



Create and collaborate on documents, spreadsheets and presentations with Google Docs

Why Google Docs?

- Import existing docs, or create new ones from scratch.
- Edit documents, spreadsheets and presentations from anywhere.
- Share docs online and collaborate instantly.
- Store docs securely online.
- Eliminate confusing email attachments and version-control issues.

Learn more at
<http://docs.google.com/support>

Google Docs makes creating, editing and sharing documents, spreadsheets and presentations simple and free. Your docs are stored safely online, so you can access them any time, from anywhere. Create a doc from scratch, upload an existing doc or browse the template gallery for a format that suits your needs – it's easy. You can even use Google Docs to create an online form to collect data from others.



Create and edit docs. To get started, go to <http://docs.google.com> and click on the **New** button (upper left), then create a document, spreadsheet, presentation or form. Start from scratch, upload an existing doc to edit or share online, or use a template. To choose a template, select **New > From template**.

Access docs from anywhere. Because your docs are stored securely online, you can access them from anywhere, from any computer with an Internet connection and a standard browser. And it's easy to export or download your docs in a variety of formats, including HTML, PDF, CSV and others – just open your doc and select **File > Download file as**.

Collaborate with others. Use the **Share** button (either from the Docs homepage or when editing a document) to invite others to edit your docs online. You can all view and make changes to the same docs online. Just think: no more unwieldy email attachments – and no more problems with version control. Just select **Tools > Revision history** (in documents) or the **Revisions** tab (in spreadsheets or presentations) to track who changed what, and when.



Document of External Origin

<http://docs.google.com/support/?hl=en>

Tips & tricks

- Import existing documents, spreadsheets and presentations to edit and share them online.
- Need help with document layout? Browse the template gallery at <http://docs.google.com/templates> to get ideas for resumes, presentations, letters and more.
- No connectivity? No problem. Click on the **Offline** link to access your docs when you're not connected to the Internet.
- Join the Google Docs Help Group to ask questions and learn more about how others are using Google Docs: <http://groups.google.com/group/GoogleDocs>

Publish to the web. Publishing your docs online is easy – just select **Share > Publish as web page** (in documents) or the **Publish** tab (in spreadsheets or presentations). You can un-publish at any time. To give others the ability to view but not edit your docs, use the **Share** button to invite them as viewers.

Collect data with forms. Select **New > Form** to create a form using a variety of question types (multiple choice, checkboxes, etc.). You can embed your form in an email, and respondents' answers will be added automatically to a spreadsheet, so collecting the data you need is a snap.

Use keyboard shortcuts. Following are some of the many shortcuts you can use to make creating and collaborating on docs more efficient. Visit <http://docs.google.com/support> and search on 'keyboard shortcuts' for a complete list of shortcuts.

| | | Documents | Spreadsheets | Presentations |
|----------------------|------------------|-----------|--------------|---------------|
| Undo | Ctrl + Z | ✓ | ✓ | ✓ |
| Redo | Ctrl + Y | ✓ | ✓ | ✓ |
| Cut | Ctrl + X | ✓ | ✓ | ✓ |
| Copy | Ctrl + C | ✓ | ✓ | ✓ |
| Paste | Ctrl + V | ✓ | ✓ | ✓ |
| Print | Ctrl + P | ✓ | ✓ | ✓ |
| Find and replace | Ctrl + ... | Ctrl + H | Ctrl + F | |
| Bulleted list | Ctrl + Shift + L | ✓ | | |
| Insert comment | Ctrl + M | ✓ | | |
| Insert slide | Ctrl + M | | | ✓ |
| Remove formatting | Ctrl + Spacebar | ✓ | | |
| Select entire column | Ctrl + Spacebar | | ✓ | |
| Select entire row | Shift + Spacebar | | ✓ | |
| View slideshow | F5 | | | ✓ |

