GOOGLE DOCS APPLICATION

ENHANCE WITH TEMPLATES

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The following training document is using information from Google Docs course on lynda.com and Google Docs Help Center
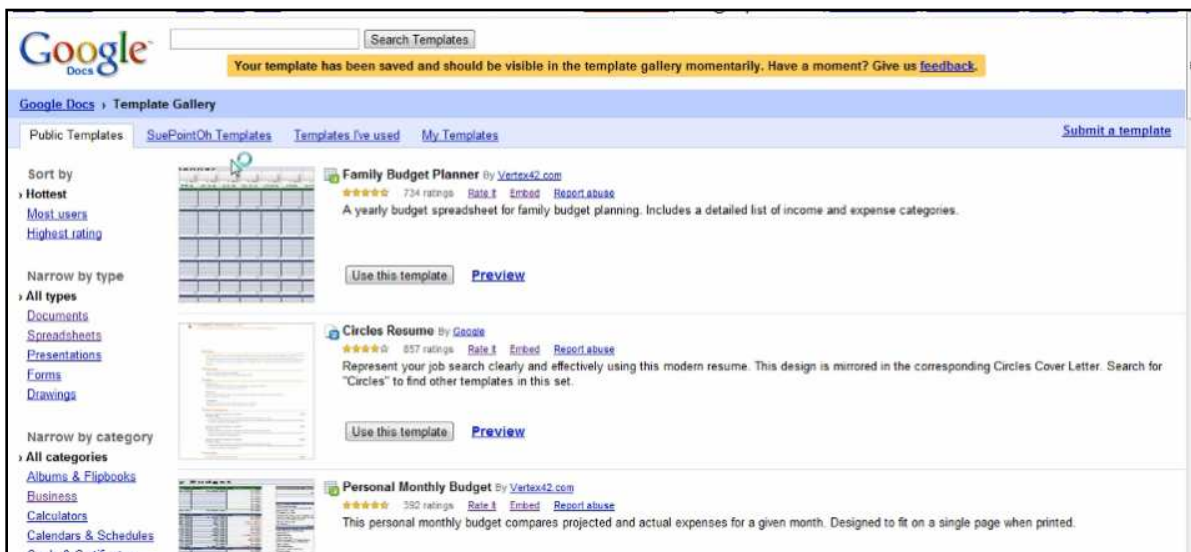
Use templates from the Template Gallery

Sometimes, it may be easier to use a template to begin the design of a presentation, spreadsheet, document, or form rather than starting from scratch

◆ Click **Create new** button ⇨ choose **From Template**
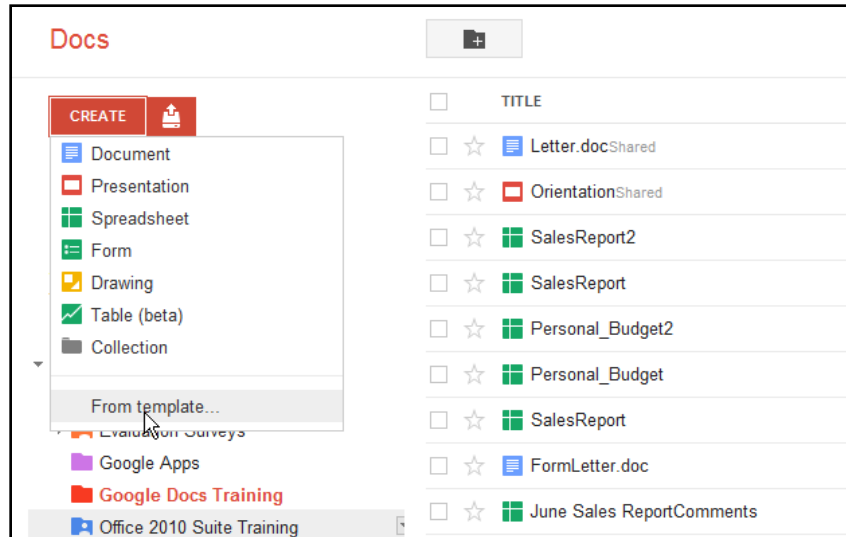
◆ The **Template Gallery** will open in the tab of the browser or new web browser window


