

## WHAT IS GOOGLE DOCS?

Google Docs is a free, online cloud-based word processing application, accessible through your Gmail account.

This program allows you to compose, edit, save, and export text-based files.

Google Docs is a web application, and is accessed by navigating to [docs.google.com](https://docs.google.com)

It is also available for mobile Android and IOS devices.



## A BRIEF ASIDE ON "THE CLOUD"

When you hear “the cloud” simply think: “online storage.”

And really, there is no singular “cloud” but many cloud services. Technology companies will build and manage the computing services to allow user data to be stored in their systems and accessed online.

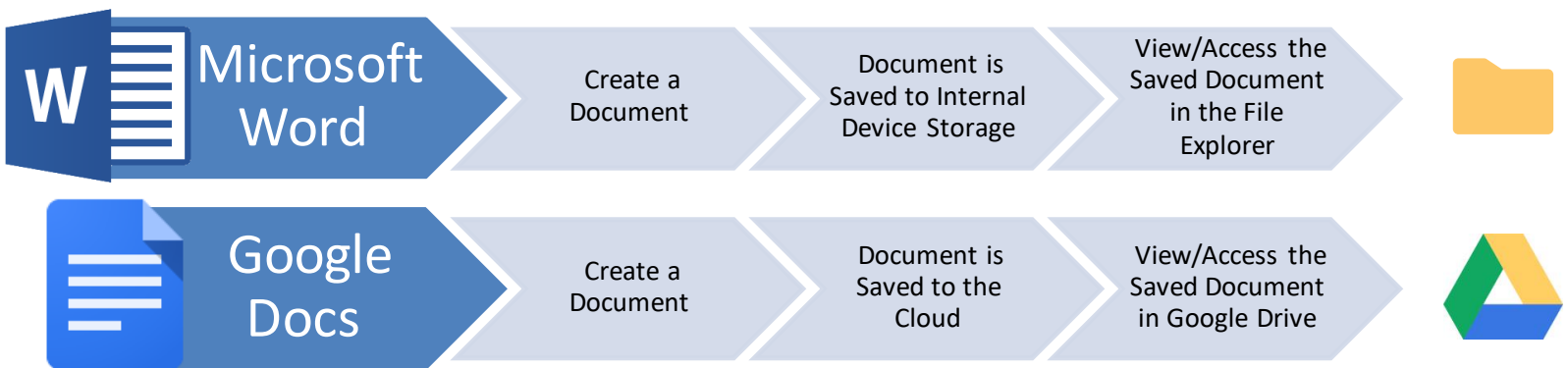
Google Docs is integrated with Google Drive, which is Google's free cloud service.

As you work, your **files are saved in Google's servers online**, as opposed to on the internal storage of the device you are using. This means you can access any of the documents you compose in Google Docs from **any device with an internet connection** by simply logging in.

The documents you make in Google Docs can be accessed via Google Drive or Google Docs.



# HOW DOES DOCS WORK WITH DRIVE?



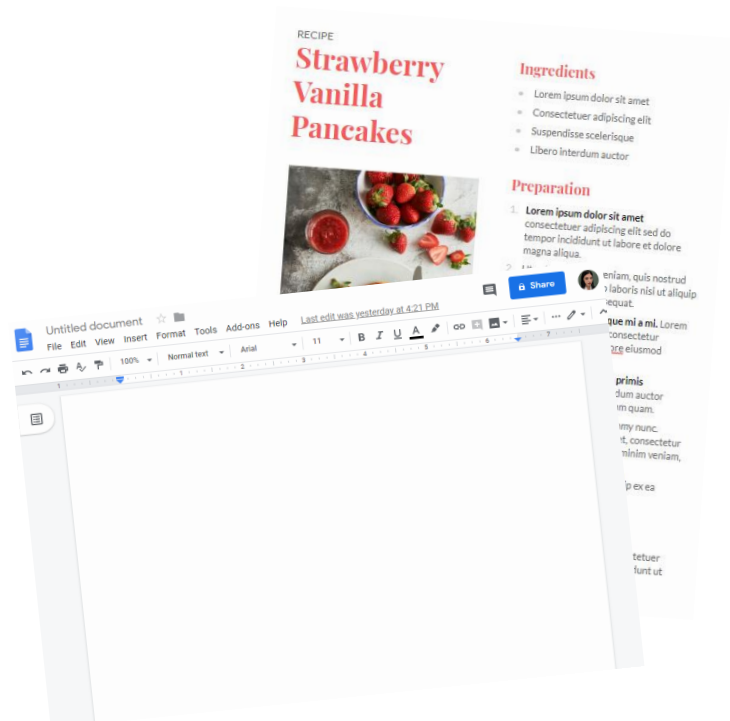
## WHAT CAN YOU DO IN GOOGLE DOCS?

Google Docs is the free Google equivalent of Microsoft Word. It is **used to compose and edit text-based documents.**

You have the capability to:

- Build a document from scratch (more common)
- Utilize built in templates, which structure and theme much of the document for you (you would then fill in the blanks)

Google Docs is very easy to use, and offers all of the basic functionality that you need to make most types of documents.



