

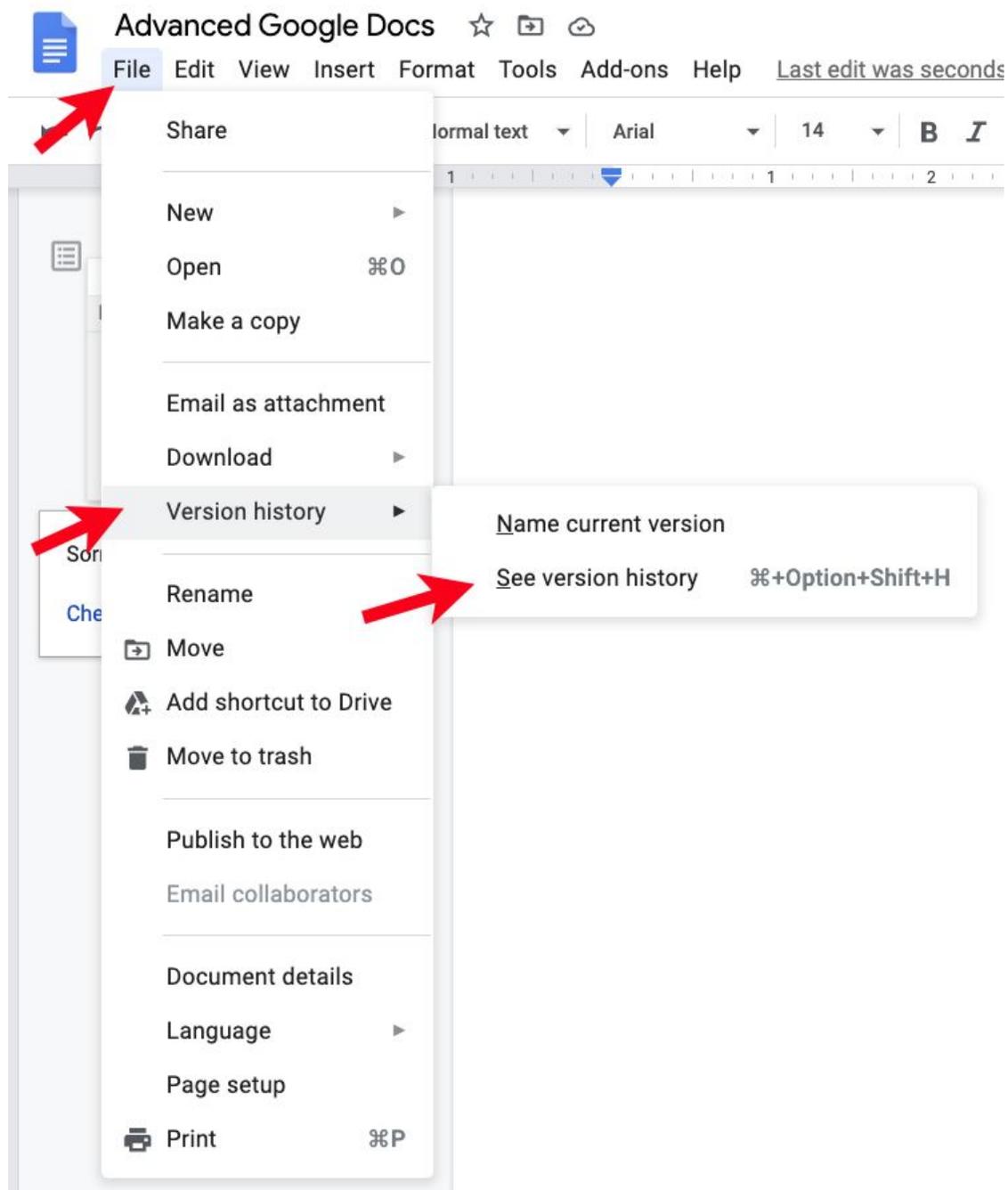
Advanced Google Docs

This document covers some more advanced topics in the Google Docs web application.

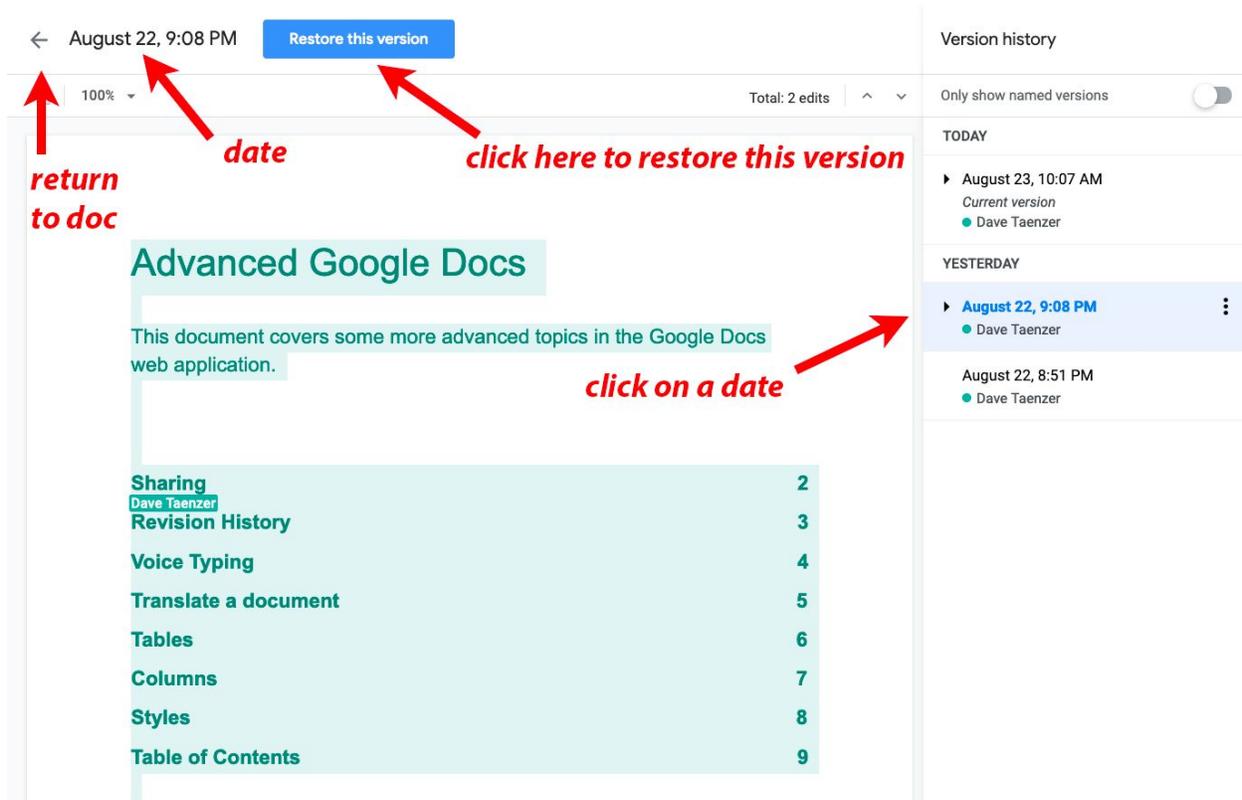
Revision History	2
Voice Typing	4
Translate a document	7
Page Breaks	12
Margins	13
Styles	16
Table of Contents	18
Columns	21
Tables	26
Changing Image Size and Other Properties	33

Revision History

To see how the current document has changed over time use the “Version history / See Version History” option in the File menu:



This brings up this display:



The right sidebar shows all the dates and times you edited the document. You click on a version to view it. The changes you made are shown with a green background.

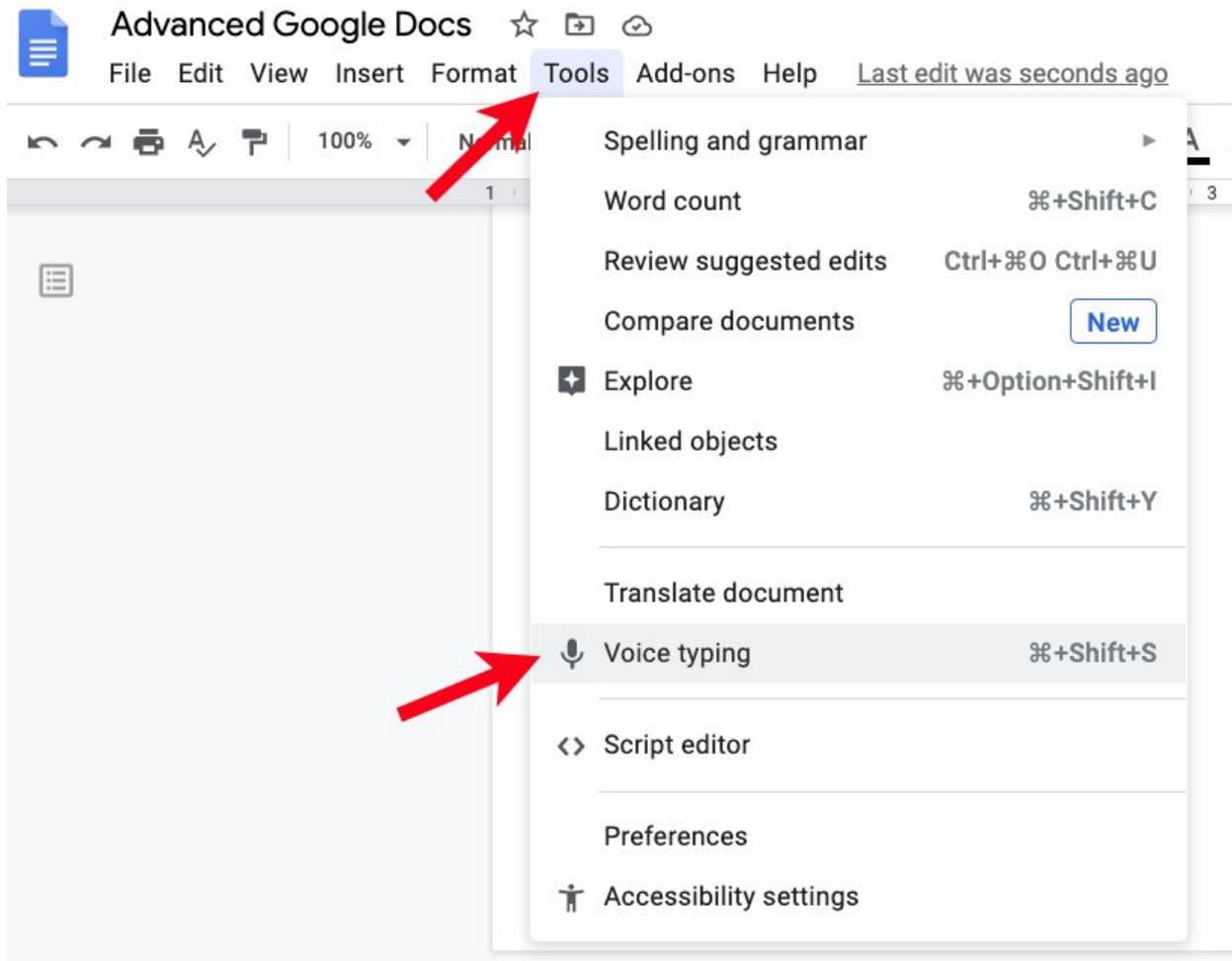
You can click on the blue “Restore this version” button to change back to that version of the document.

