Google Docs

Working with Google Docs

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Collaborative Creating & Sharing Documents

Google™ Docs

Create and collaborate on documents, spreadsheets and presentations with Google Docs.

Google Docs makes creating, editing and sharing documents, spreadsheets and presentations simple and free. Your docs are stored safely online, so you can access them any time, from anywhere. Create a doc from scratch, upload an existing doc or browse the template gallery for a format that suits your needs – it's easy. You can even use Google Docs to create an online form to collect data from others.
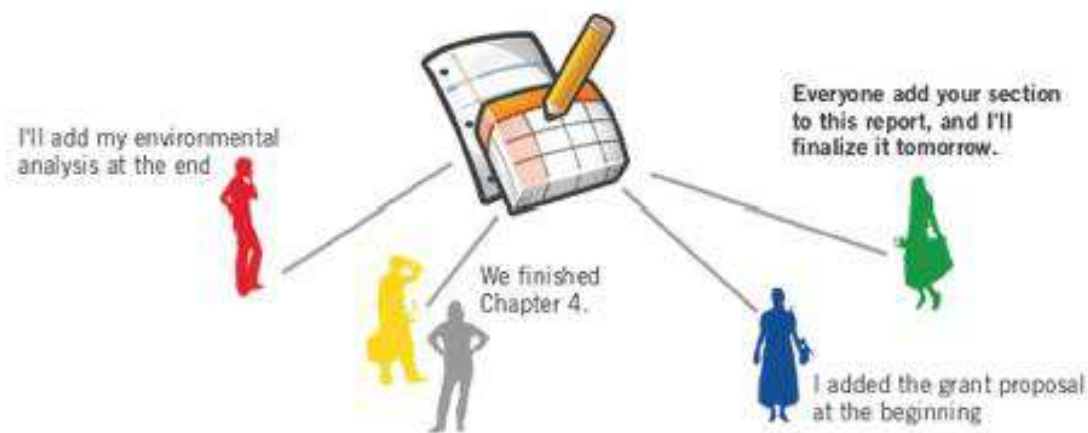
Create and edit docs. To get started, go to http://docs.google.com and click on the New button (upper left), then create a document, spreadsheet, presentation or form. Start from scratch, upload an existing doc to edit or share online, or use a template. To choose a template, select New > From template.

Access docs from anywhere. Because your docs are stored securely online, you can access them from anywhere, from any computer with an Internet connection and a standard browser. And it's easy to export or download your docs in a variety of formats, including HTML, PDF, CSV and others – just open your doc and select File > Download file as.

Collaborate with others. Use the Share button (either from the Docs homepage or when editing a document) to invite others to edit your docs online. You can all view and make changes to the same docs online. Just think: no more unwieldy email attachments – and no more problems with version control. Just select Tools > Revision history (in documents) or the Revisions tab (in spreadsheets or presentations) to track who changed what, and when.

Publish to the web. Publishing your docs online is easy – just select Share > Publish as web page (in documents) or the Publish tab (in spreadsheets or presentations). You can un-publish at any time. To give others the ability to view but not edit your docs, use the Share button to invite them as viewers.

Collect data with forms. Select New > Form to create a form using a variety of question types (multiple choice, checkboxes, etc.). You can embed your form in an email, and respondents' answers will be added automatically to a spreadsheet, so collecting the data you need is a snap.

Use keyboard shortcuts. Following are some of the many shortcuts you can use to make creating and collaborating on docs more efficient. Visit http://docs.google.com/support and search on 'keyboard shortcuts' for a complete list of shortcuts.

		Documents	Spreadsheets	Presentations
Undo	Ctrl + Z	✓	✓	✓
Redo	Ctrl + Y	✓	✓	✓
Cut	Ctrl + X	✓	✓	✓
Copy	Ctrl + C	✓	✓	✓
Paste	Ctrl + V	✓	✓	✓
Print	Ctrl + P	✓	✓	✓
Find and replace	Ctrl + ...	Ctrl + H	Ctrl + F	
Bulleted list	Ctrl + Shift + L	✓		
Insert comment	Ctrl + M	✓		
Insert slide	Ctrl + M			✓
Remove formatting	Ctrl + Spacebar	✓		
Select entire column	Ctrl + Spacebar		✓	
Select entire row	Shift + Spacebar		✓	
View slideshow	F5			✓

Creating and saving a document

There are different ways of getting started using Google documents: you can create a new online document, you can upload an existing one, or you can use a template from our templates gallery.

