

Google Docs

Table of Contents

Google Web Applications	2
Google Docs	3
Creating a Document	7
Google Docs Menu	8
Special Buttons	19
Using Tabs	24
Conclusion	29

Google Web Applications

The Google web applications are a set of web pages that perform certain standard tasks, such as email, word processing and spreadsheets. These are different from applications you download and run on your computer since they are all done in a web browser.

Google App	Type	Programs That Do Similar Tasks
Gmail	Email	Microsoft Outlook, AOL, Yahoo Mail
Google Docs	Word Processing	Microsoft Word, Pages, LibreOffice
Google Sheets	Spreadsheet	Microsoft Excel, LibreOffice Calc
Google Slides	Presentation	Microsoft Powerpoint
Google Calendar	Calendar	Microsoft Outlook
Google Contacts	Contacts	Apple Contacts, Microsoft Contact Organizer

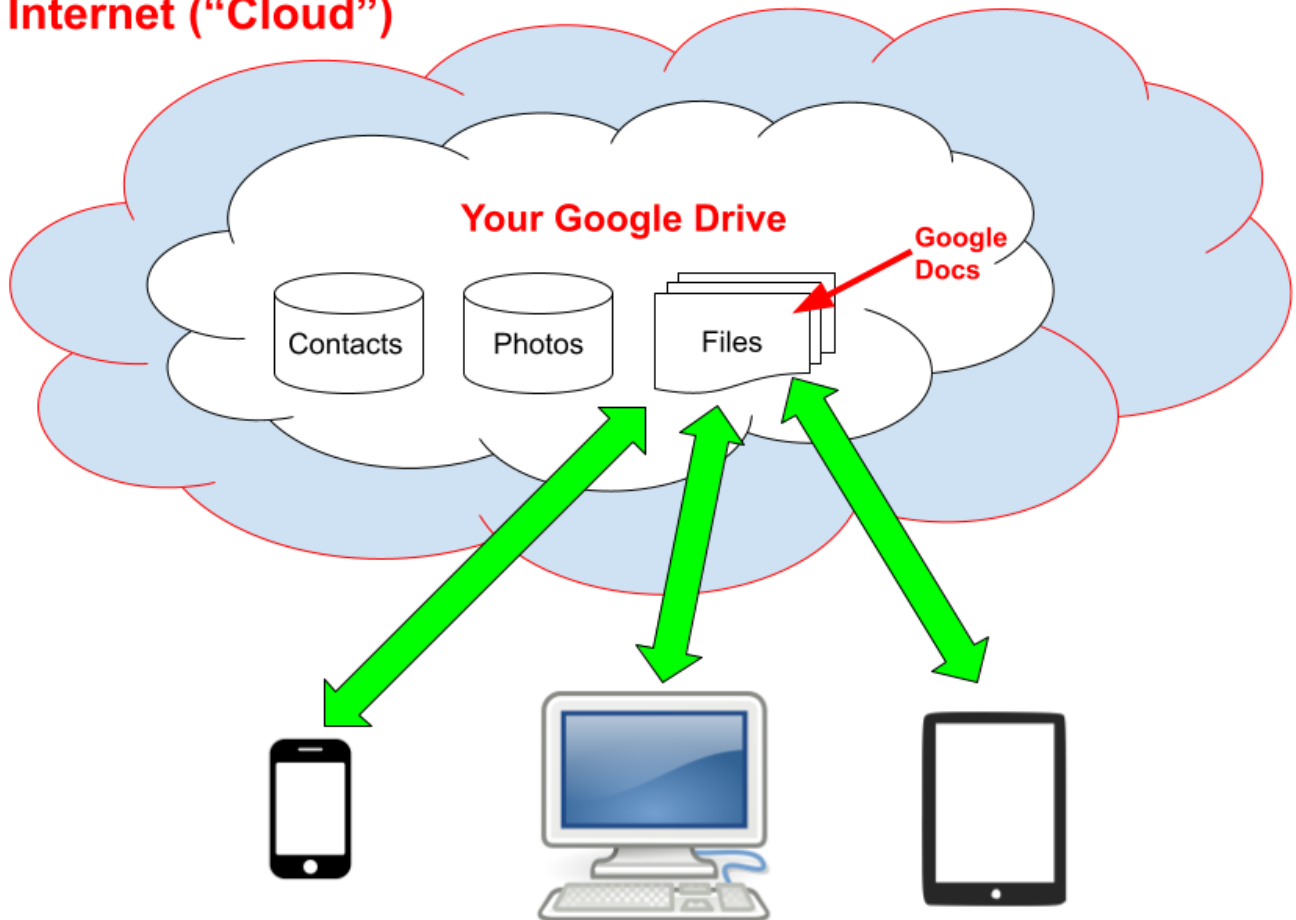
Google also makes a browser program called Chrome which must be installed on your device (if it does not come with it). Other popular browser programs are Safari, Firefox, Microsoft Edge and Opera.

Google Docs

Google Docs is a simple and powerful word processor that has similar features to the other word processors. It does not have some of their more advanced features but is probably fine for creating most documents.

It has the advantage that your documents are kept on the Cloud (Internet) on Google computers and are associated with your Google Account. That means that you have to sign up for a Google account to use Google Docs if you don't already have one. It also means you can access your documents anywhere in the world on any device that connects to the Internet. You simply have to log into your Google account to access them.

Internet ("Cloud")



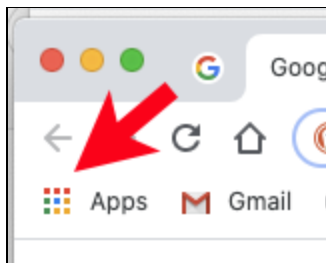
To access Google Docs, you can go to the Google Docs website

<https://docs.google.com>

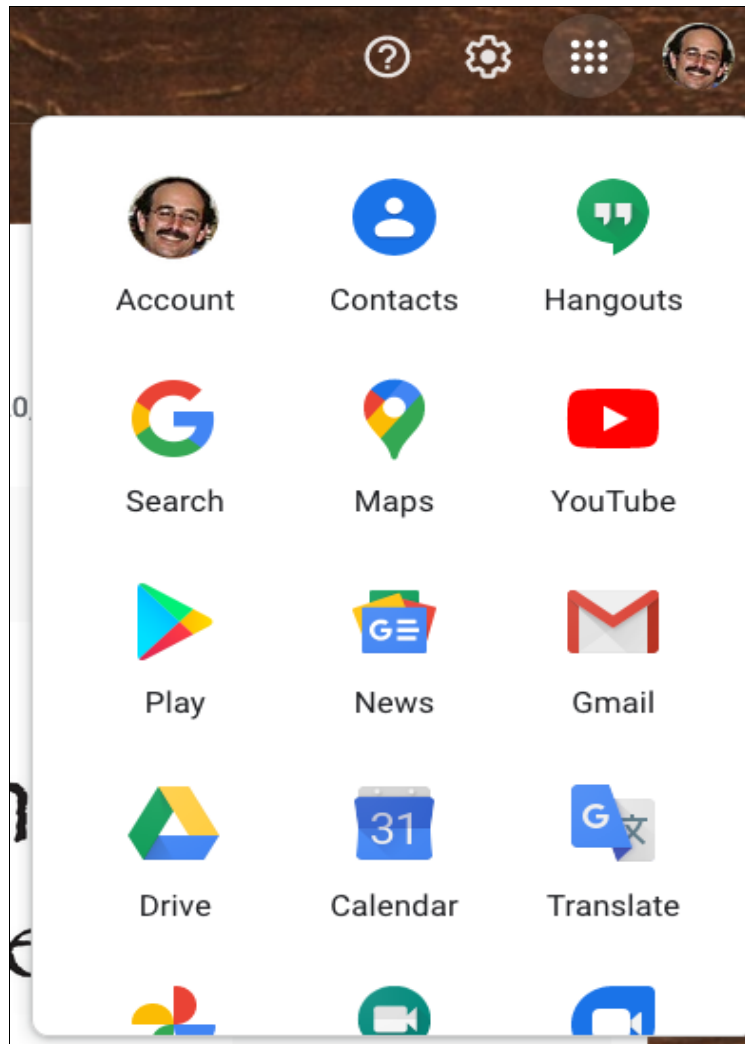
You can also click the Google Apps icon on Gmail which is in the upper right part of the window and looks like a three by three square of dots:



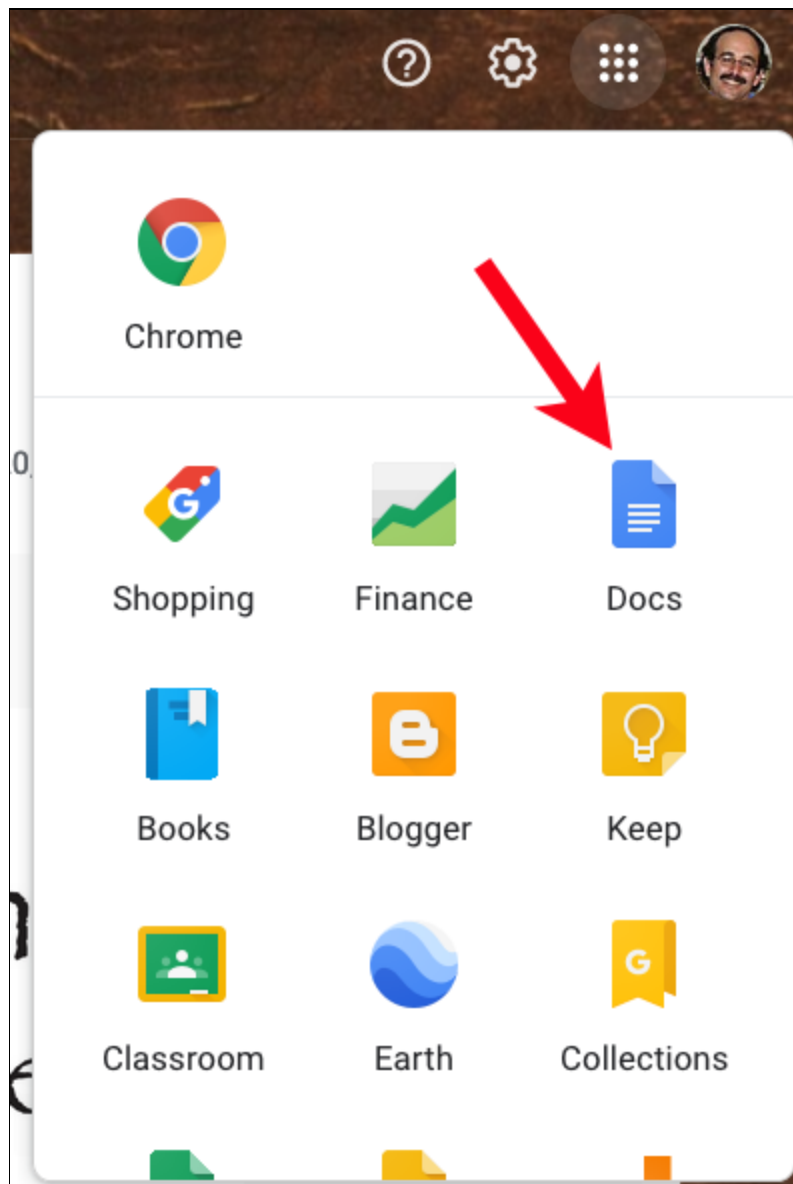
If you use the Chrome browser, the three by three “tic tac toe” board is colored and the first button on your Bookmark Toolbar:



When you click on one of these buttons, it will bring up a popup window with the Google Apps:



If scroll down, you will see the Google Docs button:

