



## Using Google Docs

With Google documents, you can easily create, share, and edit documents online. Here are a few specific things you can do:

- Upload Microsoft Word, OpenOffice, RTF, HTML or plain text documents, create documents from scratch, and download your online ones.
- Edit documents online simultaneously with anyone you choose, and invite others to view them.
- Keep track of who made changes to a document and when, and roll back to any version.
- Publish documents online to the world, as webpages or post documents to your blog.
- Email your documents out as attachments.

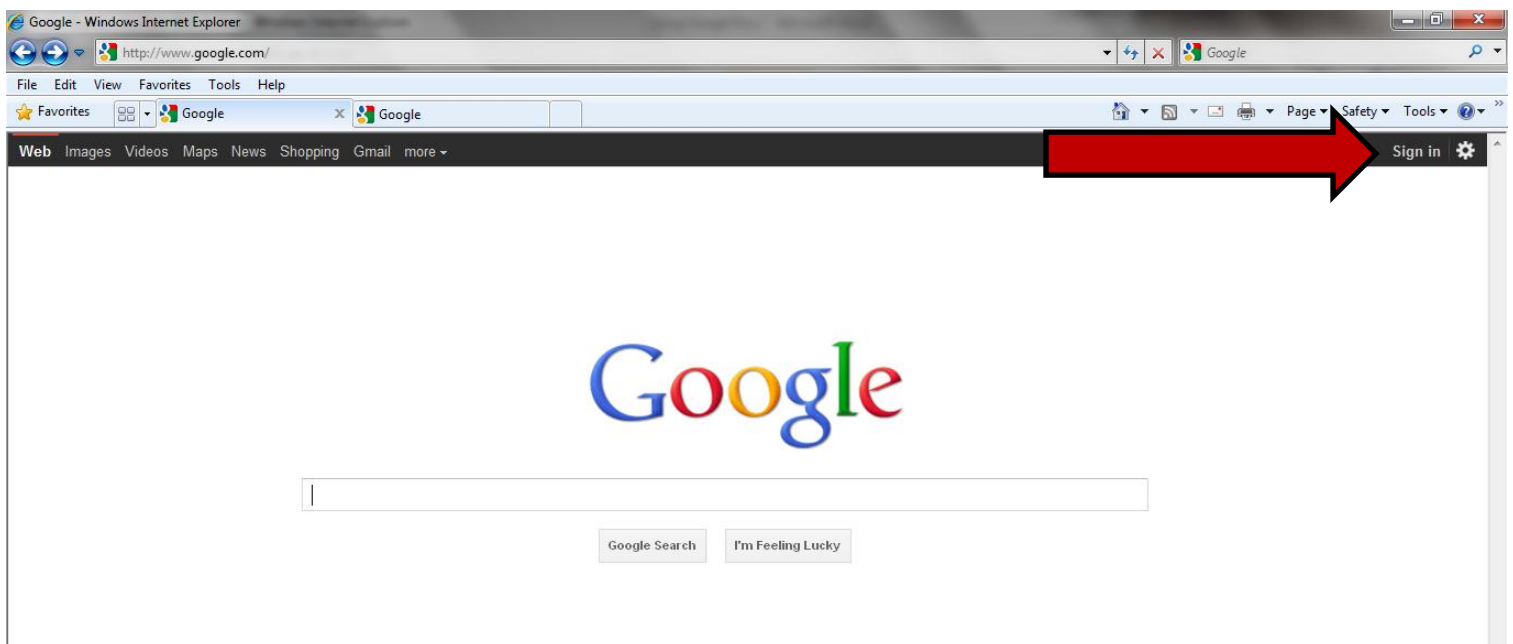
### Step 1: Getting Started

To start using Google documents, simply [sign in](#) with your Google Account. (If you use Gmail, you already have an account.)

Don't have a Google account? [Click here](#) to sign up!