# BASIC FORMATTING

To compose most documents for personal and professional use, you will need to know how to:

- Access the Google Docs webpage
- Start a new document and retrieve in-progress documents
- Insert and erase text as needed (including cut, copy and paste)
- Utilize line breaks and appropriate spacing (such as tab)
- Format text (adjust font and size)
- Utilize text alignment options
- Initiate a spelling and grammar check and make appropriate corrections.

**Sample Document: My Family Cookie Recipe**

**History:**  
My family was not the baking type, and any cookies made came from the refrigeration section! However, as an adult with a small family, I found a no-fail recipe that I whip out for a quick pick-me-up. I tend to have most of these ingredients on hand already.  
If I want to be fancy, I can make sandwich cookies by making or buying a buttercream for the center, or I can place a caramel square in the middle of the dough balls before baking.  
The end result is a pleasant soft and chewy chocolate chip cookie that is heaps better than store-bought counterparts. 🍪

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<p><b>Ingredients:</b></p> <ul style="list-style-type: none"><li>• 1 stick butter</li><li>• ½ cup cane sugar</li><li>• ¼ cup packed brown sugar</li><li>• 1 tsp or more of vanilla extract</li><li>• 1 ½ cups flour</li><li>• 1 large egg</li><li>• ½ tsp baking soda</li><li>• ½ tsp salt</li><li>• Chocolate chips by eye (½ bag?)</li></ul> <p>Quantity is roughly 12 standard-size cookies.</p>	<p><b>Basic Steps:</b></p> <ol style="list-style-type: none"><li>1. Bring all ingredients to room temperature, and preheat the oven to 350 degrees.</li><li>2. Combine butter and sugars.</li><li>3. Add extract to taste.</li><li>4. Add the egg.</li><li>5. Measure and add flour in batches, together with the leavening agent and salt. Leave aside a small amount of flour.</li><li>6. Mix reserved flour into the chocolate chips, then add to the dough.</li><li>7. Taste for flavoring, then wrap and chill the dough.</li><li>8. When somewhat chilled and stiff, scoop into balls (golf-ball size)</li><li>9. Bake for 9-11 minutes, and cool cookies on <a href="#">baking tray</a>.</li></ol>
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**Tips and Tricks:**

- ALL ingredients should be brought to room temperature before baking. Butter is best when nearly or totally melted.
- Chilling makes the dough easier to handle. If in a pinch, pop the dough in the freezer!
- Taste the dough (with caution) before adding the rest of the flour. Weak extracts can lend a weak flavor, but remember more liquid can make the batter sticky (more flour may be needed).

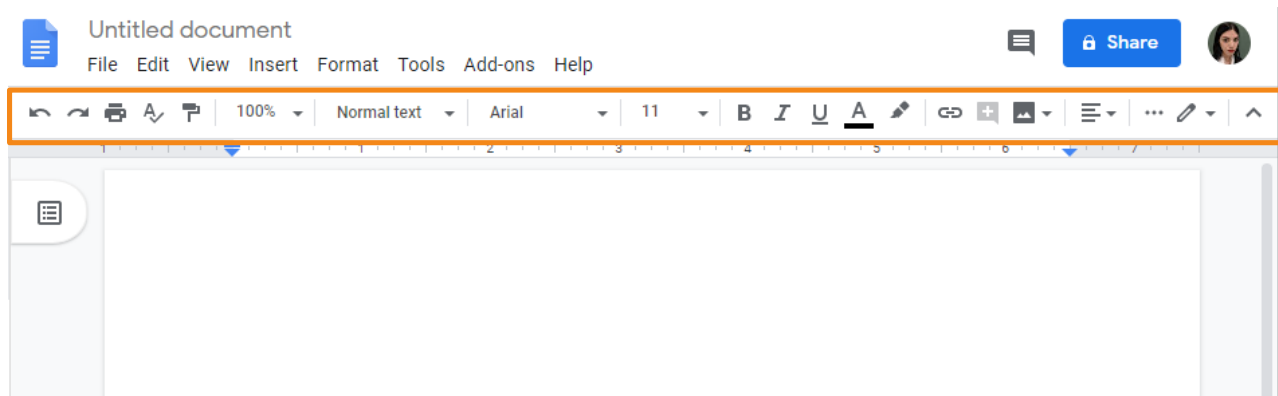


# USER INTERFACE: GOOGLE DOCS

Most options you use frequently can be accessed from the icon toolbar. These options allow you to easily format your text and paragraphs.

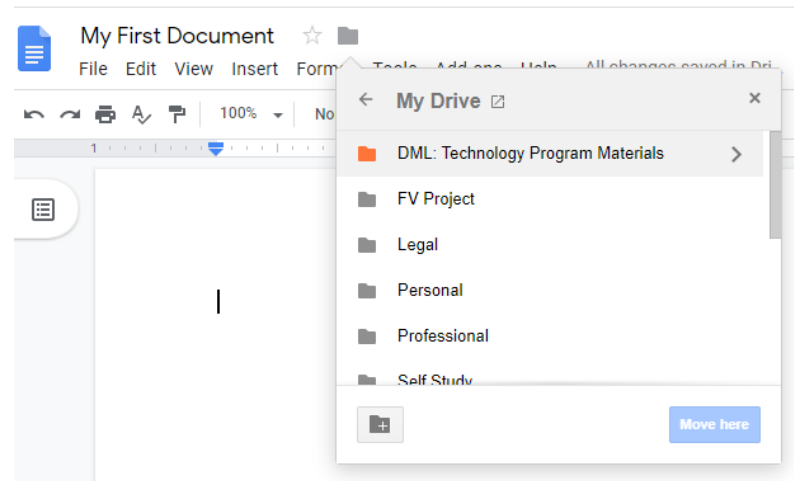
Expanded document options are broken up into menus above this toolbar.