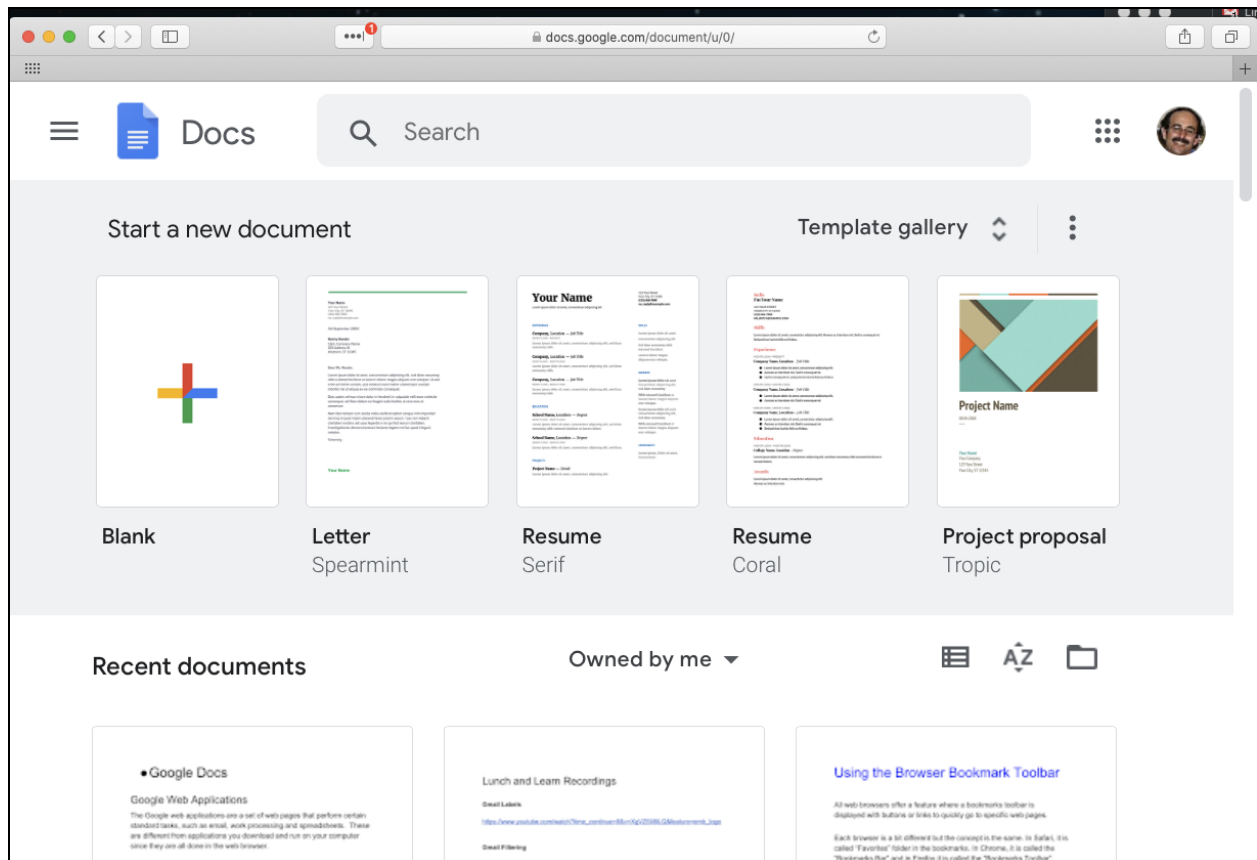


This will open up Google Docs in the current window or a new browser tab depending on how your browser preferences are set up.

You can create lots of useful documents with this tool. This document was created in Google Docs.

Creating a Document

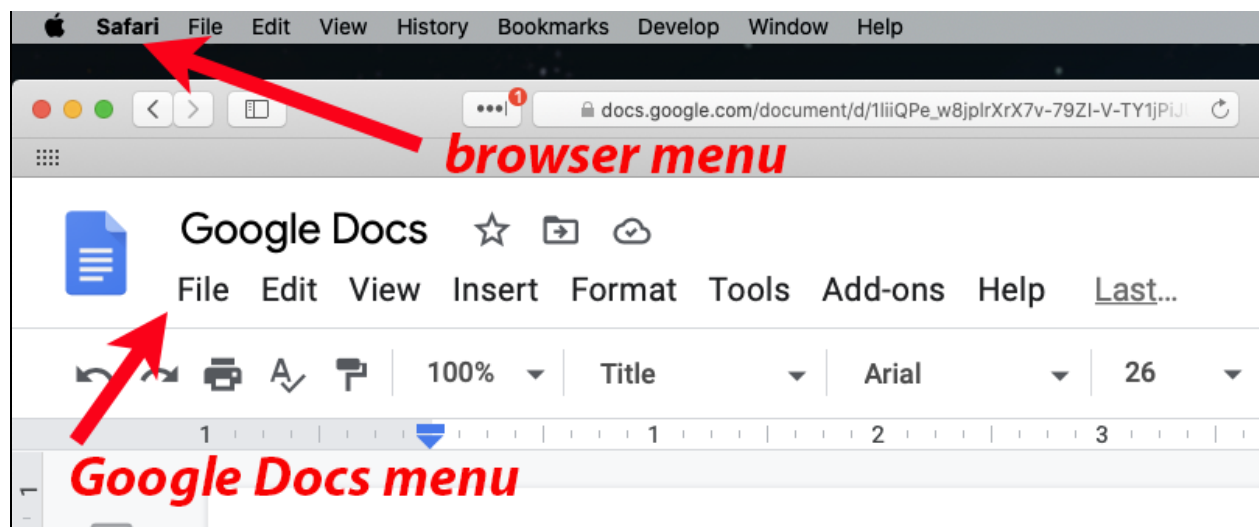
When you first go to the Google Docs web page, it shows you various templates you can use to start a new document or you can create a blank document:



Below the templates are your recent document that you have edited. There is also a search box at the top (next to the magnifying glass) to search for a specific document by name.

Google Docs Menu

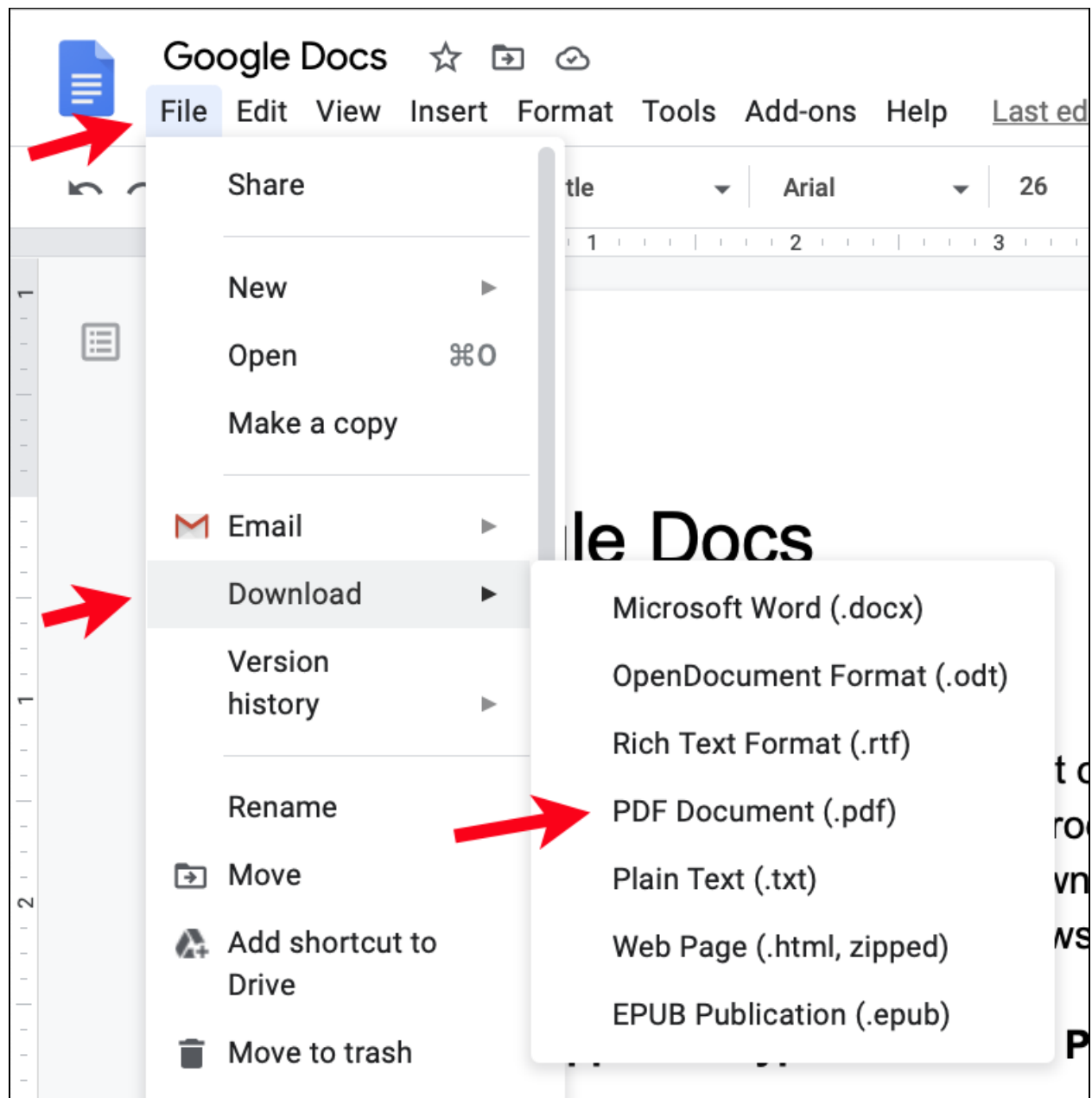
One of the most confusing things about using Google web applications is that many have a separate menu bar that is inside the browser window. In Google Docs in Safari on a Mac, this is what it looks like:



The menu on the top of the screen (on a Mac) is the menu for the current program (the Safari browser in this case). The menu in the browser window under the document title is the Google Docs menu. They look very similar, so please don't be confused by this. Notice they both have menus with names like "File", "Edit", "View" and "Help".

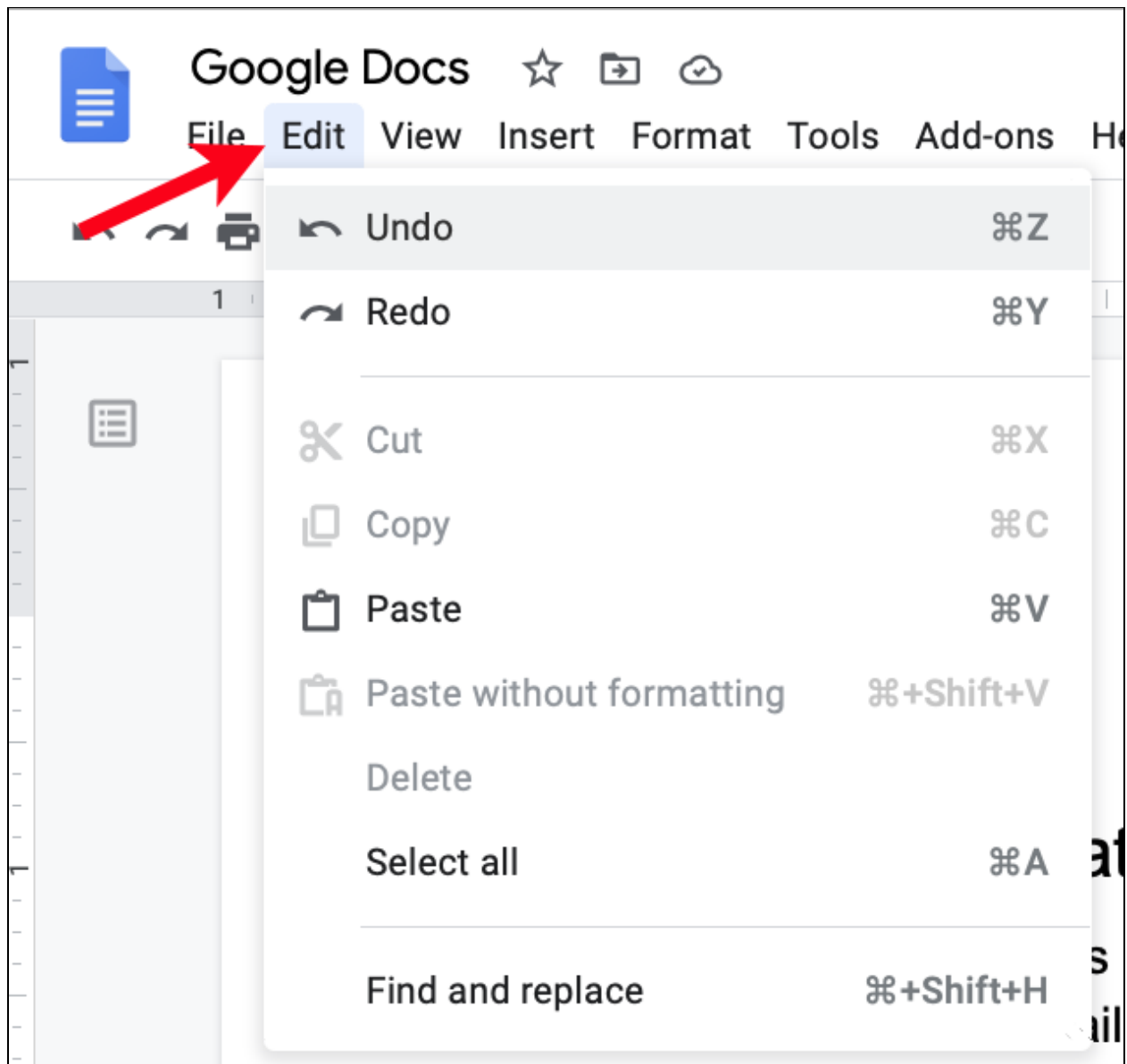
Probably the hardest thing to learn about using Google Docs is that there is a completely different menu that you use for the word processing functions.

