

GOOGLE

Drive and Docs

in 45 Mins

**A Beginners Step by Step Guide to
Google Drive and Docs**



IVAN McGhee

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DRIVE AND DOCS
IN 45 MINS

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INSIDE

Google Drive and Docs are two powerful tools that you would want to master and there are lots of tips you will master upon completing this guide.

Docs, is a great alternative to Microsoft Words, they have got a lot of features which may be of great interest to you.

Google Docs is gradually taking over as the best word editor, knowing about them now, puts you in front way ahead of many other people.

Learning is an act, the more you learn and practice, the better you become.

This guide will be as useless as a trash paper if you fail to practice what is written in here.

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INTRODUCTION

The Google Docs is a word processor application owned by Google which enables their users to perform some certain tasks such as Creating, editing and also working with others live on the internet.

There are merits attached to using Google Docs such as;

Easy Access to Docs

As the owner of a document, you can access the document where ever you are and it does not have to be on the same computer you worked the document on.

With internet access on any computer system, you can access your documents, make changes and have it shared with other people.

Work with others

An interesting factor to using Google Docs or Drives is the ability of bringing other people to work on the same document simultaneously.

Autosave

You really do not need to worry pausing to save your document, Google Docs automatically saves your document on the go.

What this means is that Google Docs automatically saves any file you are working on seconds as you work on it.

Shared Collaboration

Google Docs gives you the option of sharing your work with other people, friends other team members and you all can work simultaneously online.

CHAPTER ONE

GOOGLE DRIVE GETTING STAERTED

I know you are looking to get started with Google Drive in this guide I will cover the basics of this free cloud based storage service.

To get started,

- ** Go to google.co m in your web browser
- ** Locate and sign in. if you don't already have a google account, select create account otherwise you'll want to go ahead and enter the email address and password for your Google Account.
- ** Locate and select Grid in the upper right corner
- ** Choose Drive. Your Google Drive will appear.

ADDING FILES

It is really easy to add files to your Google Drive

- ** Click the new button on the left to create new files or folders or if you already have a file in your computer, you can upload it by simply dragging it into your drive.

Let's look at a different account that's been using Google Drive for a while.

You can see different files and folders that are stored on Google Drive. If you select a file, you'll see additional options for it appear at the top of the screen. On the left, you'll also be able to access your folders, file shared with you and more. You also have the option to get Google Drive for your desktop. You can find it by going to the gear icon and choosing get drive for desktop.

If you choose to install this, you'll be able to quickly access the files on Google Drive from a folder on your computer. Any file that you move into that folder will automatically be uploaded to your Drive.

DRIVE FOR MOBILE.

I will like to mention that Google Drive mobile app is available for iOS and Android devices. The Google Drive app allows you to view and upload files from your mobile devices wherever you are and this can be really convenient

if you want to access a file on the go or upload something from your phone. It is worth pointing out that you can also edit documents on your mobile device but you will need to download a separate app to do this such as the free Google Docs or Google sheets up.

These are the basics and should be enough to help you get started with Google Drive.

CREATING FILES

Google Drive is a lot more than just a free online storage service. It also allows you to create and edit a variety of different files. For instance, you might create a Google doc which is similar to a file you could create in Microsoft Word, a Google Sheet which is similar to what you might create in Microsoft Excel or Presentation which is similar to what you might create in Microsoft PowerPoint.

Creating a new file in your Google Drive is really easy

** Click the +New button at the top left corner.

** Select the type of file you want to create.

I will be making a document in this guide so, I am going to choose Google Docs. Your file will appear on a new tab in your browser window.

** Locate and select untitled document in the upper left corner and give your file a name

** Press enter when you are done.

** Go back to Google Drive and reload the page and you will see that the file has already been saved there

** Double click on it to open it again.

SAVING YOUR DOCUMENT

You may have noticed that there is no save command and that is because every file you create on Google Drive is saved automatically as you work.

CREATING A DOC FROM TEMPLATE

One other thing you will be learning from this guide is creating a document from a template.

To get started,

** Go to <http://drive.google.com/templates>

In this guide, I am looking for a resume template

** When you find a template you like just double click it to open it.

** A new file will be created on your Google drive with the selected template

** Customize it with all your own information to fit your needs.

CHAPTER TWO

MANAGING FILES

If you have been using Google Drive for a while, you may find you have a lot of different files and that can make it hard to find what you are looking for.

Fortunately, Drive has a lot of features built in to help you find the files you need and keep your files organized. For instance, if you are looking for a particular file, you can use the search bar at the top.

** Click the bar

** Type what you are looking for

** Hit the enter key

If you think you found the file you need but you are not quite sure you can use the preview option to just give it a quick glance without actually opening it.

To do this,

** Select the file,

** Click the preview button near the right from there you can choose to open the file for editing or click the arrow on the left to get back to your Drive.

Sorting is another useful feature for instance you can sort your files alphabetically from A to Z, from Z to A or by when they were last modified.

This can be really helpful when looking for a file you edited last week or last year.

Filters are similar to the search option but they are a little broader and can help to narrow down your files if you are not quite sure what you are looking for.

To use a filter,

** Click the small arrow on the right in the search box. Then use the drop down menu to select what you are looking for.

In this instance, I am just looking for spreadsheets that I created.

** Go ahead and click search. That is it.

If you have a lot of files on your computer, Google Drive folders are probably the best way to keep related files together.

CREATE A FOLDER

To create a new folder,

** select the new button then click folder

** Type a name for your new folder

** Press enter or click the create button.

Your new folder will be created.

ADDING FILES TO FOLDER

To add a file to a folder, simply click the file and drag to the folder.

When you double to open the folder, you see the files inside the folder.

ADDING MULTIPLE FILES

There are indeed few different ways you can add multiple files to a folder.

** Click and drag over the files to select multiple files.

Another method is to press and hold the Ctrl key on your keyboard if you are using windows or the Command key for Mac users and then, click on the files you want to select.

You can also use this method to deselect a file that you didn't mean to choose.

** Drag the files to the folder.

DELETING A FILE

If there is a file you no longer need under Drive, you can delete it.

To delete a file

** Simply select it then click the remove button in the upper right.

** When you do this, the file will be removed to the trash.

DELETING A FILE PERMANENTLY

For a file to be deleted permanently,

** You'll need to click the trash.

** Select the drop down menu near the Trash at the top and then select empty trash.

** This will permanently delete any files or folders in the trash which can free up space in your Google Drive

If you want to see all of the options, you have for a file you can right click it. When you do this, you can preview the file, open it for editing, share it or even download a version of the file to your computer.

CHAPTER THREE

SHARING FILE AND COLLABORATION.

Sharing files is a really important feature in Google Drive. When you share a file with someone else it makes it easier to cooperate on the document rather than sending different versions of the document back and forth through email, everyone can work on the document at once.

To share a file from your Google Drive,

** Select the file then click the share button near the upper right.

** A dialog box will appear and from here you can start entering the email addresses of the people you want to share it with. If you're sharing with multiple people, just press enter after each one. You can also decide how much control these people will have over the document. For example, you can give them full permission to edit and change the document, only leave comments or just view the document.

In this example, I want everyone to be able to edit the document. So I'm going to leave this setting alone.

It's also important to note that anyone you share it with this way will require their own Google account to view or edit the file.

** Next, you will include a short message to let everyone know what the file is about.

** Click Send.

SHARING FILES WITH THE LINK

Another way to share files is with a link. You'll start the same way by

** Selecting the file and then clicking the share button.

** When the dialog box appears click where it says change to anyone with the link. You will see this under "Get Link".

Just like with the other method you will be able to decide how much control these people will have. You can then copy and paste the link to share it with anyone even if they don't have a Google account.

In this example, I'm pasting it into an email message to quickly share the file. I'll just right click and select paste.

REAL-TIME CO-AUTHORING FEATURE

So what happens after you share a file on Google Drive? Well, Google Drive has some really powerful co-authoring features. For example, if we open our document we can see that some of the other people we've shared the file with our viewing it as well the real-time co-authoring feature allows everyone to work on the document at the same time. Everyone's changes will be indicated with the cursor by their names so you can tell who's doing what in the document.