To create a new document, go to your Docs list, click the **New** drop-down menu, and select **Document**.
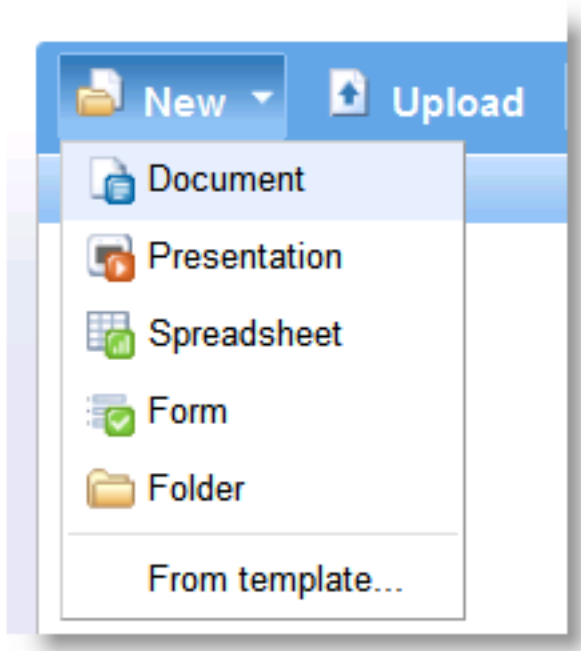
As you're working on your document, click the **Save** button in the top right corner of the document, enter a name for the document in the window that appears, and click **OK**. Then, you'll see your document in your Docs list.

If you'd like to save and close a document, click the **Save & close** button.

To save a local copy of a document, you can download it to your computer. To do this, open your document, click the **File** menu and point your mouse to the **Download file as** option. You'll see these file types: HTML, RTF, Word, Open Office, PDF, and plain text. Select a file type and click **OK** in the browser window that appears.

Uploading a document

You can upload existing documents to Google documents at any time. Here's how:

1. Click the **Upload** button at the top of the sidebar in your Docs list page.
2. Click **Browse** and select the document.
3. Click **Open**.
4. Click **Upload File**. The uploaded file appears in your Docs list.

- File types you can upload: .html .txt, .odt, .rtf, and Miscrosoft Word
- Size limits: Each document can be up to 500K, plus up to 2MB per embedded image.

Using the templates gallery

If you want to quickly create a document, you can pick one of the templates in our [templates gallery](#). Each template has standard text that you can replace with your own, and preset formatting that you can reuse. Learn more in [the templates gallery section of our help center](#).

You can also access the templates gallery from your document by going to **File** > **New** > **From template...**