If you click on the left arrow at the top left, you will leave Show Versions mode and go back to editing the document.

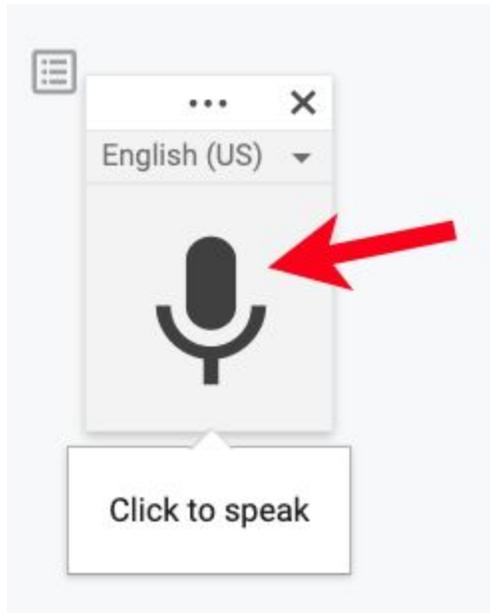
The “Version history / Name Current Version” option in the File menu lets you add a name to the current version of the file to make it easier to find.

Voice Typing

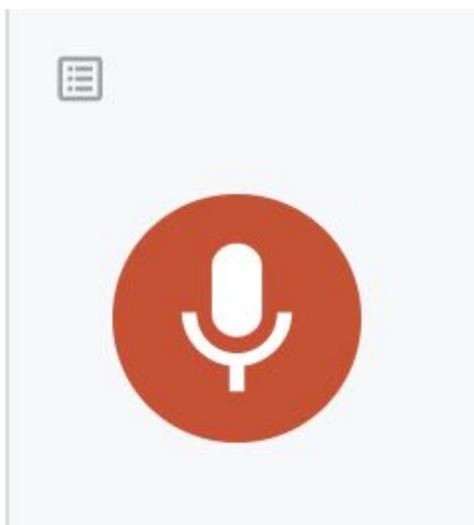
Google Docs has a feature that lets you enter text by talking into the microphone on your computer. This is only available on the Chrome Browser and is under the Tools menu:



This brings up this button in the left sidebar:

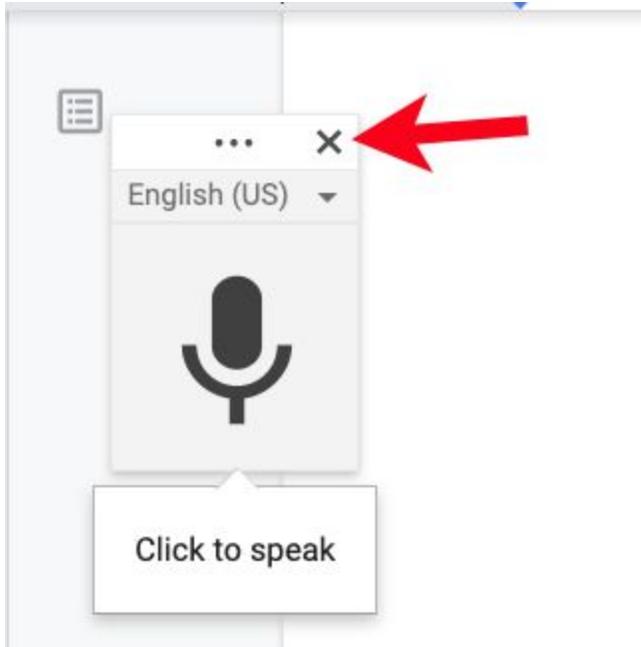


Click to move the cursor where you want to enter text and then click on the microphone icon to start the recording. The microphone will turn into a red circle with a white microphone and you click on that to stop the voice entry.



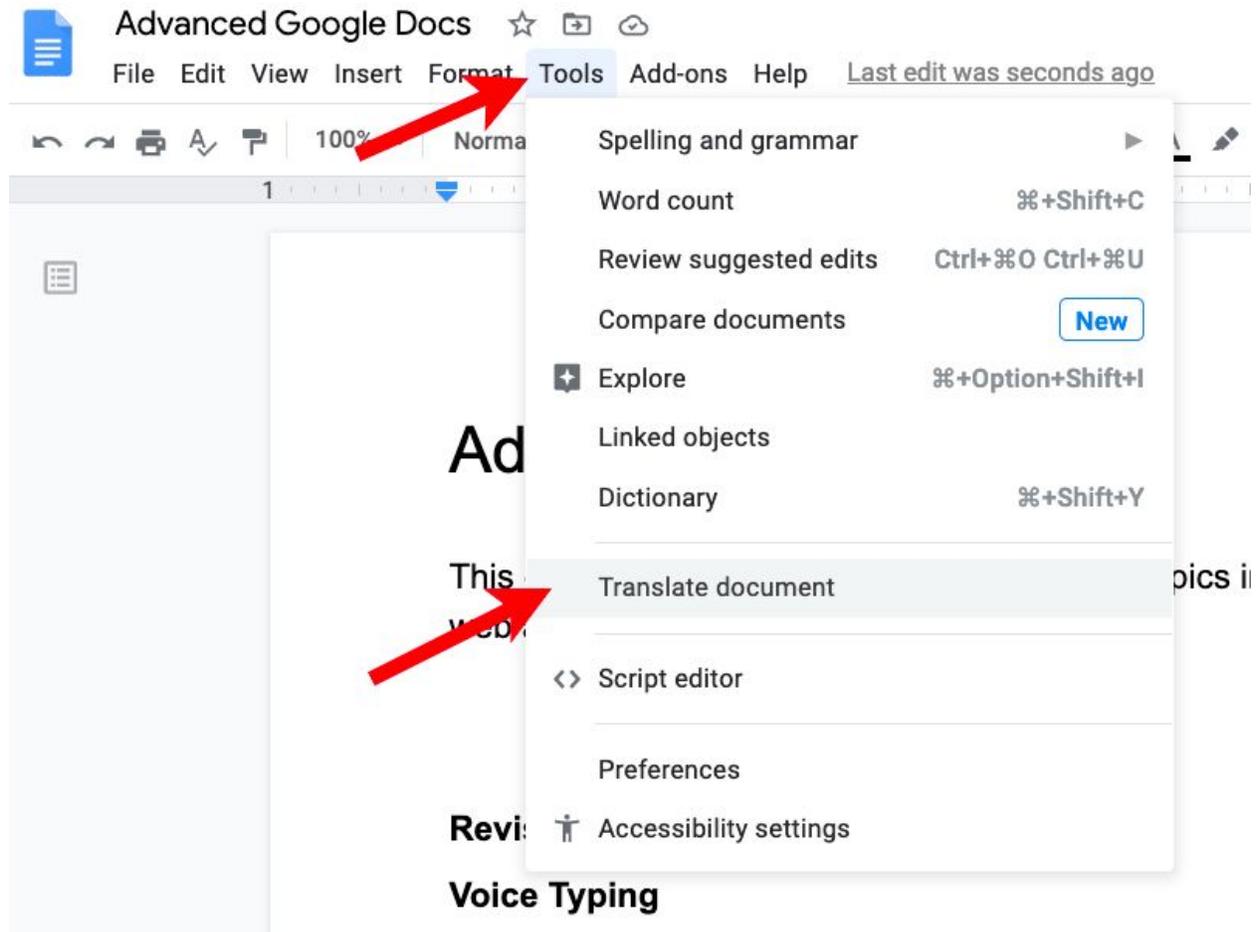
Unfortunately, this only works in the Chrome browser. It works very well but you should check the text after it is entered.