◆ Use the **Sorting** pane on the left side of the **Template Gallery** to narrow the results for the desired template
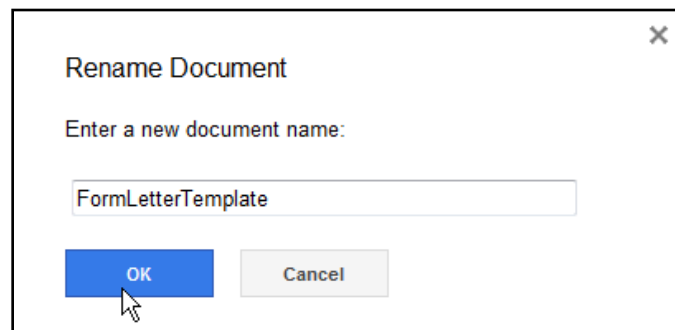
Create and use a custom template

Google Docs allow creating a template to use just for individual in their own Doc list or to share with a few individual people
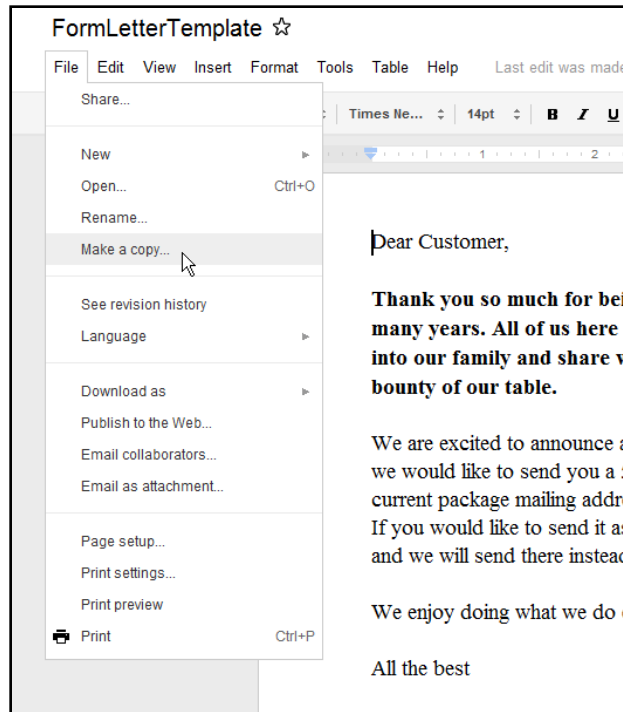
- ◆ Click a desired **Google Docs** in the **Documents List** to open
- ◆ From the **Menu Bar**, go to **File** menu ⇨ click **Rename….**
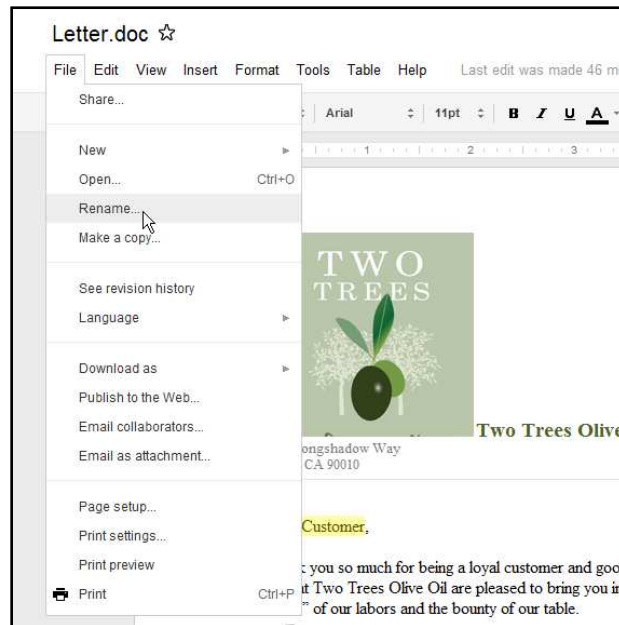
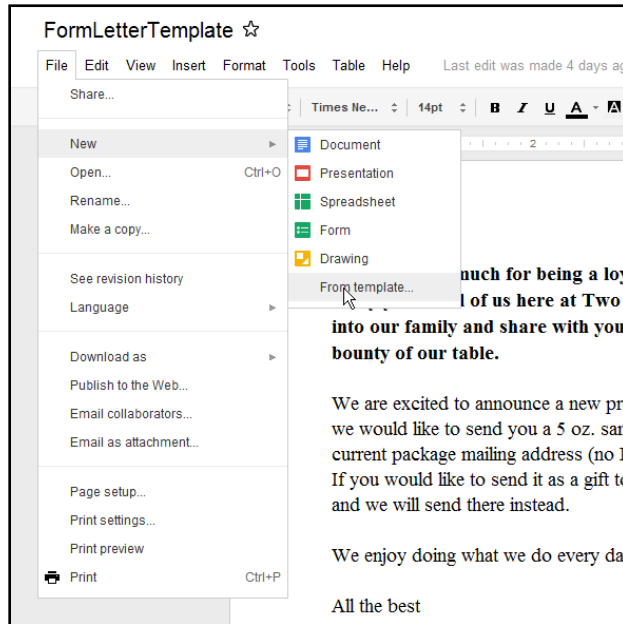- ◆ In the **Rename Document** dialog box, type in the new name ⇨ click **OK** button

