



Google Docs

Quick Reference Guide

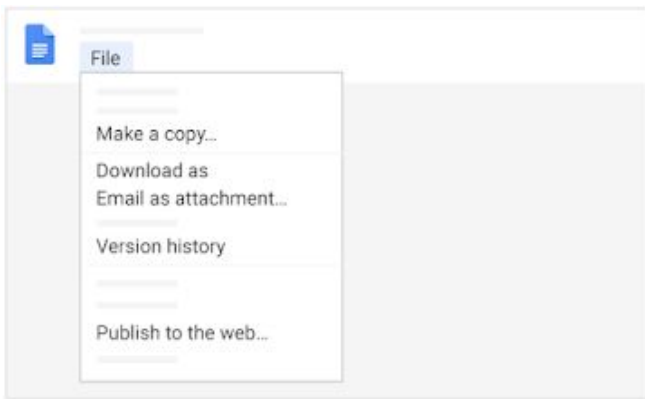
Write reports, create joint project proposals, keep track of meeting notes, and more.

With Google Docs, you can create and edit text documents right in your web browser—no special software is required. Even better, multiple people can work at the same time, you can see people’s changes as they make them, and every change is saved automatically.

Edit and add styles to your text.



Work with different versions and copies of your document.



Make a copy: Create a duplicate of your document.

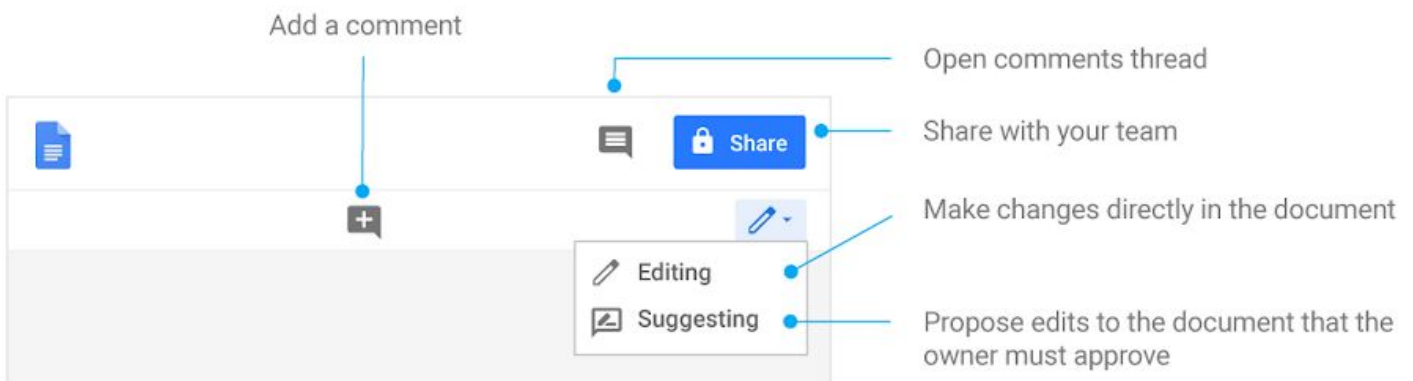
Download as: Download your document in other formats, such as Microsoft® Word® or Adobe® PDF.

Email as attachment: Send a copy of the document to people. You can change the format.

Version history: See all the changes you and others have made to the document or revert to earlier versions.

Publish to the web: Publish a copy of your document as a webpage, or embed your document in a website.


Collaborate with your team in real time.

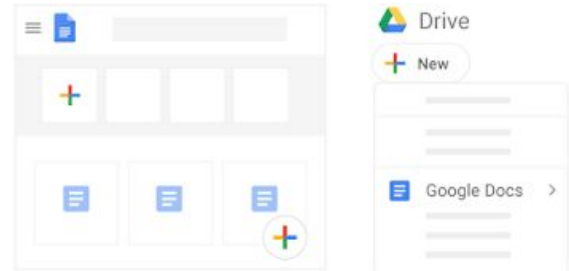


1. Create or import a document:

1.1 Create a new document

Choose an option:

- From the [Docs homepage](#): Click Create .
- In [Drive](#), click **New** > **Google Docs**
Blank document or **From a template**.



