University of Management and Technology
Step by Step Guide for using Google Documents

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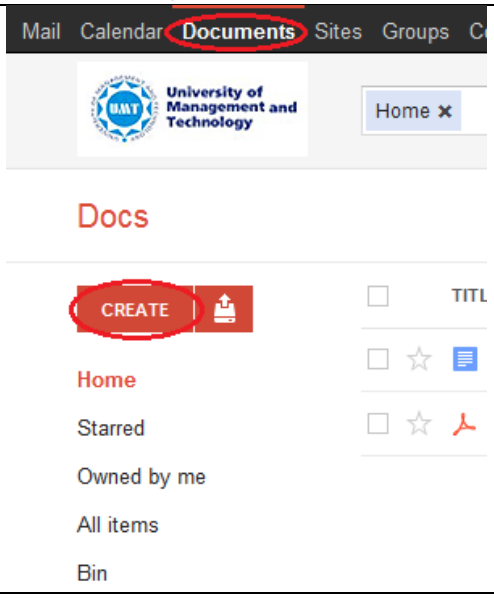
Create, name or delete a document

Create a document

1. Go to your **Documents List**, click the **Create** button, and select **Document**.

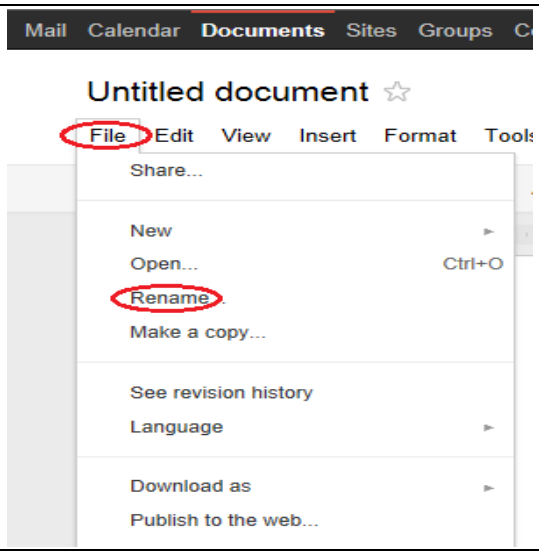
Step 1. Go to your Documents List, click **the** Create **button, and select** Document



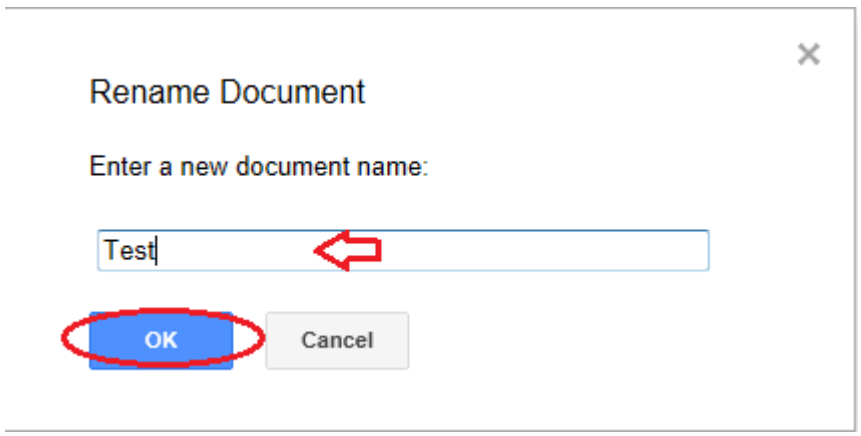
Name a document

1. When you create a new document, Google Docs will name it **Untitled** by default. To choose a name other than **Untitled**, click the **File** menu, and select **Rename**.

Step 1. click the **File** menu, and select **Rename**



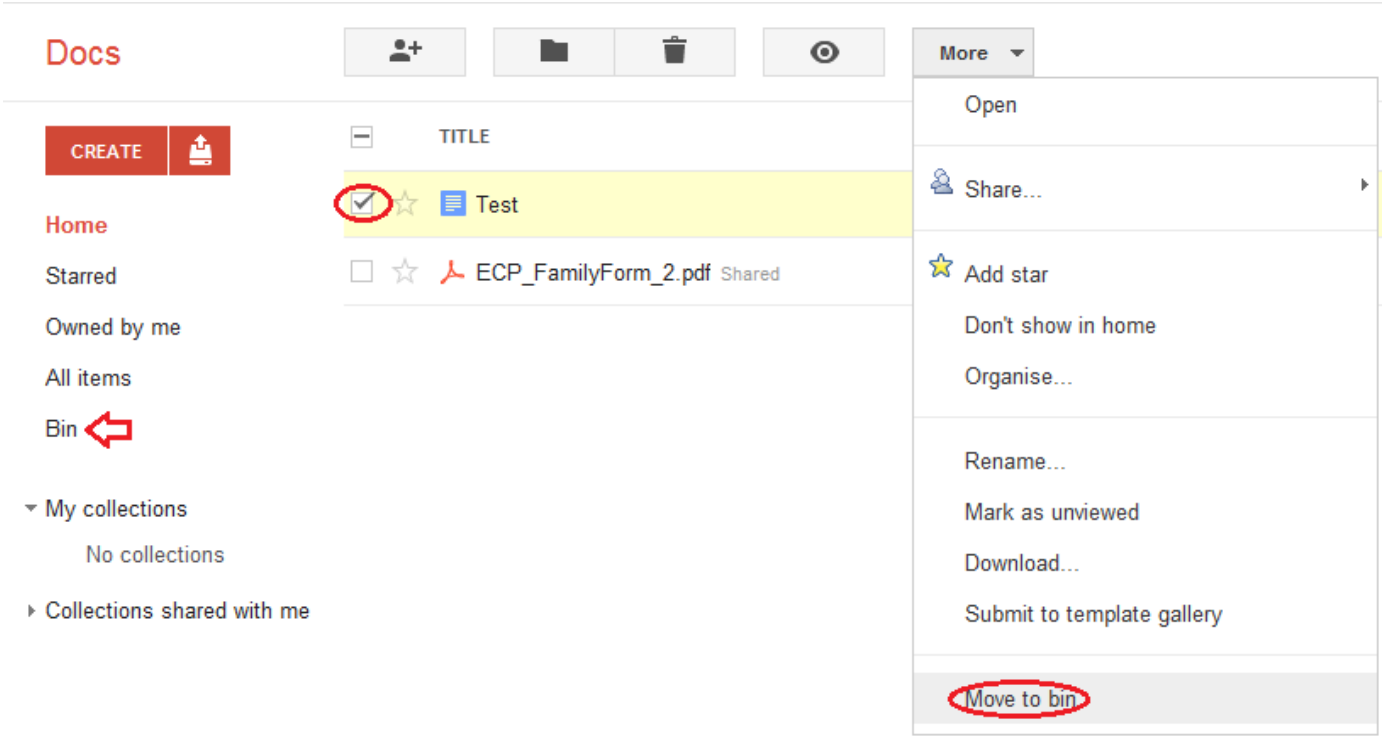
Step 2. Rename your Document



Delete a document

Delete an item that you own from your Documents List

1. From your Documents List, select the item(s) you want to delete.
2. From the **More**menu, choose **Move to bin or** select **Unsubscribe** to Remove.
3. If you're deleting a shared doc that you own, you'll see an option to change the ownership of the document.
4. The item will be moved to the **Trash**.
5. To purge individual items from Trash, select them and choose **Delete forever**. To purge all your items click **Empty Trash** in the upper left.



Format a document

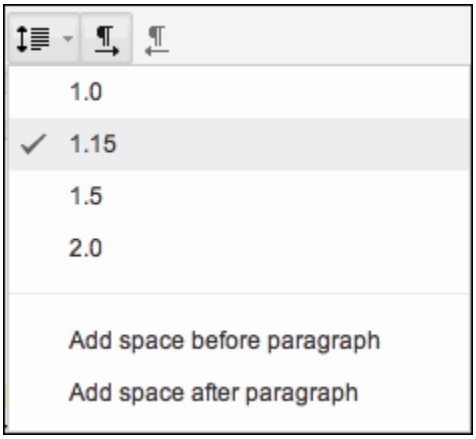
Change text and background color

1. To choose a text color for the text in your documents, highlight the text selection you'd like to modify. Then, click the 'A' toolbar menu and choose a color.
2. To choose a background color for a text selection highlight the text selection you'd like to modify. Then, click the toolbar menu with a highlighter pen and choose a color.

