

Google Docs Quick Start Guide

1. Getting Started:

- **Access Google Docs:** Go to docs.google.com and sign in with your JC account. Google Docs is also accessible through Google Drive drive.google.com.
- **Create a New Document:** Click on the "+" button or "Blank" option to start a new blank document. Alternatively, explore templates by clicking on "Template gallery" for pre-designed document formats.
 - Additional help click [here](#).

2. Editing and Formatting:

- **Edit Text:** Click anywhere in the document to start typing or select existing text to edit. Use the toolbar at the top to format text (e.g., font style, size, color, alignment).
- **Insert Elements:** To add images, links, tables, or drawings, place the cursor where you want to insert the item, click on "Insert" in the toolbar, and select the appropriate option. (e.g., Image, Link, Table, Drawing).
- **How to find and replace text in Google Docs:** Click on "Edit" in the menu bar, choose "Find and replace," enter the text you want to find and what you want to replace it with, and click "Replace" or "Replace all" to make the changes.
 - Additional help click [here](#).

3. Collaboration:

- **Share and Collaborate:** Click the "Share" button in the top-right corner, enter email addresses of collaborators, and choose their permissions (can edit, can comment, or can view). Click "Send" to share the document.
 - Additional help click [here](#).
- **Real-time Editing:** Multiple users can edit the document simultaneously. Changes are synced in real-time, making it easy to collaborate efficiently.
- **How to see who has viewed or edited my Google Docs document:** Click on "File" in the menu bar, select "Version history" > "See version history." Each version shows the editors and viewers listed on the right side.

4. Advanced Features:

- **Offline Mode:** Enable offline mode to work on documents without an internet connection. Changes will sync once you're back online.
 - Additional help click [here](#).
- **Version History:** To access version history, click on "File" > "Version history" > "See version history." You can view previous versions, restore older versions, and see who made changes.

5. Saving and Exporting:

- **Save Automatically:** Google Docs saves your work automatically as you type. There's no need to manually save.
 - Additional help click [here](#).
- **Export Options:** To export a document, click on "File" > "Download" and choose the format (e.g., Microsoft Word (.docx), PDF, Plain text (.txt)).
 - Additional help click [here](#).
- **How to print a document from Google Docs:** Click on "File" in the menu bar, select "Print" from the dropdown menu, adjust the print settings as needed (e.g., page layout, paper size)and, click "Print" to print the document.

6. Additional Tips:

- **Keyboard Shortcuts:** Use keyboard shortcuts (e.g., Ctrl+B for bold, Ctrl+I for italic) to speed up editing and formatting tasks.
- **How to add comments and suggestions in Google Docs:** Select the text you want to comment on or suggest changes to. Right-click and choose "Comment" or "Suggest." Enter your comment or suggested change and click "Comment" or "Send" to share it with collaborators.
- **Help Resources:** For more help, explore the Help Center within Google Docs (click on the question mark icon) or visit support.google.com/docs.