Editing

You can change the font or the text size in your document from the toolbar or the 'Document styles' window. To change the spacing of the document, you'll need to open the 'Document styles' window.
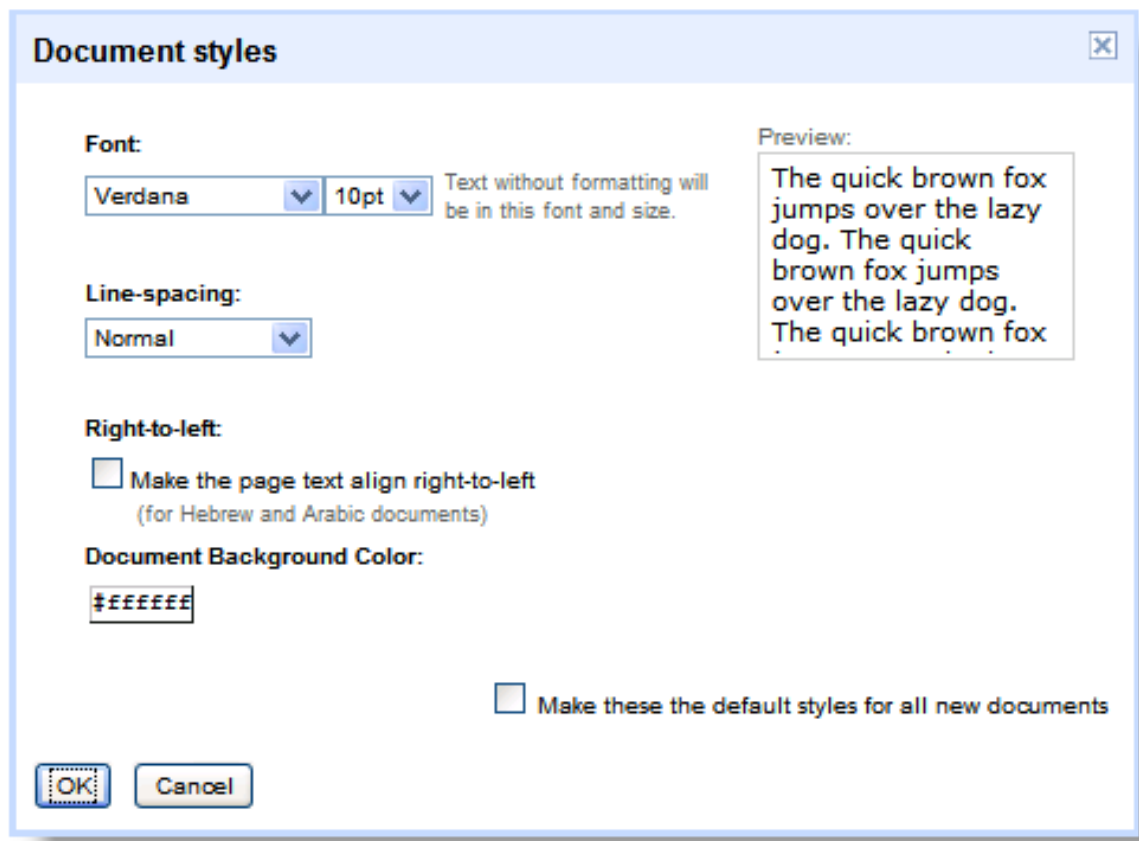
From the Google Documents toolbar

To change the font or the text size quickly, select the text you'd like to change and click either the font menu, which lists **Verdana**, or the text-size drop-down menu, set to **10pt** by default. Choose a new font or text size, and the changes are applied to the selected text.

From the 'Document styles' window

Click **Format** > **Document settings...** in the menu bar. A window appears.
Here's what you can do from this window:

- Change the font and text size from the drop-down menus.
- Change the spacing in between lines by selecting an option from the **Line-space** drop-down menu.
- Preview your changes within the window.
- Apply these changes to all your new documents.

Document styles

Font:

Verdana   10pt   Text without formatting will be in this font and size.

Preview:

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox

Line-spacing:

Normal

Right-to-left:

☐ Make the page text align right-to-left
(for Hebrew and Arabic documents)

Document Background Color:

#ffffff

☐ Make these the default styles for all new documents

OK   Cancel

Inserting images

You can enhance your document by inserting an image. Here's how:

1. Click the **Insert** drop-down menu from the toolbar and select **Image**.
2. Select 'From this computer' or 'From the web.'
3. Depending on what radio button you selected, choose an image file from your computer, or enter a URL and preview the image.

To specify the size of your image and where it appears in the document, click **More image options**.

Adding comments

Comments are a handy way of adding notes to your regular document text and are visible to viewers and collaborators. These can be invaluable for communicating with collaborators about specific parts of the document, as well as making notes about changes you've made or would like to make. When you publish your document as a webpage, post it to your blog, or print it, the comments will disappear.

To add a comment to your document, follow these instructions:

1. Place your cursor where you'd like your comment to appear.
2. Click the **Insert** drop-down menu.
3. Select the **Comment** icon.
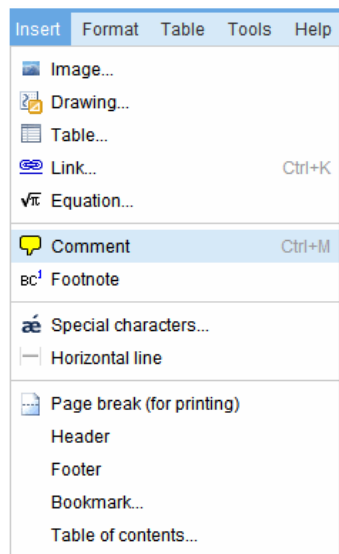
4. Type your comment in the comment field. Each comment is automatically stamped with your username and the date.
5. To print your comments, go to **Print settings** in the **File** menu and you'll see a box called **Include comments**. This box will be checked by default.

