

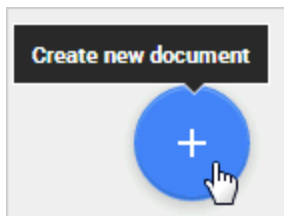


Google Docs: Access, create, edit, and print

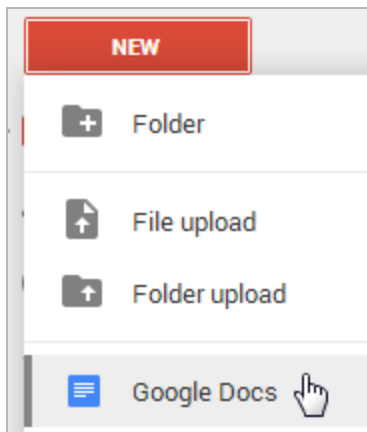
To view all of your Google Docs, or to create a new document, visit docs.google.com/document.

Create a document

From the [Google Docs home screen](#), click the **Create new document** button in the lower right corner of your screen.



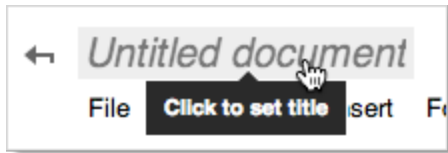
Or, from [Google Drive](#), click **New** and select **Google Docs**.



A new Google Doc appears in your browser—now you're ready to edit.

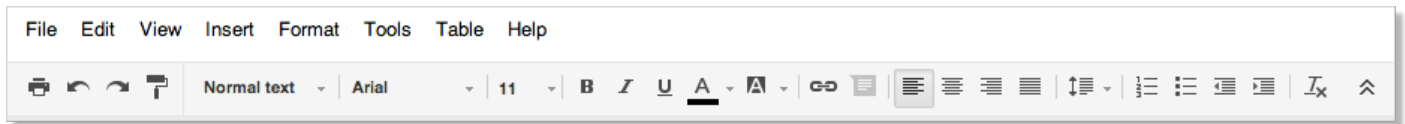
Rename your document

Click **Untitled document** to name your doc. (You can rename your doc at any time by clicking the title.)



Edit and format your document

There are many ways to edit your document with the edit toolbar.

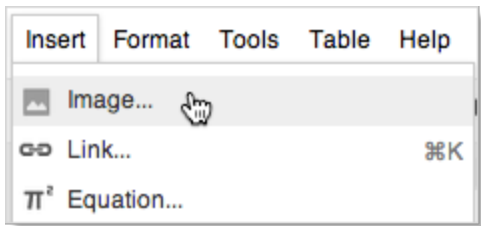


You could stick to entering plain text, but why? Take advantage of the full range of features in Google Docs to make your documents stand out from the rest.

Here are some ideas to get you started:

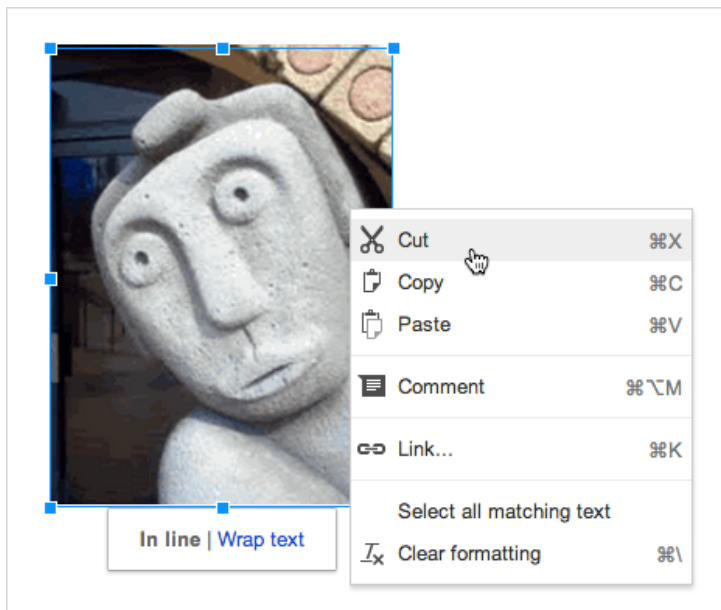
Insert images

1. Click **Insert** > **Image**.



2. Choose an image and click **Select**. You can upload an image from your computer, choose one from Drive or your photos, find one on the web, or even take a new snapshot. Once your image is added, you can remove or resize it at any time.