The File menu has many options. One that is very useful is “Download”



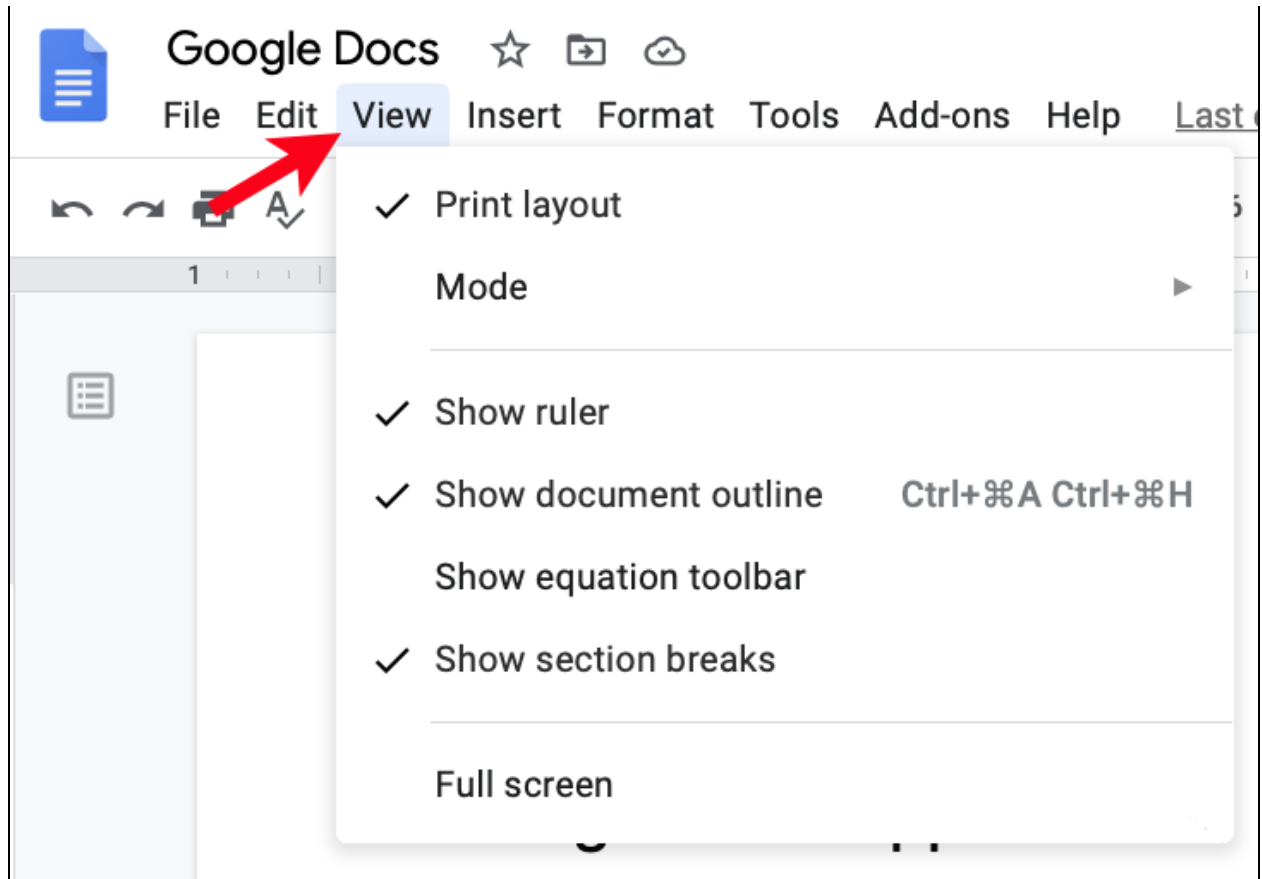
This lets you save the document on your computer in a variety of different formats. I downloaded this document as a PDF Document (.pdf) to share it with everyone. The advantage of PDF files is that they look the same on all devices.

The Edit menu has normal word processing editing tasks like Undo, Copy, Paste, Find and Replace:



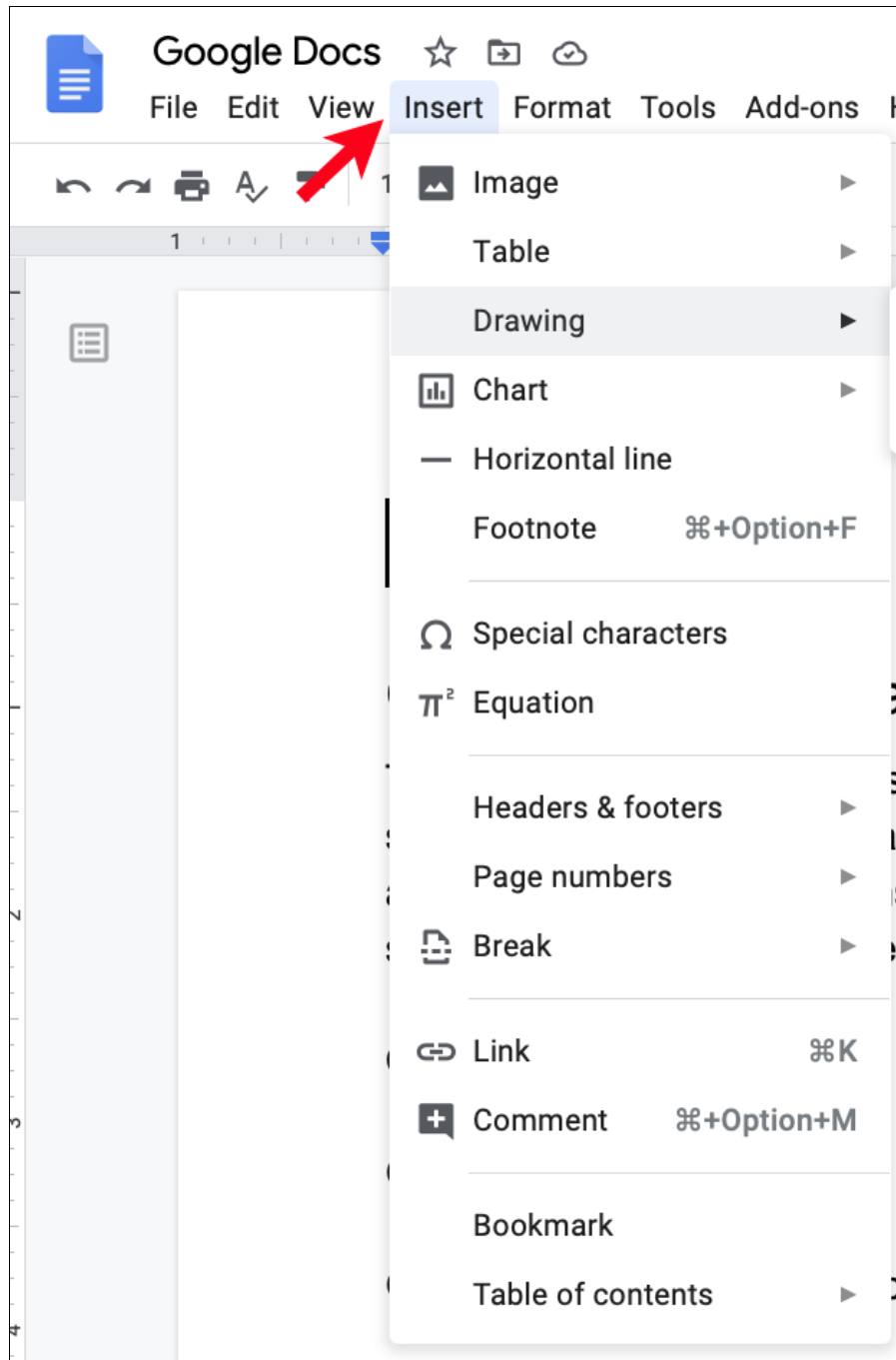
This shows the keyboard shortcuts you can use (e.g. Command / C for copy on the Mac). This is normally Control / C on a PC.

The View menu lets you control what is displayed:



For example, you can hide the ruler at the top of the document if you like (although it is very useful).

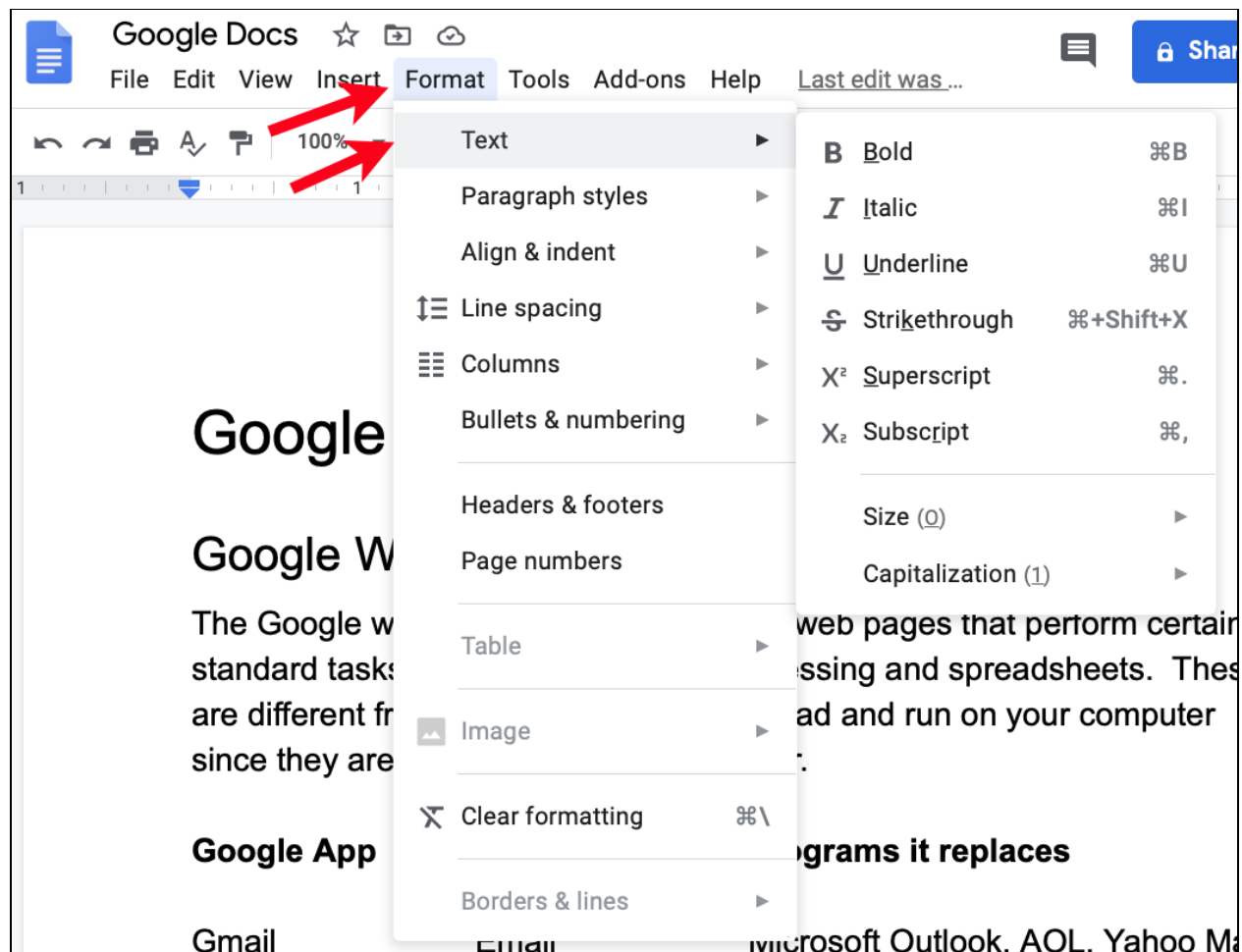
The Insert menu has lots of useful features:



