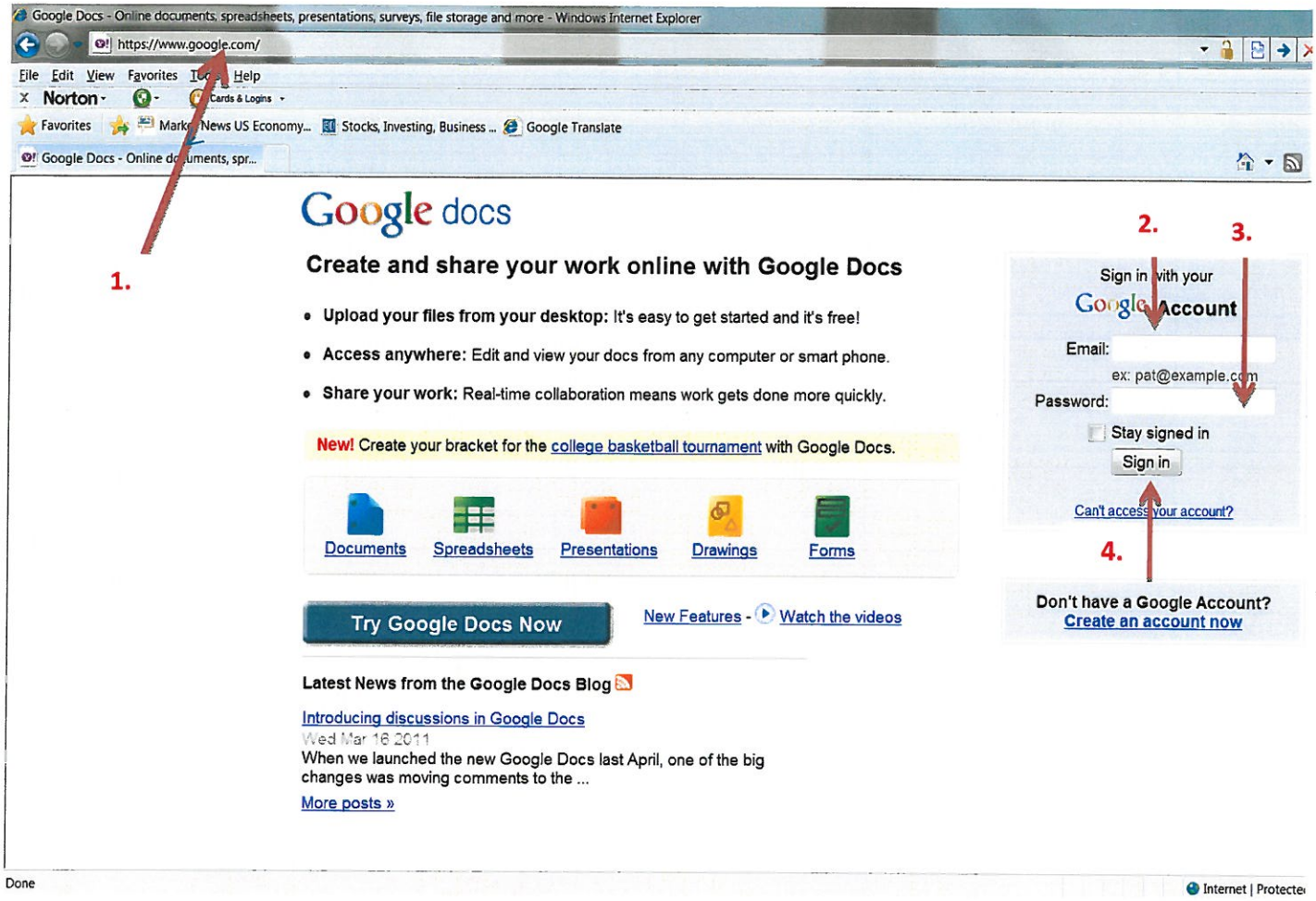
Create a Document
Google
DOCS
Share with Friends, Family, Colleagues
Insert an Image
Insert a Link
Make Comments
Upload Other Documents

SIGN IN TO YOUR GOOGLE ACCOUNT



1. Type http://www.google.com in the address box.
2. Sign in with your email address.
3. Sign in with your password.
4. Click on “Sign in”.