1.2 Import and convert old documents to Docs:

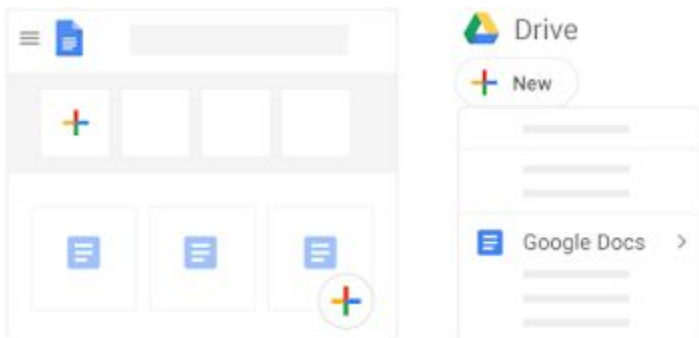
If you have existing text documents, such as Microsoft® Word® or Adobe® PDF files, you can import and convert them to Docs.

1. Go to **Drive**.
2. Click **New** > **File Upload** and choose a text document from your computer. Supported files include .doc, .docx, .dot, .html, plain text (.txt), .odt, and .rtf.
3. Right-click the file you want to convert and select **Open with** > **Google Docs**.

Converting your document from another program creates a copy of your original file in Docs format. You can then edit it in your browser like any other document.

Have a Word document?

If you've already stored Microsoft Word documents in Drive, you can also update them *without converting to Docs*.



2. Edit and format a document

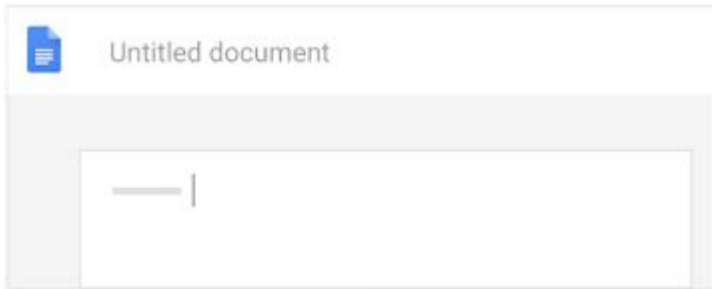
2.1 Add and edit text

- **Rename your document**

At the top of the page, click **Untitled document**, enter a new title, and click **OK**.

- **Add or edit text**

Just click in the page and start typing.



2.2 Customize your document:

Depending on what you want to change, choose an option:

- To customize margins, page color, and orientation, click **File > Page setup**.
- To customize text, images, tables, and more, use the toolbar options.

Note: Some options only appear for certain types of content, such as tables or images.

	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
Normal text Arial 10	Change the style, font, or font size.
	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.
	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.
Table and image options	
	Add background color to a table or change the border color, width, or style.
	Crop an image.
Image options...	Change the color, transparency, brightness, or contrast.
Replace image	Replace an existing image with a new one.



2. Edit and format a document cont'd

2.3 Add pictures, links, tables, and more:

The **Insert** menu lets you add different features to your document. Here are the highlights:

Image – Insert an image from your computer, the web, Drive, and more.

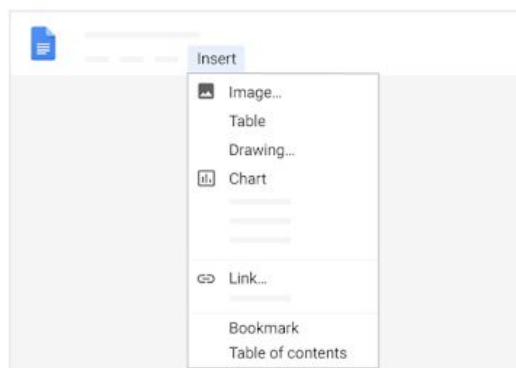
Table – Select the number of columns and rows to create a table.

Drawing – Create shapes, pictures, and diagrams right in your document.

Link – Add a link to another page or to a header or bookmark in the same document.

Bookmark – Add shortcuts to specific places within your document.

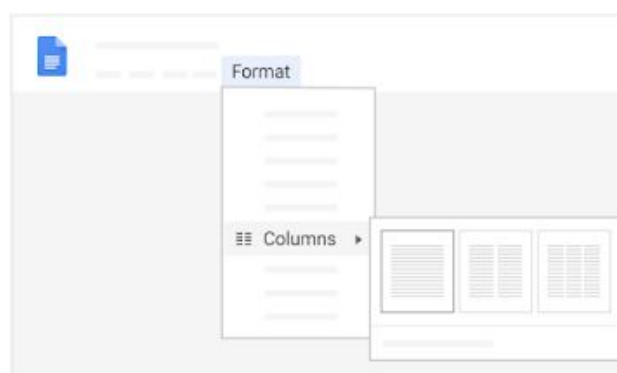
Table of contents – Create an auto-generated table of contents that links to each heading in your document that has a heading style applied.