You can view all changes to the document as you apply them. The layout of the text and paragraphs on the blank page will match the layout when printed on standard paper.



## USER INTERFACE: GOOGLE DOCS

- Your **document title** is displayed in the top left. You have the option to click that default text and input your document name.
- Clicking on the **Docs logo** in the top left will take you back to the Google Docs homepage.
- The **star** will mark your document and will move it to the "Starred" folder of your Google Drive
- The **folder** allows you to organize where you would like the document placed within Google Drive.

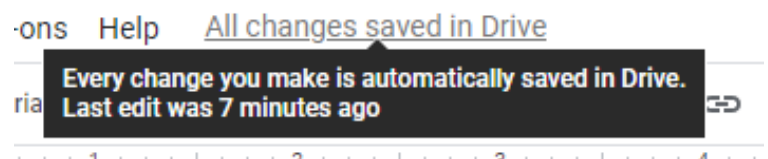


## USER INTERFACE: GOOGLE DOCS

Your **edit history/save status** will appear above the toolbar in grey, underlined text.

**Hover** over this text to see a more detailed view.

There is no save button in Google Docs because all of your work is **saved automatically** as you go.

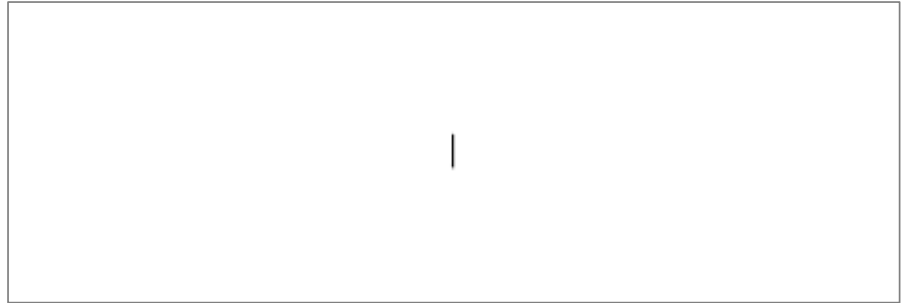


# THE CURSOR

When using a computer, the cursor appears where text can be inputted.

When you open Google Docs, you should see a **blinking cursor** in the white space of the screen, indicating where your text will appear.

You may need to move the cursor to make changes and edit your document. You can do so by **using your mouse to click between letters, words, and paragraphs.**



# USING THE KEYBOARD TO FORMAT TEXT



**Space bar:** to insert a single space between words.

**Tab:** inserts a total of 8 spaces (used to start a paragraph)

**Shift:** Hold shift while typing a letter to capitalize it.

**Caps lock:** will capitalize ALL text while activated.\*

**Enter:** inserts a blank line between text (line break)

**Backspace:** erases text behind the cursor

**Delete key:** erases text after the cursor

**Directional Arrows:** to move the cursor around letters (left, right, up or down)

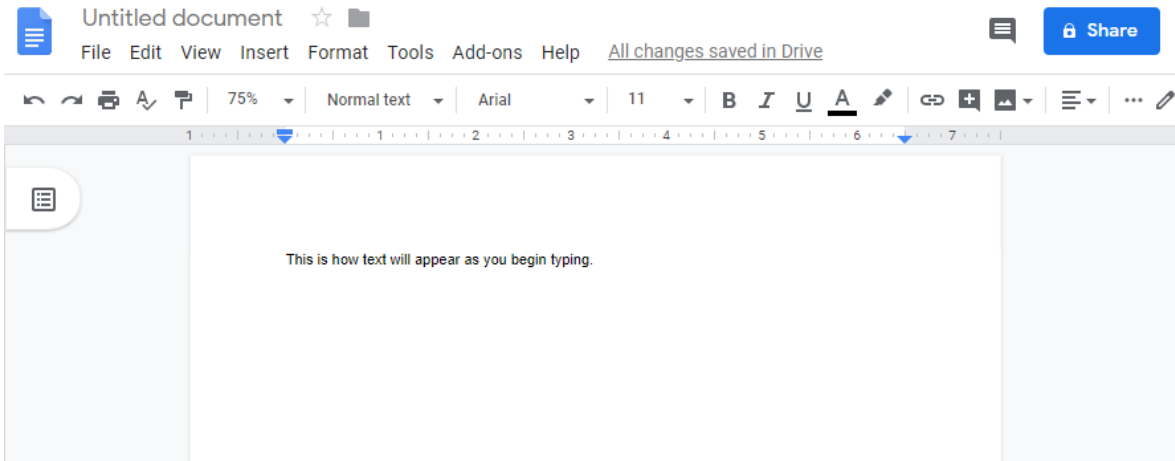


# FORMATTING YOUR DOCUMENT

The default font in Google Docs is Arial size 11.