REMEMBER YOUR PASSWORD

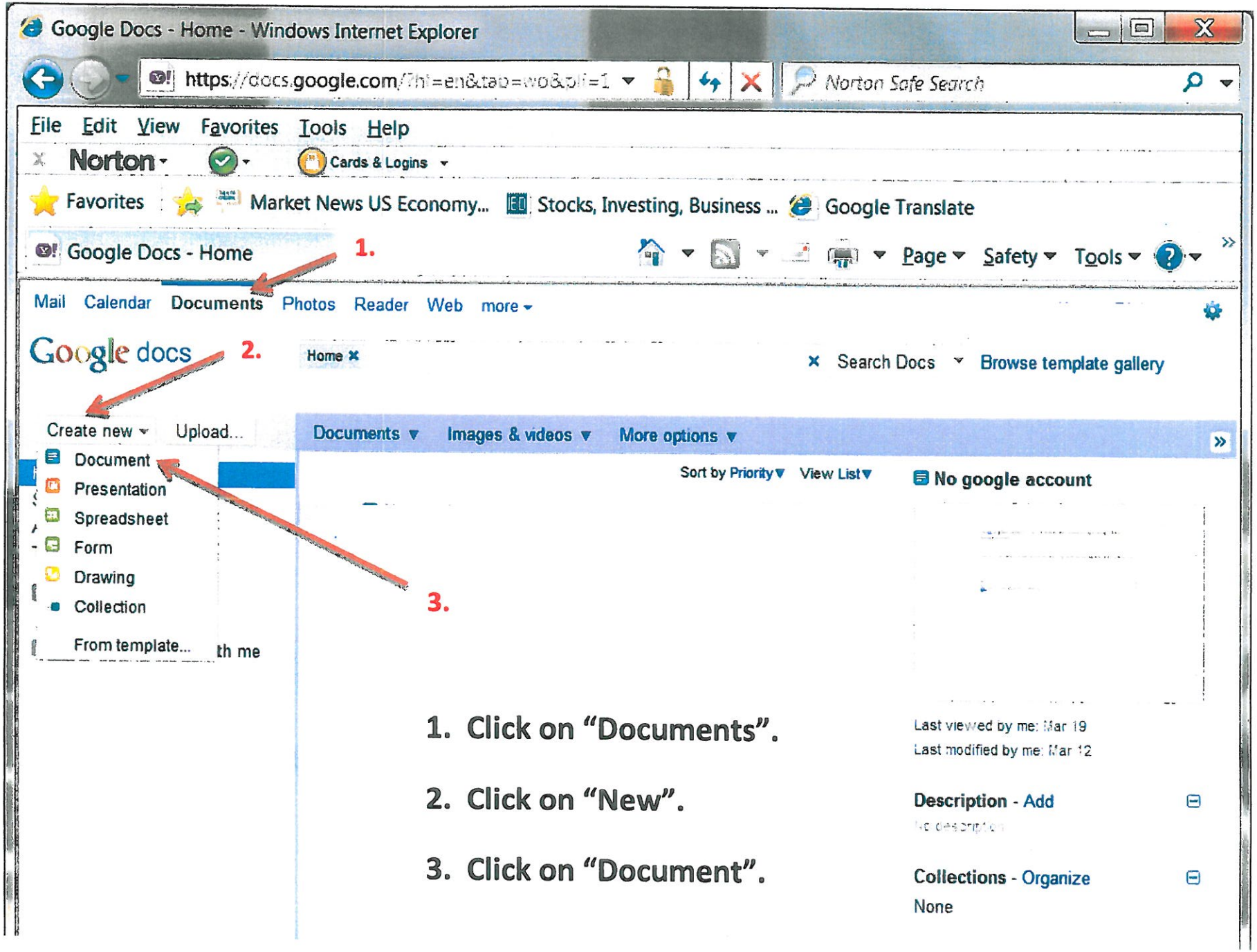
E-Mail _____

PASSWORD _____

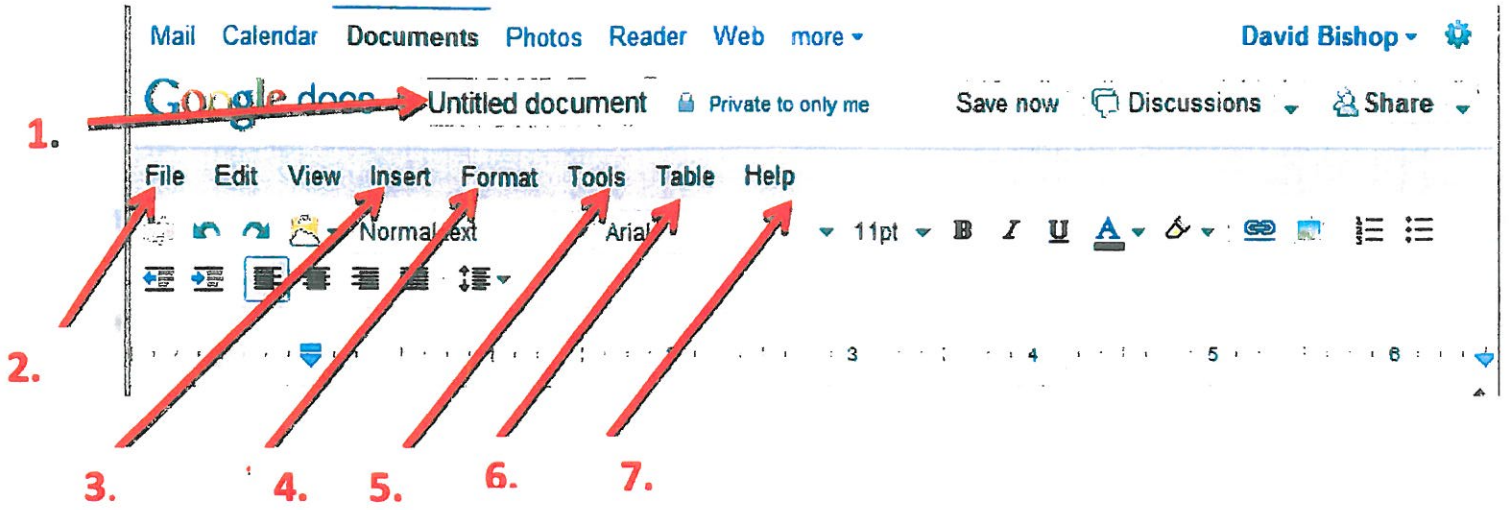
E-Mail _____

PASSWORD _____

CREATE NEW DOCUMENT



MENU BAR



1. **Document Title:** Shows title of document. Change the title simply by clicking and re-typing.

2. **File Menu:** Save, rename, copy your document, see revision history, etc. Download documents into another file type such as HTML, PDF, Word, etc.

3. **Insert:** Insert images, links, Comments, and other special characters.