A useful tip: If you'd like a shortcut, you can also use the keyboard shortcut, Ctrl + M (Cmd + M for Mac), to insert a comment.
To delete a comment, simply click on it and choose **Delete comment** from the menu.

Inserting links

If you want to insert a link to a website or an online document as a reference, follow these steps:
1. Place the cursor where you'd like the link to appear in your document.
2. Click the **Link** icon from the toolbar, and a window appears.

3. Select 'URL' at the top of the window.
4. Enter the URL.
5. Click **Insert Link**. The inserted URL will now be visible in your document.

You can also hide the actual URL but still link to the website from specific text in the document. For example, you could choose to link to www.google.com from the words 'search here.' If someone clicks 'search here,' www.google.com opens automatically. To insert a link within text, simply type the text into the first text box in the Link Display section.

Sharing your document

Now that you've created your Google document, you can share it with your friends, family, or coworkers. You can do this from your Docs list or directly from the document.

- From the Docs list, select the checkbox next to the document you want to share (you can also select multiple documents), and click the **Share** drop-down menu in the toolbar.
- From your document, click the **Share** drop-down menu in the top right corner of the page.

Then follow these instructions:

1. Select **Invite people...**
2. Select **To edit** or **To view**, depending on your preference.
3. Enter the email addresses or mailing lists that you'd like to add.
4. If you'd like to add a message to your invitation, enter some text and click **Send**. To skip sending an invitation, click **Add without sending invitation**. Your collaborators and viewers will still be able to access the document from their Docs lists, but won't receive an email invitation.

In the Share dialog, you can also check who has access to your document, remove collaborators and viewers, and change editing rights.

- You can explicitly share your document with up to 200 combined viewers and collaborators; however, if you publish your document, anyone will be able to access it.
- Up to 10 people may simultaneously edit and/or view a document.

Revision history

While you and your collaborators are editing a document, you can keep track of changes (and of the person who made them), and even revert to an older version by using 'Revision history.' From your document, click **File** > **See revision history**.
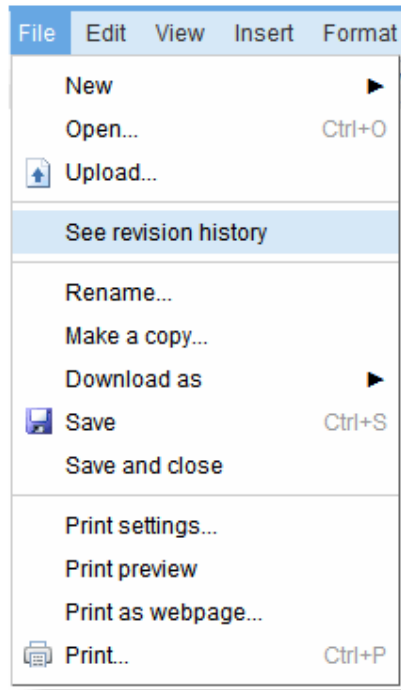
On the next page, you'll see a list of the revisions, the date and time each was last edited, and the changes made. You can also compare two revisions at a time.
If you change your mind about the most recent edits you or your collaborators made to the document, simply revert to an older version.

Here's how:

1. Click any revision from the list you see. If you select the wrong one, you can click **Older** or **Newer** until you find the version you want.
2. Click **Revert to this one** on the right side of the page.

Your document is reset to the version you selected. When your collaborators view this file, they'll see the version you selected.

Publishing

Once you're done creating and editing your document, you can publish it to a webpage. Just click the **Share** drop-down menu on the top right and choose **Publish as webpage**. Then, click **Publish now**.

You can send your document's web address to your friends, colleagues, and family, and they can enter it in their browser address bar to view your document.

Even after you publish a document, it won't appear in any search index.