2.4 Create page columns:




If you're working on an academic paper or another large document, you can organize your text in columns.

1. Click **Format > Columns**.
2. Select the number of columns you want.
3. (Optional) To adjust the spacing, or add lines between columns, click **Format > Columns > More options**.
4. Click **Apply**.






3. Share and collaborate on files

3.1 Share files in Drive, Docs, Sheets, and Slides:

1. In [Drive](#), right-click the file or folder you want to share and select **Share** . In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share** .
Note: You can only share files that you own or have edit access to.
2. Under People, enter the email address of the person or group you want to share with.
Note: If you can't add people outside of your company or organization, contact your [G Suite administrator](#).
3. Click **Edit**  and choose the access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
4. Everyone you share with receives an email with a link to the file or folder.
5. (Optional) To add a note to the email, enter your note. To skip sending an email, uncheck the **Notify people** box.
6. Click **Send**.



Share a link to a file or folder:

1. In [Drive](#), right-click the file or folder you want to share and select **Share** . In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share** .
Note: You can only share files that you own or have edit access to.
2. At the top right, click **Get shareable link** .
3. Click **Anyone at your organization with the link can view** and choose an access level:
 - **Can edit**—Collaborators can add and edit content as well as add comments.
 - **Can comment** (Select files only)—Collaborators can add comments, but can't edit content.
 - **Can view**—People can view the file, but not edit or add comments.
4. Click **Copy link**.
5. Click **Done**.
6. Paste the link in an email or any place you want to share it.


3. Share and collaborate on files cont'd

3.2 Unshare files in Drive, Docs, Sheets, or Slides:


Stop sharing a file or folder you own:

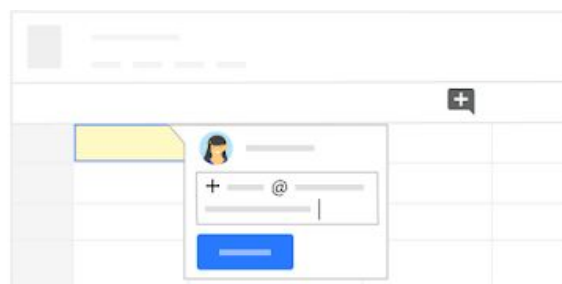
1. In [Drive](#), select the shared file or folder and click .
In [Docs](#), [Sheets](#), or [Slides](#), at the top, click **Share**.
Note: You can only share files that you own or have edit access to.
2. At the bottom, click **Advanced**.
3. Next to the person you want to stop sharing the file or folder with, click Remove .
4. Click **Save changes**.

Delete a link to a file or folder you own:

1. In [Drive](#), select the linked file or folder.
2. Click Share .
3. Click **Anyone at your organization** with the link > **Off - only specific people can access**.
4. Click **Done**.




3.3 Add comments and replies in Docs, Sheets, or Slides:

1. In [Docs](#), [Sheets](#), or [Slides](#), select the text you'd like to comment on.
2. Click Add comment .
3. Enter your comment in the box.
4. (Optional) To direct your task or comment to a specific person, enter a plus sign (+) followed by their email address. You can add as many people as you want. Each person will get an email with your comment and a link to the file.
5. (Optional) To assign the comment to a specific person, check the **Assign to** box.
6. Click **Comment** or **Assign**.



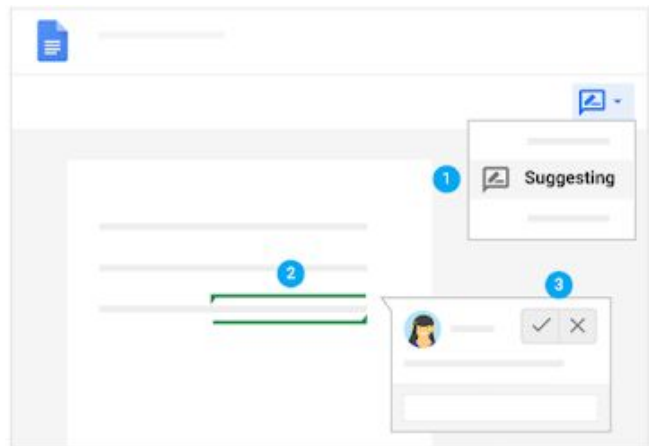
3. Share and collaborate on files cont'd

3.4 Suggest edits in Docs:


1. In the top corner, make sure you're in **Suggesting** mode, which may also appear as .
2. To suggest an edit, simply begin typing where you think the edit should be made in the document. Your suggestions appear in a new color, and text you mark to delete or replace is crossed out (but not actually deleted until the document owner approves the suggestion).
3. The document's owner will receive an email with your suggestions. When they click any suggestion, they can Accept  or Reject  it.