COMMENTS IN GOOGLE DOC

It's also easy to leave comments to talk back and forth with one another. To insert a comment in Google Docs, just select something then click the button that appears on the right side of the document. This opens a comment box where you can add a short note about this part of the document.

Your co-authors will then be able to respond directly to you.

These features make it much easier to collaborate on a document and work out details with your co-authors in real time.

CHAPTER FOUR

UPLOADING FILES TO GOOGLE DRIVE

Google Drive's free cloud storage service allows you to upload files from your computer and access them from anywhere.

To upload a file,

** Click the new button.

** Select file upload

** A dialog box will appear.

You can locate and select the file on your computer then click open.

The file will be uploaded to your Google Drive.

If you're looking for a faster method, you can also click and drag files and folders right into your browser window to upload. This can help you save time if you want to put a lot of files on your Google Drive at once.

PREVIEWING FILES

Google Drive also allows you to preview and edit many different types of files even if you don't have the software for that file on your computer.

For example, let's take a look at a spreadsheet uploaded that was originally created in Microsoft Excel. You can just double click the file to open it and a preview of the file will appear.

If you want to edit the file, select open in Google Sheets at the top of the screen.

Do keep in mind that with some files you might see some issues, especially with formatting. Still all your data will be there and it's easy to edit them.

Even though you opened your file using Google Sheets, any changes will be saved in the original file format.

CONVERTING FILES TO GOOGLE FORMAT

Although Google Drive makes it easy to edit files in their original format, you also have the option to convert files to a Google format.

After you open the file.

** Go to file at the top left corner of your document

In this example, I will convert it to the Google Sheets format.

** Select save as Google Sheets.

Now if we go back to our Google Drive, we can see that there are now two versions of this spreadsheet the original spreadsheet that was created in Excel and the new Google Sheets file. Know that the icons also vary depending upon what type of file it is.

CONVERTING FILES AUTOMATICALLY

If you have a lot of files you want to convert to a Google format, you can change the settings to make converting files automatic when you upload them.

To do this,

** Locate and select the gear icon near the upper right corner.

** Select settings

** Check or tick the box for convert uploaded files to Google Docs editor format.

** Click done.

CHAPTER FIVE

ORGANIZE GOOGLE DRIVE WITH COLORS AND ICONS

There are many different ways in which you can organize all of your files and all of your folders within Google Drive. When you start to manage a large number of folders sometimes it can be hard to zero in or quickly identify where is that file that you're looking for or where's that folder that you want to get to.

By default, everything is very gray within Google drive. I've only got 7 folders here and you know by default the color of the folders are grey.

Google does give the option to Star certain folders.

You can add a star to folders that perhaps you want to make stand out a little bit more. You can always use the starred filter on the left hand side of the panel and just see all of the file items and folders that have been starred if you want to filter it that way. But even at that point the stars are still this sort of dark gray and that's really the only additional option that you are given.

Something that goes overlooked within Google Drive is that we can be a lot more creative. We can add a lot more Flair when it comes to managing and organizing our folders and something that have often neglected is that you can add a bunch of colors to your folders.

If you've got certain folders that are maybe of a similar theme or you want to group together, you can add a wide variety of colors. Whether they're Reds, Yellows, Blues, Greens, you can add a unique color for as many as you like and this can often help you when you're going after a particular folder or when you're going after a particular file type. Maybe you have two folders that mean something, you may want that red and it would be easier for you to remember. You are going to get used to that after dealing with these files time and time again.

You can add different colors as many different colors as you like to a variety of folders.

Adding emoji or icon to title

Apart from adding color to your folder, you can take one step further and that's by adding an icon or an emoji as a part of the title. Now, you're very familiar with icons right? We see them all over the place here and we even see them in the control panel here on Google Drive.



When you see this icon, you know exactly that it is going to give you some more details or information.




This is going to be helped.



This is settings.

We know what these things mean for many of us we are visual Learners and that's why icons and emojis can be so helpful.

You don't need to read that this is  going to help you filter the things that are shared with you. You can see that there's two people here chances are this is going to be some type of shared feature or shared functionality.

Well we Can do that with our folders as well So for example, let's say this videos folder something that you want to be able to access rather quickly and let's say, you know in the real world, you're managing fifty or a hundred different folders here within your drive so you really like this one to stand out you don't want to be scanning through everything and just always scrolling down to the Vees. You want to have some other Visual and creative

way of identifying this one.

So what you will like to do is once in a while you will go to Emoji pedia, which is a place where you can both search for a variety of different emojis you can also browse through different categories and that's safe for your videos folder. I'd like to have an old fashioned clapperboard. All I have to do is search for this Emoji, I'm going to select copy it copy it to my clipboard then I'm going to come in here to the folder you want to add the emoji, select and right click to rename and at the very end of the folder name, you're going to paste that emoji and there you go.

Now, I've got another additional visual indicator and you see how it sets it apart from everything else on this list.

Name ↑	Owner	Last modified
  Keyboard Musical Idea	me	12:52 PM me
 Action Movies 	me	12:54 PM me
 Android Ideals	me	12:48 PM me

You've got that old movie clapperboard, very easy for you to identify that this is my videos folder that's where you're going to find video content.

You can do this with as many things as you like. Let's take this Keyboard Musical Idea folder as another example, if we go back to Emoji pedia, you pick out for Keyboard so you searched for it and you are going to select Musical keyboard. All you have to do is hit copy again It's copied to your clipboard. You are going to come in to the drive folder and select, right click to rename now this time around you choose to put this Emoji at the front of your folder name and then you're going to say OK and you'll notice that something changed. This time around you'll noticed after you renamed this one that this particular folder was sorted to the top and that's because of the way that emojis are Quantified the way that they are sorted by Unicode. Your emoji file folders are going to always sort to the top and it may be different depending on how they are named how they are coated within the Emoji world. So that may be a benefit to you or you may want to keep the sorting by the first name of the title of your folder. But here as you can see you've got your Google Drive another visual indicator that this is about Keyboard Musical Idea and you can make use of that.

Now depending on The View that you're using within Google Drive that

may be helpful right by having the Emoji at the front of your file folder you're going to be able to see it here in the grid view as well.

Do note that if you add emojis to longer titles, you wouldn't see it unless if you hover over the title.

So if you think it's going to be helpful for you to quickly identify the folder that you're looking for, add a couple of emojis, add a couple of colors to your file folder structure.

This example is pretty simple with only three different folders. But when you're dealing with a large amount of information, it can be very helpful, especially for those of us who are visual Learners to add some color and to add some icons.

CHAPTER SIX

INSTALLING BACKUP AND SYNC FOR GOOGLE DRIVE ON WINDOWS 10

In this guide, I am going to take you through the new backup and sync desktop app from Google.

What are the uses of back up and sink?

It should be noted here that if you're a G suite for Education user or a G suite for business user, there is a drive file stream which your domain admin May advise you about.

But we're looking here at the individual user to download back up and sync.

Now the function of this app is to allow you to automatically backup and sync all of your files to your Google Drive account.

** Download the app from the site

** Launch your Back up and sync my desktop app

** Click on the “Get Started”

** Enter your login details. Preferably, with the account that you’re going to back up and sync which in my case is my Gmail account. It is also the same account I use on my Android device.

If you use double verification you have to check your phone and get a verification code. I really do recommend using double verification on all of your devices particularly any device that you're going to Share with others.

** In the following screen, click “Got It”.

** Specify the folders that you want to have continuously backed up to my Google Drive by having to check on the little box.

If you have large files like Videos, they will eat up your Google Drive storage space. You can back them up and you can always delete them from my Google Drive later.

You can select upload my photos and videos to Google photos as well.

** Click Next and in the next screen, click “Got It”

In the next window, you can sync everything or you can sync only selected folders.