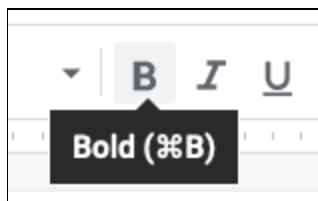
You can add headers and/or footers to your document or a table of contents based on the header formats which we will cover below.

The Format menu also has lots of features.

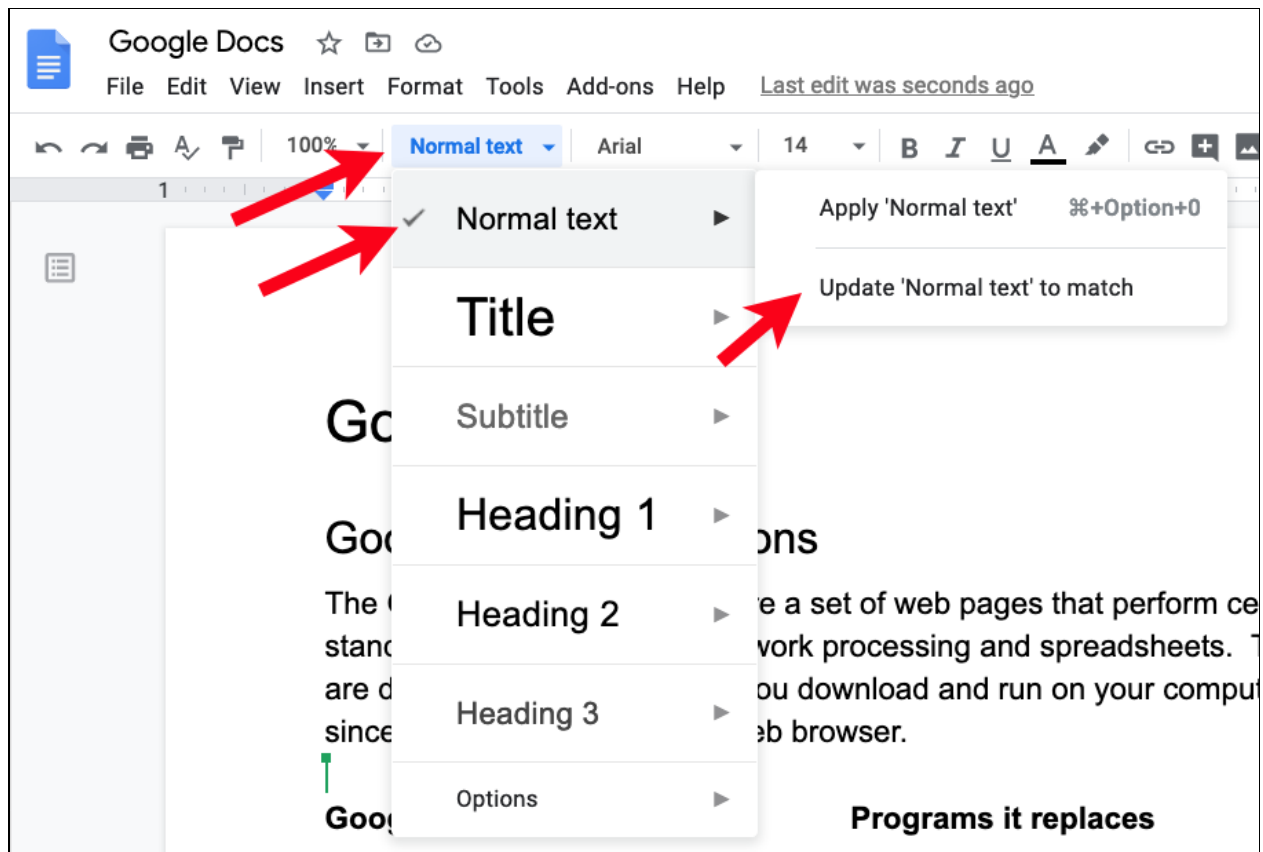
You can change the text format:



There are also buttons below the Google Docs menu for doing some of these actions, like changing text to bold, italic or underlined:



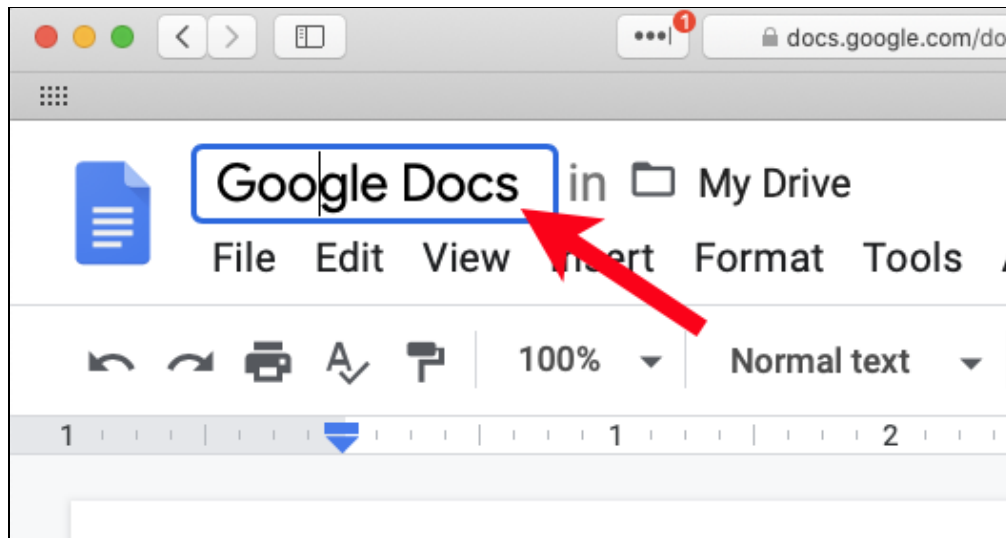
The Format / Paragraph Styles is also available as a pulldown menu below the Google menu:



Styles are used to define the title for the document and sections in a hierarchy using Heading 1, Heading 2 and Heading 3 styles. The heading styles are used if you insert a table of contents using the Insert menu.

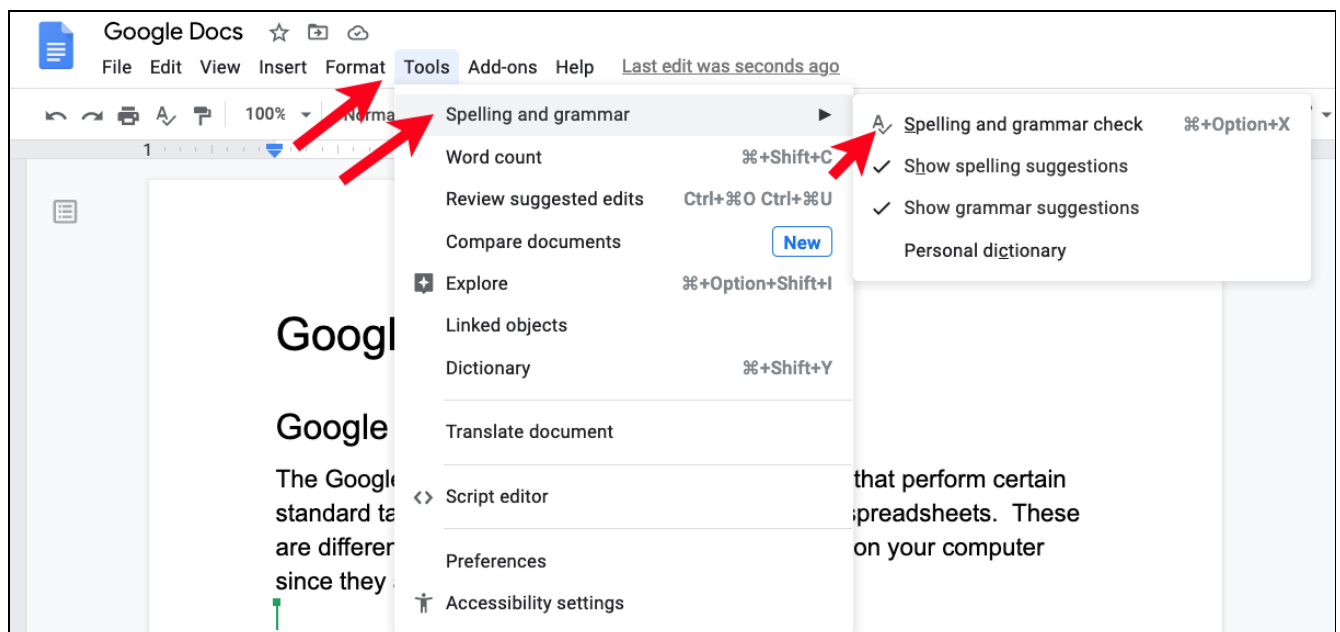
You can redefine a style by clicking on it and choosing the update option. For example, if you want all the normal paragraphs to be a different size, you can change one paragraph, highlight it and then change the “Normal” style to match that paragraph. All the rest of the text in the Normal style will be updated.