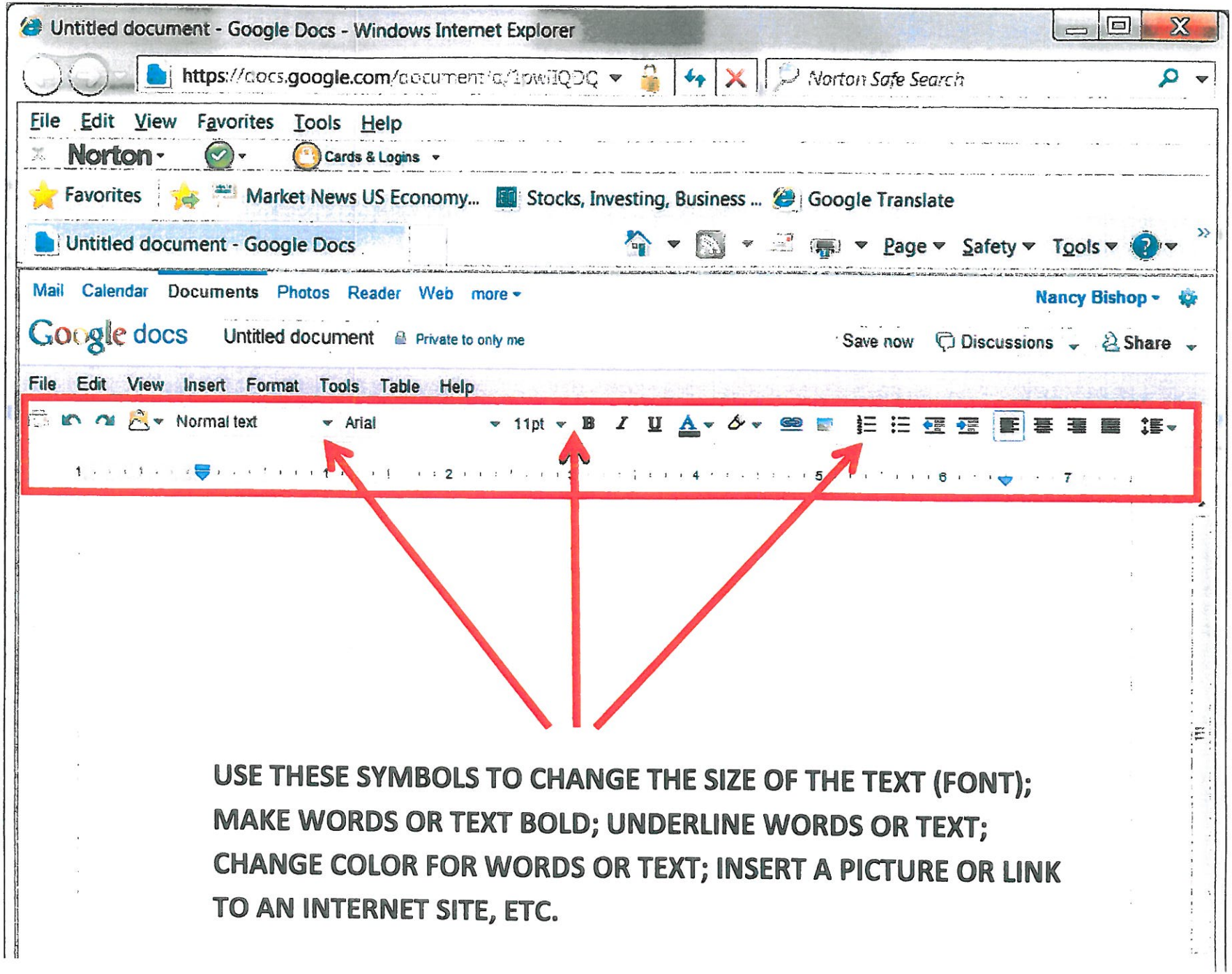
4. **Format:** Features like bold, underline, Italic, and adjust line spacing.

5. **Tools:** Translate document into other languages, etc.