** Click Start.

You will find the folder on your desktop and you can see the process still syncing up. Depending on the file size of the documents you are syncing, it will take pretty long time.

This is how you can install the new backup and sync app from Google.

WELCOME TO GOOGLE DOCS

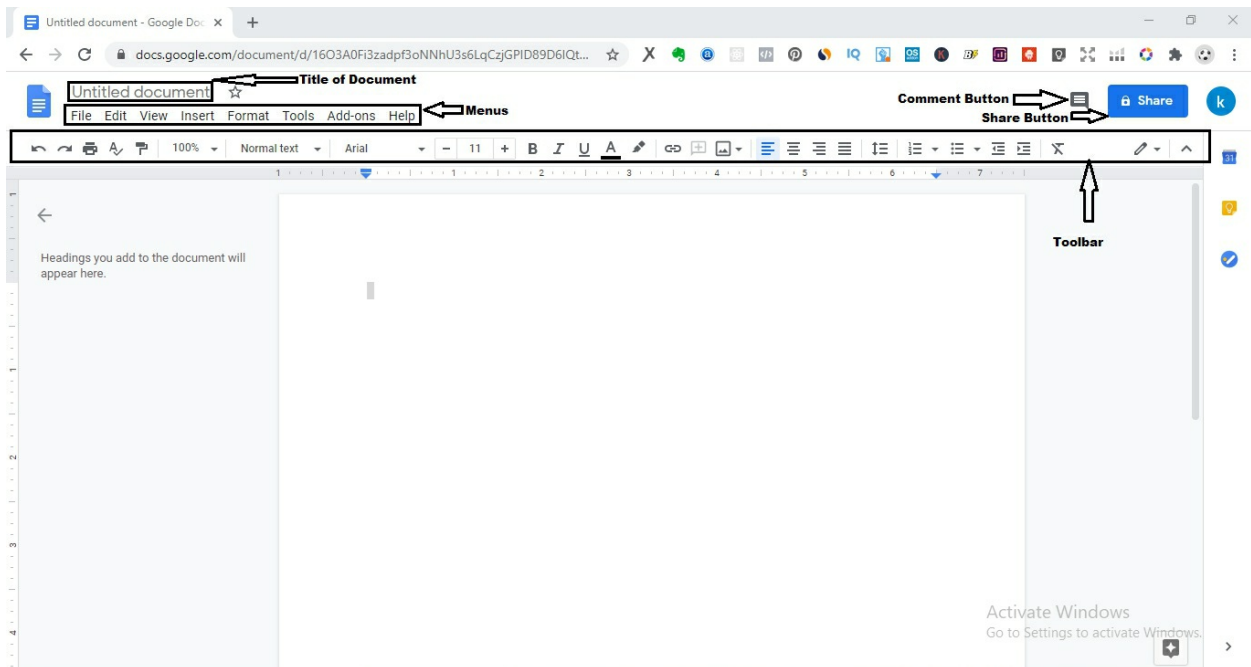
CHAPTER SEVEN

GETTING STARTED WITH GOOGLE DOCS

Before you get to work in Google Docs, you might want to take a minute to explore the different tools and features and learn your way around the interface.

In this guide, I'm going to give you a quick tour starting with the area above your document.

First we have the toolbar where you can access different shortcuts that let you work with your document. This includes undo and redo, the print command as well as formatting options like font color and size.



To view even more options use the menus above the toolbar, these give you access to many of the same tools and features, but with a few additions for example, under insert you can add headers Footers and other special elements to your document in the upper left corner you can navigate back to Google Docs, click on the title box to change the title of your document. This is one of the first things you should do when you create a new file in

Google Docs, change the title to something more descriptive.

Finally, in the upper right corner you'll find the comments button and the share button these allow you to collaborate with other Google Drive users and quickly manage your sharing options.

HOW TO CHANGE PAGE SET UP IN GOOGLE DOCS

The last thing I'd like to show you in this guide is how to change your page setup options. You can do this right away before you get to work or just keep the steps in mind in case you want to make adjustments later.

** First open the file menu above the toolbar then

** Click page setup. A window will appear where you can customize several different things, to change the orientation of your document choose portrait or landscape. Landscape will position your document so it's horizontal instead of vertical to adjust your margins change the numbers here. I'm going to go with half inch margins instead of the default one inch which will make them slightly smaller.

You can also change the paper size depending on the type of document you plan to create, you can make the page larger or smaller just make a selection from the menu.

** Click “ok” when you're done.

With this Getting Started introduction, you can navigate the interface and access different tools and features, you can start using it to create documents of your own.

CHAPTER EIGHT

TEXT BASICS

If you are familiar with word processing software like Microsoft Word, you'll find that using Google Docs is a similar experience. Working with text in Google Docs is fairly easy to learn.

So let's get started.

If you make any mistakes while you're typing that's okay. You can use the backspace or delete key to fix it.

Google automatically checks your spelling as you type and marks any errors with a red underline. If you need help coming up with the correct spelling you can always right click then choose one of the suggestions from the menu. There may come a time when you need to modify the text that's already in your document. Maybe you copy and paste it or move it to a different location. The first thing you need to know is how to select text. Just click and drag your mouse over the text then let go. You will notice how the text is highlighted blue, that means the text is selected. If you want to copy text in Google Docs, press control C on your keyboard or command C if you have a Mac now choose where you want the text to go and press control V or command V to paste.

CUT AND PASTE

If you want to cut and paste instead again,

- ** Select your text,
- ** Use the keyboard shortcut Ctrl X or command X.
- ** Place the insertion point or cursor where you want the text to go
- ** Press control V or command V to paste it in the new location.

FIND AND REPLACE

When you are working with a long document, you may sometimes have trouble finding a specific word or phrase that you know is in there somewhere.

The find and replace feature can help by searching the document for you.

All you have to do is

** Open the Edit menu then

** Choose find and replace.

** Type the word or phrase you're looking for and it will be highlighted in your document.

Google will also tell you how many times the word appears. You can even use the replace feature to replace the word with something else in this example. I need to change auction to Charity Auction.

You can replace every instance of the word one by one or choose replace all to save time. When you're done click the X to close the window. As you can see, the text has been changed.

Pretty simple isn't it? This is the basics of working with text in Google Docs including cut copy and paste find and replace and more.

CHAPTER NINE

HEADERS AND FOOTERS IN GOOGLE DOCS

Headers and Footers can display things like the page number date or company name in the top and bottom margins of your document. Not only do they make that information easier to reference they also add a nice professional touch.

To insert a header, footer or page numbering start by going to

** Insert then

** select header and page number then

** Header (I'd like to show you how headers work first)

Your cursor will appear in a special area set off from the rest of the document and there you can add your information. In this example, we're going to include the name of the organization and the title of the document. We're also going to add some formatting to the header using familiar options.

** Highlight the text

** Add color

** Increase or decrease the font size.

These are the same commands you use to format regular text so they're very easy to use.

When you're done press Escape (Esc) key on your keyboard or click anywhere else in the document. This will disable editing the header or footer so you can continue working. To re-enable editing click the header again now.

ADDING PAGE NUMBER

If you want to add page numbers to your header and maybe you want the

word page to be included,

** Go ahead and type the word page into your header

** Go to insert hover over header and page number

** Click page number.

You'll see four options for the page number placement. You can choose the top of the page or the bottom of the page. You can also have the page numbers start after a cover page.

In this example, I want the page numbers to be at the top of the page.

You can also add the page count to your header or footer which will display the total number of pages in your document. All you have to do is type the word “of” after the page number then go back to

** Insert

** Click Header & Page number and this time choose page count from the menu. And there you go. You can scroll down so you can see how it works.

You will notice you have page one out of total number of pages of the document.

And with these steps, you know how to enhance your document using headers Footers and page numbers.

CHAPTER TEN

HOW TO TRACK CHANGES

When working on a document you may want to see how it changes and grows especially if multiple users are involved. Thankfully, Google Docs let you track those changes, comment on them and decide whether they should be added to the document. Google Docs calls this feature suggestion mode, but it's very similar to the track changes feature in Microsoft Word.