The name of the Google Doc file is set in an area above the Google Docs menu:

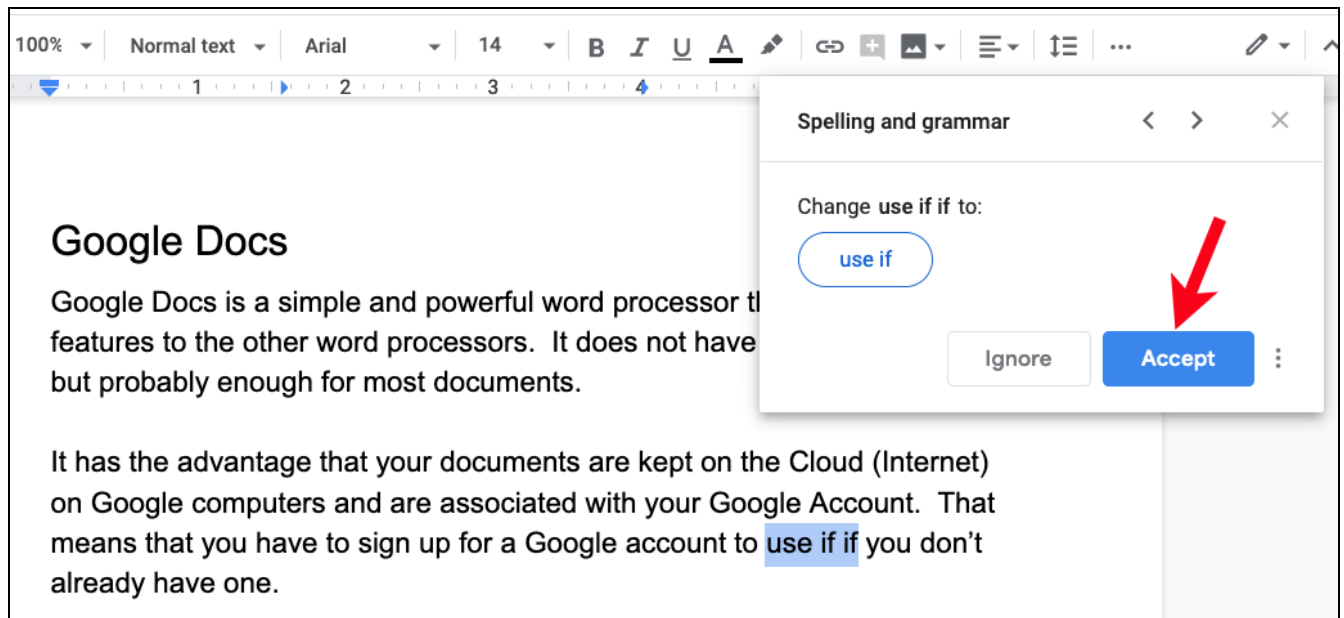


The first time you click in this area, Google Docs will put the first line of your document in this box as the document name. You can change this at any time. In this case, the name of this file is “Google Docs”.

The Tools menu has many useful features:



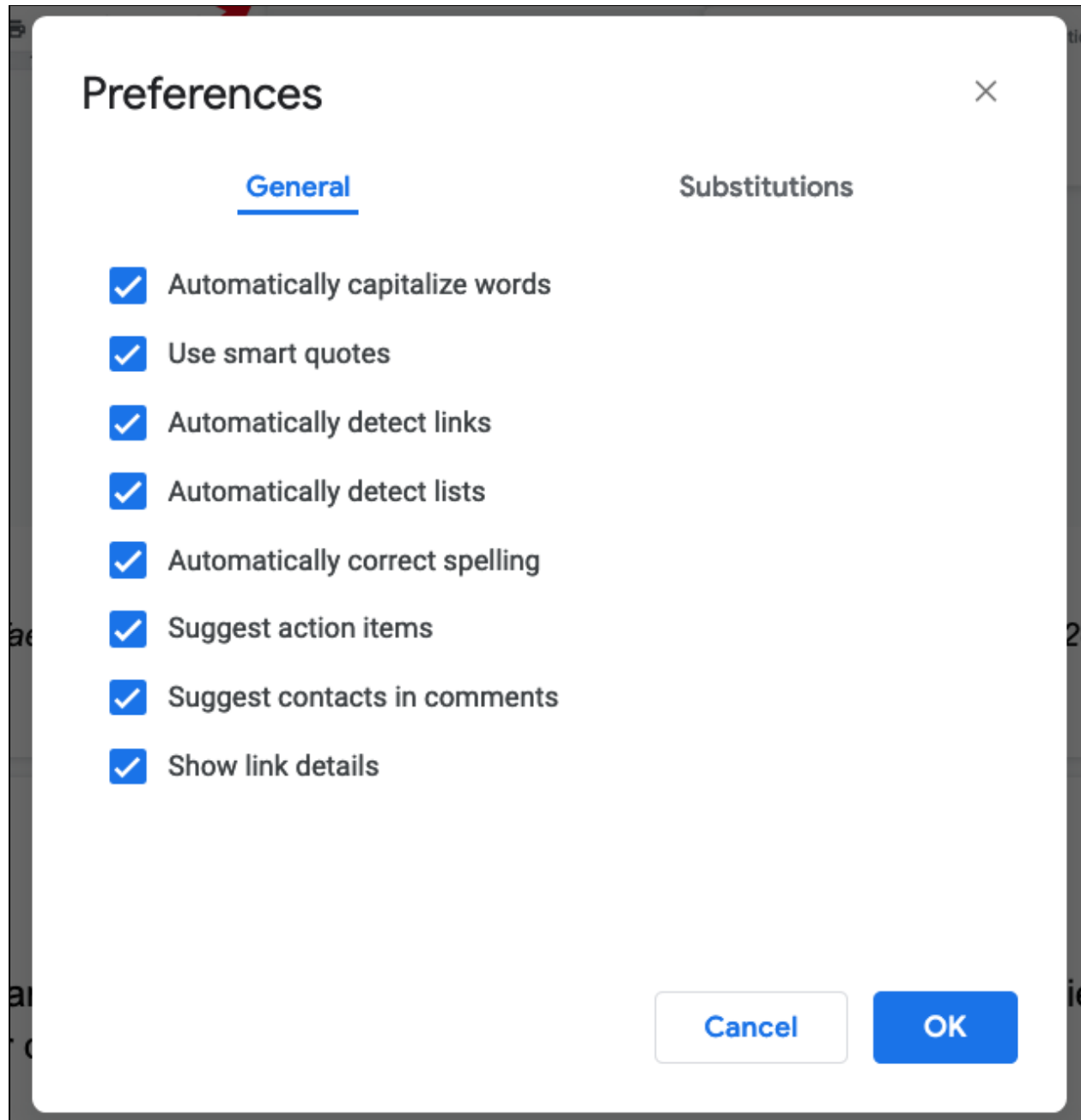
For example, the Spelling and Grammar check does an interactive review of your document:



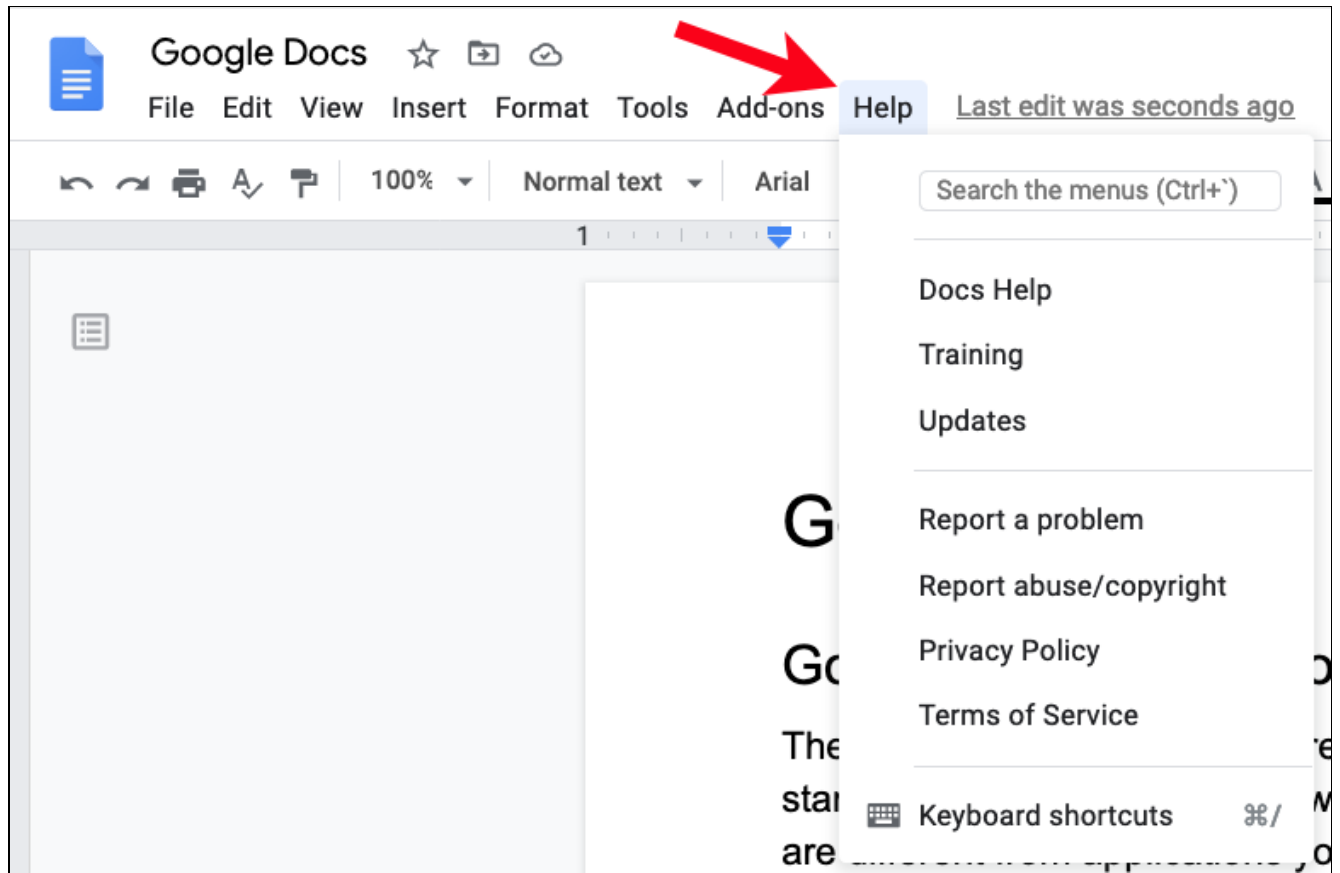
In this case, I typed “use if if” and it is suggesting “use if”. If I click the Accept (blue) button, it will fix this text and take me to the next problem.

The Tools / Translate document can make a copy of your document in any of several dozen languages.

The Tools / Preferences lets you control lots of options:



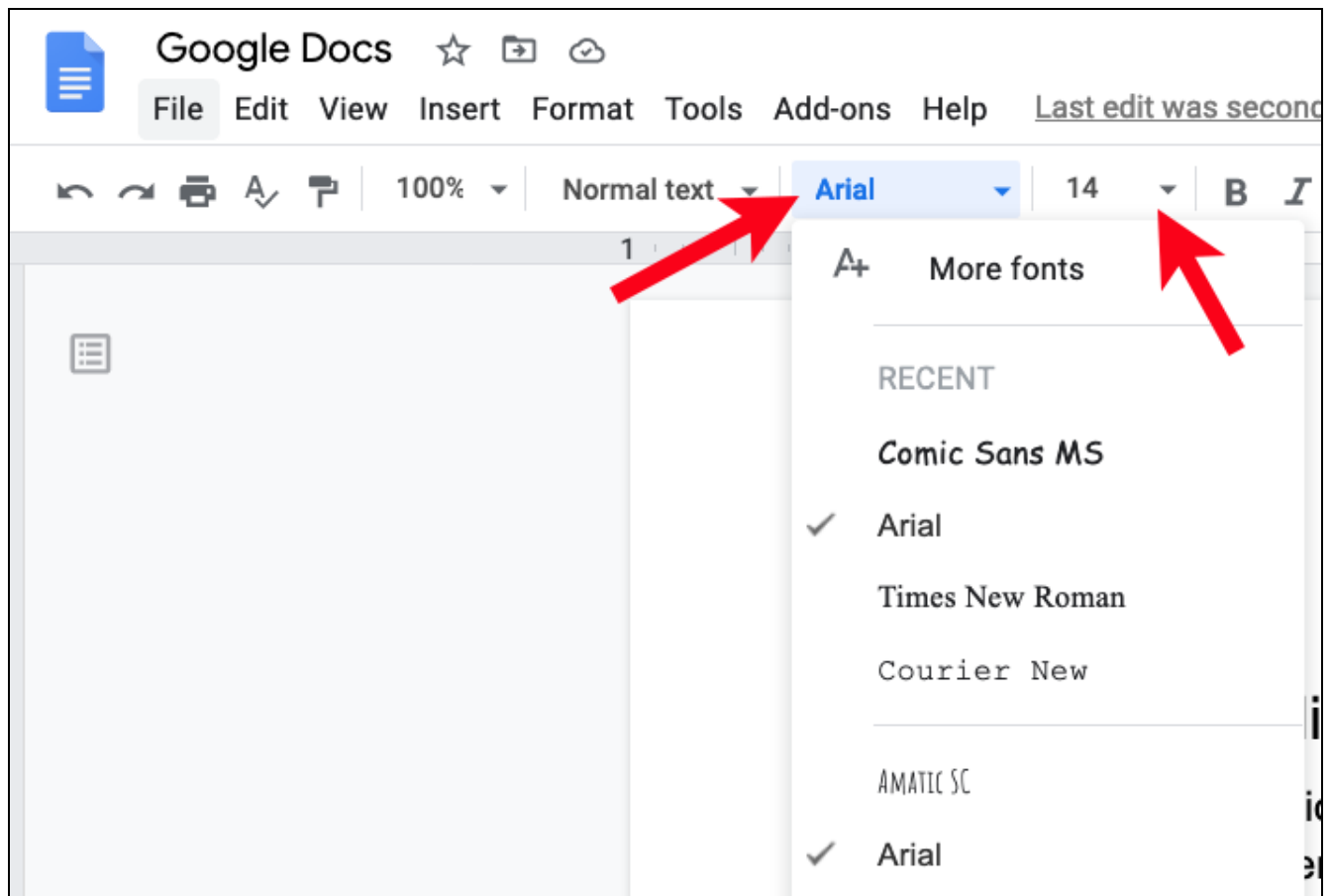
The Help menu gives you access to various types of help:



Special Buttons

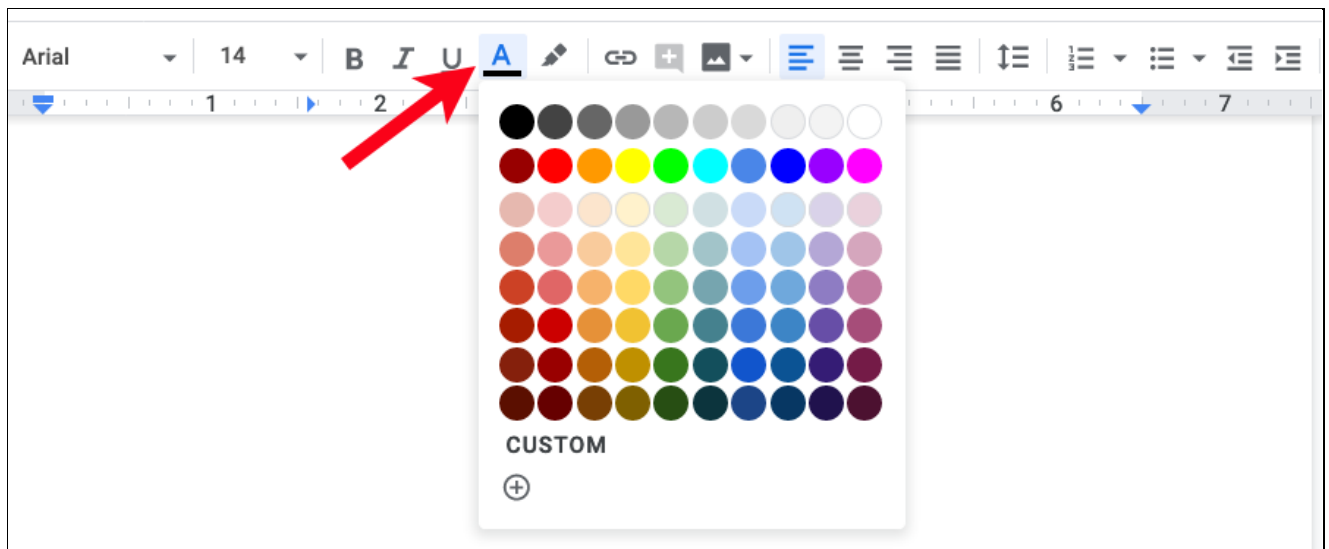
Below the Google Docs menu are many special buttons. We have already seen the ones for changing text to bold, italic and underlined text and the one for changing the paragraph format.

To the right of the paragraph style menu are menus for the text font and size:

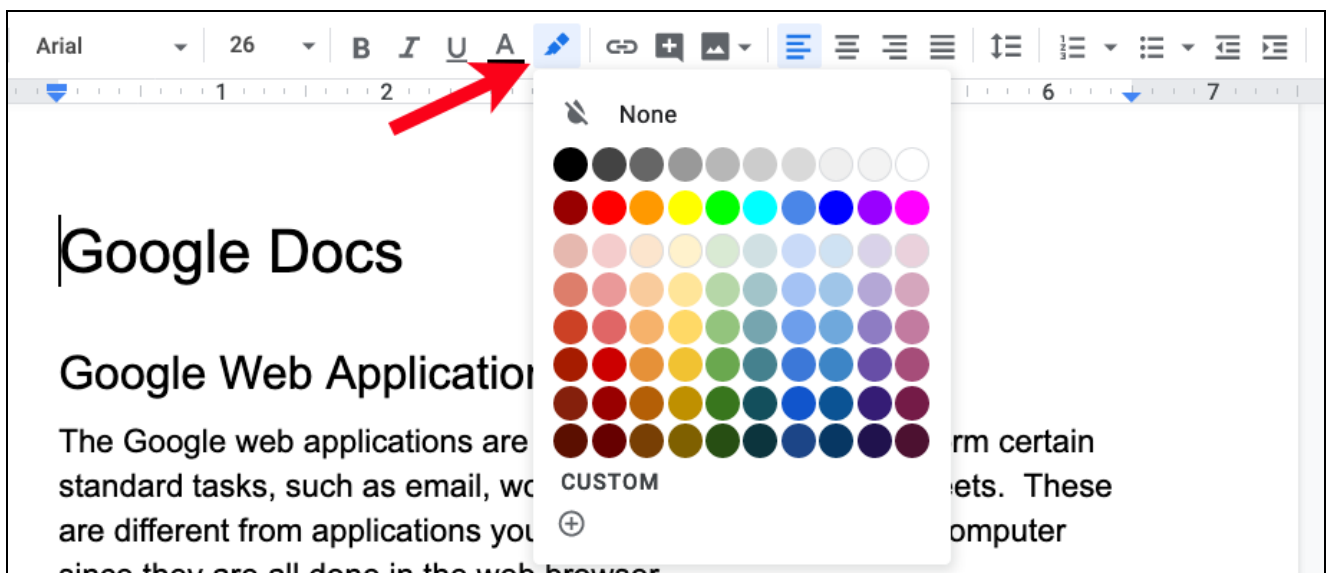


You can highlight any amount of text and use these menus to change the font or the size of the text.

To the right of those menus are buttons to change the color of the selected text:

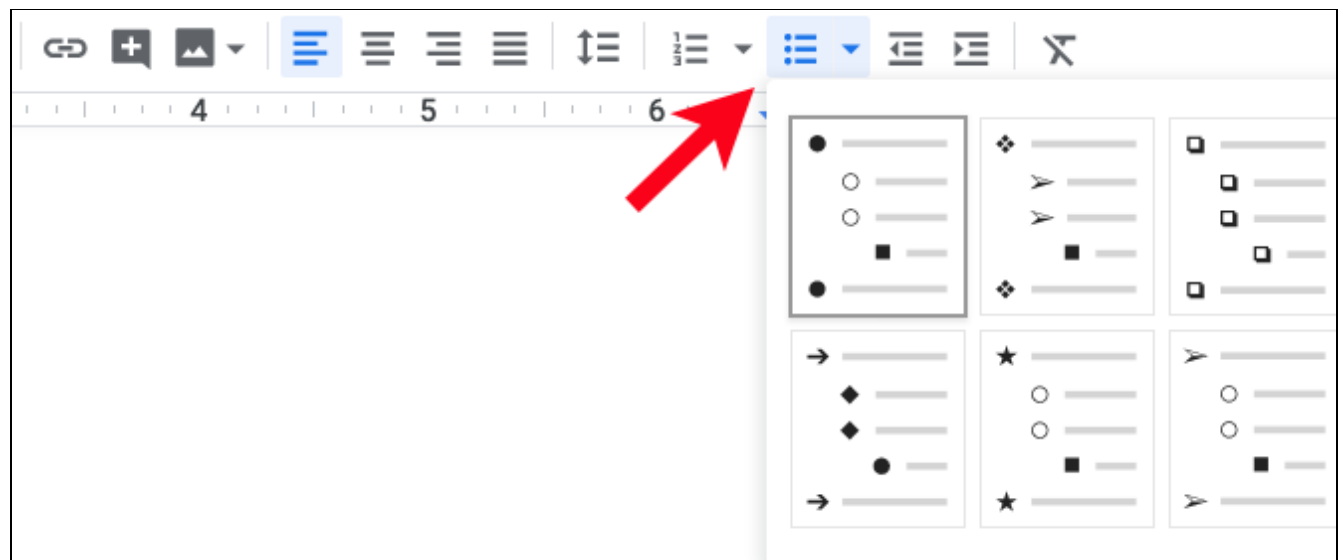
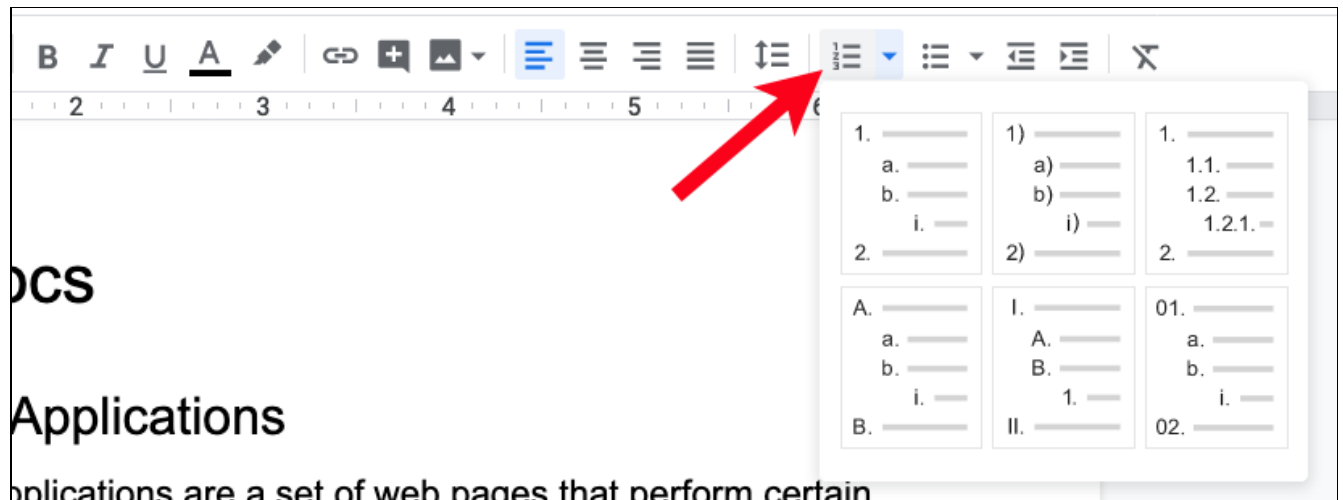


To the right of that is a menu for changing the background (highlight) color:

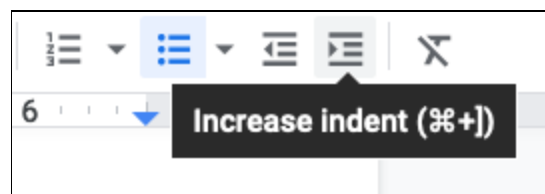


You can also add hyperlinks to your text and change paragraph alignment, and line spacing.