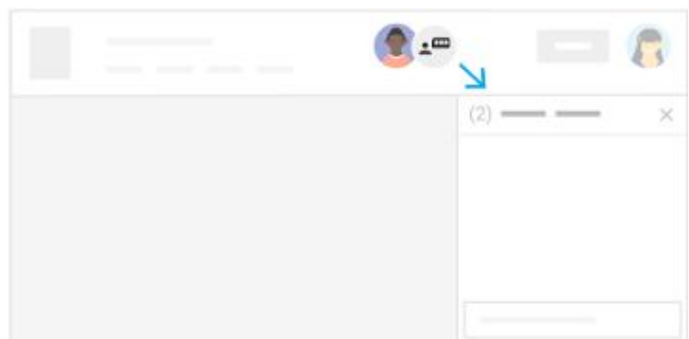
Note: This feature is only available in Google Docs.

In Docs, you can also propose changes directly in the document without editing the text by suggesting an edit. Your suggestions won't change the original text until the document owner approves them. You must have edit or comment access to the document to suggest changes.



3.5 Chat with people directly in Docs, Sheets, or Slides:

You can collaborate within documents, spreadsheets, or presentations over chat, too. If more than one person has your file open, just click Show chat  to open a group chat. You can get instant feedback without ever leaving your file.

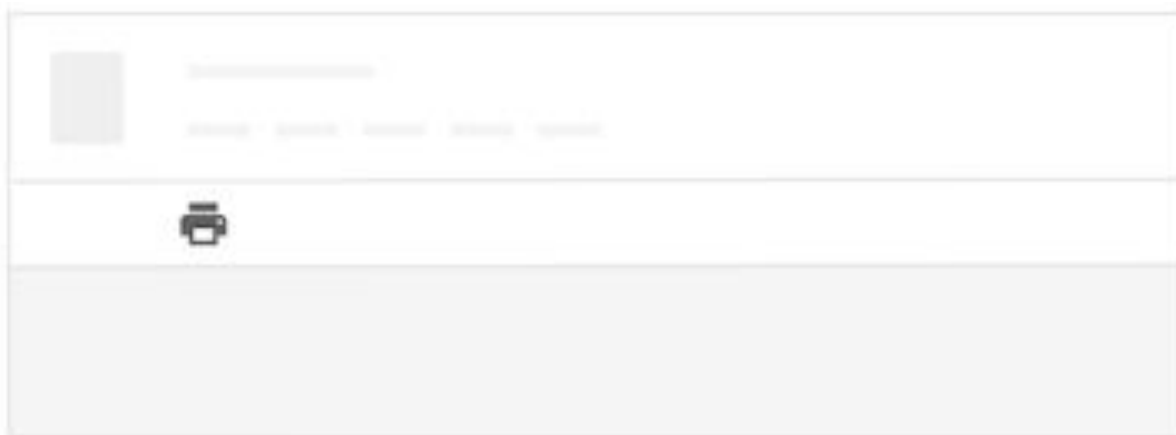


4. Print and download files

4.1 Print your file:

To print your file, click **File** > **Print** or click Print .

- For documents and presentations: In the preview that appears, you can scroll through your document on the right, or choose print options on the left.
- For spreadsheets: You can choose which sheets to print, what features to include, and which layout you want.



4.2 Download versions in other formats:

To download your document so it can be opened by other programs, click **File** > **Download** as and choose one of the following formats:

- Microsoft® Word® (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- Adobe® PDF Document (.pdf)
- Plain text (.txt)
- Web page (.html, zipped)



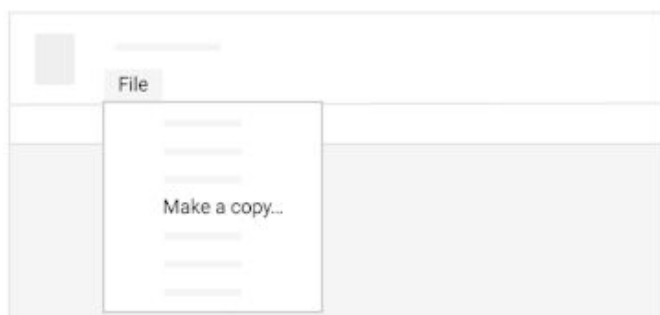
4. Print and download file cont'd

4.3 Make a copy:

Copying a file is useful for creating templates. For example, if you write a lot of proposals, you can make copies of one proposal and then update each copy for a new project without having to format it again.