To get started. Let's look at a Google doc that I own. I've already shared this document with a co-worker using the share button in the top right corner. I also want my coworker to know what I'm changing. Let's click the pencil icon below the share button and select suggesting.

Now anything you add is highlighted. Well anything you delete is crossed out. To the right a suggestion box appears with every change this gives other users a chance to review changes before they're made permanent.

The next time I view my document I see that my coworker has also made changes.

Now I want to ask a question about this particular change. So let's leave a comment in the suggestion box. Just click the text field Write a response and select reply.

I'm happy with this change so let's approve it by clicking the checkmark. It will then become part of the document.

You can also reject to change by clicking the X and it will disappear. To leave suggestion mode click suggesting in the top right corner and select editing. You can still accept reject or comment on suggestions while in editing mode. You just can't create new ones. You can also track changes in the mobile version of Google docs while viewing a document tap the more icon and select suggest changes.

Now you can track changes just like in the web browser version.

To review a change tap the check mark And select one finally swipe down on the comment window to close it.

CHAPTER ELEVEN

INDENTS AND TAPS

You may have written a cover letter that has several paragraphs and to make each paragraph stand out just a little more you want to add a first line indent. The easiest way to do this is to place your cursor also known as the insertion point at the beginning of a paragraph and then press the Tab Key.

You may have noticed that when you did this, the little marker on the ruler moved forward 1/2 inch. This is the first line indent marker. There's also a left indent marker and then all the way on the other side the right indent marker. We can move them to create various types of indents. They don't affect the whole document though just the parts that are selected.

So if you select some paragraphs of your document now click and drag the first line indent.

As the marker moves a blue guide line extends from the ruler. The right indent is useful if you want to make the paragraph narrower. And finally, the left indent marker can be used to move all of the lines at the same time. You can also adjust the left indent using the buttons on the toolbar. These will increase or decrease the indent in 1/2 inch increments, but for this letter, you want a more traditional look, so you just going to do a first line indent of 1/4 inch.

Indents are a good way to keep things lined up in your document. But for more complex documents such as resumes, they're not always enough.

TABS

Taking our resume for example, it is really good if you keep all of the dates to line up.

You could just use spaces, but it's going to be difficult or impossible to get them to line up exactly so you'll need to use tabs.

If you place the insertion point right before the text you want to align and then press the tab key, it's going to jump forward in half-inch increments. That works pretty well but you will like to have a little more control over

exactly how the text to lines up, so a tab stop is exactly what we need here.

Tab stops tell the text exactly where to line up so you're not limited to half inch increments just like with indents, tab stops only apply to selected text. So select all of the text you want to include in your tab stop next click the ruler where you'd like the tab stop to be you can choose to align your text to the left or right of the tab stop, you can decide you're going to align your text to the left.

Now to align the dates, add just one tab before each date and they will jump to the new tab stop. If there are more things you'd like to align you can add more tab stops. And to remove them just drag them off the ruler and they'll disappear.

As you can see, using the Indents and Tabs makes your work looks a lot better now and also, having everything lined up gives it a neater more professional appearance.

CHAPTER TWELVE

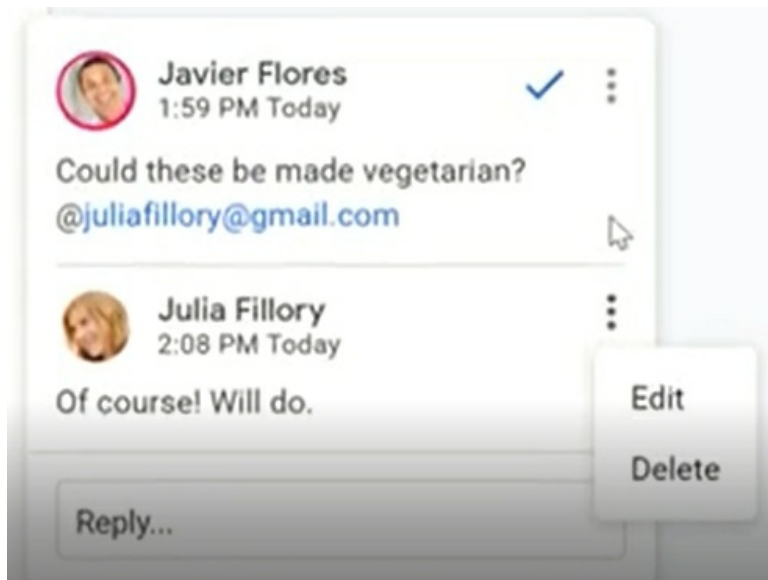
ADDING AND REPLYING COMMENTS

Comments are one of the features that allow for collaboration in Google Docs, anyone with editor or commenter access to the document is able to see, create and reply to comments. The easiest way to create a new comment is to select the text that you want to comment on then click the (+Add Comment) button that appears on the right side of the screen the comment box opens and you can type your message.

If you want to make sure that a specific person sees your comment you can tag them, just type the @ symbol start typing their email address and select them from your contacts you then have the option to assign the comment to them which means that they will be responsible for marking as complete when you're finished click comment.

Note that if you tag a person who doesn't already have access to the document Google Docs will ask you to share the document with them before posting your comment. Once the comment is added anyone with commenter or editor access to the document will be able to see it and leave a response. To reply to a comment, click on it to select it and then type your reply when you're done click reply.

If you made a mistake, you can click the three dots



in the top right corner to either edit or delete your comment note that deleting a comment this way is permanent. If you click the three dots next to the first comment in a thread you have the option to link to this comment, a dialog box opens that lets you copy the link so that you can share it with someone else. This is useful in Long document with lots of comments as a points directly to the right part of the document and even opens the common thread

When you or your co-authors resolve the issue being discussed, you can click the checkmark to close the discussion. The comments will disappear but they are saved in the comet history which you can open by clicking the icon next to the share button here you can see resolved comments and if you need to reopen one just click reopen. You can also change your email notification settings by clicking Notifications at the top of the window. By default, document owners receive notifications for every comment but everyone else only receives notifications when they are mentioned directly.

Comments are a powerful Tool in Google Docs and using them will help you collaborate more effectively on your next project.

CHAPTER THIRTEEN

THE DOC NEW SHORT CUT

There's a shortcut that lets you create a new Google doc in just a few seconds. All you have to do is type “doc.new” into the address bar and press enter and that's all, the document is created.

There is also a shortcut for Google Slide, sheet, form, site, and more.

For example, slide new. Create a new presentation and sheet.new creates a new spreadsheet

Note that if you try to use these shortcuts while not signed in to your Google account, you will be directed to the sign in page first.

To find the full list of shortcuts, go to www.google.com/Shortcuts with the capital S. Here you can find all of the available shortcuts.

CHAPTER FOURTEEN

WORKING WITH TABLES

Using regular text to compose your document is fine in most cases for something that requires more organization though you might want to try a table instead. This will help you type your content into columns and rows rather than lines of text.

To insert a table, all you have to do is to follow this step by step guide

** Go to insert

** Click table then

** Move over the grid to select the number of cells you want click you can start entering your data. You can select any number of rows and columns.

To select a cell, you can either use your mouse or the arrow keys on your keyboard. As you add more data to a column you can use the down arrow to make your way down.

Adding more columns or rows to a table is easy. You can try inserting one above the row that starts with Dylan.

To do this, place your mouse pointer in the row for Dylan, right click then you can insert a row above or below wherever your cursor is or a column to the left or right.

If you click insert Row above, a Row appears above the Dylan row remember that's where my cursor was and alternatively, if you want to delete a row or column all you have to do is select a cell in the range you want to delete now right click then make your selection from the menu.

Formatting a table in google docs@@

Here, we are going to take a look at some of the ways you can format your table in Google Docs. For example, you can modify your cell Dimensions by clicking and dragging the borders in between. When you place your cursor on a boarder, you will take notice of how the symbol on the cursor

changes.

You can also change the alignment of your text by selecting the cells you want and then experimenting with the alignment options on the toolbar with centered looking best.