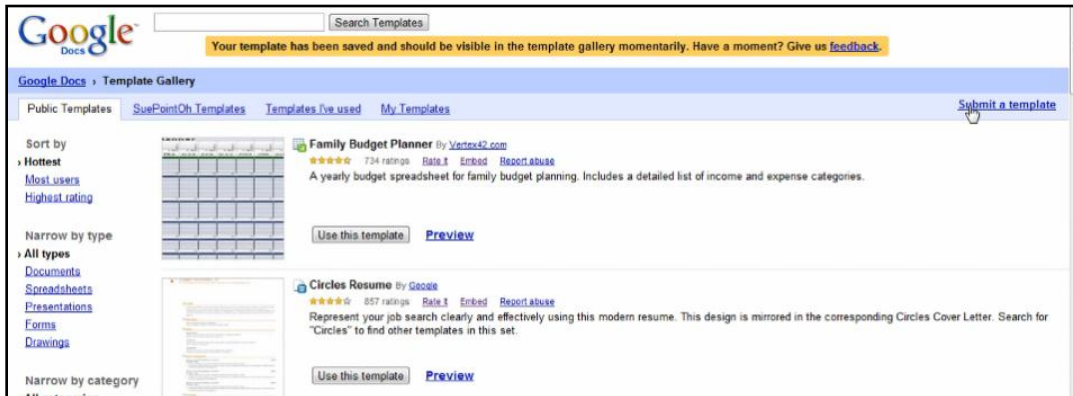◆ From **Menu Bar**, go to **File** menu ⇨ choose **Make a copy**

Submit a template

◆ Open a desired **Google Docs** to submit to the **Google Template Gallery**

◆ Go to **File** menu ➾ **New** ➾ choose **From Template**

◆ The **Template Gallery** will open

◆ Click on **Submit a template** link on the top right side

◆ Enter the template description and information the form and click **Submit Template** button

◆ Quick tips:
  ➢ Click on **Edit Details** link to edit the uploaded template information
  ➢ Click on **Remove From Gallery** link to remove it from **Template Gallery**