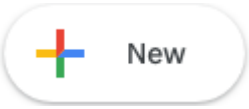
Google Docs

Google Docs are a great way to share documents between multiple people and allow for simultaneous editing so everyone has the most up-to-date version.

Google Docs is very similar to other text editors; however, there are some functions that are specific to Google Docs which will be covered here.

Creating a New Document

- Login to Google Drive
- Click New in the top-left corner



- Select Google Docs
  - Note: You can create a new document from a template by hovering over the arrow and selecting the "from a template option."

Importing a Document from Word

- Login to Google Drive
- Click New in the top-left corner



- Select File Upload and select the document you want to import
- To edit the document in Google Docs, right-click on the document
- Select Open With > Google Docs

Sharing a Document

- Method 1
  - Right-click on the document you wish to share
  - Click Share
  - Enter email addresses or click Get shareable link to send to other
    - You can also change share settings like letting anyone with the link view or edit the document
- Method 2
  - From an open document, click Share in the top-right corner
  - Enter email addresses or click Get shareable link to send to other
    - You can also change share settings like letting anyone with the link view or edit the document

Viewing Changes Made to a Document

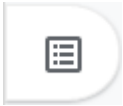
- Open a document
- Above the toolbar will be "All changes saved in Drive" or "See New Changes"
- Click whichever is present to enter the revision history

Editing vs. Suggesting

- If you would rather make suggestive edits to be reviewed by a collaborator change to Suggesting mode
- The default setting is Editing where the changes are automatically applied
- To change: locate the Editing setting in the top-right corner under Share
- Click on the down-arrow and select Suggesting

Utilize Outline View

- Set headings to be able to utilize outline view for easy navigation.
- To set headings:
  - In the toolbar, click on Normal Text, then select which header you want
- To navigate:
  - Click on the outline toggle in the top-right of the screen

    
  - Click on the header you wish to jump to

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