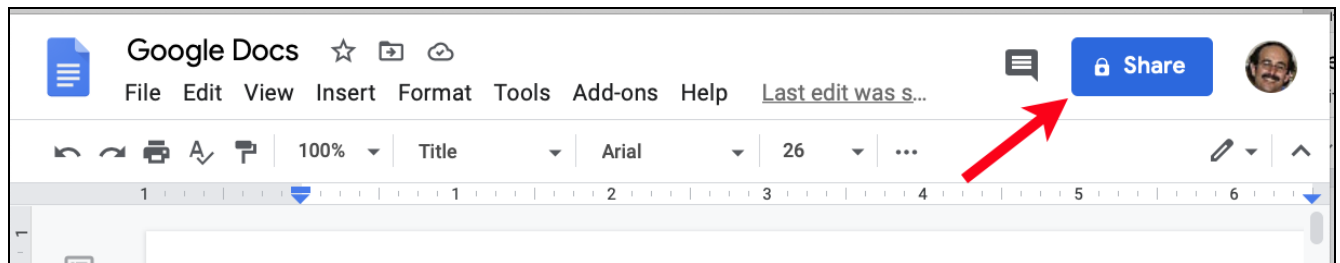
There are also buttons to create numbered or bulleted lists in various styles:



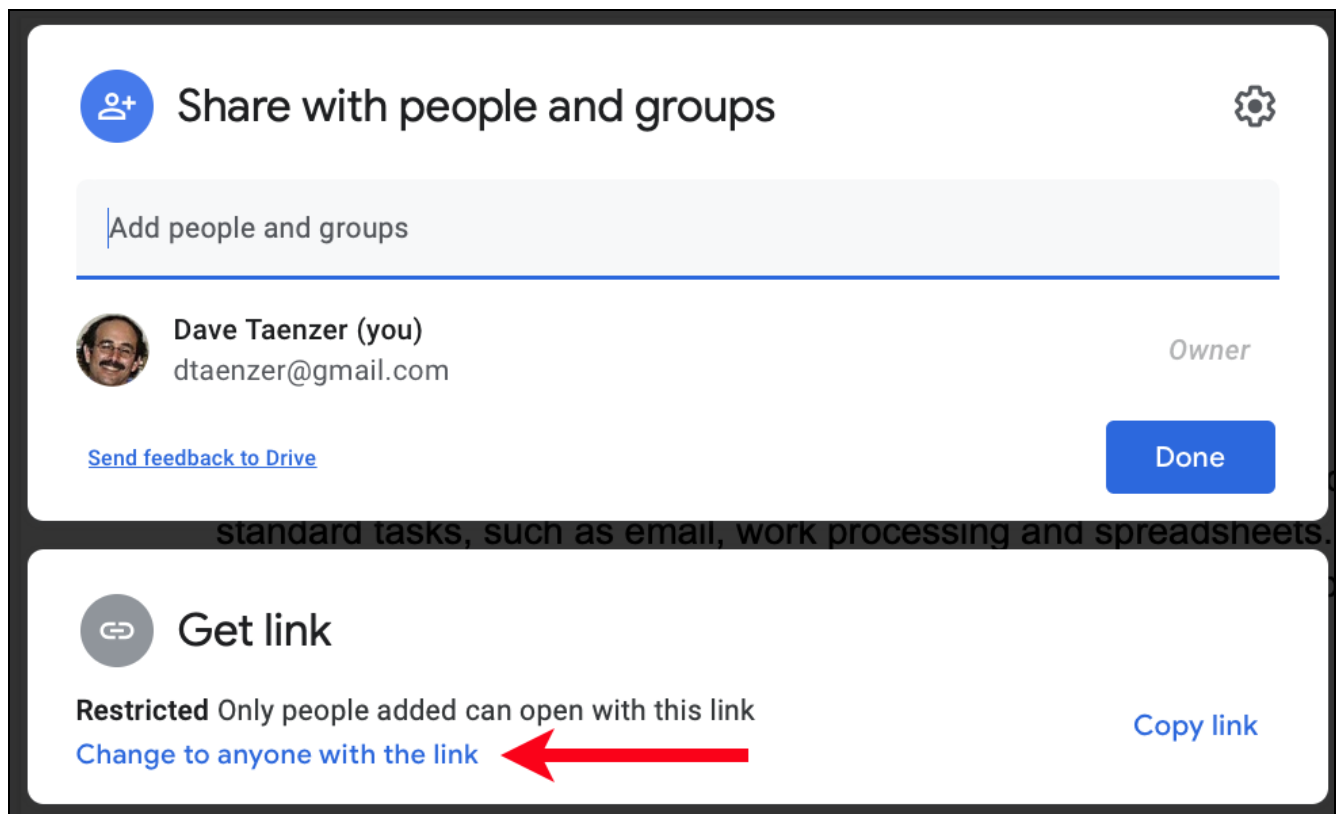
You can also indent a paragraph or reduce the indentation:



When you are done with your document, you can share it with other people with the blue Share button in the upper right corner of the browser window:



This brings up a popup menu where you can control whether anyone can view or edit this document:



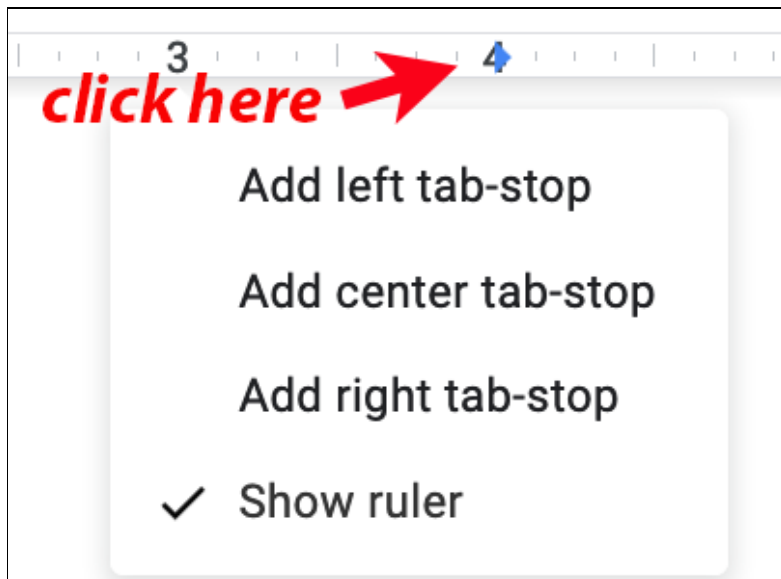
You can also add specific people and give them view or edit privileges by using the “Add people and groups” box at the top of the window.

As I mentioned before, a common way to share the document is to download a PDF file and email it to other people so they can use it. This works very well if the other people do not need to edit the document.

If you give editor privileges to other people, you can actually all edit the document at the same time and see the changes that other people are making. This can be very helpful for collaborating with groups of people on a document.

Using Tabs

One advanced feature that is very useful is to set tabs using the ruler. If you click on the ruler a popup menu appears that lets you add a left, right or center aligned tab:

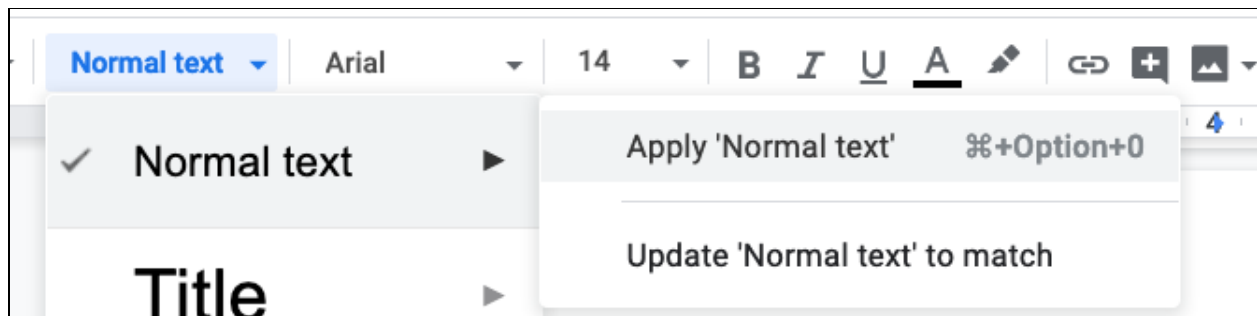


Left aligned tabs are useful for making columns in a document. They simulate the physical tabs that used to be on typewriters many years ago. When you enter a tab character it moves to the next tab stop. If you don't add tabs it automatically sets them every 8 spaces but adding tabs overrides these.

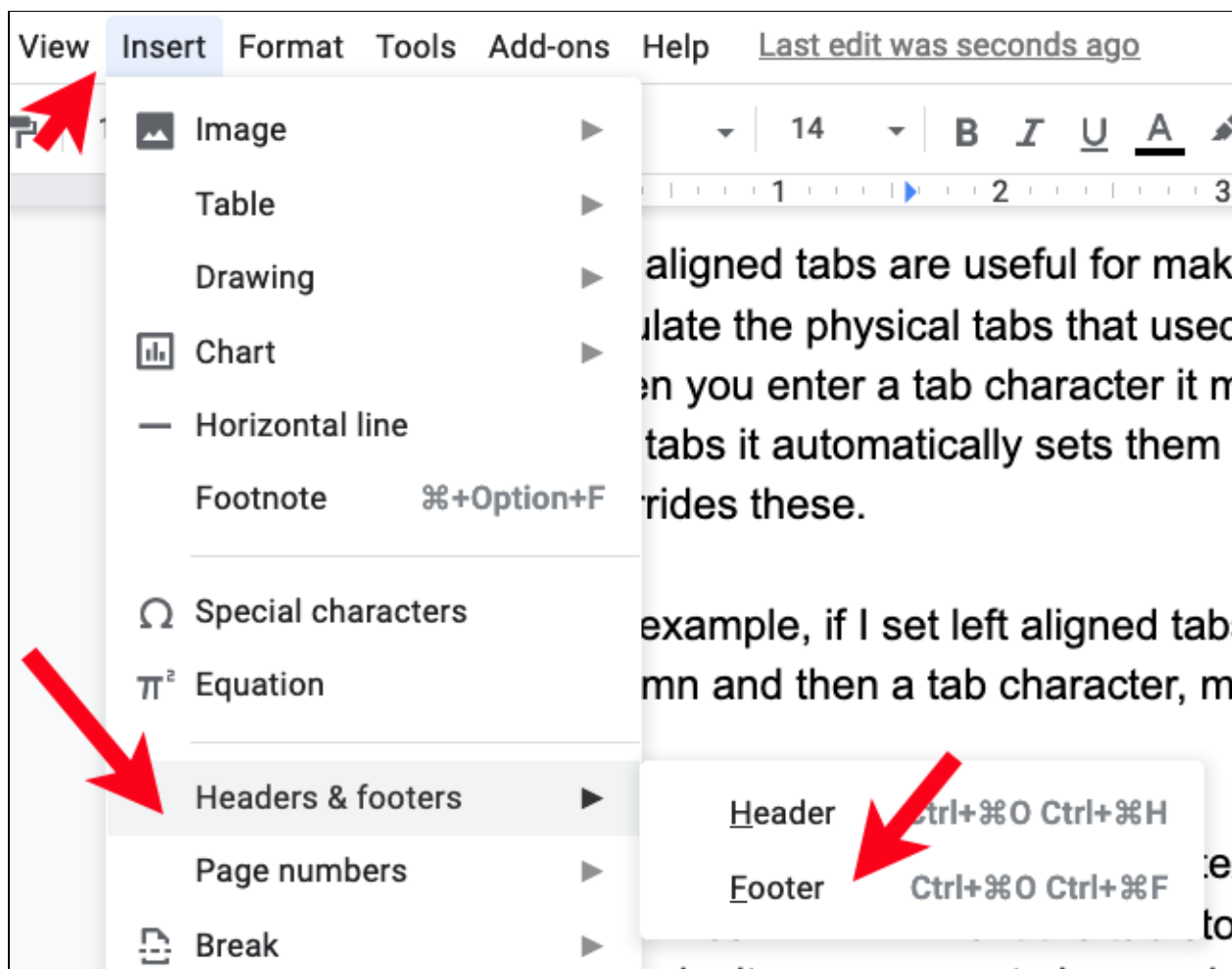
For example, if I set left aligned tabs at 3" and 5" and type text in the left column and then a tab character, more text and another tab and text, I will see:

Text here	tab, then more text	tab, then more test
New lines	inherit the tab stops	from the previous line
To make it	easy to have columns	of text like this.

