Intro to Google Docs

In this course you will:

- Learn how to use Google Docs, a web based word processing application
- Learn how basic text formatting
- Learn to create, share and print your google docs

- Learn how to export your document as a PDF or Word Document
- Use keyboard shortcuts
- Learn how to collaborate on your documents in the cloud
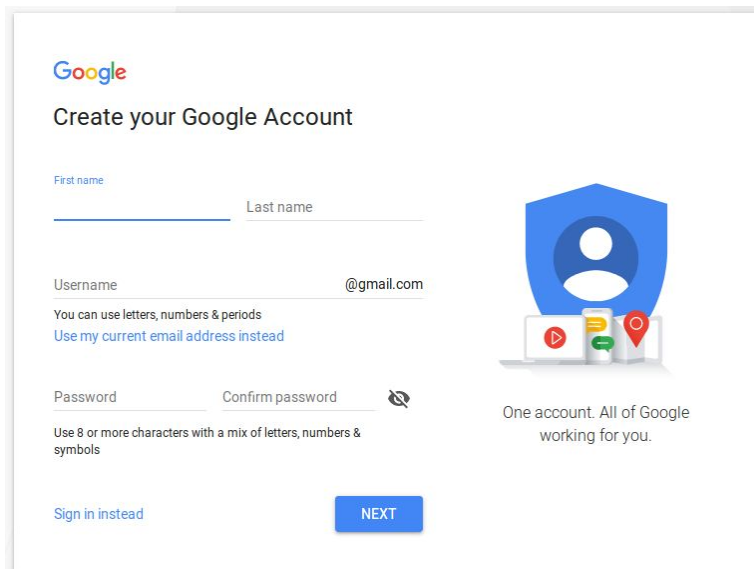
Section 1: What is Google Docs?

Google Docs is a web based word processor created by Google. It is free to use, and because it runs in a web browser, you don't need to install any additional software to use it on your computer.

While not as powerful as Microsoft Word, Google Docs is more than capable of handling most of your word processing needs. In fact, this guide was all created using Google Docs.

To start, you need to open a Web Browser. Chrome, Firefox and Microsoft Edge are the most common, but other browsers should work fine as well.

You will need a Google account to use Google Docs. Luckily it is completely free and easy to setup. Go to https://accounts.google.com/signup and fill out the form:

If you already have a Google account (Gmail for instance), you can sign into your account at: https://accounts.google.com/signin

With your Google account, you have access to a number of free services like email (Gmail), cloud storage (Google Drive), Google Docs, Sheets, Slides, and much more. Today we are only focusing on Google Docs, but feel free to explore the other applications offered with your Google account.
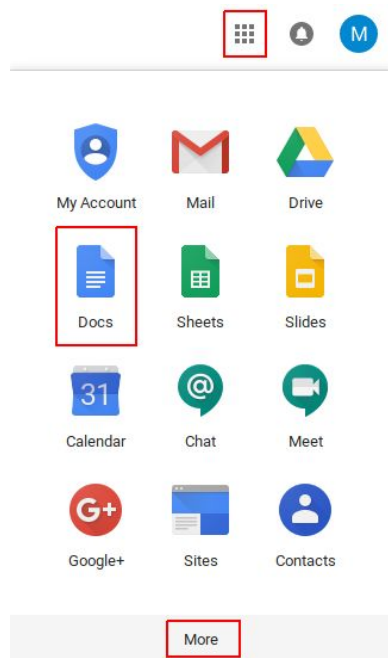
When logged into your google account, click on the App menu button ⠿ on the upper-right corner of the screen.

This will expand a list of Google Apps that come free with your account. You can click on 'More' on the bottom of the list to see

You can also rearrange these icons by holding left click on one of the app icons and dragging it with your mouse.

Go ahead and click on the icon labeled 'Docs' to open Google Docs.