As you type, the text will appear at the top of the page and will align to the **left-hand side**.

Note that there are automatically **1-inch margins** (white space) around the entire document.

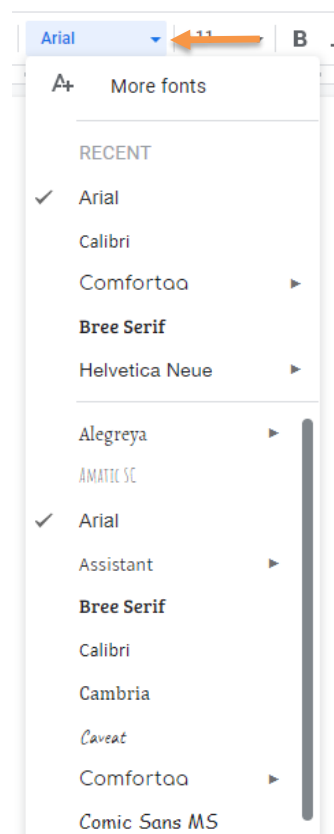


## FORMATTING TEXT

To access the available fonts, click the **arrow** on the drop-down box. Click on the scroll bar on the right to scroll up and down.

Fonts are first displayed by recently selected, then are listed **alphabetically** to make it easy to locate the one you would like.

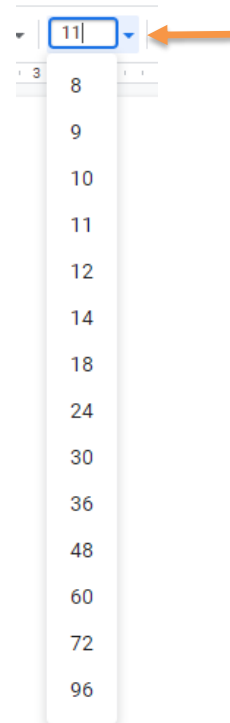
The **name of the font is displayed using that font**, so you'll have an idea of what it will look like when applied.



## FORMATTING TEXT

To change your **font size**, click the **arrow** beside the block with the current font size displayed.

You can use your **mouse to select** the size, or you can type a custom number.



## FORMATTING TEXT

Options to make your text bold, italicized, and underlined are also in the icon toolbar.

Click on the icon to **toggle the selection** (click to turn on, click to turn off).

Note that your selection will stay on unless you turn it off!

You can tell if you have one of these formatting options applied because the **box will be highlighted** in blue.



This is **bold** text.

This is *italicized* text.

This is underlined text.

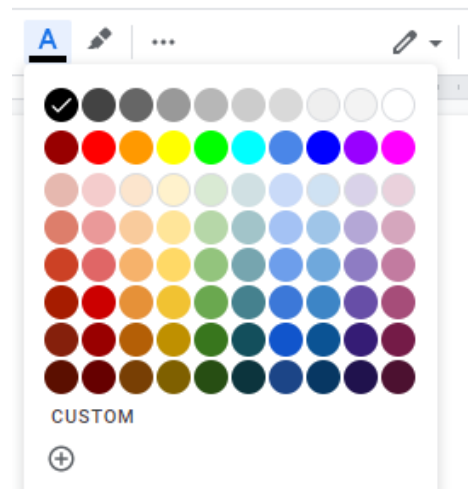


## FORMATTING TEXT

Adding color can have both stylistic and functional value.

To change the font color, click the A icon with the colored block beneath it. That block will be the same color as your current selection.

To apply a highlight to the text, you'll need to click the marker icon and select your highlight color.



This is what highlighted text can look like.

This is what colored text can look like.

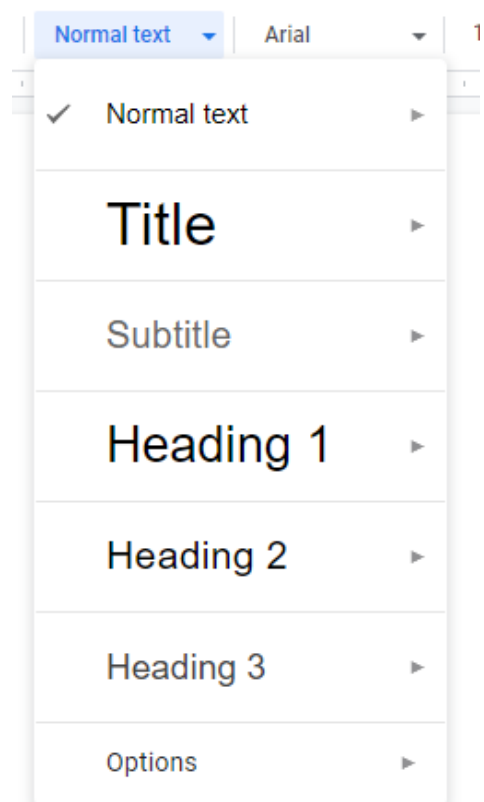


## PRESET STYLES

To apply a style to text in Google Docs, click on the arrow beside the block that says, "Normal Text," then use your mouse to make your selection.