To remove an image, select it, right-click (or click **Edit**), and choose **Cut**:



To resize an image, select it and then pull one selection handle. Use a corner handle to proportionally resize in all dimensions:

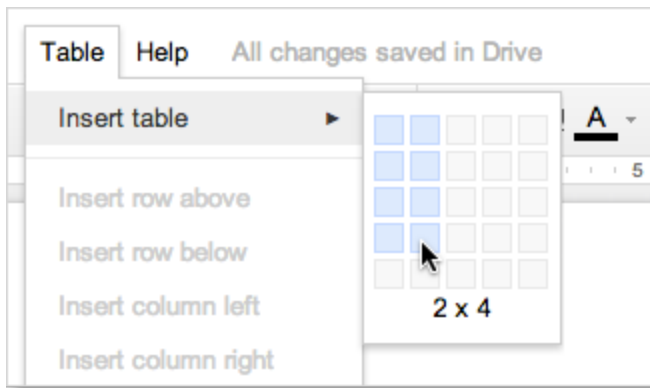
Use a top, bottom, or side handle to resize in only one dimension:



Add a table

Tables are a great way to organize information in your document.

1. Click **Table > Insert table** and point at the number of rows and columns you want:



2. Then format and fill out your table:

Project Member	Role
Ted Wallace	Team Lead
Ashley Smith	Project Coordinator
Sam Sterling	Sout



To add color to cells (like the top row above), select the text in one or more cells, click **Table** > **Table properties**, and then set the cell background color.

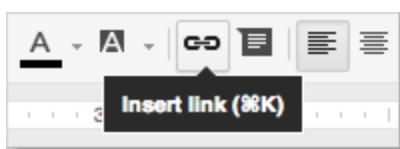
Add a link

It's super easy to add links in Google Docs.

1. Select the text (or an image) where you want the link.

To celebrate the start of summer, all of the above options are currently available at discounted rates. Please see our [website](#) to learn more.

2. Click the link icon in the toolbar, or type **Control + k**.



3. Type the URL and click **Apply**.

start of summer, all of the above options are currently available at di
e our website to learn more.

Text

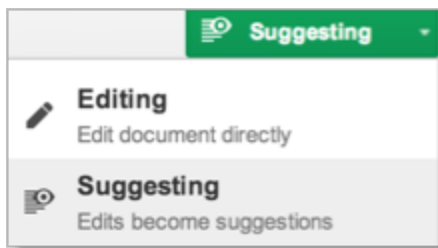
Link

Suggest edits

You can suggest edits to the owner of the document without affecting the original text. Your suggestions won't change the original text until the document owner approves them.

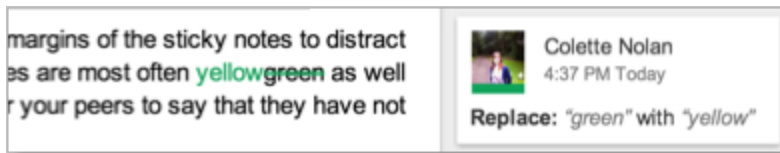
To suggest changes to a document:

1. In the top-right corner, make sure you are in **Suggesting** mode:

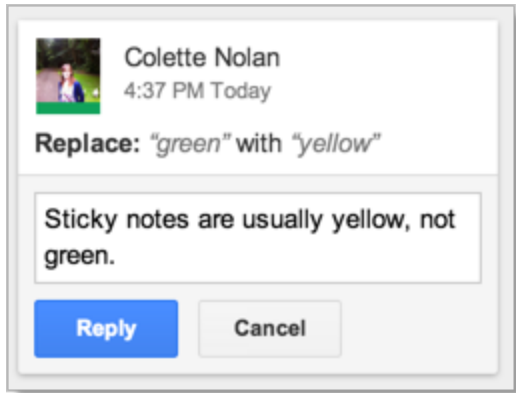


Note: If you don't see this option in the top right, you have view-only access to the document and should request access from the owner to suggest edits.

2. To suggest an edit to existing text, highlight the text you want to change and type the suggested edit. To suggest adding new text, just type the new text. Your suggestions will appear in a new color and any text you suggest to delete or replace will be crossed out.



3. To give the document owner more detail about your suggestion, click your suggested edit and type your comment into the text box that appears. Then click **Reply**.



4. The owner of the document will receive an email with your suggestions and be able to accept or reject them.

Accept or reject suggested edits

If someone has suggested an edit to a document you own, you can decide to accept or reject it.