Text size and spacing

1. To change the size of the text in your document, simply select the text and click the text-size drop-down menu in the toolbar. This menu is set to **11pt** by default. Choose a new text size, and the changes are applied to the selected text.
2. If you'd like to change the line spacing of the document, or add a space before or after a paragraph, click the line spacing button on the far-right of the toolbar.

Then, select an option from the menu.

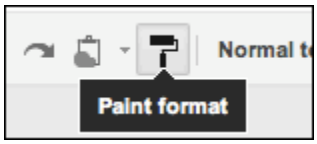


Paragraph styles and headings

1. To view a list of headings available, click the menu that appears to the left of the **Font** toolbar menu, or click **Format** and select **Paragraph styles**. Then, choose one of the styles, which range from 'Heading 1,' the biggest, to 'Heading 6,' the smallest.

Paint format tool

1. Select the text that's formatted in the way that you want to copy. 2.
2. Click the paintbrush icon in your toolbar, and select the text to which you want to apply the formatting. The formatting from the original text will be copied to the selected text.



Note:

To change the formatting in multiple places within your document, double-click the paintbrush icon. You'll enter a mode that lets you highlight multiple text selections, and apply the same formatting to each selection. When you're done applying formatting to these selections, click the paintbrush icon again.

You can also use the paint format tool with keyboard shortcuts. **Ctrl+Option+C** will copy the formatting of the text you've selected, and **Ctrl+Option+V** will apply any copy that formatting to a different text selection.

Save your documents

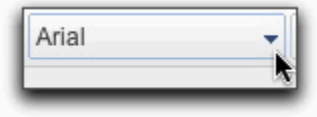
Since Google Docs continuously saves your work, there's no **Save** button or menu item. The last updated time shows near the menu bar.

Copying and pasting in Google Docs

For most copying and pasting, you can use the familiar keyboard shortcuts, **Ctrl-C** for Copy and **Ctrl-V** for Paste (**Cmd-C** and **Cmd-V** on a Mac). This even works when going from one doc type to another.

Change the font in a document

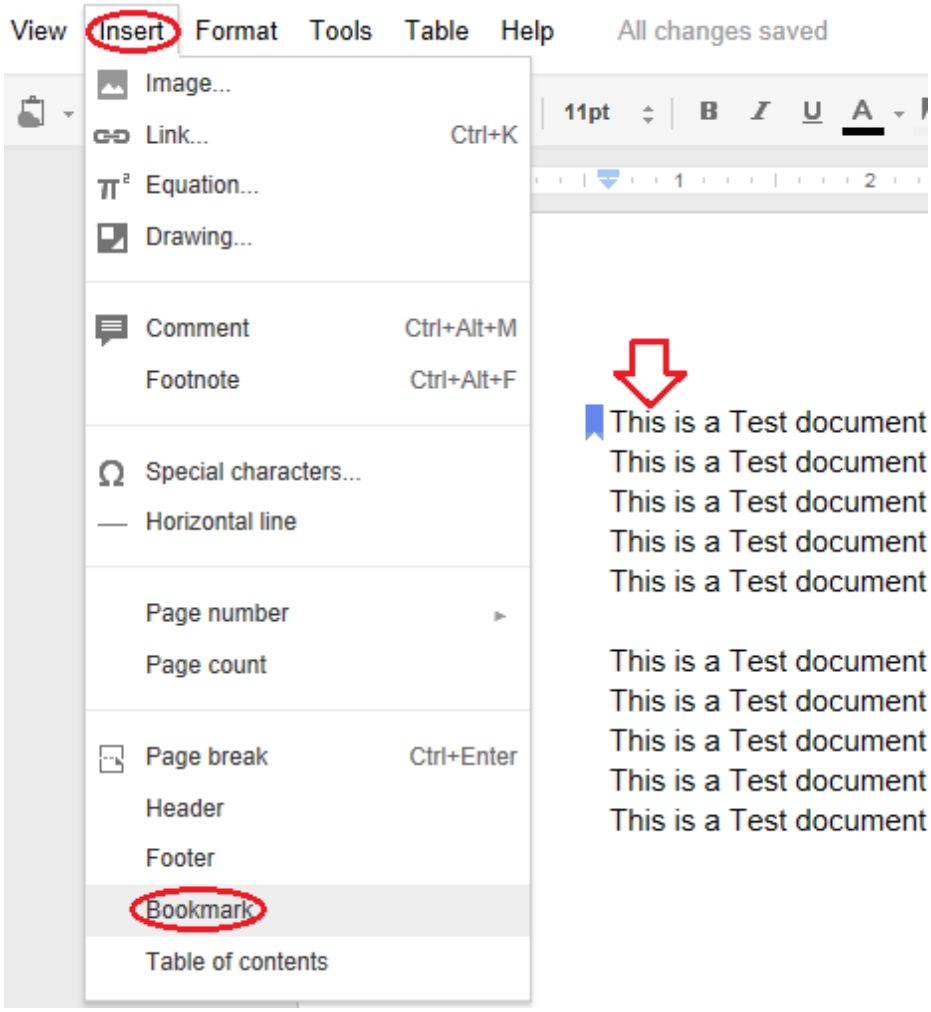
1. When you create a Google document, the default font is Arial. If you'd like to change it, simply select a different font from the font drop-down menu in the toolbar.



Note: These are the fonts available in Google documents for all languages: Arial, Times New Roman, Arial Black, Arial Narrow, Comic Sans MS, Courier New, Garamond, Georgia, Tahoma, Trebuchet MS, and Verdana.

Using bookmarks in a document

1. Click where you want to place the bookmark in your document.
2. Click the **Insert** drop-down menu.
3. Select **Bookmark**.



Create a Link to a Bookmark

A bookmark is only useful when you can link to it. Here's how you can create a link to a bookmark:

1. Highlight the text you'd like to link from. You can also just click anywhere in your document to create a link there.
2. Click the **Insert** drop-down menu and select **Link...**, or click the link icon in the toolbar.
3. In the 'Edit Link' window, select the 'Bookmark' option to see the bookmarks you've created.
4. Click the bookmark you'd like to link to.
5. Click **OK**.

Note: If you need to edit or remove the link, click it and the 'Go to link' window appears. In this window, you can see the bookmark you're linking to, and the **Change** and **Remove** links.