You can also choose to add some colors to your table by changing the background and the borders to something other than plain black and white. With your cells selected just right click anywhere on the table then choose Table properties from the menu. You can customize a couple different things first like changing the background color to light yellow. You can also choose a different color for the Border and also, change the size of the Border by clicking the drop-down menu under Table border. The default width is 1 point if you decide to choose something else like 2.25, the Border will be slightly thicker than before. Click ok to see what the table looks like now. Pretty I must say.

You can also decide to experiment with some different formatting on the top row to make it look a little more like a header. To do this, select your cells then open the table properties dialog box by right clicking on the highlighted text. Select a different color for the background and then change the vertical alignment by clicking on the CELL VERTICAL ALIGNMENT. This will cause the text to aligned precisely in the center of the cell instead of the top or the Bottom, click OK.

That looks pretty good.

There are really a lot of ways to use and customize tables in Google Docs so they work for you and the information you want to display.

CHAPTER FIFTEEN

WORKING WITH STYLES

Working with large documents can be challenging but adding styles to your text can help. Adding Styles gives your document structure and allows you to make formatting changes that affect the whole document all at once.

By default, anything you type in a Google doc is styled as normal text to switch Styles place your cursor in the paragraph that you want to change click the Styles drop-down and select the style you want.

ADDING HEADING

You can add some headings to your document by selecting the text you want to change, go back to the **STYLES** drop-down and maybe you want the selected text to be one of your main headings, click heading 1. You'll continue to add headings as you work through your document.

you can also make a subheading by placing your cursor on the title, go to Styles drop down menu and pick heading 2, you will notice that the text is a little smaller.

If your headings look a little too similar and you want to make all of your main headings a little bigger, to do this highlight one of the headings and make whatever formatting changes you want like increasing the font color. Then while the text is still selected, click the Styles drop-down hover over heading 1 and click update heading 1 to match. This will update all of the heading 1 text throughout the document. You can use this same method to update all of the other styles in your document as well.

Let's say that you want your body text to be a little larger. You'll select a portion of it, change the font size, go to the Styles drop-down, hover over normal text and select update normal text to match.

If you create a set of styles that you really like you can set them to be the default for any new documents that you create. To do this go to the Styles drop-down hover over options and select save as my default styles.

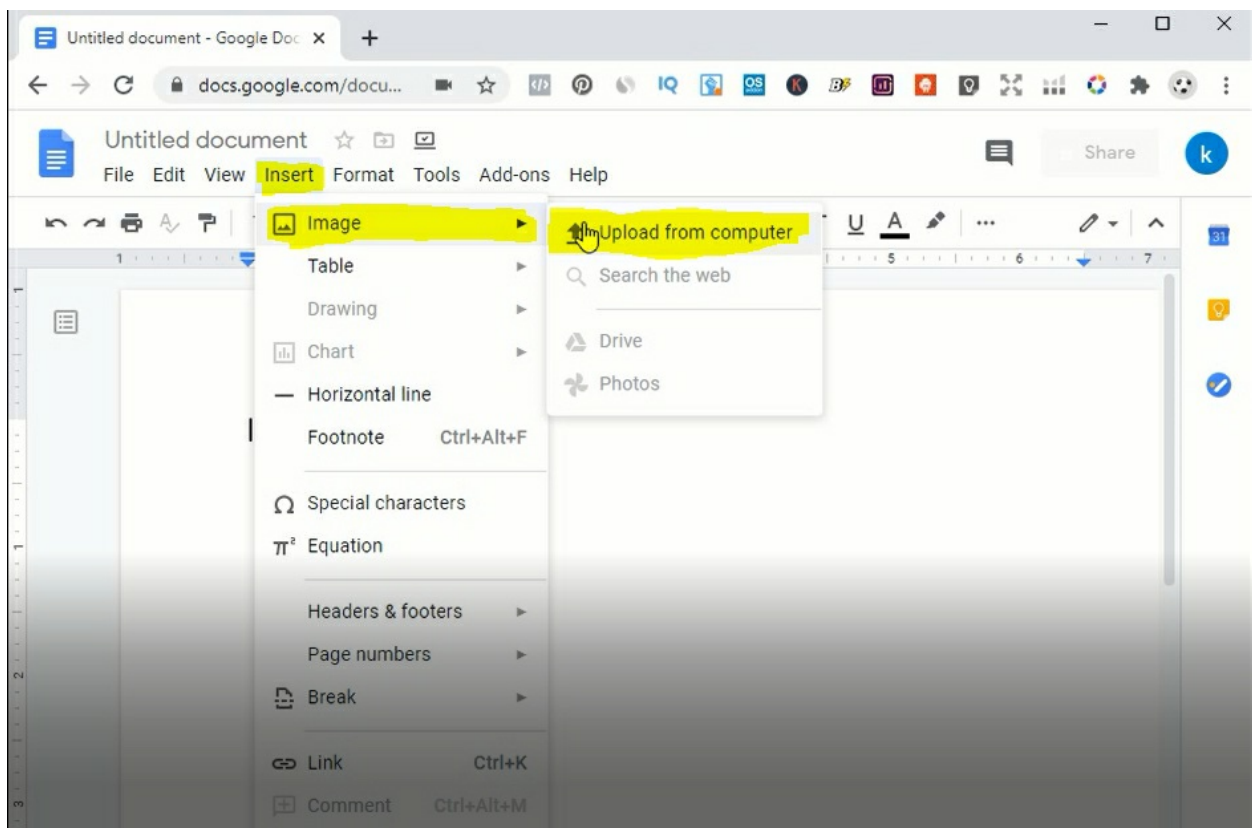
Styles are useful not just to change the appearance of your document but also to give your document structure. You can see this structure by clicking show document outline on the left side of the page. If you don't have this option, click View and make sure that there's a check mark next to show document outline. The document outline shows all of the headings in your document. You can navigate through your document by clicking any of these headings in Google Docs will move to that place in your document. If you're used to working with Styles and Microsoft Word, you'll find that many of the features are missing from Google Docs. We should also note that Styles don't always behave as expected when you add additional formatting such as lists or tables. Despite these issues styles are still a useful tool and can help you make documents that look great and are easy to navigate.

CHAPTER SIXTEEN

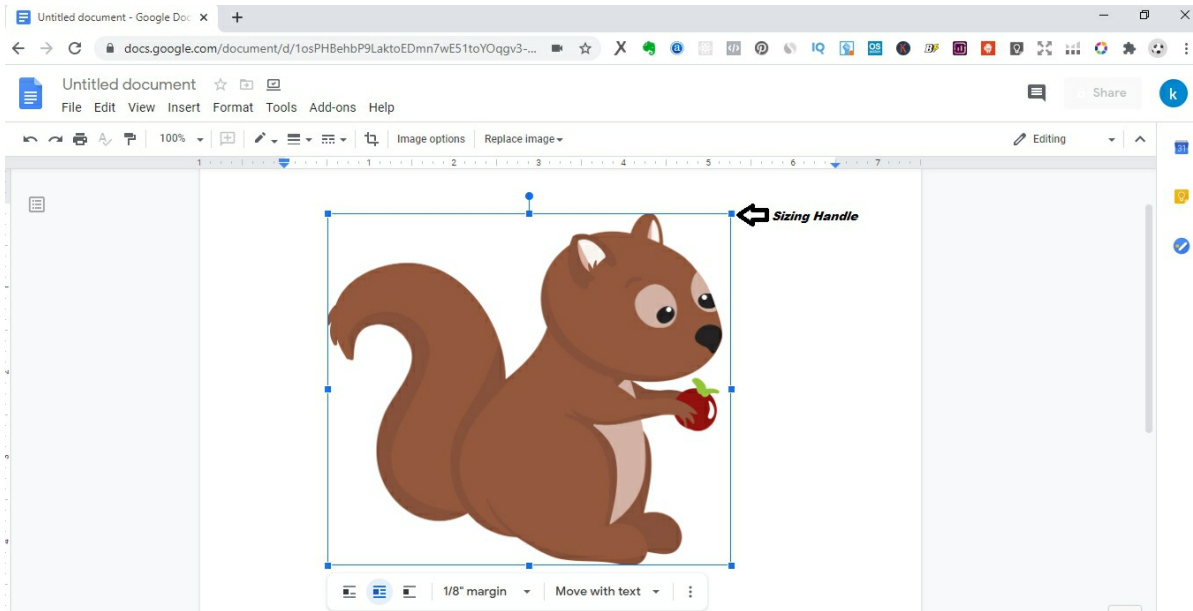
WORKING WITH IMAGES

Learning how to work with images in Google Docs can help take your projects to the next level. To insert a picture, you can use the insert image option in the toolbar or you can go to insert then image.