Section 2: Getting Started

The starting page has a search bar at the top where you can search for your saved documents. The new documents section let's you start a new document from a template or a blank document.
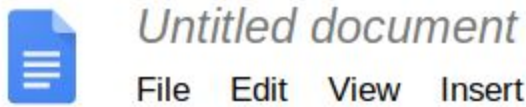Below that, you can browse your previous documents.
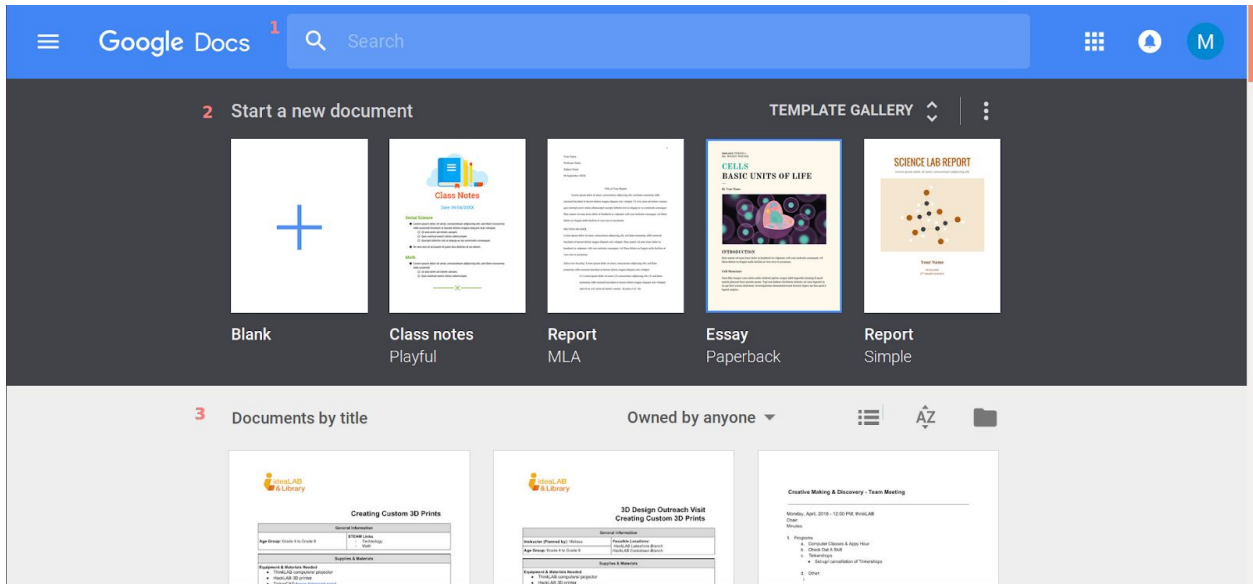
Click on 'Blank' to start a new document.

The top portion of Google Docs is very similar to other word processors like Microsoft word.

Document Title:
In the top left corner of the window is your document title. Click where it says 'Untitled document' and type the title of your document on your keyboard.

Main Menu:

The main menu gives you a whole host of options for saving, printing, editing, inserting media, formatting content and extra tools.

Formatting Toolbar:

The formatting toolbar lets you quickly format the content on your page.
The options in the formatting bar will change based on the type of content that is selected on the document.

Let's go over these different tools. Make sure you have some text on your page.

Section 3: Working With Text

Undo/Redo:

Clicking undo will undo your last action. Clicking redo will go forward one step. If you ever make a big mistake on your document, just click undo to revert back to your working document. You can click undo multiple times if you need to undo a lot of changes.

Font Selection:

Here you can select different fonts, quick-styles and sizes from the drop down menus. You can select a block of text and then change these values to apply to that entire block.

Alternatively you can set these values with no selection, which will then apply to all text you type after that.

Font Styles:

These buttons let you toggle **Bold** *Italic* and U̲n̲d̲e̲r̲l̲i̲n̲e̲ font stylings, change the font colour as well as highlight selected text in different colours.

Text Alignment:

Here you can change the alignment of your text. You can align it to the left or right, to the centre, or 'justified' which forces each full line of text to be the same length (like a newspaper column).

Line Spacing:

Click this to change the spacing between lines of text. 1.15 is the default for Google Docs. You can choose to add spacing before or after a paragraph. If none of the options appeal to you, you can also choose 'custom spacing' and set the values to whatever you want.

Ordered or Unordered Lists:

Clicking these buttons will start an ordered or unordered list.
Ordered lists use numbers or letters to mark the beginning of each list item. Unordered lists use bullets or other symbols instead.

If you highlight a block of text, you can click either button to convert it into a list.

Increase/Decrease Indent:

Click these to increase or decrease the indentation of a paragraph or group of paragraphs (if selected).

Clear Formatting:

This button will remove any formatting from a selection of text.

Section 4: Links, Comments & Images

Insert Hyperlink, Comment or Image:

Clicking on the insert link button will open a window where you can input the link text and the URL:

Text	Innisfil Library
Link	http://www.innisfil.library.on.ca/	Apply

If you want to add comments to your document, highlight the text you'd like to comment on and type in your comment. This is useful if you are working on a large document with a lot of edits, or where you want to provide feedback. The comment will remain on your document until you mark it resolved.