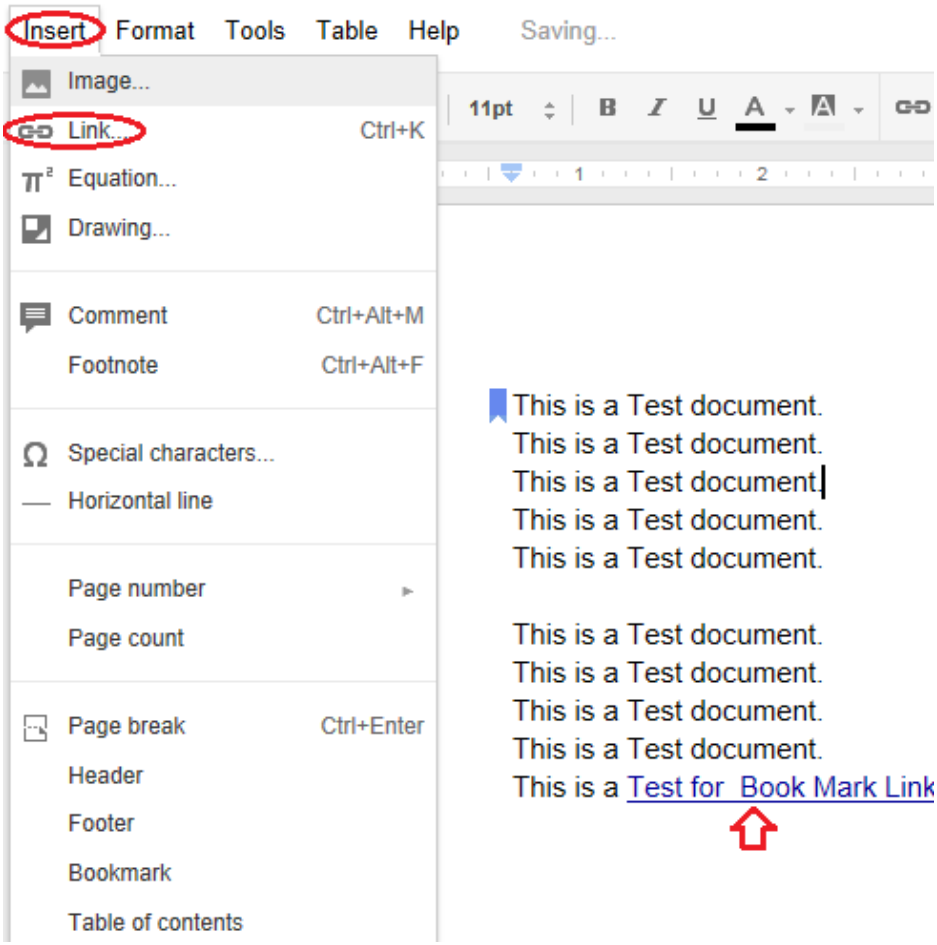
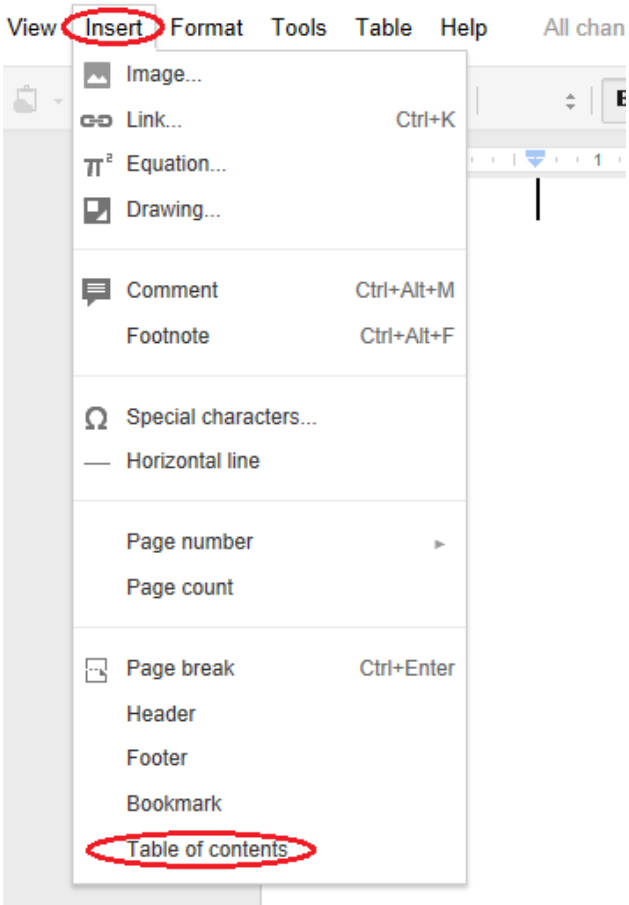


Table of contents in documents

A table of contents makes it easy for you, your collaborators, and viewers to quickly navigate to a section of your document. Each item in your table of contents links to the titled sections of your document that use the heading styles. Here's how to add one to your document:

1. Go to the **Format** menu and select **Paragraph styles** to add headings to sections of your document. There are six different heading sizes to choose from.
2. Place your cursor where you'd like to insert the table of contents.
3. Go to the **Insert** menu, and select **Table of contents**.
4. If you need to move the table of contents, select it as you would select text and either move it with your cursor or cut it and paste it.
5. You can continue to add headings to your document or change current headings. However, if you'd like a change to become part of the table of contents, you need to click first the table and then the **Refresh** button.

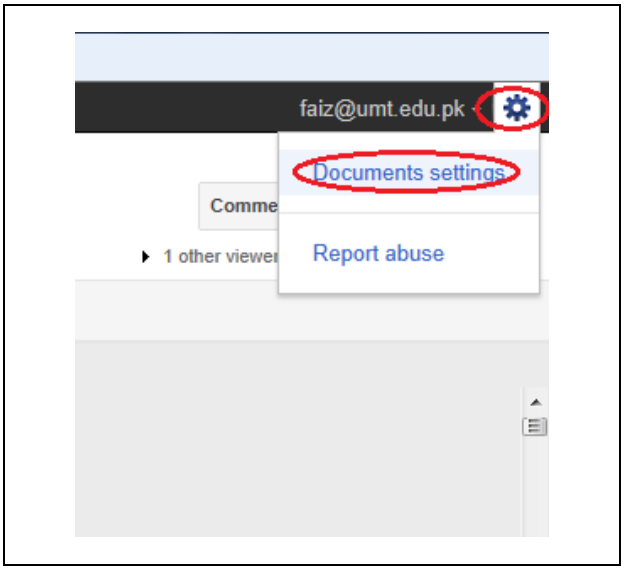
Note: If you want to change the text of the table of contents, edit the headings in the document body rather than in the table of contents. Once you update the table of contents by clicking the **Refresh** button, any manual edits you made in the table of contents will be cleared.

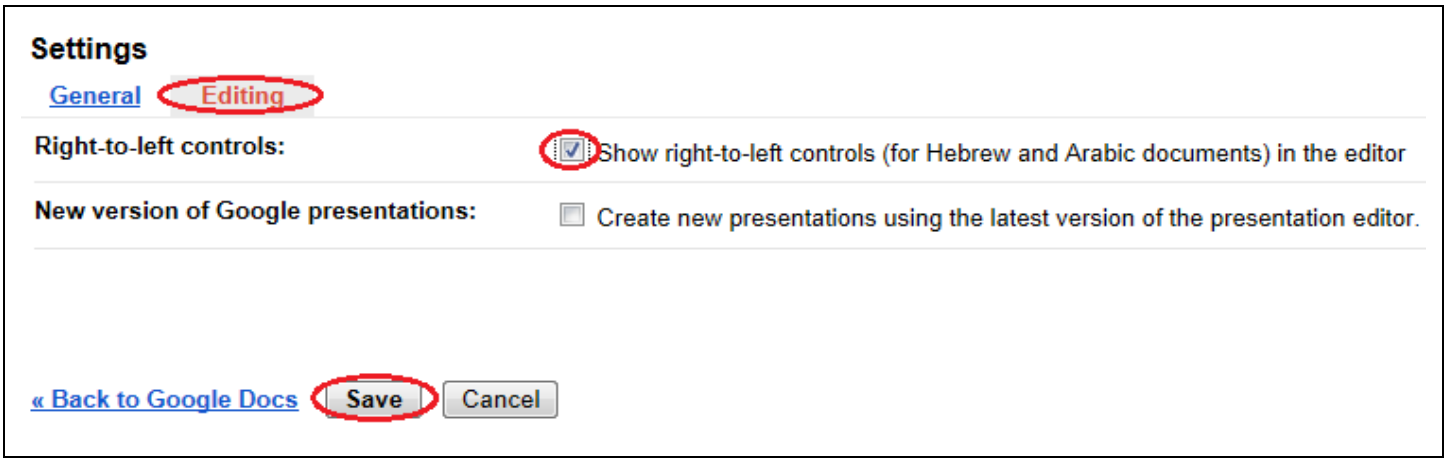


Right-to-left text entry

1. To make your documents, spreadsheets, and presentations align right-to-left, go to your Documents List at docs.google.com.
2. Then, click the gear icon above your list of items, and select **Settings**. In the **Editing** section, select the checkbox next to 'Show right-to-left controls in the editor.'

Note: If you've enabled this setting, you'll also have the option to have right-to-left text entry in tables you create in Google documents. This means that the first cell in the table will be in the upper right and that tabbing through the table will move you to the left and down. To adjust your table settings, go to the **Table** menu in a document and select **Table properties.**





Keyboard shortcuts for Google documents

Below, you'll find a list of keyboard shortcuts for Google documents. If you're looking for keyboard shortcuts for comments and discussions in Google documents, you can visit the comments and discussions guide.

