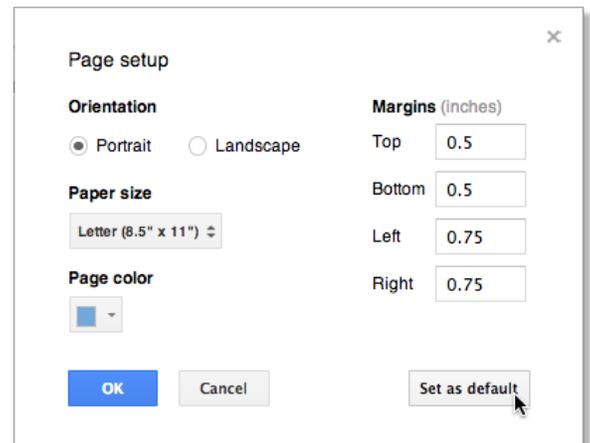
2. Click the link icon in the toolbar, or choose **Insert > Link**.

3. Add the URL and click **Apply**.



## Page Formatting

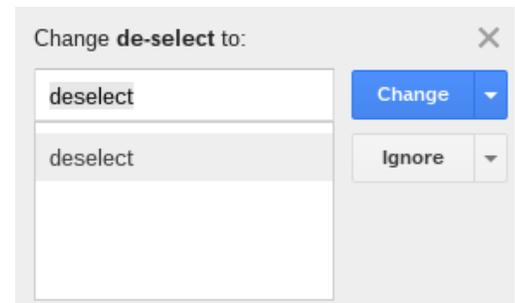
1. Choose **File > Page Setup**.
2. Change orientation, size, page color, and margins here.
3. If you want to always use a specific margin, etc., click **Set as default** so that all documents have those settings.



## Using the Tools Menu

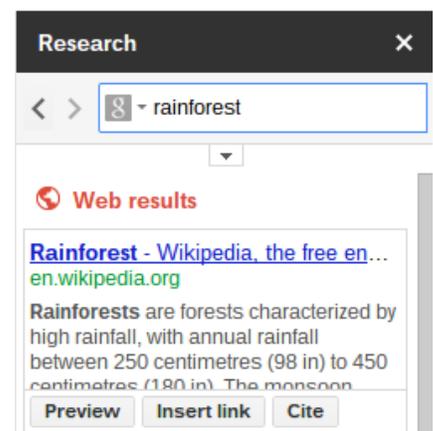
### Spelling

1. Choose **Tools > Spelling** to do a spell check of the document. You can choose to change or ignore the words that are found.
2. Misspelled words ( **aple** ) will have a red "squiggly" line under them. Right click on the word for suggested spellings. NOTE: If you don't see the red "squiggly" lines, choose **View > Show spelling suggestions**.



### Research

1. Choose **Tools > Research**. Type in a search term.
2. You will see the search results listed on the right.
3. If you want to use the site, hover your mouse over it and choose **Preview**, **Insert link**, or **Cite**.

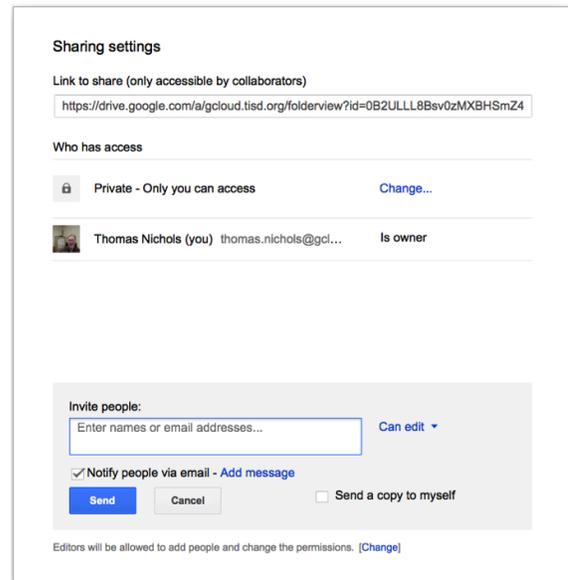


4. To set the search options, click the down arrow above the words Web results.
  - a. Filter image: You can choose “Not filtered by license” or “Free to use, share, or modify, even commercially.”
  - b. Citation format: You can choose from MLA, APA, or Chicago.

## Sharing and Collaborating

### Share a document

1. Click the Share button at the top right of the page.
2. Click the Change link and then choose your visibility settings. Caution: Anyone who has edit rights can make any changes, including deleting the document.
3. In the Invite people box, you can send an email notification and set the level of access to the document.
4. Viewing Levels:
  - a. **Can edit:** Collaborators can add and edit content in your document, or add comments.
  - b. **Can comment:** Collaborators can add comments, but they can't edit the content.
  - c. **Can view:** People can view your document, but they can't edit it or add comments.
5. Click **Send** then **Done**.



### Collaborating on a Document

1. EDITING: Anyone with edit permission can make direct changes to a document.
  - a. You will see who had editing rights by mousing over the icons at the top of the screen.
  - b. If other people make changes at the same time as you, you can see the changes happen as they're made.
  - c. Each person's changes are marked by a cursor with a different color.
2. COMMENTS: Anyone with commenting permission can add comments to a document.
  - a. To insert a comment, choose **Insert > Comment**.
  - b. After inserting a comment, there are two main places you can work with it — within the yellow comment box, or from within the discussions thread, which you can access by clicking the Comments button in the top right-hand corner of your browser window.
  - c. You can reply to a comment with a new post, edit or delete a previous comment you've inserted, and resolve the discussion when you're ready to remove it. Resolving a discussion removes



the discussion from your document, but resolved threads will always be available under Comments in the right-hand corner of your document.