For this first example, I already have the image that I want to use save to my computer so I'm going to click upload from computer, I'll select the picture that I want and click open.



Some pictures will be way too big. To resize an image, click on it to select it and then click and drag one of the sizing handles. Use one of the handles in the corner to keep your image in proportion.



If you were to drag from a center handle like this, the image will squish. Unfortunately, there's no way to reset the pictures Dimensions so instead, you'll need to click undo to make sure that the proportions are correct.

To move a Picture, just click and drag but you might notice that it isn't easy to place the image exactly where you want it. That's because by default the image appears in line with the text. You can change this by using the text wrapping options below the image.

The wrap text and break text options are generally much easier to use and both allow you to place the image anywhere on the page. The difference is that brake text separates text above and below the image while wrap text also allows text to go next to the image.

When you use the wrap text, you can easily click and drag to move the image anywhere on the page and the text will automatically wrap around it. As you drag the image to the Center a margin guide line appears to help you place the image.

With this text wrapping style, you also have a couple of options below the image. You can adjust the margin if you want more or less space between the image and the text and you can choose whether or not you want the image to move with the text.

Let's look at what that means.

By default, as you make edits to the document the image moves with the

text. If you want the image to stay in place, select it click move with text and choose fixed position on page. Now, the image will stay in the same place no matter what edits you make to the text.

In a short document this setting might not be that important, but it can make a big difference in longer documents. If you want even more control over an image, you can right-click on it and select image options a new pane opens that lets you edit your image in a bunch of different ways. You can even recolor and make adjustments to the brightness and contrast of your image but these effects are not as good as they would be in a dedicated photo editor.

SEARCHING IMAGE FROM THE WEB@@

Now, I want to add a second image and this time, towards the bottom of my document. I'll click insert image from the toolbar and this time I don't have a specific image in mind so I'll click search the web. You can use the search bar to search for whatever image you want the idea behind this tool is that you're free to use any of these images in your project but it's still a good idea to double check the copyright of an image before adding it.

To learn more about an image hover over it and click the magnifying glass in the bottom right corner. To actually add an image, click on it to select it and then click insert.

CROPPING AN IMAGE

If you want to make a picture shorter without making it any narrower because you like how it spans the full width of the page, to do this without distorting the image you need to use the crop tool, right click on the image and choose crop image.

Now when you Dragged in from the edges, the rest of the image is grayed out and when you press enter on your keyboard the grayed out portion is removed.

I understand working with images can be tricky but with a little practice you'll be able to create some great-looking documents.

CHAPTER SEVENTEEN

VOICE TYPING

With Google Docs using the keyboard isn't your only option to add text. You can also just talk and have Google transcribe the words for you. You can use this feature to transcribe meetings and audio recordings or simply when you want to write faster than you can type. To use this feature, you must use the Google Chrome web browser and your computer needs to have a microphone.

To get started,

** Click on tools.

** Then voice typing. A little dialog box appears.

If you need to, you can click just above the mic icon to change the language.

To start recording, simply click the microphone icon and if a pop-up appears click allow.

Speak into your computer speaker the text below;

“Google's voice typing feature works pretty well, and it even lets you add punctuation using voice commands. Even though mistakes are likely to occur, it is still a great way to create notes very quickly”.

Clicking the microphone again turns voice typing off.

Google did a very good job of transcribing speech. There isn't a lot of background noise that Google has to try to filter out. Google's voice recognition is good, but you should know that it isn't perfect. It underlines words that it's not sure about in Gray. This makes it easier for you to spot any errors. You can correct mistakes by placing your mouse over the underlined text, right-clicking and choosing the best option.

MAKE OR EDITING TEXT WITH VOICE COMMANDS

You can also use voice commands to make edits to your text.

Try the example

You speak: Select are likely to occur.

This will have the words “are likely to occur” selected

You speak: Delete

This will have the selected words deleted.

You Speak: Might happen

This will write the words Might happen where the cursor is.

You speak: Stop listening.

Notice how I said stop listening to turn off voice typing.

To find a full list of available voice commands hover over the microphone and click the question mark.

Well, it is possible to do extensive edits using only your voice. The process is cumbersome if you're able to work with the mouse and keyboard, you're probably better off using those to make your edits.

Voice typing might not be the best way to edit your resume, but it is a great tool for when you are brainstorming or need to quickly take some notes.

CHAPTER EIGHTEEN

VERSION HISTORY

So you're writing a long report in Google Docs and you suddenly realize that you accidentally deleted a paragraph a few minutes ago. Does that mean you have to type it all over again? Now? It doesn't Google Docs saves every change you made to your document through a feature called version history. This lets you restore your document to the exact moment you desire.

Copy specific sections and determine who made certain changes. To access version history, you can click the save notice at the top of the document or go to file version history see version history. Now you can browse a number of different versions until you find what you're looking for.

You can also click show changes to show or hide changes made by you or any other authors that can help make things a little easier to read.

To restore an earlier version click restore this version at the top of the screen then confirm your choice. Keep in mind you should only restore a version as a last resort because you're going back to an older version. You'll lose any newer changes that have been made since then.

Version history is also great for when you collaborate with other authors. If someone has made changes since you last saw the document the see new changes notification will appear when you return.

Once you click and review the changes the notification will disappear.

You can also name the version if you want to keep track of a specific draft. Click the dots next to the one you want and select name this version.

Once you name it, it should be easier to find. You can also filter to only show named versions if you like. You can also use version history and other Google applications like sheets and slides using the same method we just covered then you can correct mistakes or review changes across a variety of applications.

CHAPTER NINETEEN

TRANSLATING DOCUMENTS

Google Docs makes it simple to work in multiple languages. In fact, you can translate your entire document into over 100 different languages with just a few clicks.

Start by going to tools then translate document. This process will create a copy of your original document in whatever language you want. In the dialog box start by typing a name for the translated document. You may decide to add the name of the new language at the beginning.

Then in the drop down menu scroll down until you find the language that you want to translate the document into.

All that's left to do is Click translate. A new tab will open with the translated Google doc, your original document remains unchanged. While the translation is generally good enough to get the message across. It's important to note that the translation is not perfect. If you need an accurate translation, it's best to have a fluent or native speaker look at the document.

Whether you're translating from or to your native language, the next time you're working across languages try using the translate document tool.

CHAPTER TWENTY

SMART COMPOSE

If you have a G Suite account through your employer or School, you may have noticed that Google Docs has started suggesting words for you as you type. This feature called smart compose was first introduced to Gmail in 2018.

So how do you actually use Smart compose?

Well, all you need to do is start typing as you type suggestions appear as lighter gray text these suggestions are only visible to you. To accept a suggestion, press either the right arrow key or tab on your keyboard. The suggested text will then become part of your document and you can continue typing.

If smart compose makes a suggestion that you don't like just ignore it and keep typing the suggestion will disappear.

TURNING OFF THE FEATURE

Some people may find Smart compose to be unhelpful or annoying. If you want to turn the feature off,

- ** Go to tools.
- ** Then preferences
- ** Uncheck show smart compose suggestions
- ** Click OK.

You will no longer receive suggestions.

