Advanced Google Docs

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WordArt

WordArt gives your letters special effects. You can change the formatting, direction, and color of your text by adding WordArt. To use WordArt in Google Documents, click **Insert**, then **Drawing**, then **New**. In the popup that opens, click **Actions**, then select **Word Art**.

A text box will then pop up. Type in the text you want to you, then hit Enter. You can then change the color, font, style, and angle of the text.
Text Wrapping

When an object is inserted into a document, it can be either inline—graphics or other objects that are positioned directly in the text of a document at the insertion point—or floating—an object that is inserted in the drawing layer so that you can position it precisely on the page, in front of or behind text or other objects, or align the picture and text. To change an object from inline to floating or vice-versa, click on the object, and select from the options shown:

Tabs

To set tabs, click on the ruler at the top of your document. If you don’t see the ruler, click View and click on Show Ruler.

When you click on the ruler to set a new tab, you will have three options to choose from: add left tab stop, add center tab stop, and add right tab stop. You can create multiple tabs. A right tab stop will justify your type on the right-hand side of the page. A left tab stop will justify the text on the left-hand side. A center tab stop centers the text along a central line, and is often used for centering text in a header or footer. When you set a tab, a small blue triangle will appear on the ruler. You can click and drag this triangle to adjust the tab stop.
Hide/Show

Google Documents doesn’t have a built-in option to show where your spaces and breaks are. To get this feature, you will need a third-party add-on called Show. You can get this add-on by clicking Add-ons, and then Get add-ons, and then searching for Show:

Once you have installed this add-on, you access it by clicking Add-ons and then Show. There are a few options for which marks you want to see. Choosing Show All, for example, shows all the breaks and spaces in your document. These marks will not print. To hide the marks again, click Add-ons, then Show, and select Hide All.
Breaks

Breaks end a page, column, or section of your document. To insert a page break, click Insert, then Break, and Page Break. Any text you insert after a page break will appear on the next page, regardless of how much space is left on the page. Likewise, any text you enter after a Column Break will appear in the next column. Insert a Section Break if you want to change the format (such as columns, margins, or page orientation) of the next section of your document. Choosing Next Page will add a page break in addition to the section break. Choosing Continuous will add a section break, but allow you to keep typing on the same page.

Right Click

When you right click your mouse, a menu will appear. You can use this menu to format text, copy/cut text, clear formatting, leave a comment on the document, suggest edits, add a hyperlink, look up the definition of a word or phrase, or “explore” a word or phrase. “Exploring” does a Google search for the word your cursor is on. To explore a phrase, highlight it, right-click, and choose Explore.

Columns

To set up two or more columns, click Format and choose Columns. You will see options for one, two, or three columns. If you click More Options, you will get a menu with options to set the number of columns you want, the amount of space between columns, and whether or not to have a line between the columns.

Inserting Pictures and Online Pictures

To insert a picture saved on your computer, memory card, or flash drive, click Insert and select Image. You will have the option to insert an image from your computer, to search the internet for the image you want, or to choose one from Google Drive, Google Photos, a specific URL, or from your camera. When you find the picture you want to use, double-click it to insert it. You can resize the inserted image by clicking on it, then clicking and dragging on the little circles on each corner. You can click and drag the image to move it. Clicking on the image will also give you access to other options, such as adding a border or aligning the image with text.
Inserting Symbols

You can insert symbols (÷ © → ™), fractions (¼, ¾, ½), letters with accents (ä, ê, ü), characters from other alphabets (ঝ, ش, Ø) and even emojis (😉, 👍, 😻) by clicking Insert and selecting Special Characters. There are extensive categories to choose from, or you can search for the symbol you want. To insert a symbol, just click on it.

Inserting Hyperlinks and URLs

Hyperlinks allow you to link text in a document to a website. A URL is the web address of a site. To insert a URL, either copy and paste it from the internet or manually type it. If you would rather not include the URL (sometimes they can be long), insert a hyperlink. This allows the readers of your document to click on text or the name of a site, such as Nashua Public Library, and be directed to that website. To insert a hyperlink, click Insert, and select Link. A window will pop up for you to the URL, along with the text you want to appear as the hyperlink. You can also click the Insert Link icon in the ribbon.

Borders and Shading

To place a border around a paragraph or section, click Format, then select Paragraph Styles. A menu will pop up to allow you to select the style, size, and color of the border.
Paste Options

Google Documents has two paste options. To copy and paste formatted text, and keep the formatting, hit Ctrl+V to paste. If you want to paste the text without the formatting, hit Ctrl+Shift+V to just paste the text. If you are using Chrome, you can also copy and paste by right-clicking with your mouse, or by clicking Edit and then selecting Copy, Paste, or Paste Without Formatting.