Note: If you use a Mac, you can use the shortcuts below by replacing Ctrl with Command key (or 'Apple' key), and Alt with the option key

Document action	Shortcut
Insert comment	Ctrl+Alt+M
Select all	Ctrl+A
Copy	Ctrl+C
Print	Ctrl+P
Save	Ctrl+S
Paste	Ctrl+V
Cut	Ctrl+X
Undo	Ctrl+Z
Redo	Ctrl+Y
Show your browser's right-click options	Shift+right-click
Compact controls	Ctrl+Shift+F
Increase paragraph indentation	Tab
Decrease paragraph indentation	Shift+Tab
Insert footnote	Ctrl + Alt + F

Text formatting	Shortcut
Bold	Ctrl+B
Italicize	Ctrl+I
Underline	Ctrl+U
Superscript	Ctrl+.
Subscript	Ctrl+,
Copy formatting	Ctrl+Alt+C
Paste formatting	Ctrl+Alt+V
Clear formatting	Ctrl+\

Paragraph formatting	Shortcut
Normal paragraph style	Ctrl+Alt+0
Header style 1	Ctrl+Alt+1
Header style 2	Ctrl+Alt+2
Header style 3	Ctrl+Alt+3
Header style 4	Ctrl+Alt+4
Header style 5	Ctrl+Alt+5
Header style 6	Ctrl+Alt+6
Left alignment	Ctrl+Shift+L
Center alignment	Ctrl+Shift+E
Right alignment	Ctrl+Shift+R
Full justify	Ctrl+Shift+J
Numbered list	Ctrl+Shift+7
Bulleted list	Ctrl+Shift+8

Actions	Shortcut
Insert link	Ctrl+K
Find	Ctrl+F
Word count	Ctrl+ Shift + C
Get definitions	Ctrl+ Shift + Y

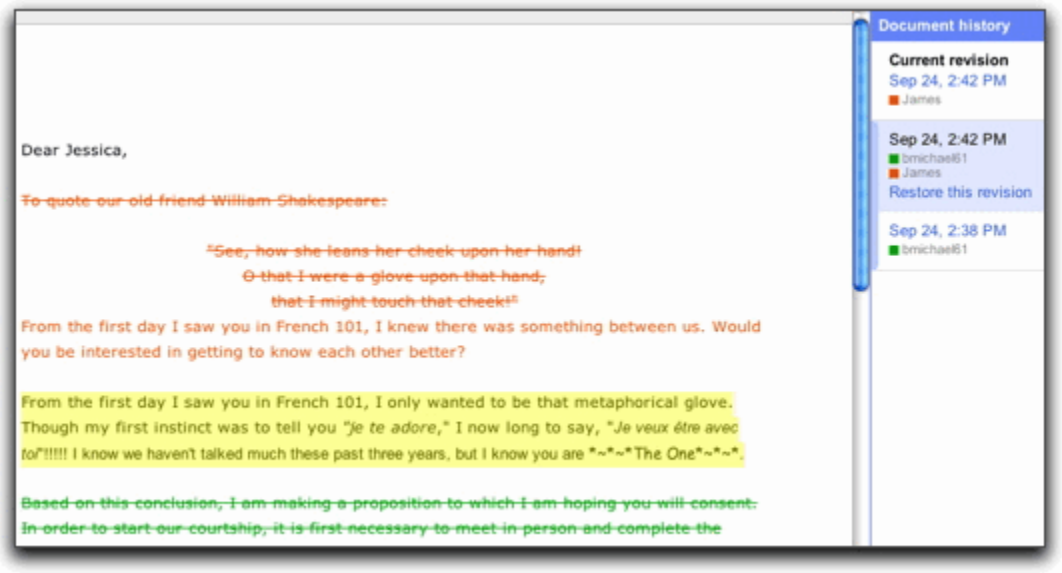
Navigation	Shortcut
Move focus to menu bar	Alt+Shift+F
Chat	Shift + Esc
Move to header	Ctrl + Alt + O then Ctrl + Alt + H
Move to footer	Ctrl + Alt + O then Ctrl + Alt + F
Move to next heading	Ctrl + Alt + N then Ctrl + Alt + H
Move to previous heading	Ctrl + Alt + P then Ctrl + Alt + H
Move to next heading [1-6]	Ctrl + Alt + N then Ctrl + Alt + [1-6]
Move to previous heading [1-6]	Ctrl + Alt + P then Ctrl + Alt + [1-6]
Move to current footnote	Ctrl + Alt + F then Ctrl + Alt + E
Move to next misspelling	Ctrl + ;

Revision history

Google Docs has a revision history pane that allows you to view at a glance all changes made to a document by each collaborator. While it may not work exactly like a track changes tool, Google Docs revision history lets you view and revert to earlier versions of your doc, and see which collaborators made edits to each of these versions.

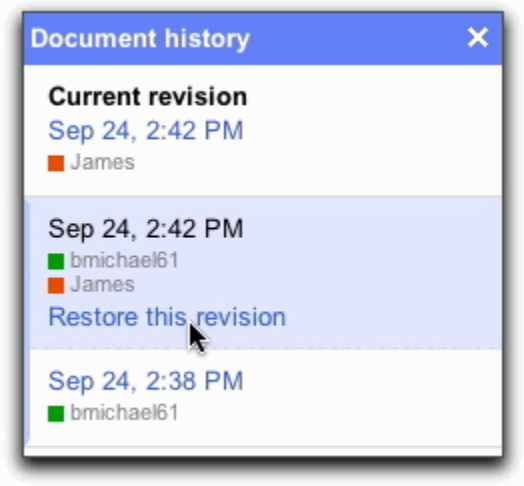
To access revision history in Google documents, presentations, drawings, and spreadsheets, follow these steps:

1. Select **File**>**See revision history**.
2. Click a time stamp in the right pane to see a previous version of the document, edited by the collaborators listed below the time stamp.



3. If you'd 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 moves to the top of your revision history, maintaining all previous versions of your document, including the current version.



4. If you'd 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.

Note: If you want to see more fine-grained revisions, click the **Show more detailed revisions** button in the lower right of your document.

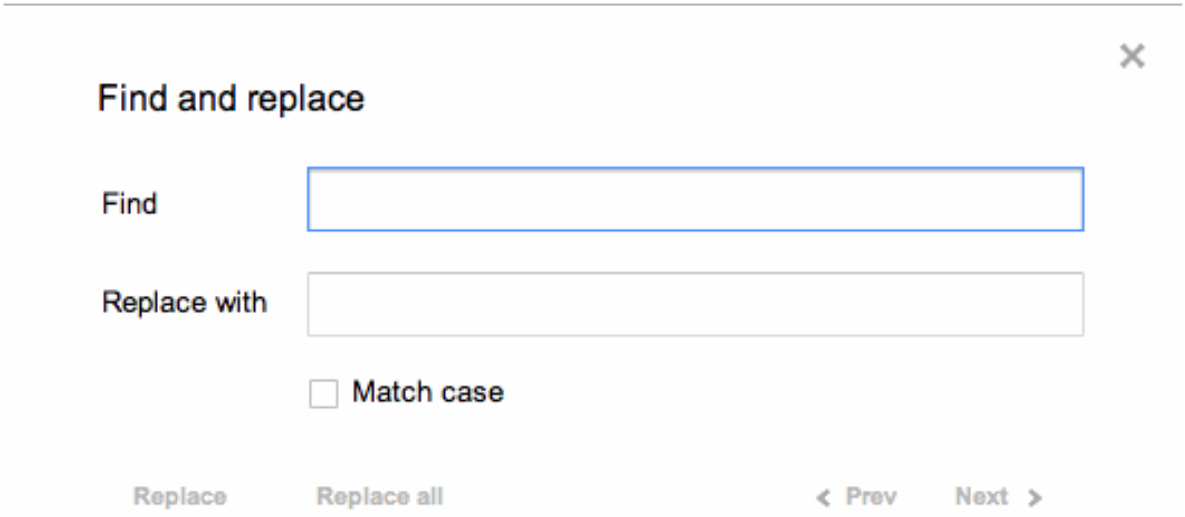
Styles toolbar menu

The Styles toolbar menu displays the style of your text selection in a document, and lets you change the style or clear the formatting of your text.

1. To view a list of headings available, click the menu that appears right before the **Font** drop-down menu, or click **Format** and select **Paragraph styles**. Then, choose one of the styles, which range from **'Heading 1,'** the biggest, to **'Heading 6,'** the smallest.