These options are helpful for inserting a large title or heading.

Note that when you press the **enter** key, the text will return to the normal text formatting.





## HIGHLIGHTING TEXT

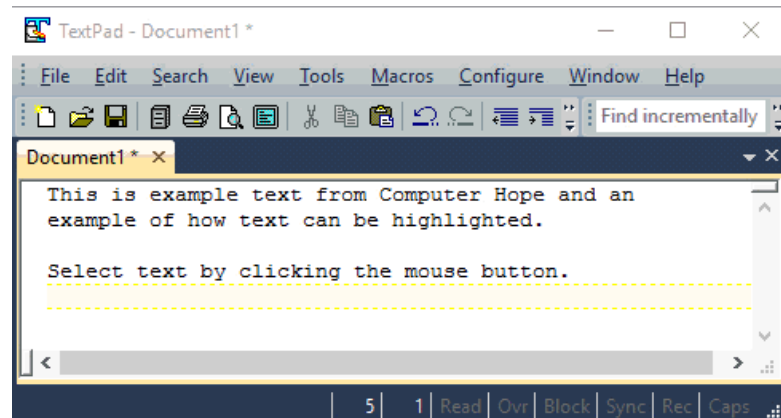
All of these options can be applied before or after text is typed.

To change text that is already on the page, you'll need to highlight it with your mouse.

Click and drag with your mouse to select text. You will see affected text highlighted in blue. Let go of your mouse to complete your selection, then apply formatting changes as desired.

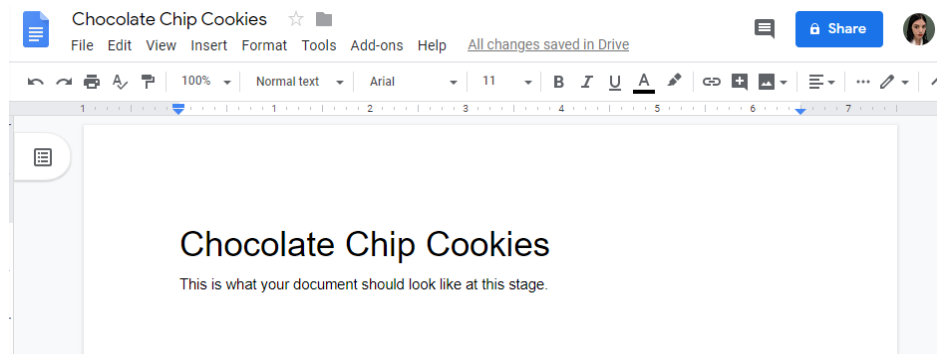
You can also double click to select a whole word.

Triple click to select an entire paragraph.



## EXERCISE

- Title your document with the name of your recipe.
- Select the preset style "Title" and write the name of your recipe at the top of the page.
- Press **enter** to move down to the next line.



## ADDING BODY HEADERS:

Let's add all of our body headers in one chunk. Ensure that you have pressed the **enter** key after your recipe title.

1. Type out all of your headings. "History" is optional.
2. Use your mouse to highlight the text you entered. (With the cursor before or after the text, click and drag to select, then release the button)
3. Select your desired heading from the list. I used the style **Heading 3**.

## Chocolate Chip Cookies

History:  
Ingredients:  
Steps:  
Tips and Tricks:

## Chocolate Chip Cookies

History:  
Ingredients:  
Steps:  
Tips and Tricks:

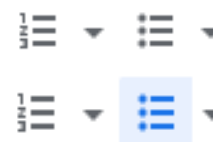
## Chocolate Chip Cookies

History:  
Ingredients:  
Steps:  
Tips and Tricks:

## USING A BULLETS AND NUMBERS

The bullet or numbered list will start on the line that your cursor is on. For most purposes, you will need to start on a new line.

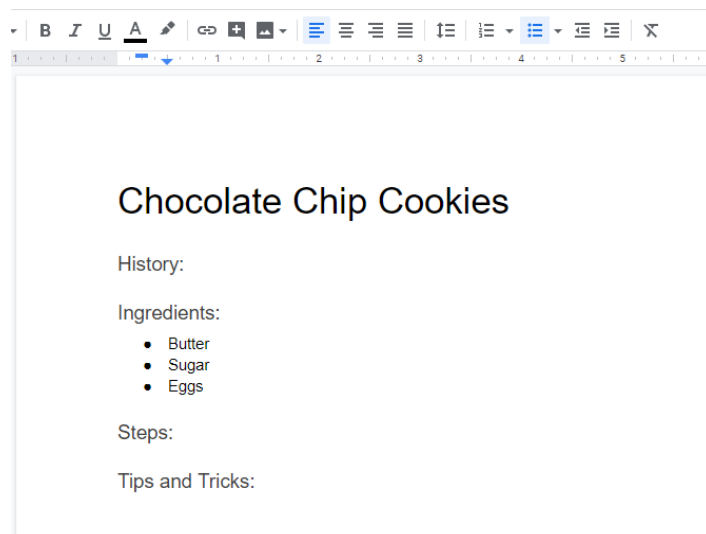
- Click to toggle your selection. You can always click again to turn it off.
- Type the first item of your list, then **press enter** to start a new line.
  - Create nested bullets by pressing **tab**. Press enter to unnest.
- When you are done with your list, **press enter**, then click the icon to **deselect** it.



