

Google docs



Creating and saving a document

To create a new document, go to your [Docs list](#), click the **Create 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.

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 as** option. You'll see these file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text. Select a file type and click **OK** in the browser window that appears.

1. 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. Click **Open**.
3. Click **Upload File**. The uploaded file appears in your Docs list.
 - File types you can upload: .html .txt, .odt, .rtf, and Microsoft Word
 - Size limits: Each document can be up to 1MB, plus up to 2MB per embedded image.

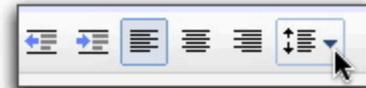
2. Using the templates gallery

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.

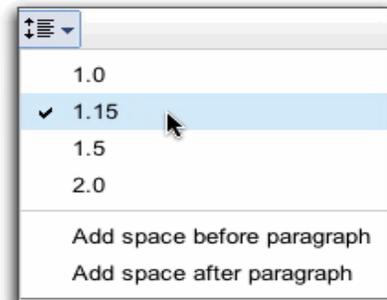
Editing Google Docs

Use the menus in the toolbar to change the font or the text size in your document. Simply select the text you'd like to change and click either the font menu, which lists **Arial** as the default font, or the text-size drop-down menu, set to **11pt** by default. Choose a new font or text size, and the changes are applied to the selected text.

Arial and Times New Roman appear as options in the font menu only if you have these fonts installed on your computer.



If you'd like to change the spacing of the document, click the line spacing button on the far-right of the toolbar.

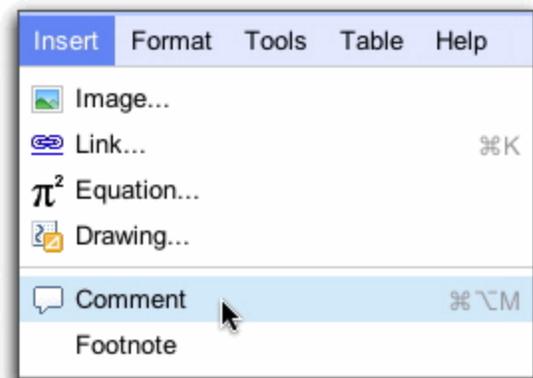


Adding Comments

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 or print it, the comments will disappear.

- Place your cursor where you'd like your comment to appear.
- Click the **Insert** drop-down menu.
- Select the **Comment** icon.

You can also use the keyboard shortcut Ctrl+Alt+M (Cmd+Option+ M for Mac) to insert a comment.



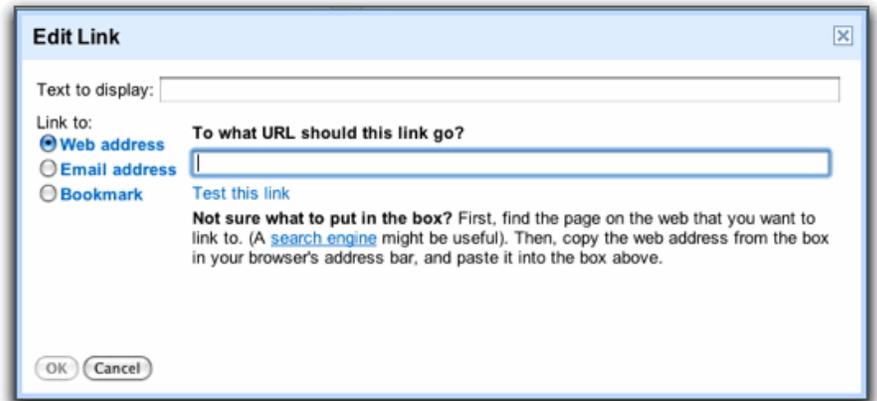
Type your comment in the box that appears to the right of the document. Your **username** appears by default in the comment.



To delete a comment, simply click the trash icon in the comment box.

Inserting Links

1. Click anywhere in your document where you'd like the link to appear.
2. Click the **Insert** drop-down menu and select **Link...**, or click the link icon in the toolbar. The 'Edit Link' window appears.



3. Type the text you'd like to be displayed as the link (if you selected specific text, it will already appear in the 'Text to display' field). Leave this field blank if you want the full link to be displayed in your document.
 - Select either 'Web address' or 'Email address.'
 - Enter a URL (or an email address if you selected 'Email address') in the second text box. Click **OK**.

Inserting Images

1. Click the **Insert** drop-down menu from the toolbar and select **Image**.
2. Depending on what image you'd like to add to the document, click **Upload**, **URL**, or **Google Image Search**, and follow these instructions:
3. **Upload**: Choose an image from your computer and click the **Upload** button.
4. **URL**: Type the URL of an image from the Web and click **Select**.
5. **Google Image Search**: Enter a search term to find an image using Google Image Search, and click **Search images**. Once you've found what you were looking for, click the image and the **Select** button.



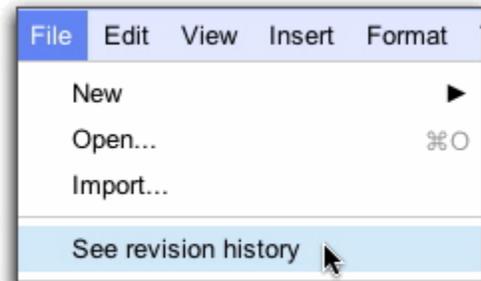
Sharing and Collaborating



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.'

1. From your document, click **File > See revision history**.



2. Click a time stamp in the right column to see what changes were made at a given time or use the arrow keys to quickly scan through many revisions. Changes are color-coded based on each collaborator, making it easy to tell what has been added or deleted.
3. If you would like to revert to the version you're currently viewing, click **Restore this revision**.

Note: Restoring your document to a previous version does not eliminate any versions of your document. Rather this version is "hopscoched" to the top of your revision history, maintaining all previous versions of your document, including the current version.

4. If you would like to return to the current version of your document to continue editing, click the **X** in the upper right of the 'Document History' pane.

Sharing your documents

Now that you've created your Google document, you can share it with your coworkers. You can do this from your Documents List or directly from the document.

- From the [Documents list](#), select the document you want to share (you can also select multiple documents), and select **Share** from the **Actions** menu. Then, select 'Sharing settings.'
- From your document, click the **Share** drop-down menu in the top right corner of the page.
- At the bottom of the '**Sharing settings**' window, under '**Add people**,' type the email addresses of people you want to share your document with.
- To the right of the list of names, select '**Can edit**' from the drop-down menu.
- If you'd like to add a message to your invitation, enter some text and click **Share**.
- Up to 10 people may simultaneously edit and/or view a document.

Publishing and Printing

1. 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.

2. Printing

If you want a hard copy of your document, you can print it from a PDF or download it as an HTML file. 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.



If you'd like to add page numbers to your document before printing it, select **Print settings...** from the **File** menu and choose where you'd like the page number to appear. Once you've changed the settings, click **Print** at the bottom of the window. A PDF with a print dialog box appears.

To download the document as an HTML file, follow these steps:

3. From within your document, select **File > Download as... > HTML (zipped)**.
4. Find the downloaded file in your computer, unzip it, then select the file and click **Open**.