Find and replace tool

1. Go to the **Edit** menu and select **Find and replace...**. Then, type the word in the text box next to 'Find,' and click **Next**.



How to replace terms

1. To replace a word or expression in your document, type the text you'd like to replace in the box next to 'Replace with' and then click the **Replace** button. If you'd like to replace all the selected words, click the **Replace all** button.

Spell check and automatic corrections

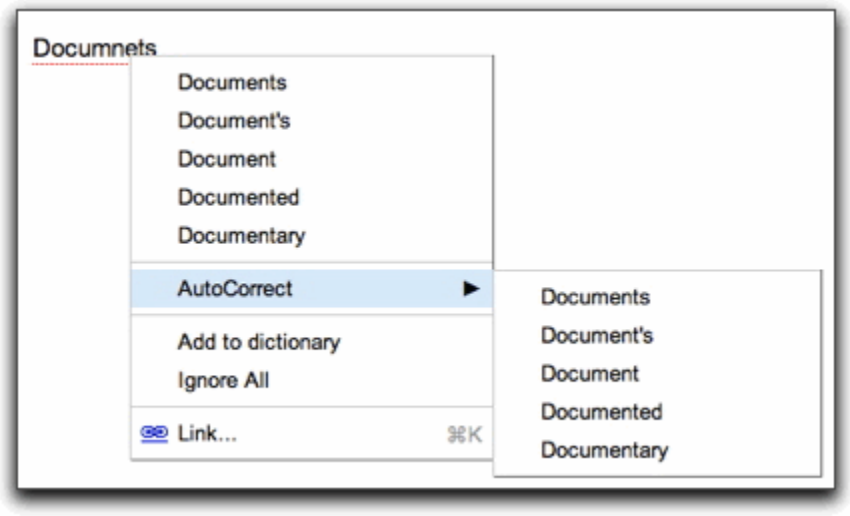
Spell check

1. Google documents' spell check is enabled by default. Incorrect words are automatically underlined in red; simply **Right-Click** an underlined word to see suggested spellings, and select the correct spelling from the list.

2. You can turn off the spell checker by deselecting **Show spelling suggestions** from the **View** drop-down menu.

Automatic corrections

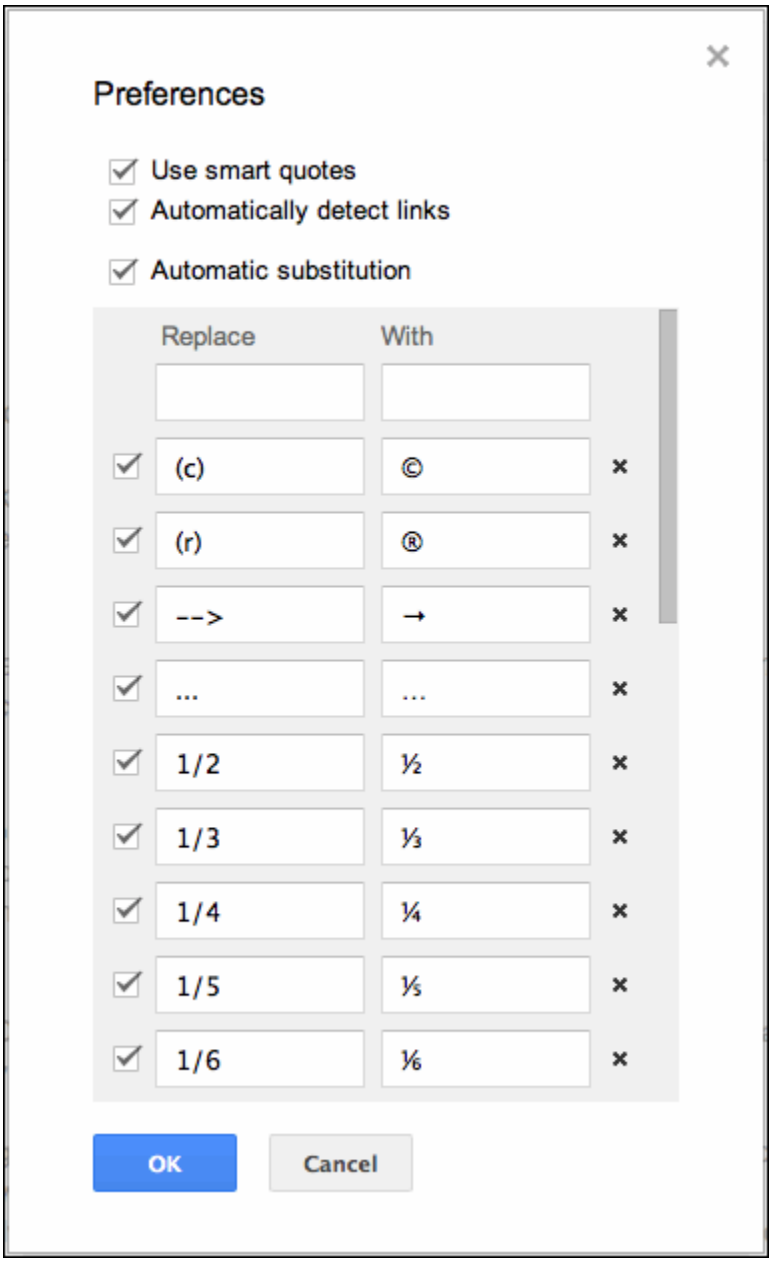
1. To enable automatic corrections for a specific word that you frequently misspell, first you need to right-click the misspelled word, select **AutoCorrect**, and then select the correct term from the menu.



Once you do this, any time you misspell this word in a Google document, the term will be replaced automatically with the correct spelling.

If you change your mind, you can always disable automatic corrections for a specific word. Here's how:

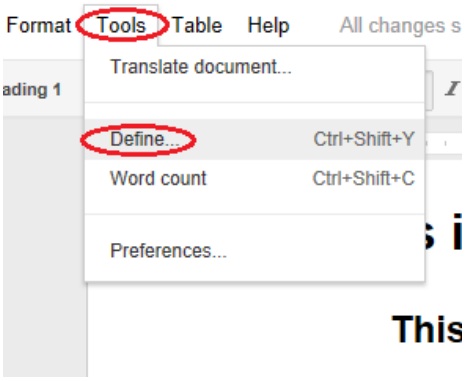
1. Select **Preferences** from the **Tools** drop-down menu.
2. Either deselect the checkbox next to the word for which you'd like to disable text substitution, or press the "x" to the right of the word to delete the row.



Define a word

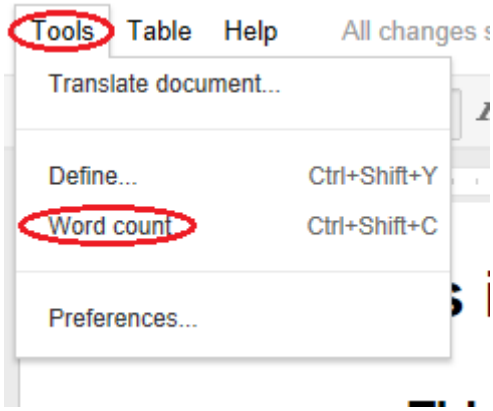
You can define a particular word or phrase from within your document. Here's how you can get started:

1. Select a word or phrase.
2. Go to the **Tools** menu, select **Define...**. The dialog box that appears will include the text you selected.
3. Select a language.
4. Click **Define**. You'll see the pronunciation of the term and different definitions.
5. You can click any word in blue within that definition and look up the word.