• On|

## EXERCISE

- Click to move your cursor to after the heading "ingredients"
- Press Enter
- Click on the bulleted list icon
- Type your first item, then press enter to continue your list.
- When you are done, press enter, then deselect the bullet icon.



Chocolate Chip Cookies

History:

Ingredients:

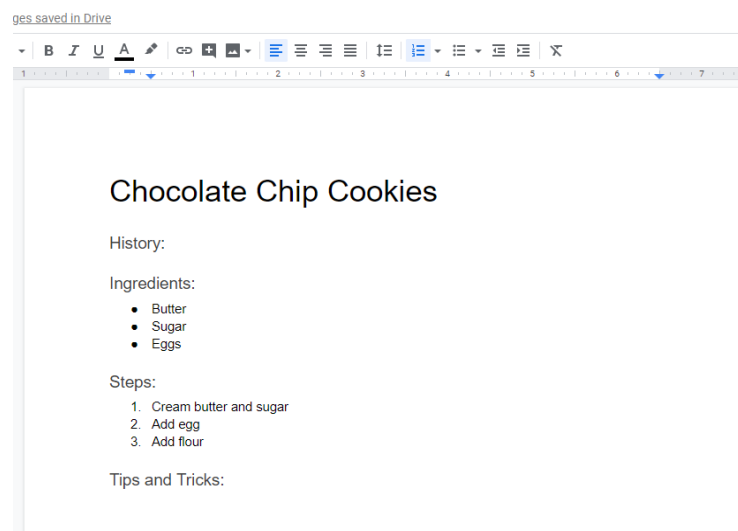
- Butter
- Sugar
- Eggs

Steps:

Tips and Tricks:

## EXERCISE

- Click to move your cursor to after the heading "Steps"
- Press Enter
- Click on the numbered list icon.
- Type your first item, then press enter to continue your list.
- When you are done, press enter, then deselect the bullet icon.



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Chocolate Chip Cookies

History:

Ingredients:

- Butter
- Sugar
- Eggs

Steps:

1. Cream butter and sugar
2. Add egg
3. Add flour

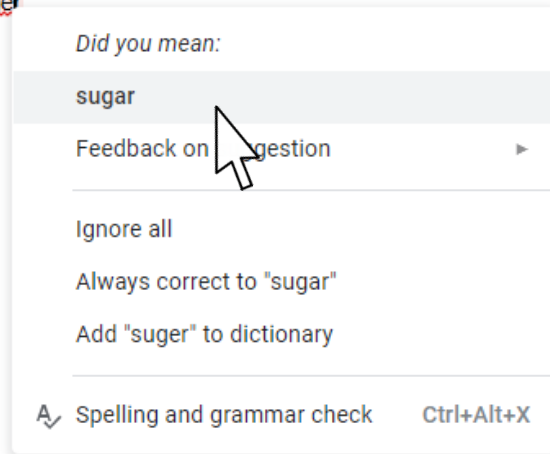
Tips and Tricks:

# AUTOMATIC SPELLING AND GRAMMAR CHECKS

## Steps:

1. Cream butter and suger
2. Add egg
3. Add flour

## Tips and Tricks:



To correct a misspelled word, move your cursor over the word and right click.

This will generate a list of suggestions. **Left click on the correct word** and it will be fixed.

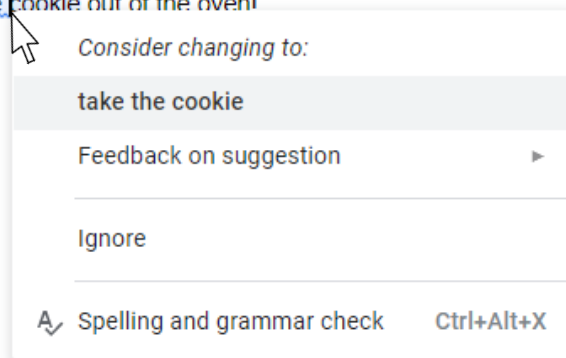
You also have the option to ignore this misspelling or add it to the dictionary.



# GRAMMATICAL ERRORS

## Tips and Tricks:

Don't forget to take cookie out of the oven!



**Grammatical errors** are indicated with a blue underline. This could be an incomplete sentence, lack of/improper punctuation, missing words, or an improper use of a word.

**Right click the word** and look at the suggestions to get an idea of where you went wrong.

Left click the correction as needed.

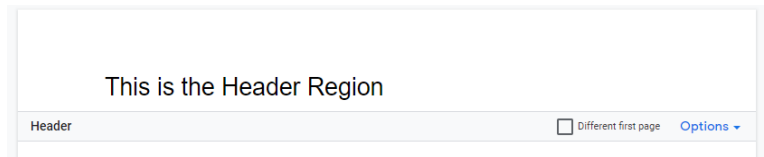
Google Docs tends to ignore incomplete sentences and words in all caps.