Smart compose is powered by Machine learning that looks at data from millions of users. Turning smart compose off will stop the suggestions from appearing but it doesn't stop Google from being able to read your documents. Google claims that your account is secure and that privacy is always maintained meaning that no human will ever read your writing and your private information won't be exposed. You can find out more by

reading Google drive's terms of service and privacy policy.

You should note that Smart Compose has some limitations. It is currently available only in the web version of Google docs in English and to users with a G Suit account. However, it is likely to expand in the future.

CHAPTER TWENTY-ONE

LINKING WITHIN A DOCUMENT

Links usually take you outside of Google docs, but you can also link one part of your document to another and go to any section or point you desire.

We are going to link some text to The Heading called “new client overview” on my document.

** Locate and then, highlight the desired text

** Right click on it then

** Select link.

** Click the headings drop-down menu

** Choose new client overview and

** Click apply.

Now click the link and the heading name to go there.

But what if you want to link to a specific point in your document like a statistic or key fact, you can use bookmarks and you can place them almost anywhere on a blank space, a block of text, or an image.

** Find a statistic on your document and highlight.

** Click insert.

** Select bookmark and a small bookmark icon will appear.

we are going to link to that bookmark.

** Select the relevant text on your document.

** Right Click it then select the link.

** Click the Bookmarks drop down menu.

** Click the statistic and

** Select apply to complete the link.

You can even create a shareable link that goes directly to the bookmark.

** Just click the icon

** Right Click the word link and

** Select copy link address.

You can give that link to anyone who has permission to access your document. The links will still work. Even if you download your writing as a PDF file or Word document.

The interesting fact to this is that whether you are online or not, linking to Headings and Bookmarks can help make key information easier to find.

CHAPTER TWENTY-TWO

INSERTING TABLES

Using regular text to compose your document is find in most cases. For something that requires more organization though you might want to try a table instead. This will let you type your content in columns and rows rather than lines of text.

To insert a table, all you have to do is

** Go to table then, insert table.

** Mouse over the grid to select the number of cells you want.

Let's say I am going with a table of seven columns by five rows.

** Now click and then start entering your data.

To select a cell you can either use your mouse or the arrow keys on your keyboard.

Adding more rows and columns

Adding more columns or rows to a table is easy. I'd like to try inserting one above the row that starts with Dillon. So I'm going to right click then look to this part of the menu here. You can insert a row above or below wherever your cursor is or a column to the left or the right.

If we click insert row. A row appears above the Dylan row remember that's where my cursor was.

Deleting row or column

If you want to delete a row or column, all you have to do is select a cell in the range. You want to delete now right click then make your selection from the menu.

FORMATING YOUR TABLE

Looking at a finished table with the entire schedule filled in we should take a look at some of the ways you can format the table in Google Docs.

You can modify your cell Dimensions by clicking and dragging the borders in between see how the symbol on the cursor changes.

HOW TO ALIGN YOUR TEXT

You can change the alignment of your text. You can align your text to the left, center or right.

** Click and drag your mouse over the cell to select the cells you want

** On the toolbar, experiment with the alignment buttons by clicking the left, center or right. I think centered looks the best.

ADDING COLORS TO YOUR TABLE

There are other things you can do to your table to make it appealing. You can add some color to your table by changing the background and the borders to something other than plain black and white.

With your cell selected,

** Right click anywhere on the table then

** Choose table properties from the menu. Here you can customize a couple different things.

** First, you should change the background color to light red.

** Then, you should choose a different color for the Border.

** Click the drop-down menu beside the color to change the size of the Border. The default width is 1 point and if you choose something else like 2.25 point, the Border will be slightly thicker than before.

** You may want to see what the table looks like now by clicking ok.

You can also try to experiment with some different formatting on the top row to make it look more like a header.

** Just select your cells then

** Right click to open the table properties dialog box.

** Select a different color for the background and then, change the vertical alignment so the text is aligned precisely in the center of the cell instead of

the top or the bottom.

** Now click OK and that'll do it.

That looks pretty good and as you can see, there are lots of ways to use and customize tables in Google Docs. So they work for you and the information you want to display.

CHAPTER TWENTY-THREE

INSTALLING ADD-ONS

Google Docs comes with many features built in but sometimes you want a specific tool that just isn't there. When this happens you might want to try installing an add-on like the name implies, an add-on literally adds features on to Google Docs.

To get started,

** Click on Add-ons then get add-ons.

As you can see there are a lot of options available that help with the whole host of different tasks. If you know what you're looking for, you can enter a keyword into the search bar at the top of the page.

The first one has good reviews so I'll click to see more.

It's important to understand that add-ons are made by third-party content creators. Google does not make and is not responsible for the performance or security of add-ons. It is really important for you to research an add-on before installing it.

You can find the add-ons publisher just below the title and in the top right corner you can see a rating and the total number of users who have downloaded it.

You probably would want to stay away from add-on to with few users or low ratings.

When you scroll down farther down the page there's an overview which is followed by user reviews. Reading reviews is a good way to get a sense of how well the add-on works.

When you are ready to install the add-on, scroll back to the top of the page and then, click install. A pop-up appears with links to the terms of service and privacy policy which outline how the add-on will use your information. If you are really ready to install the add-on, click continue.

Add-ons are not installed onto your computer instead they're installed onto your Google account. So you'll have to choose which account you want to

use. After choosing your account, you'll be asked to Grant the add-on different permissions. Most add-ons will need to be able to view and manage your documents in order to function.

You should ask yourself

** Do you feel comfortable letting this add-on read and edit your documents

** Is the creator trustworthy

** Is the add-on secure.

You should be extra cautious if your Google account contains sensitive information. If you trust the add-on that you are installing, go ahead and click allow.

Another pop-up may appear that shows you how to use the add on when you're ready, you can click next.

Some add-ons will ask you to create an account or subscribe to a paid plan.

** Click done and then close out of the marketplace.

HOW TO USE THE ADD-ON

You have installed the add-on, now to use it,

** Go and click on Add-ons

** Click on the installed add-on and then, hover over it and click Start.

There are some add-ons that work by opening a new window like the Icons for Slides & Docs, it is full of icons that you can add to your document.

If you were to share this document with another user, they will be able to see which add-ons are being used when they click the add-ons drop down. However, this new user must install the add-on for themselves before they will be able to use it. At any point, you can remove add-ons from your Google account by going back to the add-ons drop-down and choosing manage add-ons. Add-ons can be extremely helpful. But remember to always do research and be careful when choosing which add-ons to install.

CHAPTER TWENTY-FOUR

INSERTING IMAGE

Adding pictures is a great way to make your document more fun and interesting.

To get started,

- ** Place your cursor roughly where you want the image to go.
- ** Then click the image command on the toolbar. You must have had the picture you want to use saved to your computer first. This will make the uploading pretty easy.
- ** Click upload from computer
- ** Locate the folder where the image is saved. Open it and select the image you want and then click open.
- ** The image will appear in your document.

Adding Image From The Web

Now, if you find yourself in a situation where you'd like to add an image but don't have anything suitable on your computer, don't panic. Google Docs gives you several different ways to find and add images from other sources. One of such ways is to add image from a web url.

To add an image from the url,

- ** Click the image command from the toolbar
- ** Under the option that says I URL you can add an image from the web by pasting the address into the box then
- ** Click insert.

If you have any photos stored in your Google account, you can find them under photos or drive. This includes files and folders that other people have

shared with you.

If you have a specific picture in mind something you haven't seen yet for the document you working on, you can go and use the search the web option on your Google Docs to find images on the web.

To search,

** Click the image command from the toolbar

** Click on search the web

** Type what you're looking for in the Box at the top right corner of your document.

The idea behind this feature is that you're free to use any of the images you find here under something called A Creative Commons license, that means you can add them to your documents, print them, modify them, and do whatever you want.

However just to be safe it's important to go to the source of the image and check the copyright license. You want to make sure you're not breaking any rules not even by mistake.

To learn more about an image, click the magnifying glass in the lower right corner. Below the image, anyone that is licensed for commercial use will be spelled out which means if you wanted to use it on your document, that would be okay.