Find and Replace

To see where a particular word appears in your document, click Edit and then Find and Replace. This will open a menu where you can search for the word.

If you would like to replace a word in your document, enter the word you want to find, the word you’d like to replace it with, and then click either Replace to replace it in just one instance, or Replace All to replace it throughout the document.

Styles

Styles allow you to apply multiple formatting characteristics at one time. You can select pre-formatted styles or create your own. You will find Styles under the Format tab, under Paragraph Styles.
**Paint Format**

You can use the format painter to apply a style or other type of formatting to text. Highlight text that contains the formatting you would like to apply. If you only plan to apply the formatting to one block of text, click the **Paint Format** icon on the ribbon:

If you would like to apply the formatting numerous times, double click the icon. “Paint” over the text you want to change. When you are done, click the icon again.

**Footnotes**

To add a footnote, click **Insert** and then choose **Footnote**. Google Documents will automatically add the numbered footnote to the bottom of the page. Google Documents does not include a feature to add endnotes, which appear at the end of a document instead of at the bottom of the page. You can, however, install an Add-On called Endnote Generator, which will allow you to use endnotes.

**Text Boxes**

Text Boxes can contain text or pictures, and you can move a text box within a document. To insert a text box, click **Insert** and then **Drawing**. Select **+New** and, in the menu that opens, select the **Text Box** icon.

Once you have drawn your text box, enter the text you want, and then right-click to see the various options for formatting it. You can rotate the text, center it on the page, or flip it vertically or horizontally.

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You can also change the color of your text box by clicking on the paint bucket icon, add a border to the box by clicking the pencil icon, change the width of the border, and change the font and font size of your text.

Comments

The comments tool allows you to comment on text appearing in a document. There are four ways to add a comment. Highlight the section you want to comment on, and a small plus sign icon will appear at the right-hand side of the page. You can click that icon to add a comment. Alternately, you can highlight the section you wish to comment on, then you can right-click next to the section you wish to comment on, and select comment in the menu that appears, or you can click Insert and select Comment. Comments you enter will appear in the right-hand margin of the document. They will not print.
Sharing

Google Documents allows you to easily share your document with others. You can choose to either allow the people you share the document with to edit it, or you can choose to only allow them to read it. To see sharing options, click the blue Share button in the upper right-hand corner of the page.

To change whether the person you are sharing with can edit the document or not, click the gear-shaped icon in the upper right:

Uncheck the top box if you want the document to be read-only, and uncheck the bottom box if you do not want the person you share with to be able to download, print, or copy your document. If you allow editing, the edits will show up as Suggestions in your document.
Track Changes/ Suggesting

Google Documents allows you to show any changes made to a document, much like Microsoft Word’s Track Changes. This is called Suggesting. You can access Suggesting mode by clicking the drop-down menu in the upper right-hand corner of the page, which is set to Editing by default. Click the drop-down arrow and select Suggesting. You can then type your edits to the document. The owner of the document will get an email alerting them to your suggested edits, and they can then decide to accept them or reject them.
Version History

Since Google Documents saves your work automatically with each keystroke, it’s easy to go back and look at previous versions of your document. This allows you to look at the changes you’ve made, make copies of previous versions, and rename previous versions. Click on File and then place your mouse pointer over Version History. You can then choose Name Current Version or See Version History. When you click on See Version History, a panel will open on the right-hand side of the page, with a list of the dates and times you worked on your document. Clicking on a date allows you to view that specific version. Click on the three vertical dots next to each version to either rename a specific version, or to make a copy of that version.
Publish to the Web/ Email

You can easily share your document via email, or by publishing it to the web. To email it, click File, then select Email as Attachment. A window will pop up where you can enter the email addresses you want to send your document to. You can also choose to send the document to yourself, and the format you want the attachment to be in.

To publish your document to the web, click File, then select Publish to the web. A window will pop up with options. You can choose a link that you can share, or you can choose to have your document embedded on your own website.
To begin sharing your document to the web, or to remove it, click **Published content & settings**, then click **Start publishing** to begin sharing. You can choose to have your published document automatically update if you make changes to it. If you uncheck the **Automatically republish when changes are made** box, the version you publish will stay the same even if you edit the original document.

If you have published your document online, and want to stop sharing it, open **Publish to the web**, click **Published content & settings**, then click **Stop publishing**.

![Publish to the web interface](image)