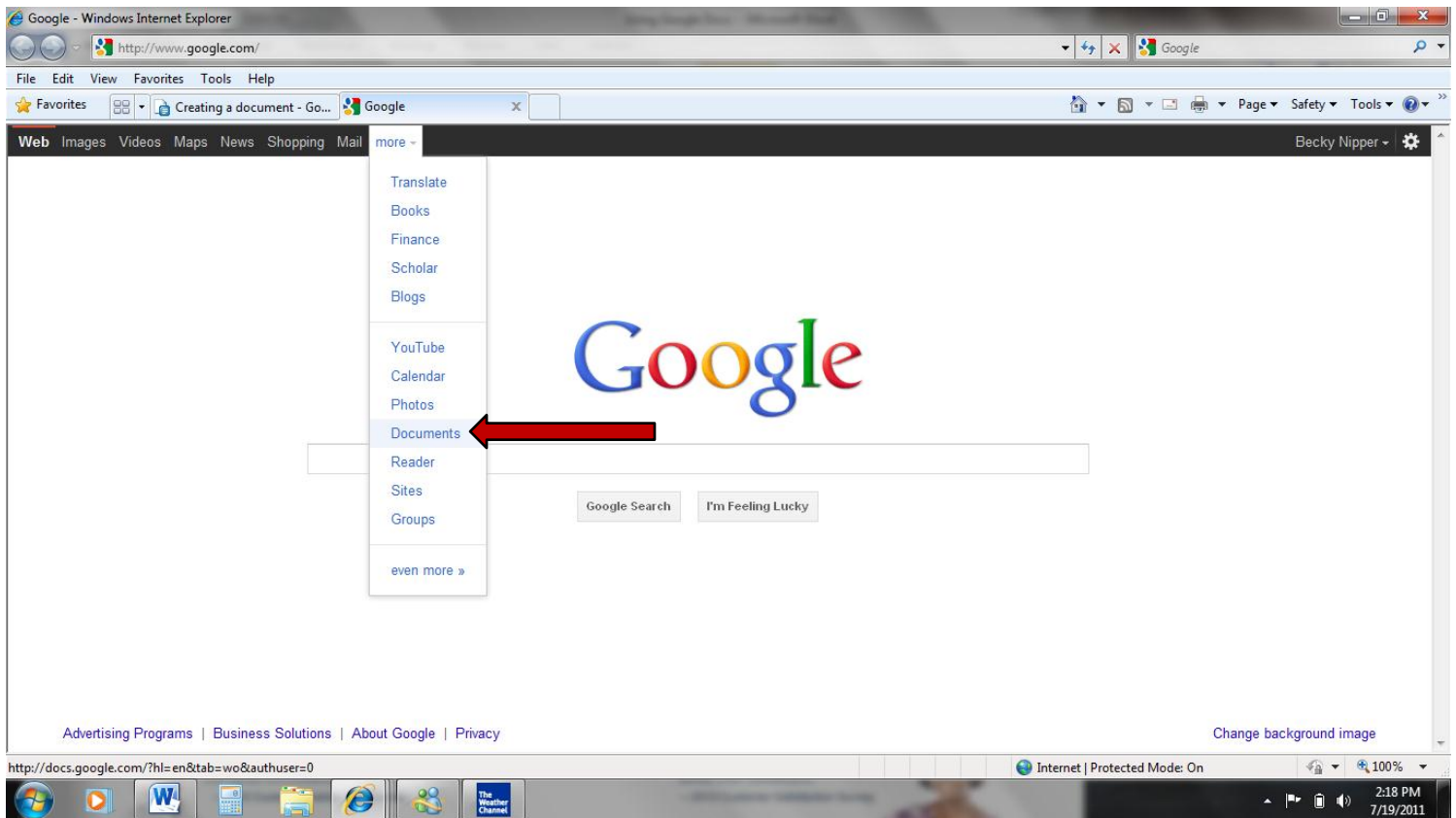
### Step 2: Accessing your Account

Once you have your account set up, sign in at the Google home page.



### Step 3: Opening Google Docs

Click on the more link and select “Documents” from the drop down menu



### Step 4: Creating and Saving a Document

Once you are on the Google Docs page, here is how to create and save a new 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.

#### ***Creating a New 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.

### ***Uploading an Existing Document***

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

## **Step 5: Editing and Inserting Links and Comments**

When you are working on a document, the editing features are the same as in any word processing program. You can insert links, images and/or comments as well.

### ***Inserting Links***

If you want to insert a link to a website or an online document as a reference, follow these steps:

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.



The 'Edit Link' dialog box is shown with a light blue header and a white body. It contains the following elements:

- Text to display:** A text input field.
- Link to:** Three radio button options: **Web address** (selected), **Email address**, and **Bookmark**.
- To what URL should this link go?** A text input field.
- Test this link** A link text.
- Not sure what to put in the box?** A paragraph of instructional text: "First, find the page on the web that you want to link to. (A [search engine](#) might be useful). Then, copy the web address from the box in your browser's address bar, and paste it into the box above."
- OK** and **Cancel** buttons at the bottom left.

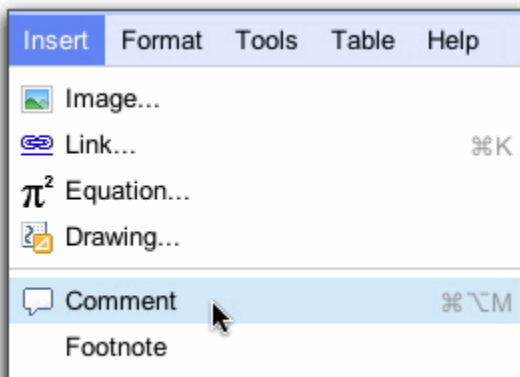
3. Type the text you'd like to be displayed as the link (if you selected specific text, it will already appear in the 'Text to display' field). Leave this field blank if you want the full link to be displayed in your document.
4. Select either 'Web address' or 'Email address.'
5. Enter a URL (or an email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

### ***Inserting 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.



## Step 6: 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 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.

Then follow these instructions:

1. At the bottom of the 'Sharing settings' window, under 'Add people,' type the email addresses of people you want to share your document with. You can add a single person or [a mailing list](#). You can also [choose from a list of your contacts](#).
2. To the right of the list of names, select 'Can view' or 'Can edit' from the drop-down menu.
3. If you'd like to add a message to your invitation, enter some text and click **Share**. To skip sending an invitation, deselect the option 'Send email notifications (recommended).' 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 'Sharing settings' dialog, you can also see who has access to your document, change how much access people have, [remove editors and viewers](#), and [change your document's visibility option](#).

*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.*

For extra help, please visit the Google Docs Help page:

[http://docs.google.com/support/?hl=en\\_US](http://docs.google.com/support/?hl=en_US)