Click on the image icon to insert an image into your document:
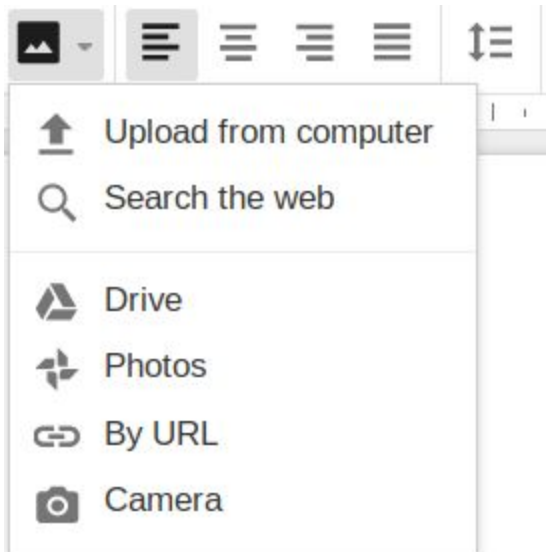
You can select the method of which you want to upload the image. Try uploading an image from your computer.

↑ Upload from computer

Q Search the web

Alternatively, you can copy an image from a website and paste it into your document.

▲ Drive

Photos

By URL

Camera

Formatting Images:

Click on an image to select it. You will see a blue outline with 8 blue squares on each corner and side of the image.

Click and drag any of the blue squares inwards or outwards to make it smaller or larger.

You can also rotate the image by clicking and dragging the blue circle on the top of the image.

In line | Wrap text | Break text

Below the image you can select how to align it with the surrounding text. 'In line' is the default and lets you position the image anywhere in a line of text. 'Wrap text' will wrap multiple lines of text around the image. 'Break Text' will force any text to be placed above or below the image, not beside.

When an image is selected, you will notice a few different options appear in the formatting toolbar, which are unique to images:

Border colour let's you add a border around your image of any colour. Select 'None' to remove a border.

Border weight let's you set the thickness of the border.

Border dash allows you to change your border style as solid, dashed or dotted.

You can also crop your image if you only need a certain part of it.

Reset image will remove any additional styles you put on the image, if you need to start over.

'Image Options' will let you adjust the images brightness, contrast and transparency.

Section 5: Printing, Saving & Sharing Your Document

Printing your document is easy. Just click on the print icon 🖨 in the toolbar, or in the main menu click *File > Print*.

To save your document, click on *File > Download as* and then select the file type you want to save your document as.
You have:

- Microsoft Word (.docx)
- OpenDocument Format (.odt)
- Rich Text Format (.rtf)
- PDF Document (.pdf)
- Plain Text (.txt)
- Web Page (.html, zipped)
- Epub Publication (.epub)

Of course, your document is also automatically saved in the cloud in your Google Docs. So you don't necessarily have to download it unless you need a local copy on your computer, or need to send it as an email attachment.

Sharing your document online is very easy and is where Google Docs shines compared to other word processors. If you want to send your document to someone, or share it to allow others to edit it, Google Docs lets you give access to your document to anyone you want, and creates a sharable link you can send them.

Click on *File > Share…* or click the 🔒 SHARE button on the top right corner of the window.

This opens a window where you can type in people's email addresses that you want to share your document with. You can also just type in their names if they are already in your Gmail contacts list:

Share with others

Get shareable link 🔗

People

Enter names or email addresses...

✏ ▾

Done

Advanced

Click on 'Get sharable link' to generate a unique link to your document:

Share with others Get shareable link 🔗

Link sharing on Learn more

| Anyone with the link **can view** ▾ | Copy link |

https://docs.google.com/document/d/1wVH4DDBNAwuMSmkdoT2I23BMga0BBVgJTI

By default it will say 'Anyone with the link **can view**', but if you click on that you can edit the permissions for the link. So if you want other people to be able to edit your document, change the permissions to 'Anyone with the link **can edit**'.

What is really neat about this sharing feature, is that if you enable editing for other people, then multiple people can work on a document simultaneously.

Section 6: Keyboard Shortcuts

For security reasons, some internet browsers do not allow you to copy and paste from Google Docs to your computer's clipboard. This means that unless you are using Chrome, you cannot right click to copy and paste, but must use keyboard shortcuts instead:

Ctrl+C **Ctrl+X** **Ctrl+V**

for copy for cut for paste

Other Useful Shortcuts

Undo	Ctrl+Z
Redo	Ctrl+Y
Print	Ctrl+P