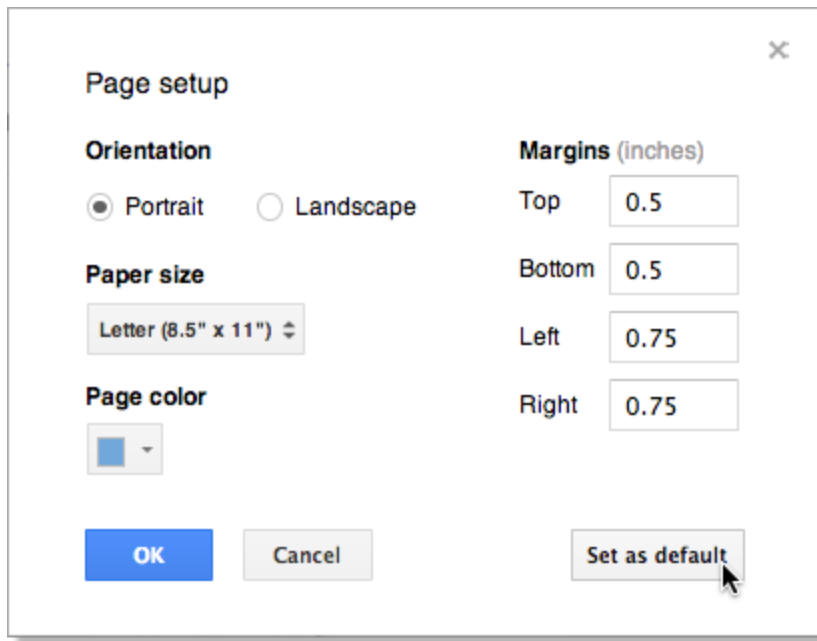
To accept or reject an edit:

1. Open the document and click the comment where the suggestion has been made.
2. Click **Accept** or **Reject** in the top-right of the comment:
 - Click the  **Accept** icon to accept the proposed change so that the suggested text is added directly to your document.
 - Click the  **Reject** icon to reject the proposed change so that the suggested text is removed.

You can see all of the suggested edits that have been accepted or rejected in your document by clicking **Comments** in the top-right corner of the document.

Set margins, page size, orientation, and background color

To set these options, click **File > Page setup**. Once you have the perfect settings, you can click **OK** to apply them just to the current document, or click **Save as default** to have these page settings for all future documents.



The image shows a 'Page setup' dialog box with a close button (X) in the top right corner. It is divided into three main sections: Orientation, Paper size, and Margins (inches). The Orientation section has two radio buttons: 'Portrait' (selected) and 'Landscape'. The Paper size section has a dropdown menu showing 'Letter (8.5" x 11")'. The Margins section has four input fields: 'Top' (0.5), 'Bottom' (0.5), 'Left' (0.75), and 'Right' (0.75). At the bottom, there are three buttons: 'OK' (blue), 'Cancel' (gray), and 'Set as default' (gray). A mouse cursor is pointing at the 'Set as default' button.

Page setup

Orientation

☒ Portrait ☐ Landscape

Paper size

Letter (8.5" x 11")

Page color



Margins (inches)

Top: 0.5

Bottom: 0.5

Left: 0.75

Right: 0.75

Buttons: OK, Cancel, Set as default

Print

To print your document, click **File > Print**, or click the printer icon: . A PDF version of your document will appear with these print options:

Print

Total: 5 sheets of paper (10 pages)

Destination  **syncom-color**

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

Copies

Color ☒ Color

☐ Black and white

Margins

Options ☒ Two-sided

☐ Background colors and images

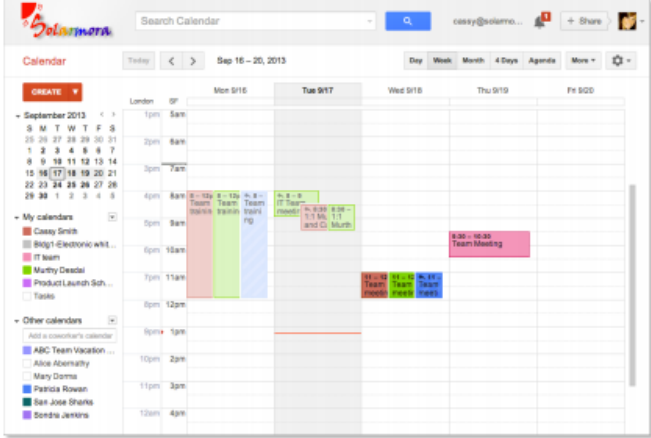
[Print using system dialog... \(⌘P\)](#)

Google Apps

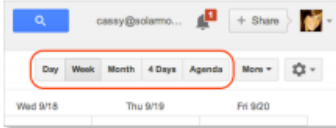

Calendar: Scheduling, invitations, attachments, and printing

Your calendar view

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:



To change your calendar view, click the tabs in the upper-right corner of the view.



9/18/2013 DN:GA-CALB_104.00

You can scroll through your document on the right, and if you need more advanced options, or if system print settings override your Google Docs print settings, click Print using system dialog.

Share and collaborate

Many people say the best thing about Google documents is how easy it is to share them and work on them with other people in real time. Check out [Sharing and Collaboration](#) to get started!