When you are done, click the “X” on the voice icon to leave voice typing mode:

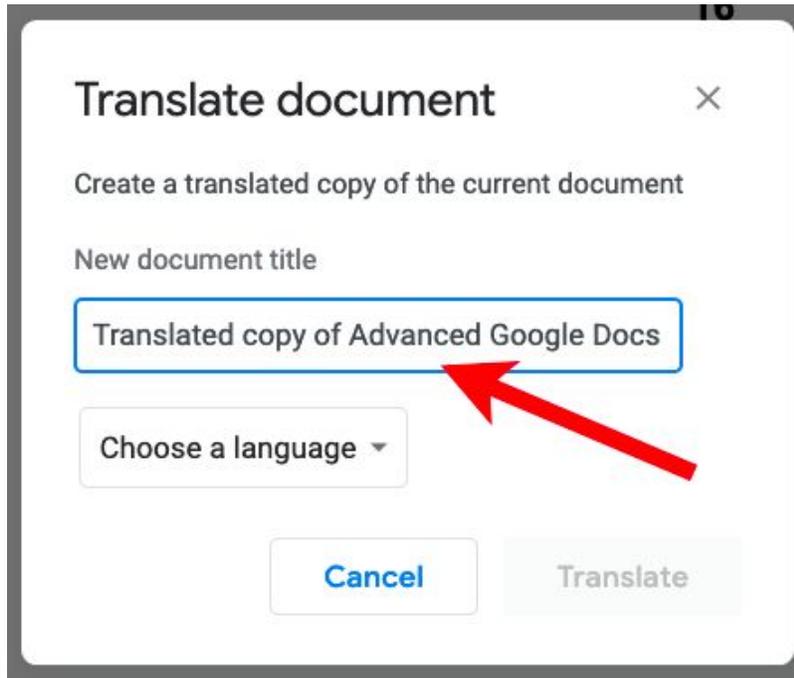


Translate a document

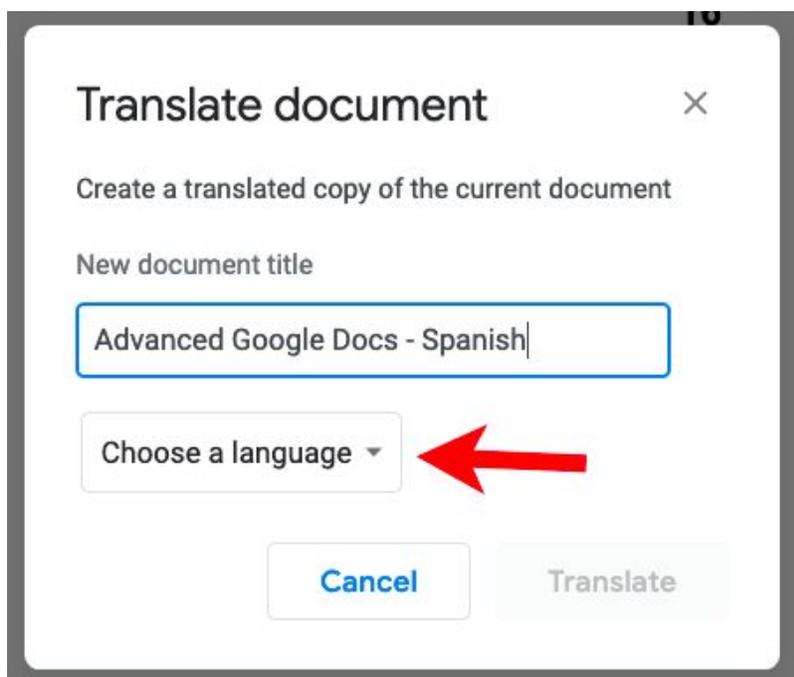
You can make a new copy of your document in another language with the “Translate document” option in the Tools menu:



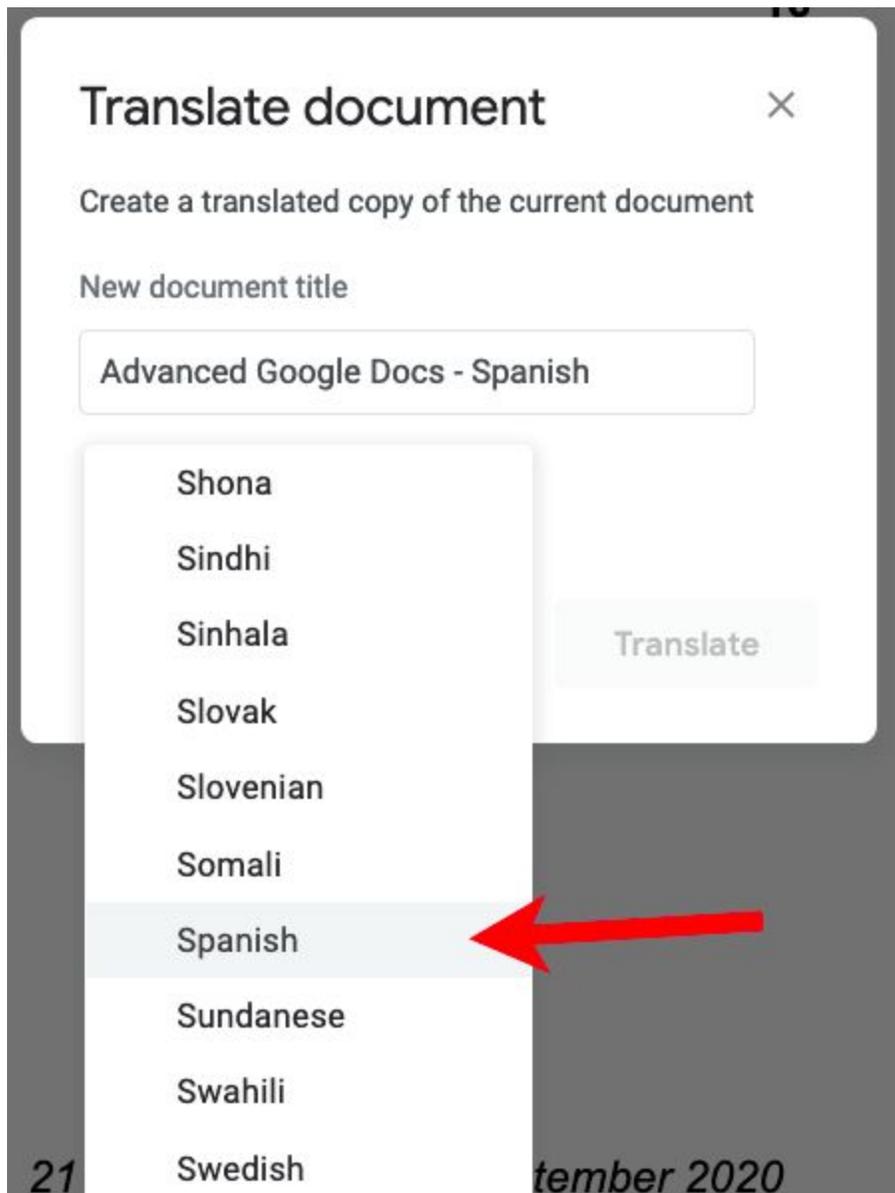
This brings up a popup where you can set the name:



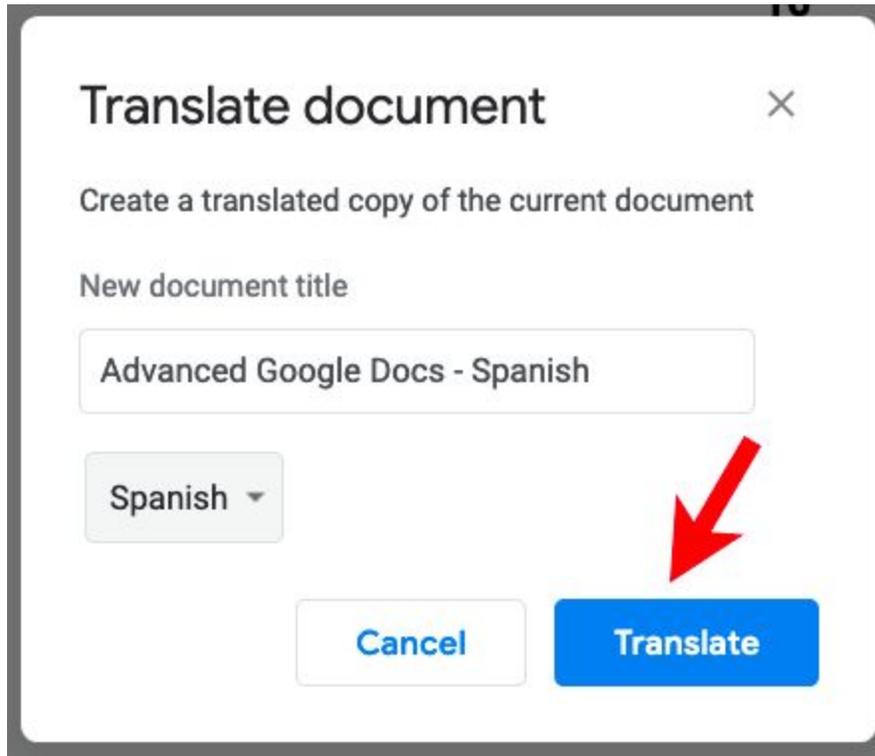
Click on the Choose a Language menu to choose the target language:



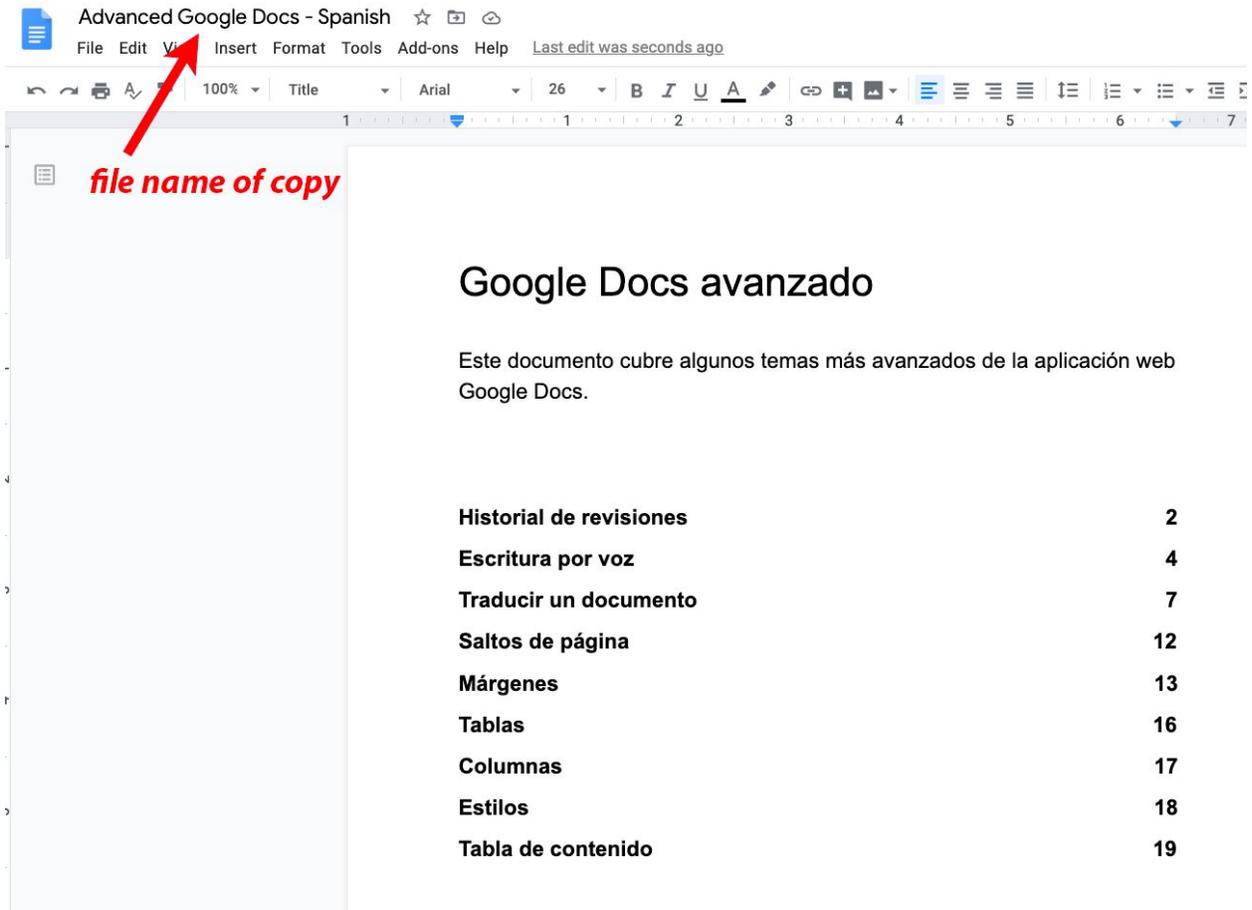
In this case, we will choose Spanish



You can then click the Translate button:



This will open up the new copy of your document with the name you gave it in the language you specified:



Page Breaks

If you want to start a paragraph on a new page, you can enter a page break by typing

Command / Return on a Mac

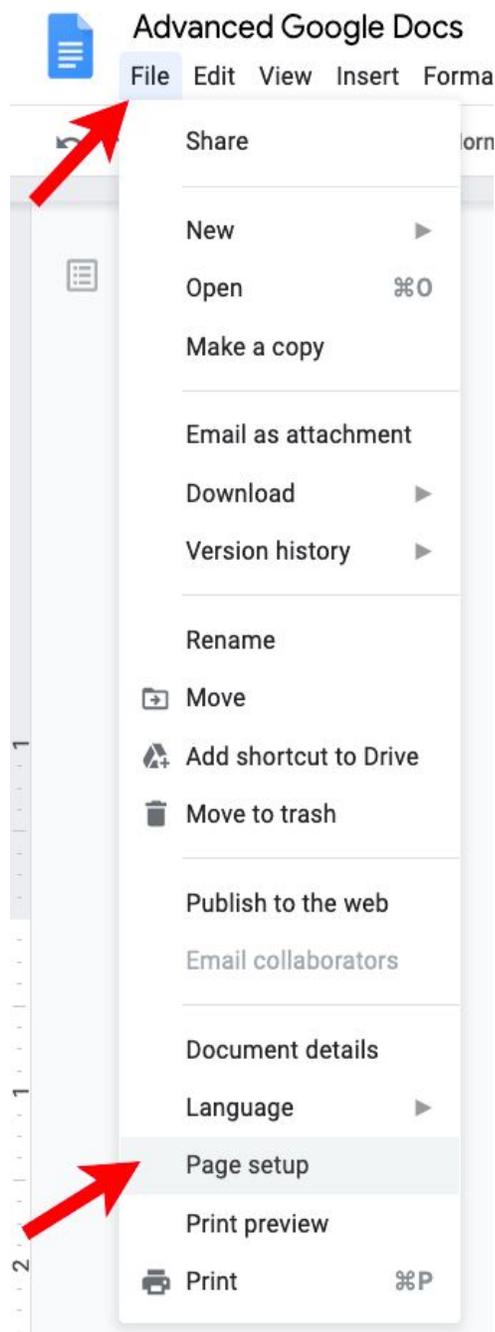
or

Control / Return on a PC

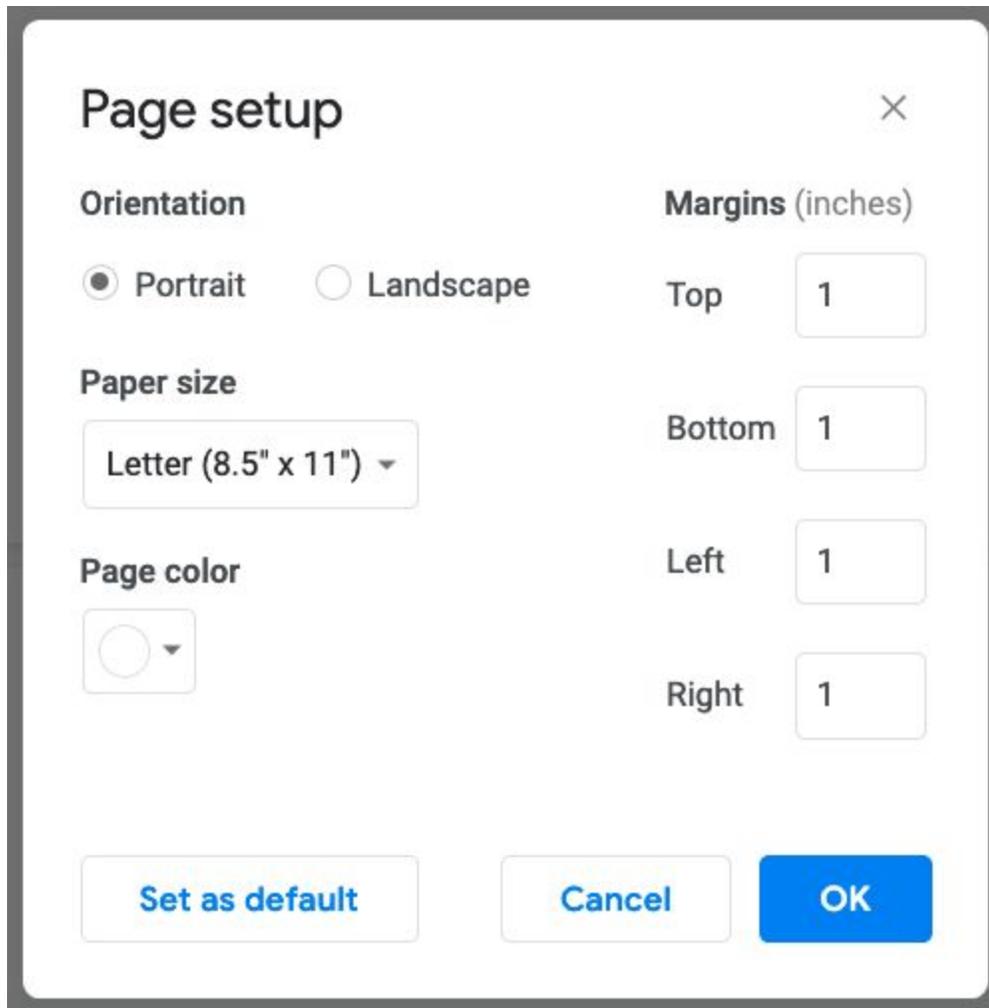
This will move the cursor to the next page to start a new paragraph

Margins

You can change the margins for the whole document with the “Page Setup” option the in Files menu:



This brings up a popup menu that lets you change the page size, orientation and margins:

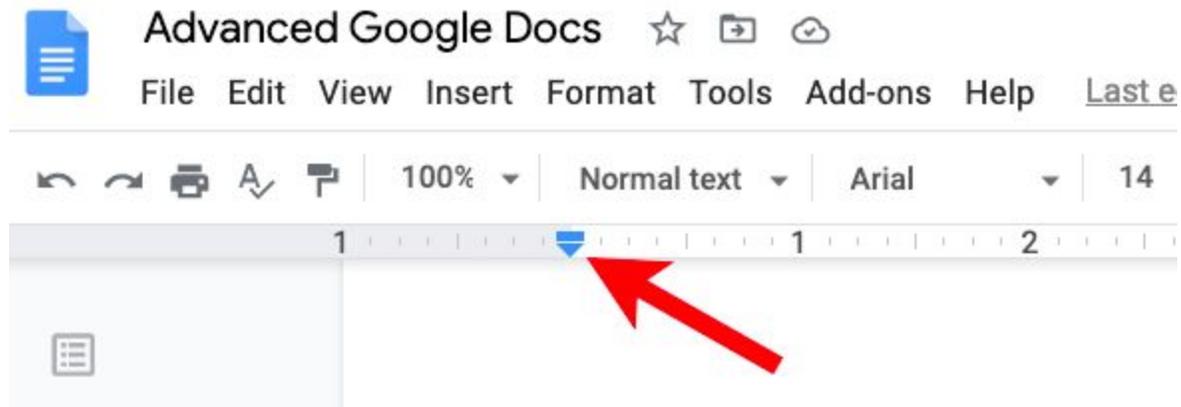


The image shows a 'Page setup' dialog box with a close button (X) in the top right corner. It is divided into two main sections: 'Orientation' and 'Margins (inches)'. The 'Orientation' section has two radio buttons: 'Portrait' (selected) and 'Landscape'. The 'Paper size' section has a dropdown menu currently set to 'Letter (8.5" x 11")'. The 'Page color' section has a color selection icon. The 'Margins (inches)' section has four input fields: 'Top', 'Bottom', 'Left', and 'Right', each containing the value '1'. At the bottom, there are three buttons: 'Set as default', 'Cancel', and 'OK'.

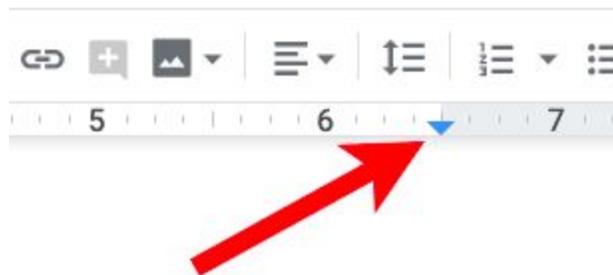
Orientation	Margins (inches)
<input checked="" type="radio"/> Portrait <input type="radio"/> Landscape	Top: 1
Paper size: Letter (8.5" x 11")	Bottom: 1
Page color: [Color Selection]	Left: 1
	Right: 1

Buttons: Set as default, Cancel, OK

To change the margins in a paragraph you can click and hold down the mouse button on the downward pointing blue triangle in the ruler at the top of the page and drag it left or right to change the margin for the paragraph.