Word count

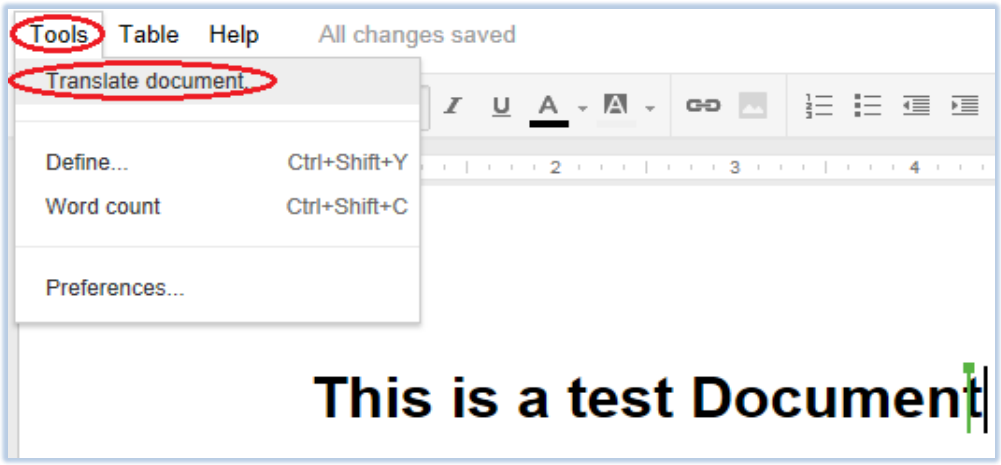
If you'd like to count the number of words in your documents, click the **Tools** drop-down menu and select **Word count**.

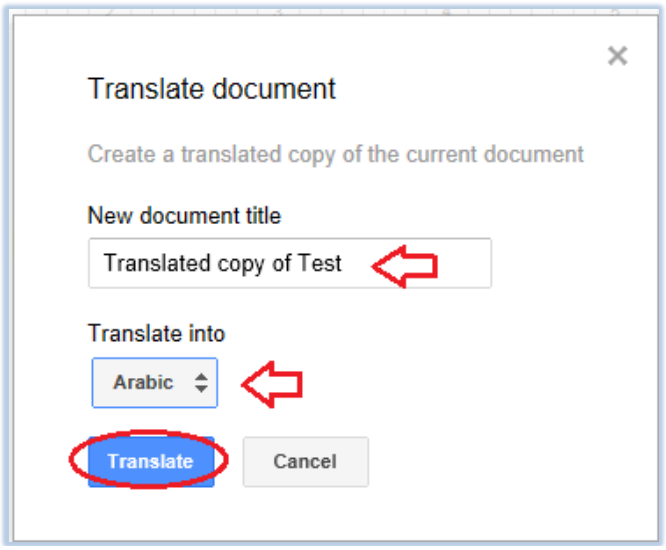


Translate a document

Google Docs uses Google Translate to help you translate an entire document into one of 53 languages.

1. Go to the **Tools** menu, and select **Translate document...**.
2. Type in the name of the new document, select the language into which you'd like to translate the document, and press **OK**.
3. A translated copy of your document will be created. You can access this copy in your Documents List at docs.google.com.





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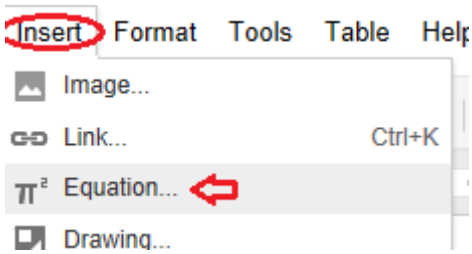
Mathematical equations

Insert an equation

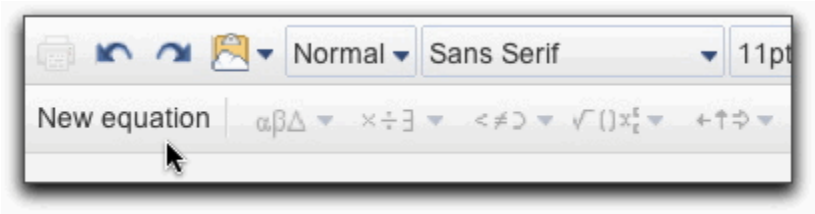
1. Insert mathematical equations into your documents, Click the **Insert** drop-down menu and select **Equation**.



2. Select the mathematical symbol you want to add from one of these menus:

   - Greek letters
   - General operators
   - Comparison and inclusion operators
   - Operators with variables
   - Arrows

3. Click the symbol you'd like to include, and add numbers or substitute variables in the box. If you delete the box by mistake, simply click **New equation**, and then select an option from one of the menus.

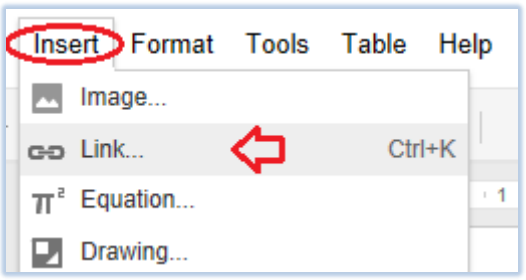


Note: If you'd like to edit the equation afterwards, simply click the equation within the document and change it. If you don't see the equation toolbar, click **View** and select **Show equation toolbar**.

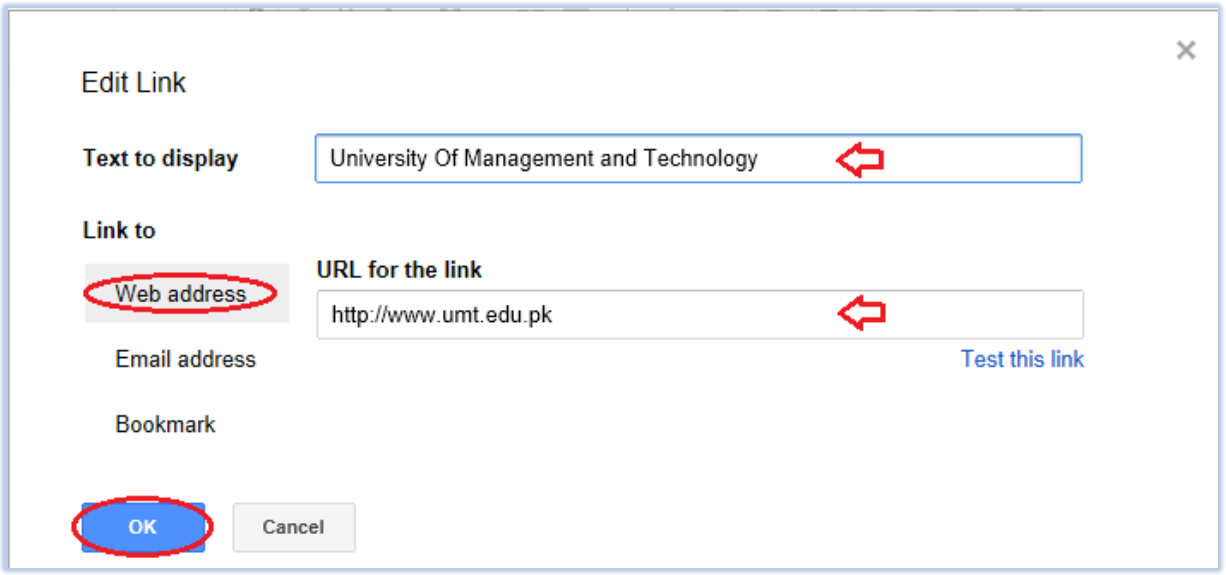
Insert hyperlink

To add a link to your document, follow these instructions:

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



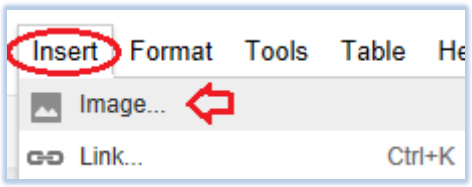
2. Type the text you'd like to be displayed as the link (if you selected specific text, it will already appear in the 'Text to display' field). Leave this field blank if you want the full link to be displayed in your document.
3. Select either 'Web address' or 'Email address.'
4. Enter a URL (or an email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



Insert an image

To insert an image in your document:

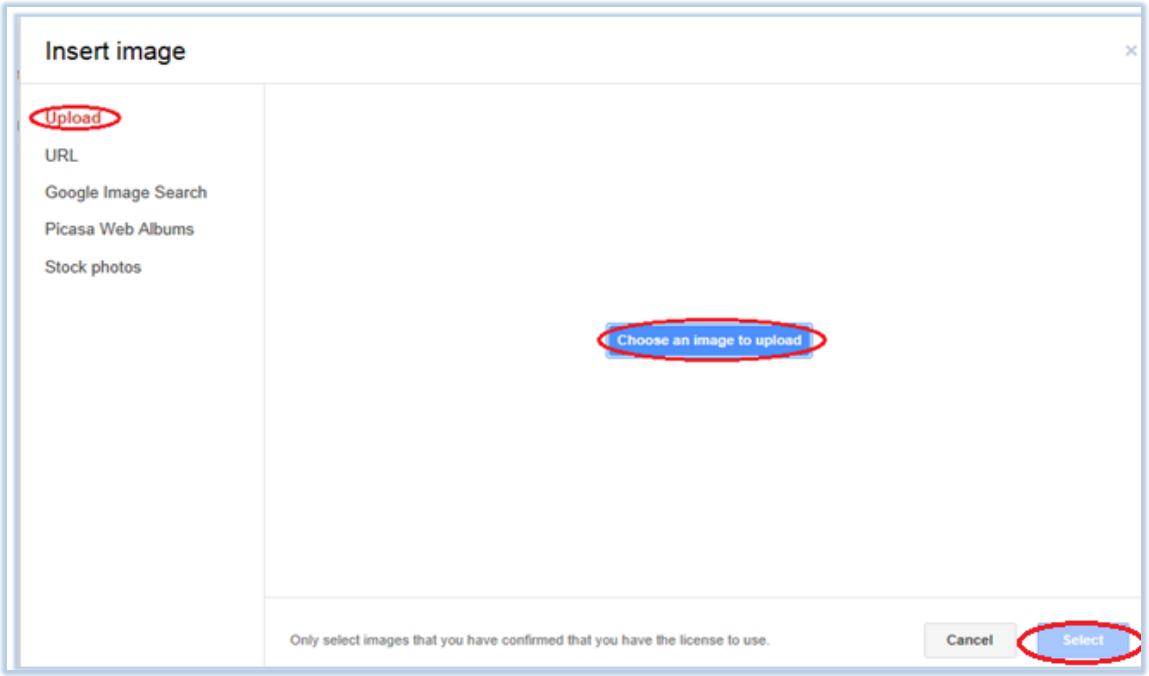
1. Click the **Insert** drop-down menu from the toolbar and select **Image**.



2. Depending on what image you'd like to add to the document, select from the following options:

   - **Upload**: Choose an image from your computer and click the **Upload** button.
   - **URL**: Type the URL of an image from the Web and click **Select**.
   - **Google Image Search**: Enter a search term to find an image using Google Image Search, and click **Search images**.
   - **Picasa Web Albums**: Choose an image from one of your Picasa Web Albums and click **Select**.

3. Once you've found what you were looking for, click the image and the **Select** button.You can also drag images from your desktop or a website to your Google document



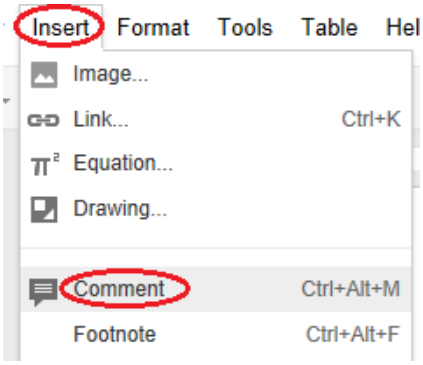
To delete the image from the document, press Ctrl+X or click the **Edit** menu and select **Cut**. You can also just click the image itself, and press the **Delete** key.

Note: You'll be able to add images in any of these file types: .gif, .jpg, and .png. Images must always be less than 2MB.

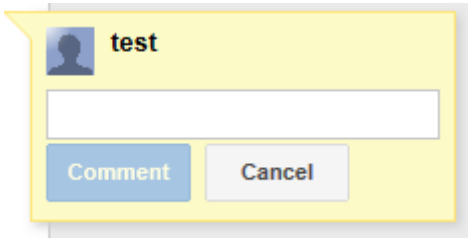
Inserting Comments

To add a comment to your document, follow these instructions:

1. Place your cursor or highlight the text where you'd like your comment to appear.
2. From the **Insert** menu, select **Comment**.



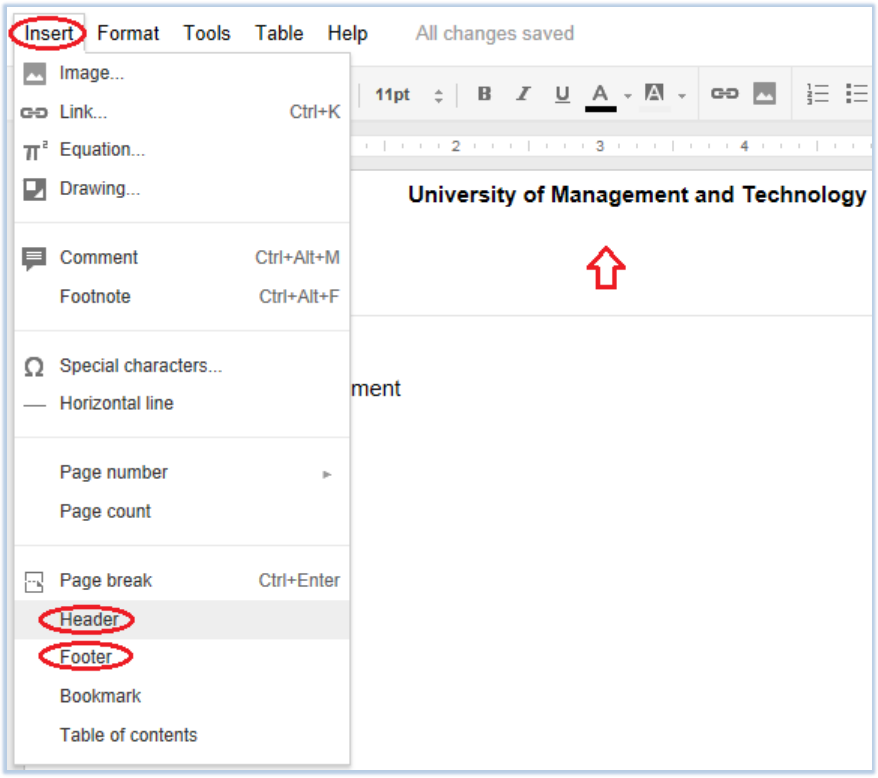
3. You can also use the keyboard shortcut Ctrl+Alt+ M (Cmd+Option+M for Mac) to insert a comment.
4. Type your comment in the box that appears to the right of the document.



Headers and footers

1. To insert headers and footers in your doc, click the **Insert** drop-down menu and select **Header** or **Footer**. Type the text for your header or footer in the area with dotted lines.

Note: To hide your header of footer, delete all the contents from it. Then, click anywhere in the main document editing space to continue working.



Add footnotes to a document

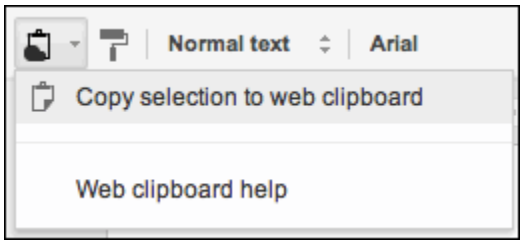
To insert footnotes in your document, follow these steps:

1. In the place you want to insert a footnote, click the **Insert** menu and select **Footnote**.
2. Type your footnote in the text box that appears in the document margin. When you're finished, click inside the main document. Within the document the footnote marker will appear as a pound sign (#). When you export or print your document, the pound sign will be replaced by the correct number for each footnote.

Note: You can drag and drop a footnote anywhere you'd like in the document by simply clicking on this pound sign and dragging. To delete a footnote, click the trash can icon in the top right corner of the footnote.

Insert a drawing into another doc type

1. Go to your Docs list, click **Create new** and select **Drawings**.
2. Once you've created your drawing, and have edited and shared it with others, you might want to insert it (embed it) in a Google document, for example. Use the web clipboard to copy the whole drawing, or any selection within the drawing, and paste it into your doc using the web clipboard.