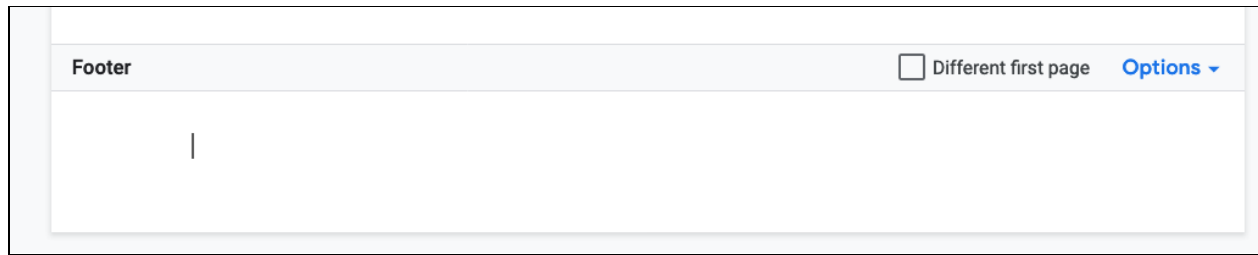
You can change the next line (after the columns) back to normal by selecting Normal text from the styles and then Apply “Normal text”.



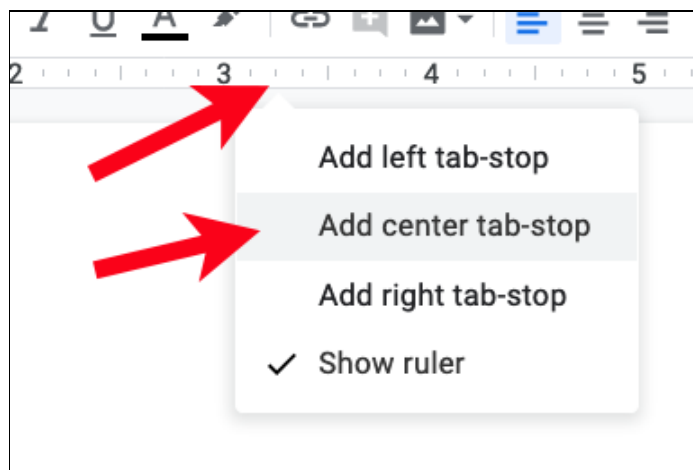
The center and right tabs are useful for adding a footer to your document. First choose the “Headers and Footers” option on the Insert menu.



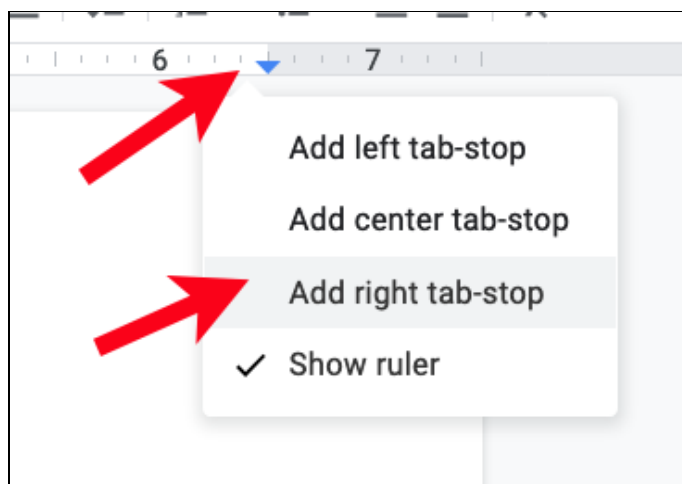
This will open up a footer window at the bottom of the page



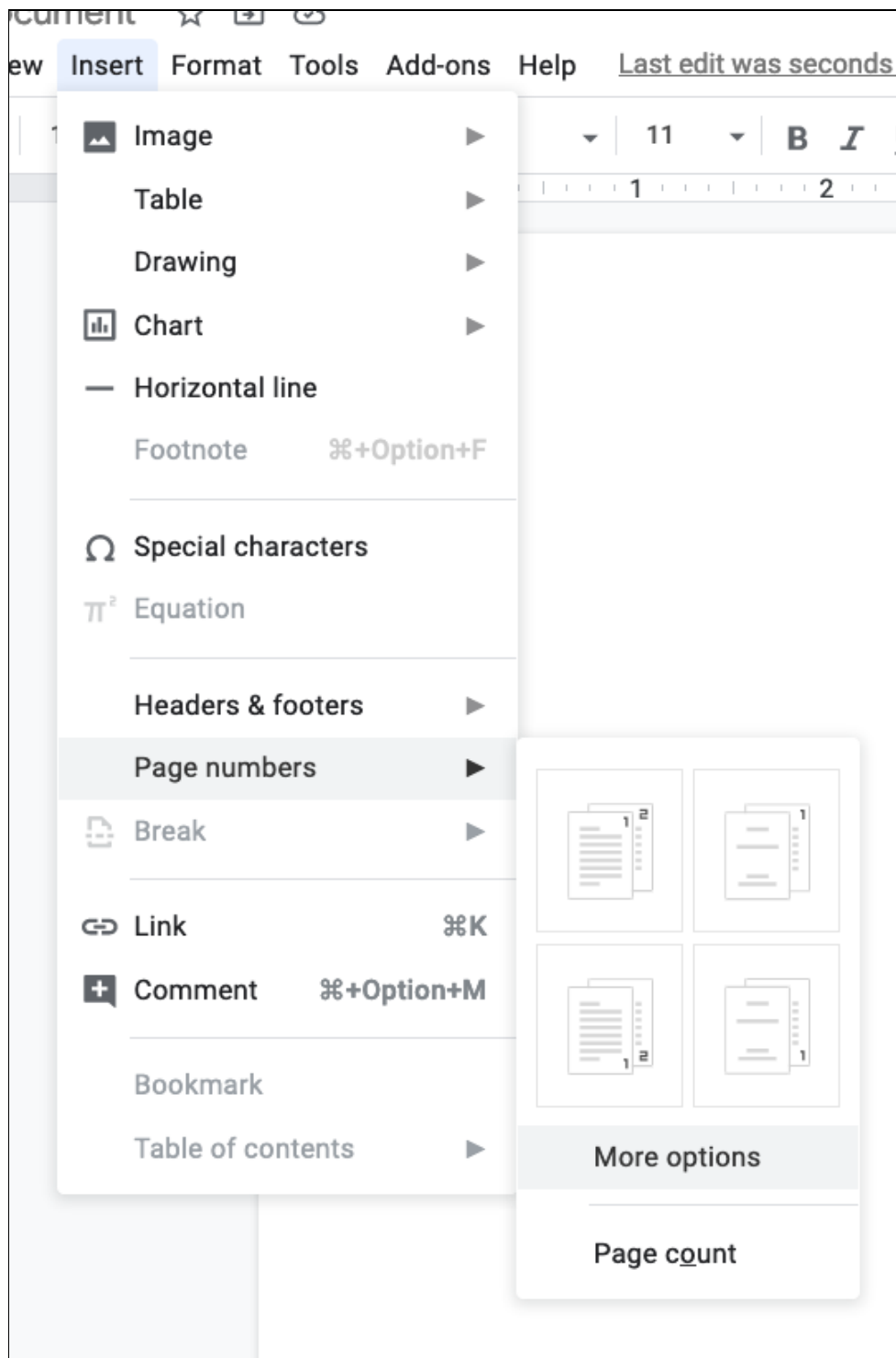
You can add a center aligned tab in the middle of the page for the page number:



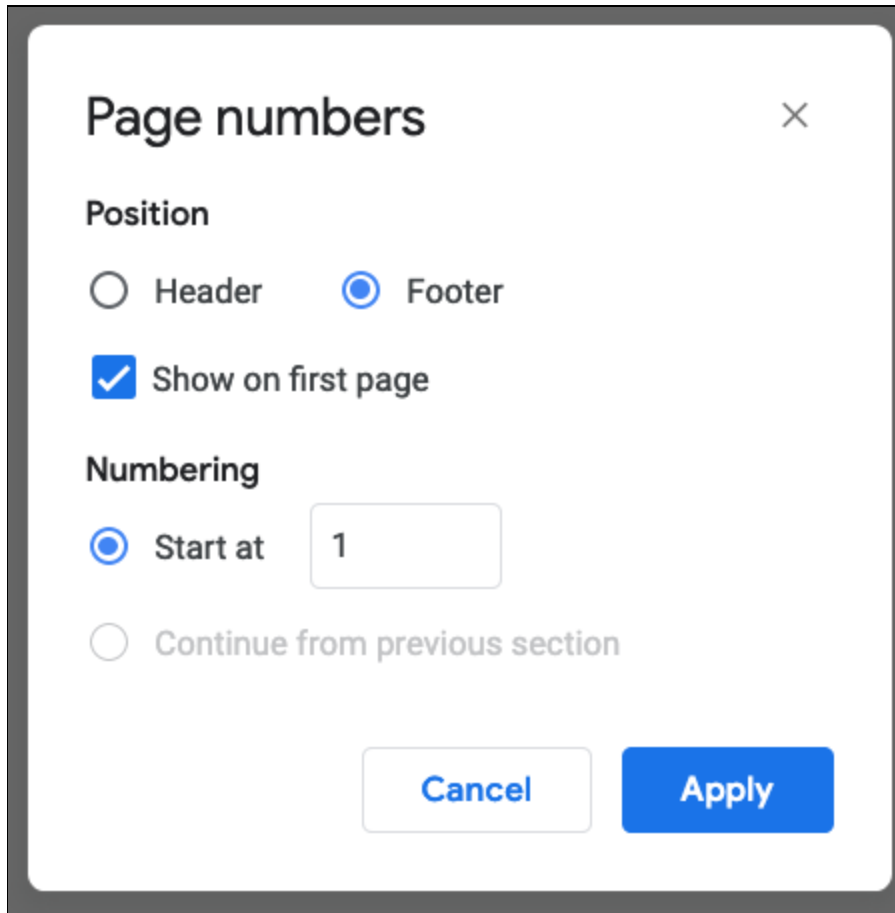
And a right aligned tab near the right margin:



You can then type in text for the left part of the footer (e.g. “David Taenzer”) and a tab to move to the center. Then click on the Insert menu and choose the Page numbers option and then More options:



And click the blue Apply button:



The image shows a 'Page numbers' dialog box with a close button (X) in the top right corner. It contains two sections: 'Position' and 'Numbering'. In the 'Position' section, there are two radio buttons: 'Header' (unselected) and 'Footer' (selected). Below this is a checked checkbox labeled 'Show on first page'. In the 'Numbering' section, there are two options: 'Start at' (selected) with a text input field containing the number '1', and 'Continue from previous section' (unselected). At the bottom right, there are two buttons: 'Cancel' and 'Apply'.

Page numbers

Position

☐ Header ☒ Footer

☒ Show on first page

Numbering

☒ Start at

☐ Continue from previous section

Cancel Apply

Then type another tab and the text you want on the right part of the footer, e.g. "April 2022".

Conclusion

Google Docs is a great way to create letters or other documents. I have also presented another talk on more advanced topics for Google Docs which is on my webpage which has all my Colorado Senior Planet Lunch and Learn presentations:

<http://davetaenzer.com/docs/>