At the top of the window behind INSERT, there's a link to the original image which should have more information about the license.

To insert an image all you have to do is Select it and then click the INSERT button near the bottom of the window.

How to resize image

Here, I am going to show you how to move and resize your image so it suits your needs.

To resize it,

** Go and select the image then

** Click and drag one of the sizing handles. To maintain the images proportions, use the sizing Handles in the corners.

You may want to change the position of the image from in line to wrap text. This causes the text to wrap around the image and also makes it much easier to move.

The right imagery can really make your document pop. Whether you choose to search for images or use your own photos and Graphics Google Docs gives you many ways to transform your work into something unique.

CHAPTER TWENTY-FIVE

CHANGING OWNERSHIP OF A DOC

When you own a Google Doc, you have total control over user permissions and you can delete the doc whenever you please. However, if you need to pass the responsibilities unto someone else, you can transfer ownership of the document to another person.

Open a google doc that you are the owner of.

Click the share button at the top right of your page. You will see a list of everyone you have shared the document with. You can transfer ownership to one of these people or you can email an invitation to someone new. Just type their email address into the text box and click send.

Once you decide on the new owner, click the drop-down arrow by their name and select make owner. You need to confirm your choice just in case you have second thought about this permanent change and once you're sure, click yes. That person will immediately become the owner of the document. Your position changes to Editor until the owner changes to something else. Also, you will no longer be able to delete the document.

This feature does have a few exceptions for instance, you cannot transfer

ownership from the Mobile app. Also, if your google account is during your work or school, you cannot transfer ownership with anyone outside that organization. Other than that, you should be free to transfer ownership to anyone you like.

** Editing Docs Offline

If you want to use Google Docs but you don't always have internet access, don't worry Google docs allows you to view and edit documents while you are offline. Any changes you made to your offline document will be saved to your device and they will be applied to your online files whenever you connect to the internet.

In this guide, you will learn how to setup offline news for both your computer and smartphone or tablet but you first need to be online to setup offline news.

To use Google Docs offline on your computer you must use Google Chrome as your web browser.

Sign-in to your google account and go to the Google Doc home screen.

Click the menu icon on the top left and then select settings

Look for the offline option, make sure it is active and click ok.

By default, this will only make your most recent document available offline. To save a specific document for offline use, click the more icon under it's name then select Available Offline. If you are already viewing the document, click on file and then Available offline. Either way you do it, your file will be saved to your computer for offline use.

Your smartphone or tablet can also use Google Docs offline but first you need to download the Google Docs app for your device it's free and available for iOS and Android.

Open the Google Doc app and sign-in to your account.

From the Google Doc home screen, tap the menu icon located on the left top corner.

Tap Settings

Select make recent files available offline.

You can now open and edit one of your recent files. Files that are not saved

this way will be grayed out. To choose a specific file for offline use, tap the more icon next to its name and select make available offline. Whenever you make a specific file available offline, you will have a check mark icon next to its name on home screen.

Whether you are online or offline, Google Docs auto saves your work seconds after you make any change.

If you are offline your changes will sync up with Google servers as soon as you back online.

While viewing and editing your offline document, there are a few features that are not available for example,

You cannot share your document

You cannot see edits that online users are making to your document

You cannot check your spellings

You cannot search for images

You cannot make use of add-ons.

In addition to Google Docs, you can also work offline in Google Sheet or Google Slide by using the same method we just covered.

You will need their respective mobile apps to go offline with your smartphone or tablets then you will be ready to work wherever you go.

CHAPTER TWENTY-SIX

TEXT BOXES AND SHAPES

One of the best ways to add more interest to your documents is to create your own Graphics using the drawing tool. There are lots of options to choose from and you can customize them to suit your needs. In an example below, I am going to show you how to create a graphic using only shapes and text boxes.

Your first step is to open the drawing tool

** Click on insert

** Click on drawing and then, +New. The tool will open in its own dialog box. The large blank area is your canvas and at the top of the Canvas, we have the different tools you can use to create your graphics including lines, shapes, text boxes, and even images. To insert a shape, just click the Shape command at the top of the Canvas then make your choice from the menu as there are several different styles to choose from.

In this guide, I will be demonstrating with a 32 point star. To get the 32 point star,

Follow step 1 and 2 above.

** Click on Shapes icon and then,

** Click on callouts

** Select 32 point star.

** Click and drag your mouse on the Canvas and let go.

The shape will appear with the default color scheme blue with a black outline. We're going to talk about how to change that in a minute. Now, let us consider our graphic by adding a few more shapes.

The great thing about shapes is the fact that they can be customized and

layered to create something that's actually fairly complex. Mastering this element of the drawing tool takes time, but with a little practice and a little creativity you can create almost anything.

** Use the control handles to adjust the shapes proportions.

Add a ribbon that should go behind our first set of shapes.

If one shape is overlapping another you may need to change the order so that the correct shape appears in front. This is something that comes up a lot and I believe it's a good technique to know. Just right click your shape then go down to order. If you have several overlapping objects you might need to experiment with bring forward or send backward to arrange them exactly the way you want.

HOW TO FORMAT YOUR SHAPES

In this guide, I am going to teach you how to format shapes. All you have to do is select the shape you want. To select more than one, hold Ctrl on your keyboard while you click.

Notice the commands that appear on the toolbar, you can use these to change things like the fill color, line color, line style and more.

Now for the Finishing Touch, do note that this graphic is for training certificate. It's being issued by a company called Ohio Health Solutions. So I'd like to add their initials to the seal OHS.

To insert a text box,

** Click the text box command on the toolbar.

** Click on any area on the Canvas and drag

** Then type your text.

There are many uses for text boxes in Google Docs. You can even format them using options like font color and size. Just make sure you have the text box selected then look to the commands on the toolbar.

When you're done click the button in the upper right corner that says save and close.

Your drawing will appear in your document.

There are lots of things you can do with the drawing tool though. This

graphic is just one example, practice on your own and see what you can come up with.

CHAPTER TWENTY-SEVEN

ADDING CITATIONS

Google Docs has a tool that can create and add citations automatically.

To get started,

** Place your cursor where you want to add the citation.

** Open the Explore Tool by clicking the icon at the bottom right corner of the page. Another way of getting Explore is to

* Go into tools

* Click on Explore. You can use the search bar at the right hand corner of the page to search the web for whatever you want or you can click one of the topic that Google has recommended based on the content of your document.

The Explore works just like a normal Google Search and you can click on any of the link to visit the full website.

If you already know the website that you want to use, you can copy the URL by selecting it and pressing Ctrl+C or Command + C if you are using a Mac then you can go back to your document and press Ctrl+V or Command+V to paste the URL into the search bar press enter and the first result should be the correct website.

If you need to, you can change the citation format before adding it. Click the three dots next to web results and choose between MLA, APA and Chicago. To create the Citation, hover over the result that you want and click the quotation mark the citation is added as a footnote with the proper formatting.

this feature really works great but it does have a few limitations for example, you can only cite as a footnote which means you won't be able to use this tool to create your bibliography.

Another limitation is that you can only create citations for web sources.

To cite books or magazines, you still have to do it yourself by going to

** Insert

** footnote and then type in the citation manually.

CHAPTER TWENTY – EIGHT

ADDING FONTS

By default, Google Docs uses the font Arial. Arial is a popular font that is easy to read but it is also used a lot.

To find a new font, go to the fonts menu, there are few fonts that are listed there but, you can click on the more fonts at the top of the list.

Google does not allow you to upload fonts from your computer but all of the fonts that you see there are available and free for personal and commercial use.

To add a font, simply click on it and it will appear under my fonts on the right side of the window.

You can narrow down the selection by using the filtering and sorting options at the top.

You can select as many fonts as you want just by clicking on them.

When you are done adding fonts, click ok.

To change the initial fonts on your document, click and drag to select a portion of the text then go back to the fonts menu. You will notice that the newly chosen fonts are now included in the list.

Some fonts allow you to choose a variant by hovering over the arrow next to their name.