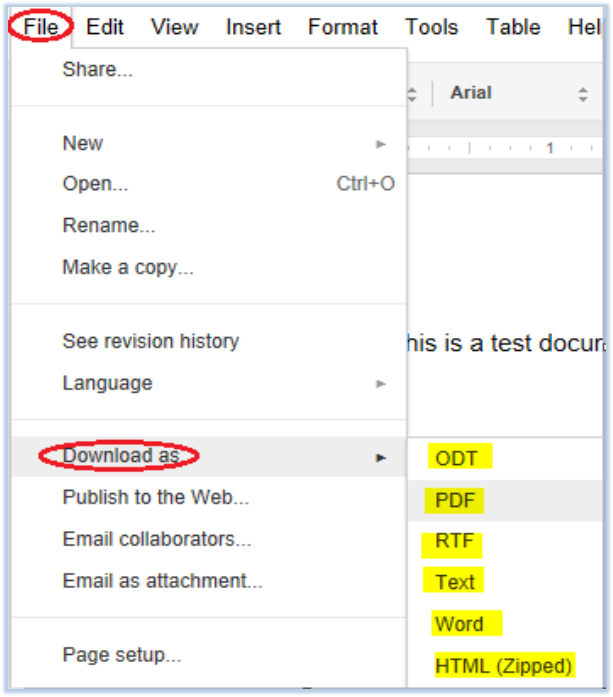
Print and print preview

1. From the document you'd like to print, select **File**>**Print**.
2. A PDF file containing your document will automatically download. When the download completes, open the PDF file.
3. In your PDF viewer, go to the **File** menu and select **Print**.
4. A dialog box for your printer and print settings will open.
5. Select the **Print** button.

Note: If you print in Chrome, your document will print exactly as it appears in Google Docs. Because of this, there's no **Print preview** option.

To download a document,

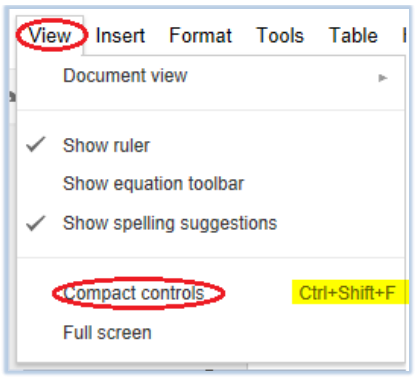
1. From your document, to the **File** menu and navigate to **Download as...**
2. From the **Download as...** sub-menu, select the file format you'd like to download your document to.
3. Find the downloaded file on your computer, and open it.
4. Print the downloaded file.



Full screen mode and compact controls

If you'd like to see your document without the toolbar or menus in your way, you can now do that by viewing your documents in 'Full screen' or 'Compact controls' mode. Here's how:

1. For compact controls, go to the **View** menu and select **Compact controls**, or use the keyboard shortcut **Ctrl+Shift+F**.
2. For full screen mode, go to the **View** menu and select **Full screen**.
3. To return to regular viewing mode, hit the **Esc** or **Escape** key

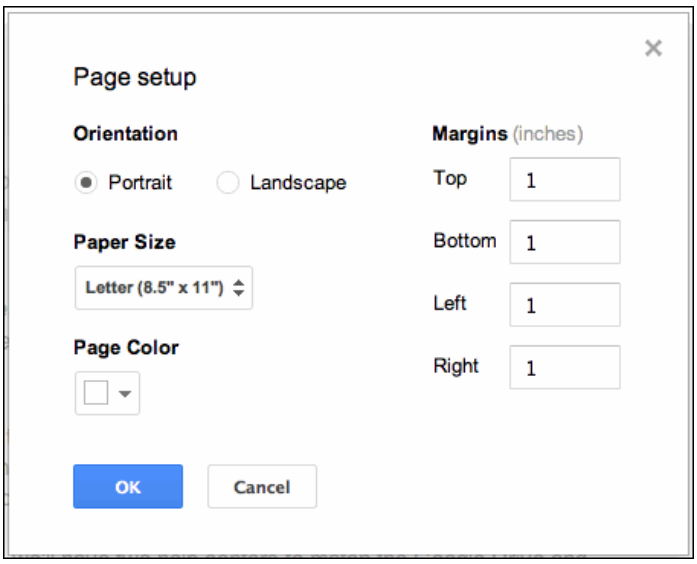


Page setup

The ruler at the top of the document editing space is the starting point to control where your text appears. From the **ruler** you can adjust margins, indents, and tabs:

- **Margins**

  Margins affect the formatting of an entire document. You can adjust them by dragging the gray area on either side of the ruler, or by adjusting the margins by selecting **File**>**Page setup** from the toolbar.



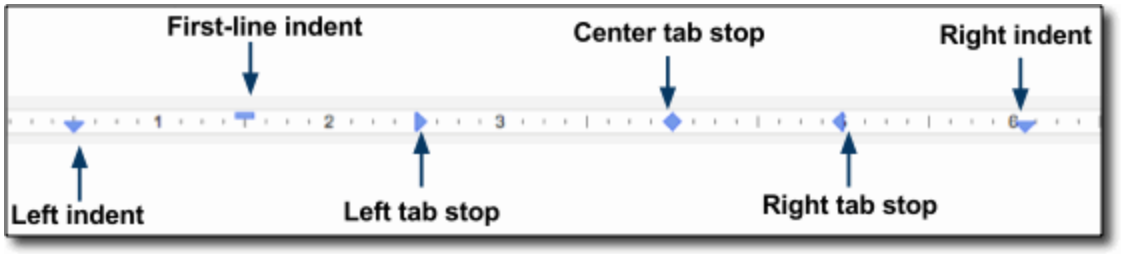
- **Indents**

  You can change indentations at the paragraph level. To adjust indentations across several paragraphs, select the relevant text and adjust the specific indent.

  1. **First line indent**: This small rectangle on the ruler adjusts the beginning position of a paragraph and can be changed for each paragraph.
  2. **Left indent**: The leftmost indent adjusts the second and subsequent lines of a paragraph; this indent is controlled by dragging the downward facing triangle along the ruler.
  3. **Right indent**: This indent, the rightmost downward facing triangle, adjusts how far toward the right side of a page a particular paragraph extends.

Tab stops

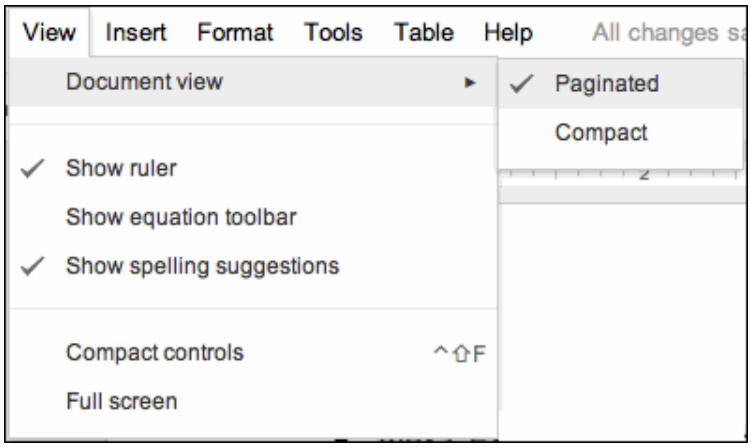
1. To add a tab stop, just click anywhere in the ruler and select a tab stop. You can move text between tab stops affecting the same line by pressing the Tab key on your keyboard.



Pagination and page breaks

You can view your document in two different formats: **Paginated view** and **Compact view**. The default setting for a document is **Paginated view**.

1. To change the view of your document, click the **View** menu, point your mouse to **Document View**, and select one of these two options: **Paginated** or **Compact**.



Note: When you change your document view, your setting will be saved so the next time you open any document, this will be the default option. The document view you've selected doesn't affect how collaborators see your document.

Printing and pagination

1. To adjust the page size of the document in Paginated view and in the printed copy, you can click the **File** menu and select **Page** setup. If you're in Compact view, each horizontal line indicates a page break; this view shows each individual page in a printed copy.

Footnotes and pagination

1. To see a footnote, double-click the corresponding footnote number in the body of the document.

Note: Compact view shows the footnote numbers in the body of the document, but hides the footnote at the bottom of each page. If you insert a footnote in Compact view, you'll automatically be switched to Paginated view.

Inserting a page break

1. To insert a page break, click the Insert menu and select Page break or use **Ctrl+Enter**shortkey.

Page numbers and page count

If you'd like to add page numbers to a document, click the **Insert** menu and mouse over **Page number**. From the **Page number** sub-menu, choose where you want the page numbers placed on the page: **Top of page** or **Bottom of page**.