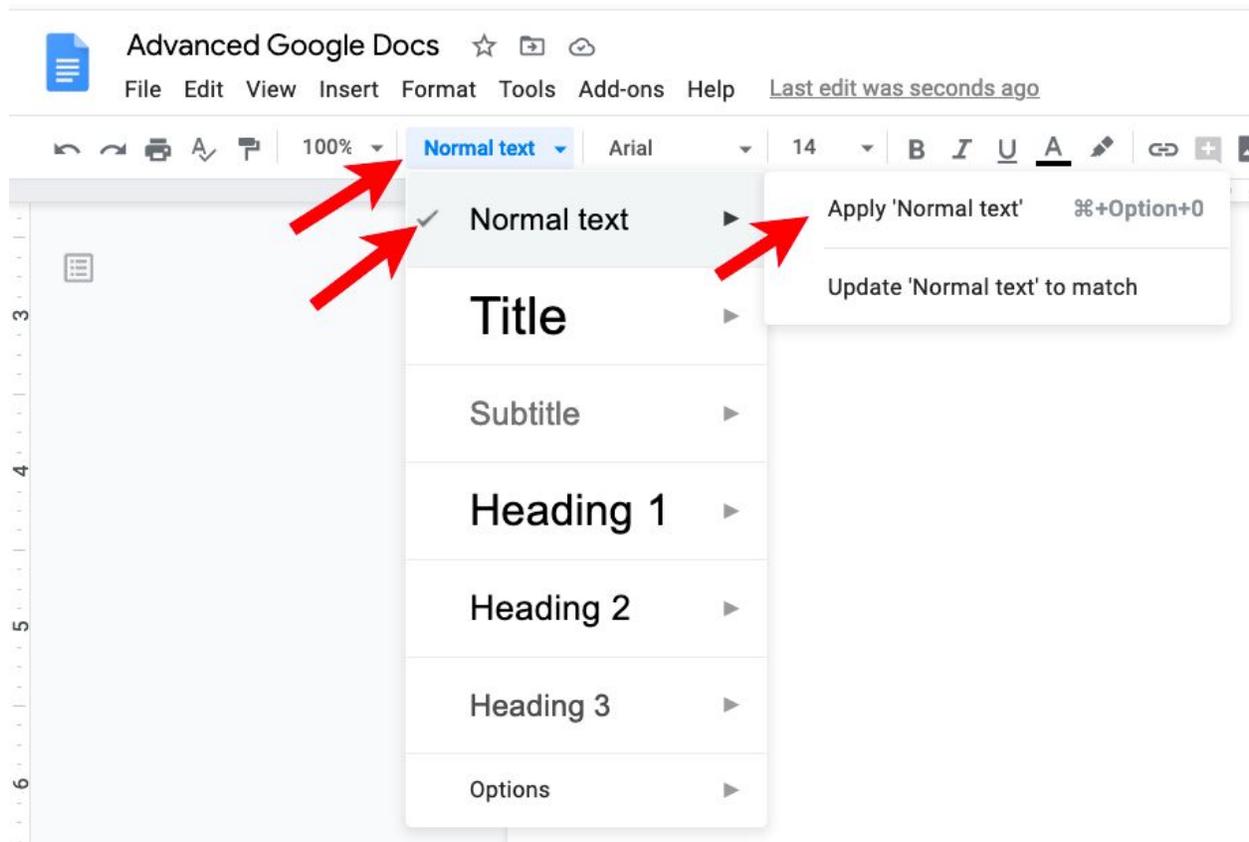
There is also a downward blue triangle on the right side of the ruler for the margins for the paragraph:



You can drag this right or left to adjust the right margin for the paragraph where the blinking cursor is located.

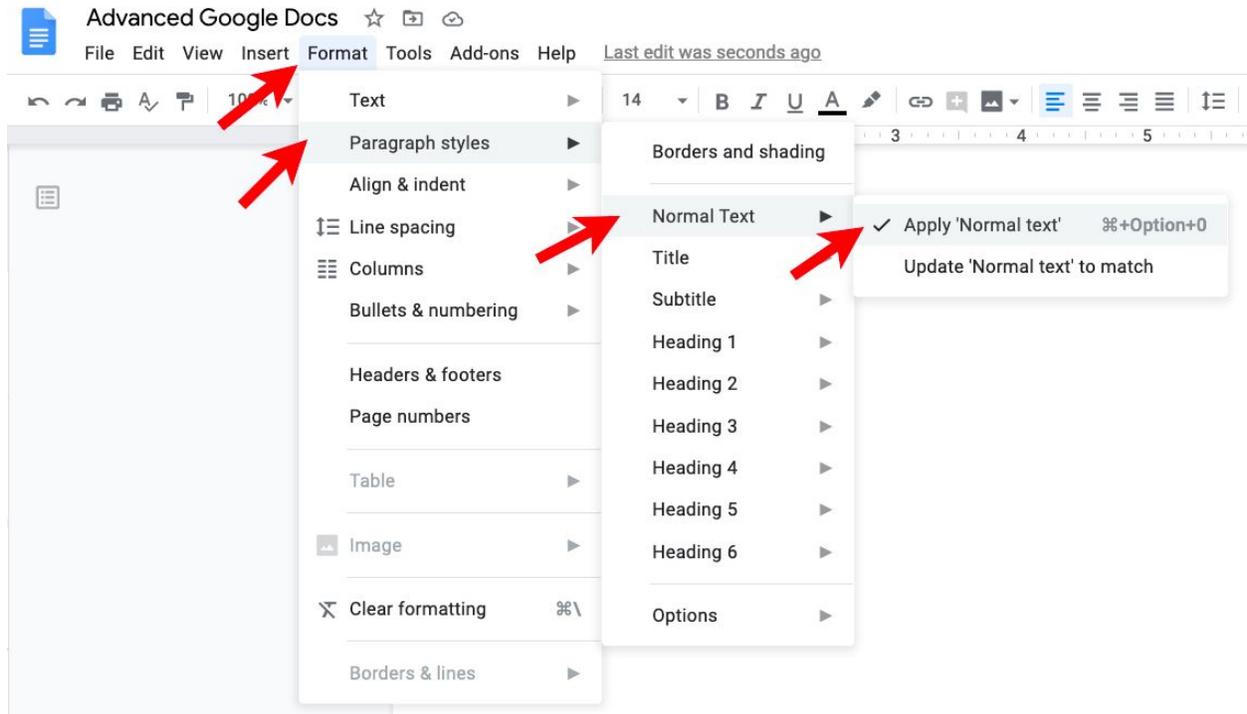
Styles

There are five built in styles available: Title, Normal text, Heading 1, Heading 2 and Heading 3. You can apply a style to a paragraph using the Style menu under the Google menu bar:



This lets change the style of the paragraph the cursor is in or you can update the style to match that paragraph. Modifying the Normal text style is an easy way to change the font and size of most text in a document.

The same menu is available in the Format menu under Paragraph Styles:



There are also keyboard shortcuts for applying all five styles that are displayed in the menus.

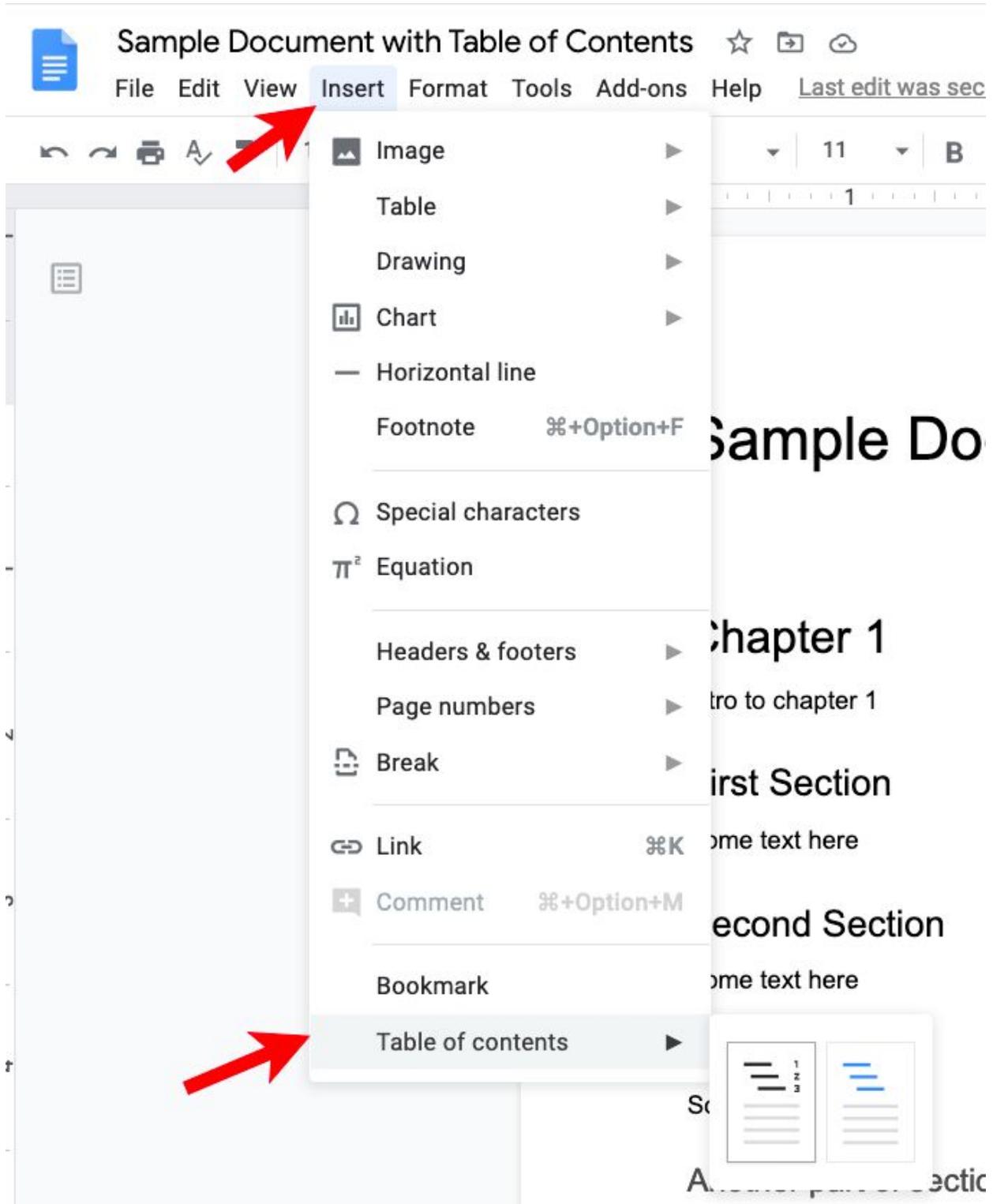
Table of Contents

You can use the Heading 1, Heading 2 and Heading 3 styles to define the major and minor sections of your document:

The screenshot shows a Google Docs interface with the following content:

- Sample Document** ← *Title*
- Chapter 1** ← *Heading 1*
 - Intro to chapter 1
 - First Section** ← *Heading 2*
 - Some text here
 - Second Section** ← *Heading 2*
 - Some text here
 - Part of Section 2** ← *Heading 3*
 - Some text here
 - Another part of section 2** ← *Heading 3*
 - Some text here
 - Third part of section 2** ← *Heading 3*
 - Some text here
 - Chapter 2** ← *Heading 1*
 - First section of chapter 2** ← *Heading 2*
 - Second section of chapter 2** ← *Heading 2*
 - Third section of chapter 2** ← *Heading 2*

Move the cursor to where you want the table of contents and then use the Table of Contents option in the Insert menu:



And the document will now look like this:

Sample Document

refresh button



	Chapter 1	1
	First Section	1
	Second Section	1
	Part of Section 2	1
	Another part of section 2	1
	Third part of section 2	1
	Chapter 2	2
	First section of chapter 2	2
	Second section of chapter 2	2
	Third section of chapter 2	2

Chapter 1

Intro to chapter 1

First Section

Some text here

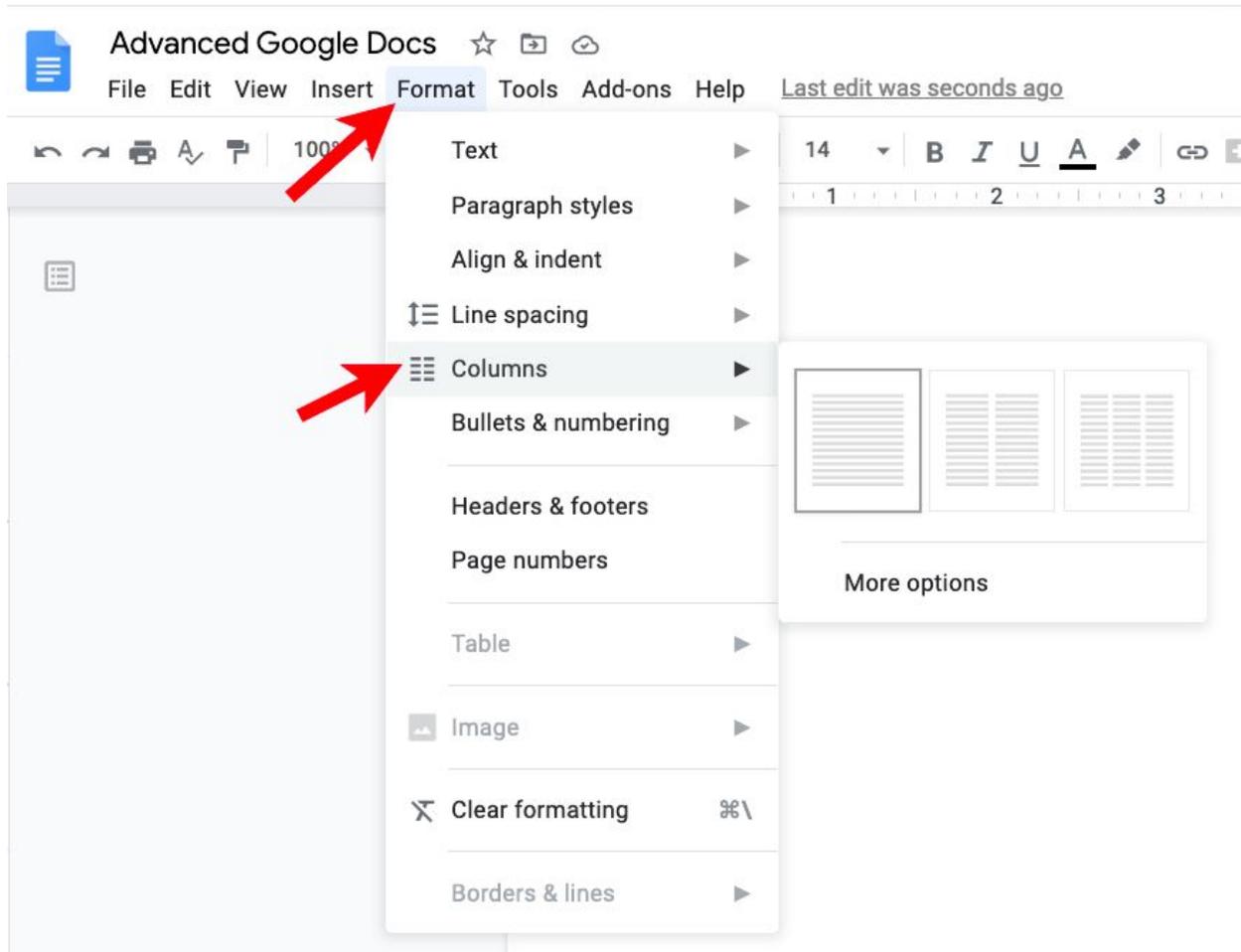
Second Section

Some text here

You can click on the refresh button at any time to update the table.

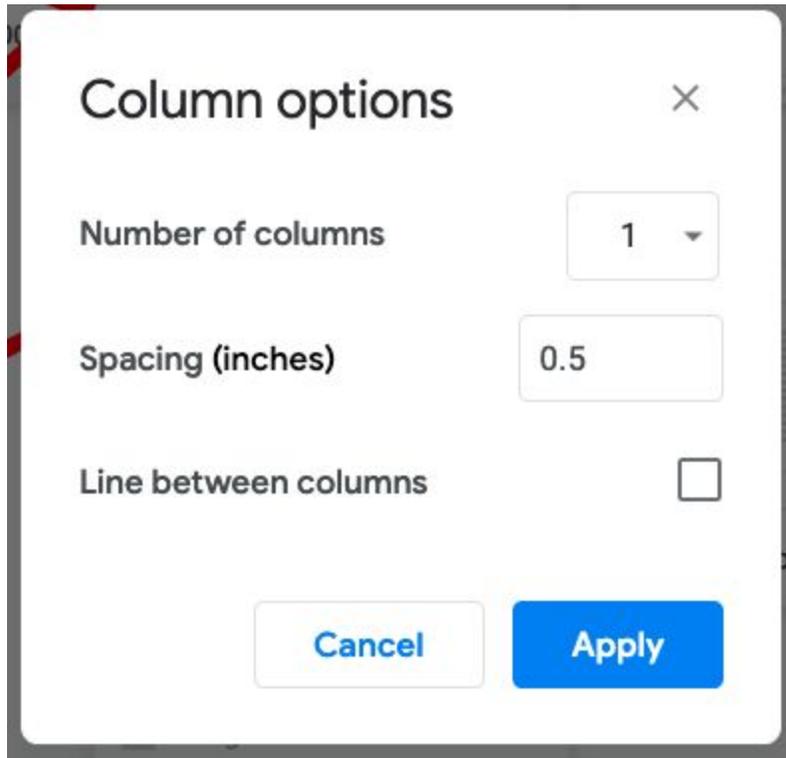
Columns

It is possible to display your text in columns similar to a newspaper. This is done with the Columns option in the Format menu.



This supports one, two or three columns or you can click More options to specify exactly what you want.

That brings up this popup window:



The image shows a 'Column options' dialog box with the following settings:

- Number of columns: 1
- Spacing (inches): 0.5
- Line between columns:

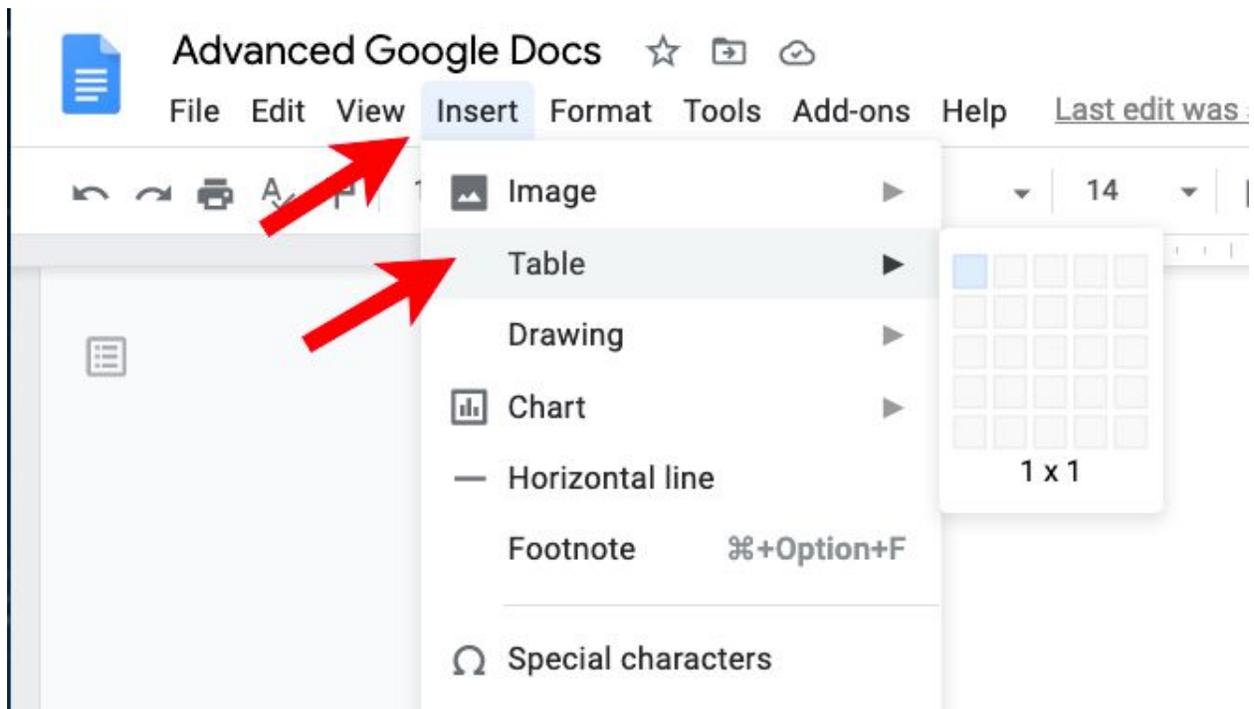
Buttons: Cancel, Apply

You can specify how many columns you want, the spacing between them and whether there should be a line between the columns.