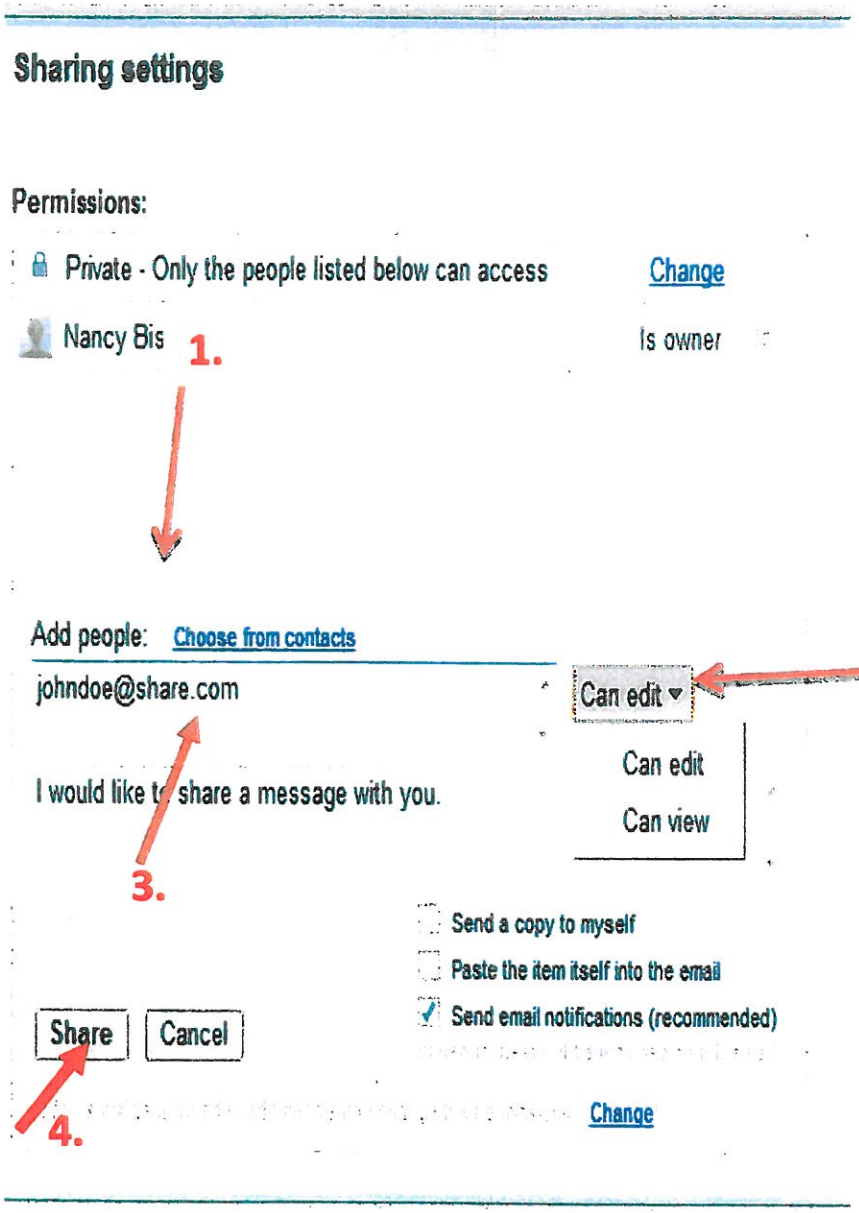
6. **Table:** Insert tables

7. **Help:** Google Docs help center.

TOOLS FOR DOCUMENTS



SHARING DOCUMENTS



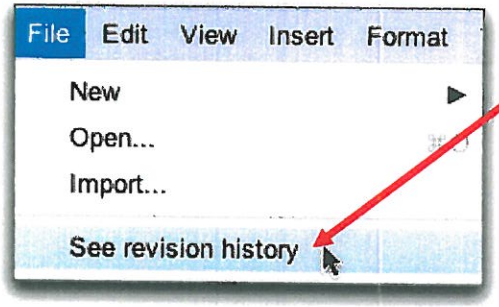
1. Type email address of person to whom you are sending the document.
2. Choose "Can edit" or "Can view"
3. Write a message.
4. Click "Share".

REVISION HISTORY

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 "hopscotched" 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.

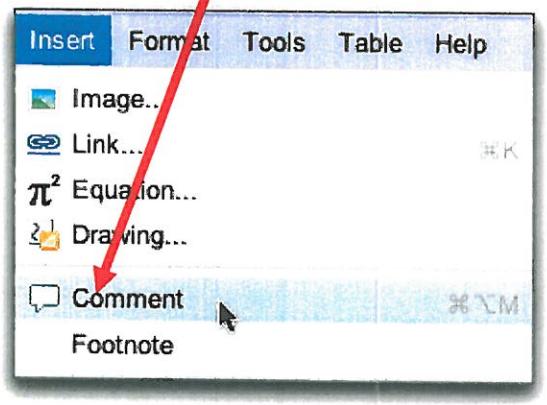
ADDING COMMENTS

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.

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.



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

4. 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.