Printing

If you want a hard copy of your document, you can print it from a PDF or as a webpage. Here's how you can print directly from a PDF:
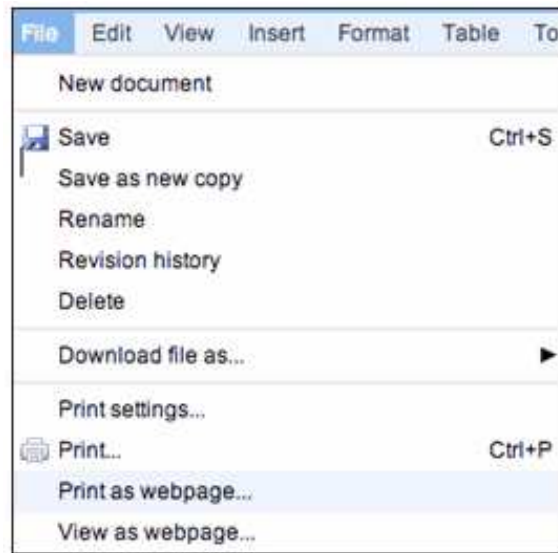
1. From within the document you'd like to print, select **File** > **Print**.
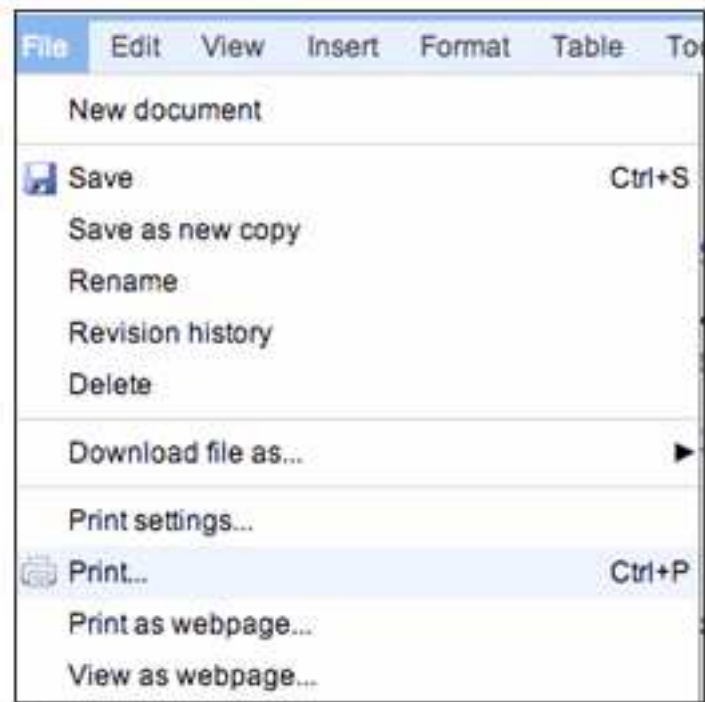

2. A PDF appears with the print dialog box ready for printing.

To print as a webpage, follow these steps:

1. From within your document, select **File** > **Print as webpage**.

2. You'll see a page with the print dialog box ready for printing. If you'd like to change the default paper size or page orientation before printing, you can select **Print settings** from the **File** menu to access the Print Settings window.
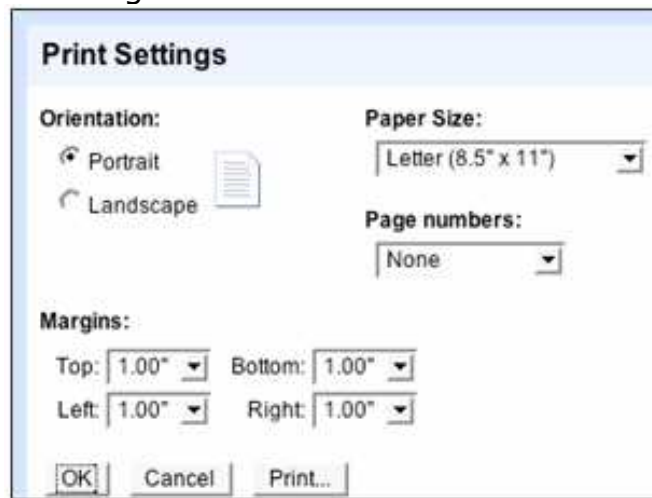
Once you've changed the settings, click **Print** at the bottom of the window. A PDF with a print dialog box appears.