Make a copy of your document:

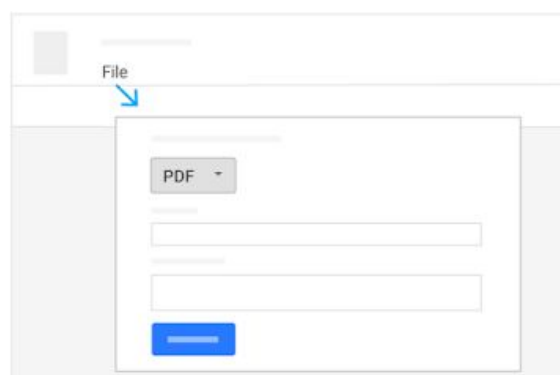
1. Click **File** > **Make a copy**.
2. (Optional) You can rename the copy, change where you save it in Drive, and share it with the same collaborators.



4.4 Email a copy as an attachment:


If you need to collaborate with someone on your file in a different program or format, such as Word, Excel, PowerPoint, or PDF, you can email it as an attachment. However, this sends a copy of the document instead of sharing the original, so you won't be able to use Google's collaboration tools. For more options, see [Work with Microsoft Office files](#).

1. Click **File** > **Email as attachment**.
2. Select a format.
3. Enter the email addresses or Groups you want to send copies to.
4. (Optional) Enter a message.
5. Click **Send**.

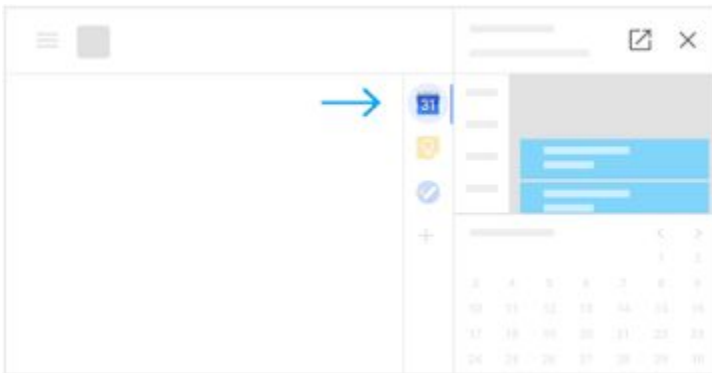


5. Access your calendar, notes, and tasks



5. Access your calendar, notes, and tasks:

- **Open Calendar:** On the right, click Calendar .
- Your daily events and a mini monthly calendar appear.
- **See event details:** Click an event to open it and see details.
- **Reply to an event:** Open an event. At the bottom, next to Going?, click a reply.

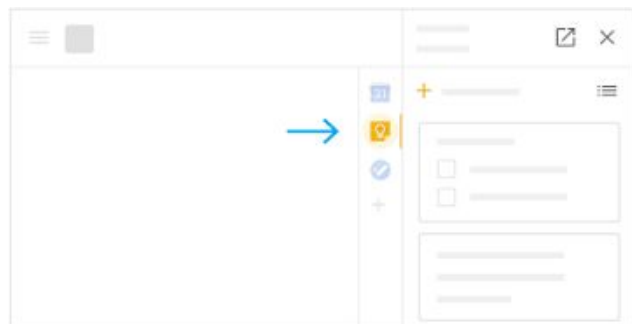
To do more with Calendar, see [Get started with Calendar](#).



5.2 Open notes in Google Keep:






- **Open Google Keep:** On the right, click Keep .
- **Add a note or list:** Click + Take a note or New list .
- **Edit a note:** Click a note and enter a message. Click **Done**.

To do more with Keep, see [Get started with Keep](#).



5. Access your calendar, notes, and tasks cont'd

5.3 Open your to-do lists in Google Tasks:

- **Open Google Tasks:** On the right, click Tasks  .
The current list appears at the top, with any tasks below it.
- **Add a new list:** Click the Down arrow  **Create a new list.**
- **Change lists:** Click the Down arrow  and select a list.
- **Add a new task:** Click + Add a task. To add a new task from an email, drag the email into a task list.
- **Edit or delete a task:** Point to a task and click Edit  . From the Edit window, click Delete  to delete a task.

To do more with Tasks, see [Get started with Tasks](#).