## ADDING IN A HEADER AND FOOTER

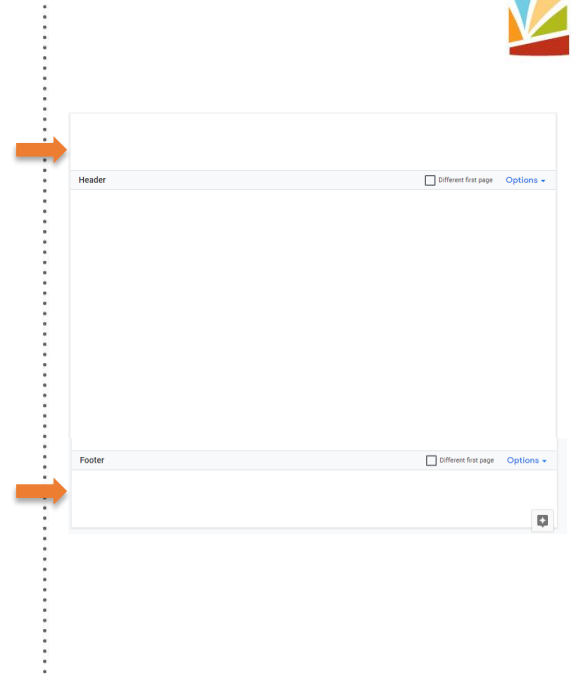
The header and footer are regions at the **top and bottom** of your document. To add text, page numbers, or any other items, you must **double click on the header or footer region** of the page.

You can confirm that you can type in this section when you see the section outlined, a box that says either "header" or "footer," and notice the blinking text cursor.



You can also select if you want the header or footer to be different on the first page (great for titles).

To exit the header/footer selection, click anywhere outside of that region.



## CUT COPY PASTE

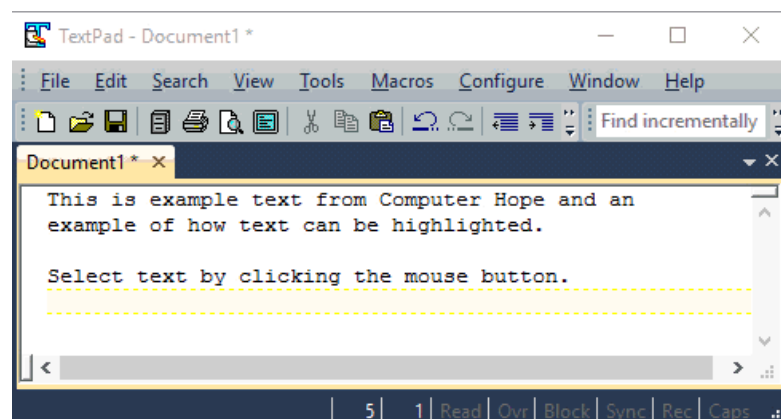
All of these options can be applied before or after text is typed.

To **change text that is already on the page**, you'll need to highlight it with your mouse.

**Click and drag with your mouse** to select text. You will see affected text highlighted in blue. Let go of your mouse to complete your selection, then apply formatting changes as desired.

You can also **double click** to select a whole word.

**Triple click** to select an entire paragraph.



# EXERCISE



**Chocolate Chip Cookies**

Ingredients

- Flour
- Butter
- Sugar
- Egg

Steps:

1. Cream butter and sugar
2. Add egg
3. Add flour



Tips and Tricks:

Don't forget to preheat the oven!

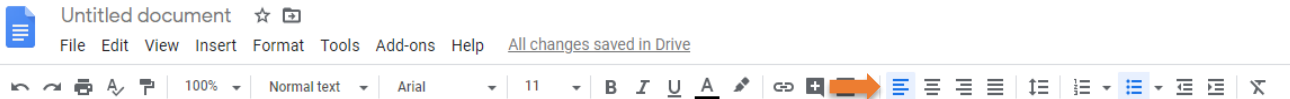
- Highlight your recipe title
- Right click, then select "Cut"
- Open the header region
- Right click, then select "Paste"
- Double click outside of the header to exit.

# TEXT ALIGNMENT VISUAL GUIDE



 <p><b>JUSTIFIED</b></p> <p>This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content. If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it dummy copy. This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content.</p>	 <p><b>FLUSH LEFT</b></p> <p>This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content. If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it dummy copy. This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content.</p>
 <p><b>FLUSH RIGHT</b></p> <p>This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content. If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it dummy copy. This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content.</p>	 <p><b>CENTERED</b></p> <p>This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content. If you want to read, I might suggest a good book, perhaps Hemingway or Melville. That's why they call it dummy copy. This is dummy copy. You're not really supposed to read dummy copy, it is just a place holder for people who need some type to visualize what the actual copy might look like if it were real content.</p>

# TEXT ALIGNMENT



To change or modify your text alignment, highlight the text you wish to apply the change to and **select the appropriate icon from the icon toolbar**. The icon looks like a stack of lines mimicking the shape of a paragraph.

Your current selection is **highlighted** in blue.