The easiest way to do this is to highlight the text you want in columns and use the Format / Column menu.

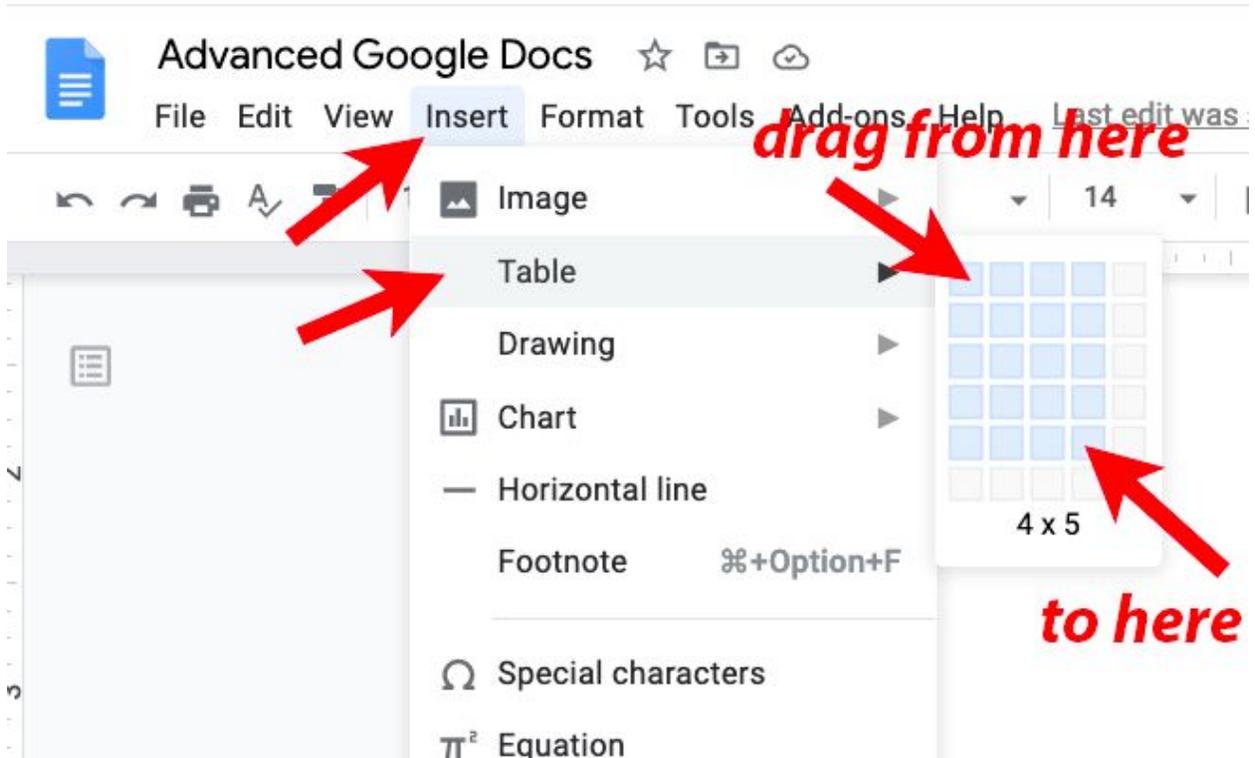
Tables

It is easy to add tables to your document with the Insert Table menu:



Drag from the blue box down and to the right to select the initial number of rows and columns

For example to make three columns and five rows:

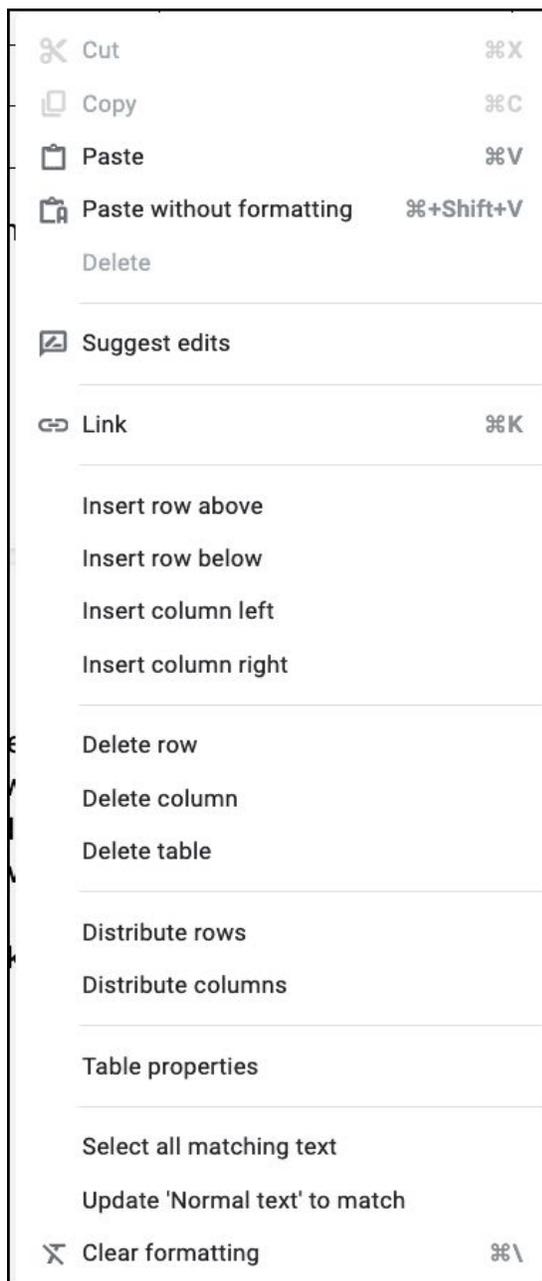


Which adds this table:

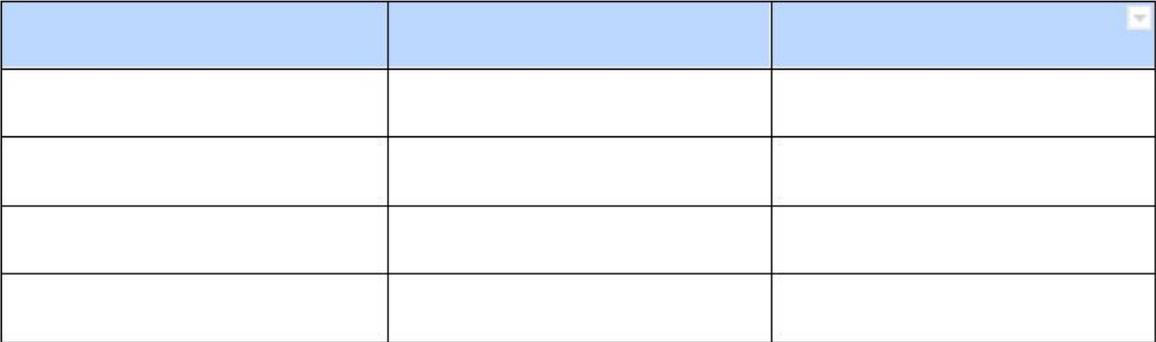
You can type in the cells and also change the column widths and row heights.

When you hover the cursor over a vertical grid line between cells the cursor changes to a two sided arrow and you can drag the line right or left to make the column wider or narrower. If you hover over a horizontal line, you can change the row height using a vertical two sided arrow.

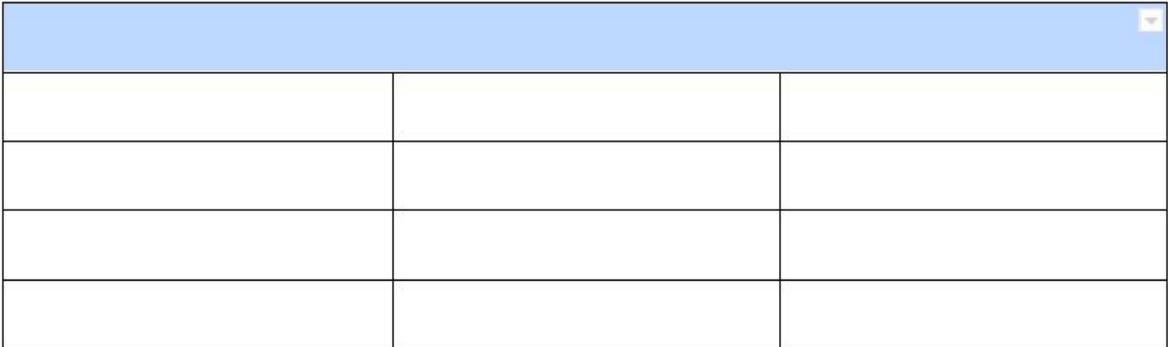
If you right click on a cell, you can insert or delete rows and columns. The context menu looks like this:



If you drag over several cells to highlight them,

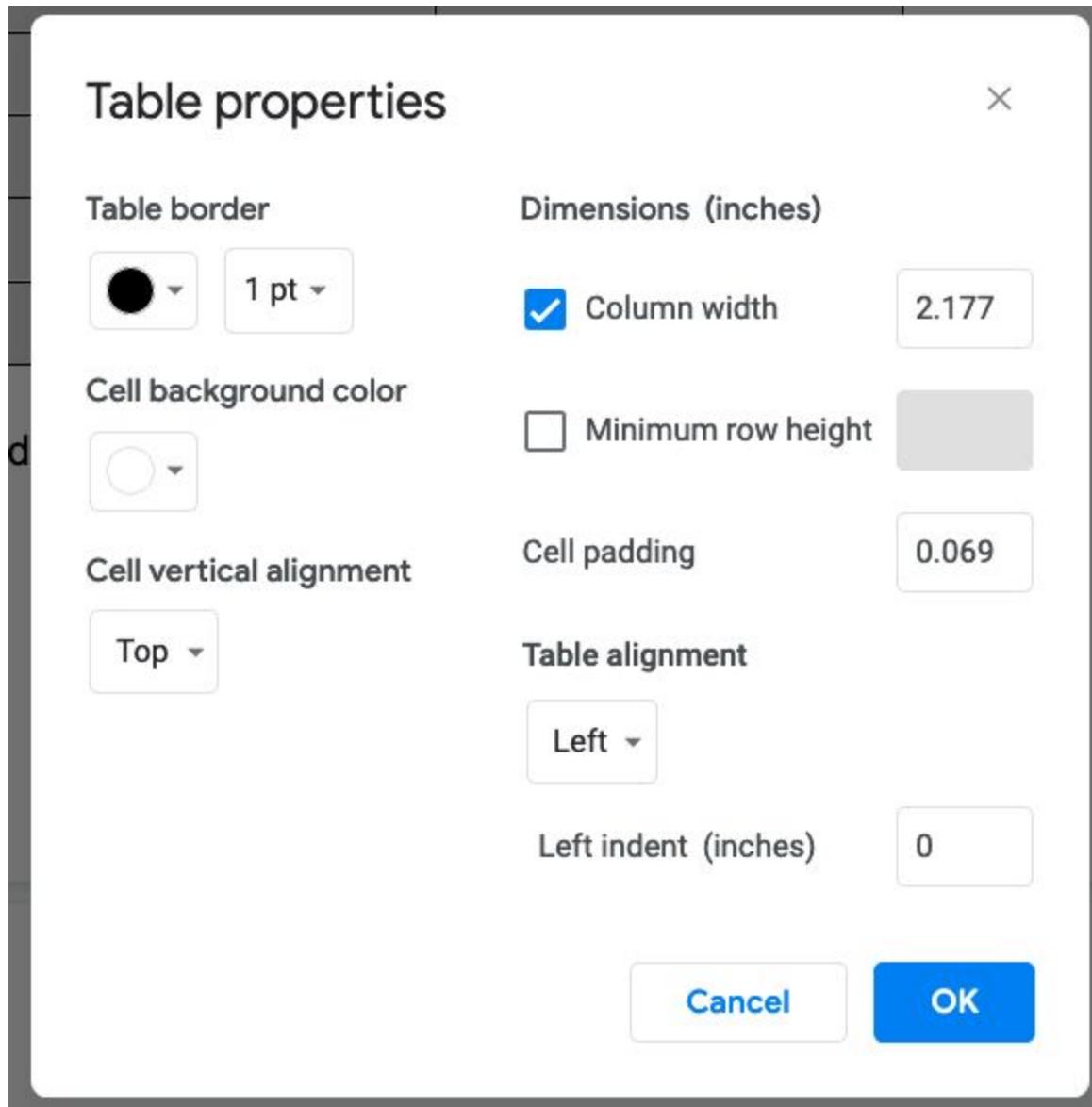


You can right click to and select “Merge cells” to merge them into one cell:



These options are very similar to what you can do in Google Sheets or any other spreadsheet program.

If you highlight all the cells and select “Table properties” from the context menu, you see this popup:



You can change the width of the gridlines, cell background color and alignment.

One way of doing multiple columns of text is to create a table and then change the border width to 0 or the border color to white.

Some text here	More text here	3rd column text here
2nd line column 1	2nd line column 2 which might be long	2nd line column 3
3rd line column 1 which might have some extra lines	3rd line column 2	3rd line column 3

If we change the border color to white

Table properties [Close]

Table border [Color swatch] 1 pt [Dimensions (inches)]

1 click here

Column width [Input field]

Maximum row height [Input field]

2 click color

ding [Input field] 0.069

gnment [Input field]

ent (inches) [Input field] 0

CUSTOM [Add]

Cancel OK

And then click OK:

Table properties [X]

Table border
[Color swatch] 1 pt

Dimensions (inches)
 Column width [Color swatch]
 Minimum row height [Color swatch]

Cell background color
[Color swatch] *color is now white*

Cell vertical alignment
Top

Cell padding
0.069

Table alignment
Left *click OK*

Left indent (inches)
0

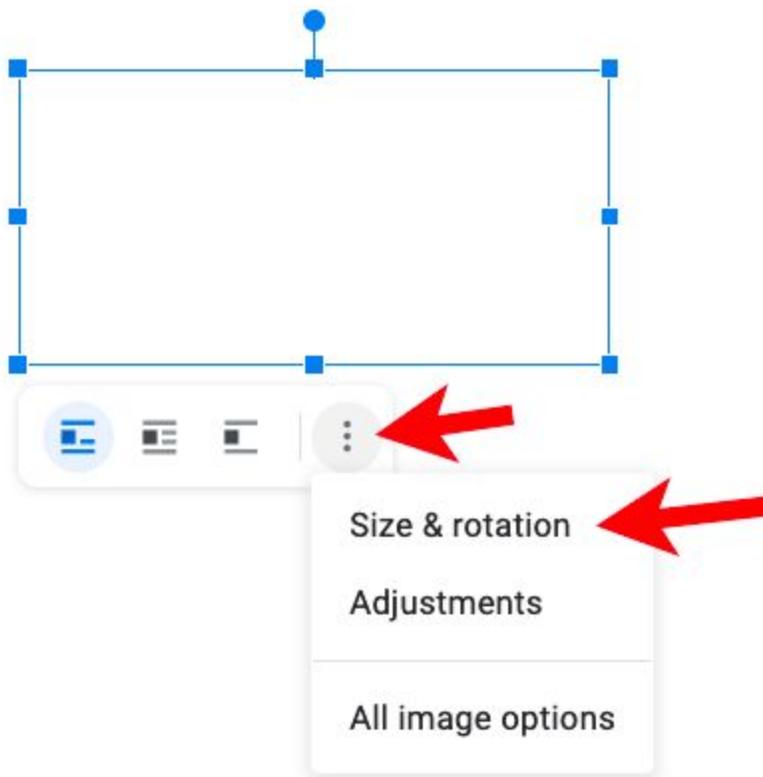
Cancel OK

The table now looks like this:

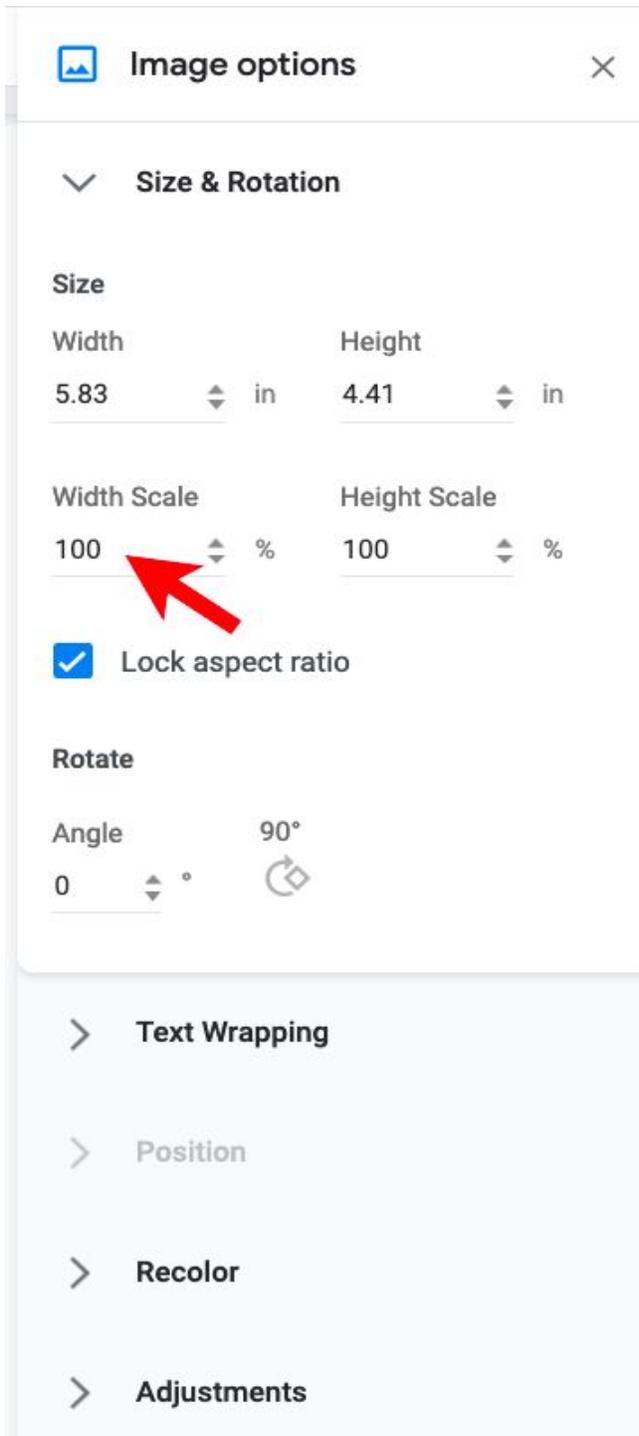
Some text here	More text here	3rd column text here
2nd line column 1	2nd line column 2 which might be long	2nd line column 3
3rd line column 1 which might have some extra lines	3rd line column 2	3rd line column 3

Changing Image Size and Other Properties

Sometimes you want to change the size of an image to make it fit on the previous page. If you click on an image, the image will be surrounded by a blue border and you will see this at these buttons at the bottom:



The left three buttons control whether text will wrap around the image. The “Size and rotation” option brings this up in a right sidebar:



You can change the 100% width to a smaller number. With the blue check in the “Lock aspect ratio” the height will also be changed. Adjust this until the image is the size you want. You can also click on the image and drag the corners, but this option is more precise and easier to do.