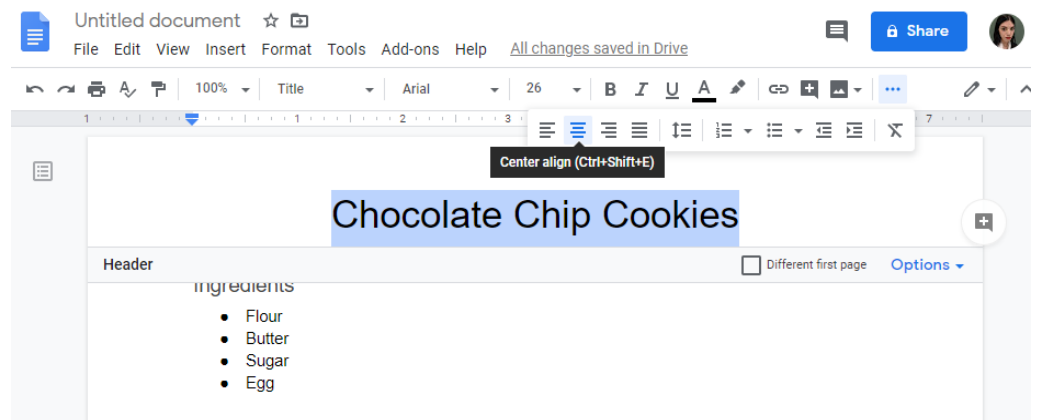
If you hover your mouse over an icon, and the other alignment options, it will display a description of each.

Note that you also have the option to apply your alignment selection before you begin inputting your text.

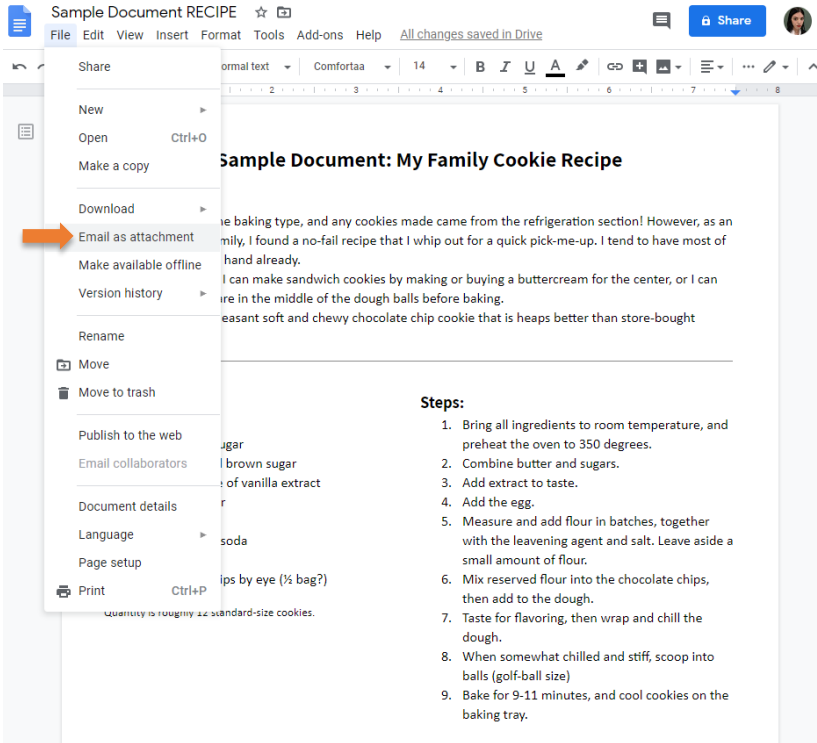


## WALKTHROUGH

- Open the header section.
- Highlight your recipe title
- Select the center text icon.
- Double click outside of the header to exit.



# EXPORT TO EMAIL



Export to email will export your document into your selected file type and will send this as an attachment via email.

To do this, navigate to the **file menu** then select **Email as Attachment**.

# EXPORT TO EMAIL



### Email as attachment

Attach as  
PDF

To (required)  
[fvanov@daytonmetrolibrary.org](mailto:fvanov@daytonmetrolibrary.org)

Subject  
Chocolate Chip Cookie Recipe

Message  
Hello [Frevia](#) in the future!  
I have attached the chocolate chip cookie recipe I was telling you about. Let me know if you end up trying them.  
Thanks,  
[Frevia](#) from the past

Send a copy to myself

Send Cancel

1. Choose your desired file type. Click the arrow beside the default value (.pdf) to see all options.
2. Input the recipient email address.
3. You can edit your subject. The default is the document title.
4. Input your friendly message to the recipient.
5. Select if you would like a copy sent to yourself as well.
6. Click the blue send button.



## TO SAVE A COPY OF YOUR DOCUMENT LOCALLY (FOR WEBSITE UPLOADS)

Google Drive allows you to export a copy of your document in many file formats.

To do this, navigate to the **file menu** then move your mouse over **download** to view available options.

Most likely, you'll need to select the **.docx** which is the option right on top. There's also a **PDF** option.

Once you make your selection, you will either be asked where you wish to save your file, or your download will begin automatically.

