Google Docs is a powerful word processor that allows you to create documents, upload existing files, share them with friends, family, and co-workers, and even translate them into different languages. Google Docs comes free with your Gmail account.
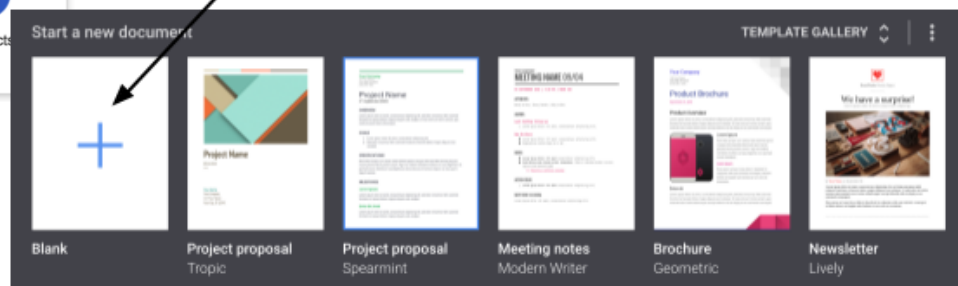

Creating a Google Doc:

Once you log into your Gmail Account, you will see these options in the top left corner of your browser.
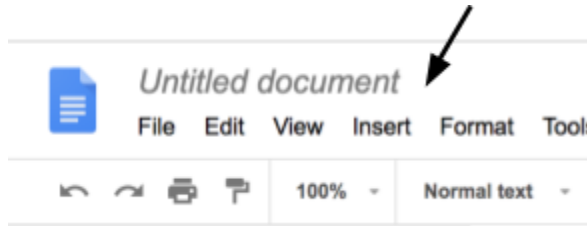
Click on the grid icon and then Docs.
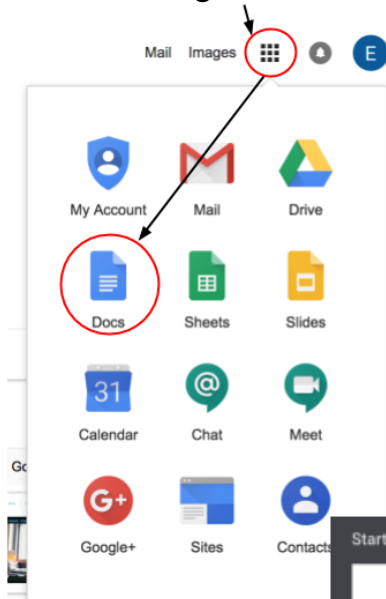
You will now see a list of Doc templates to choose from. Select "Blank" to create a new blank document.

You will now have a new window with a blank document. The very first thing you should do is give your document a name.
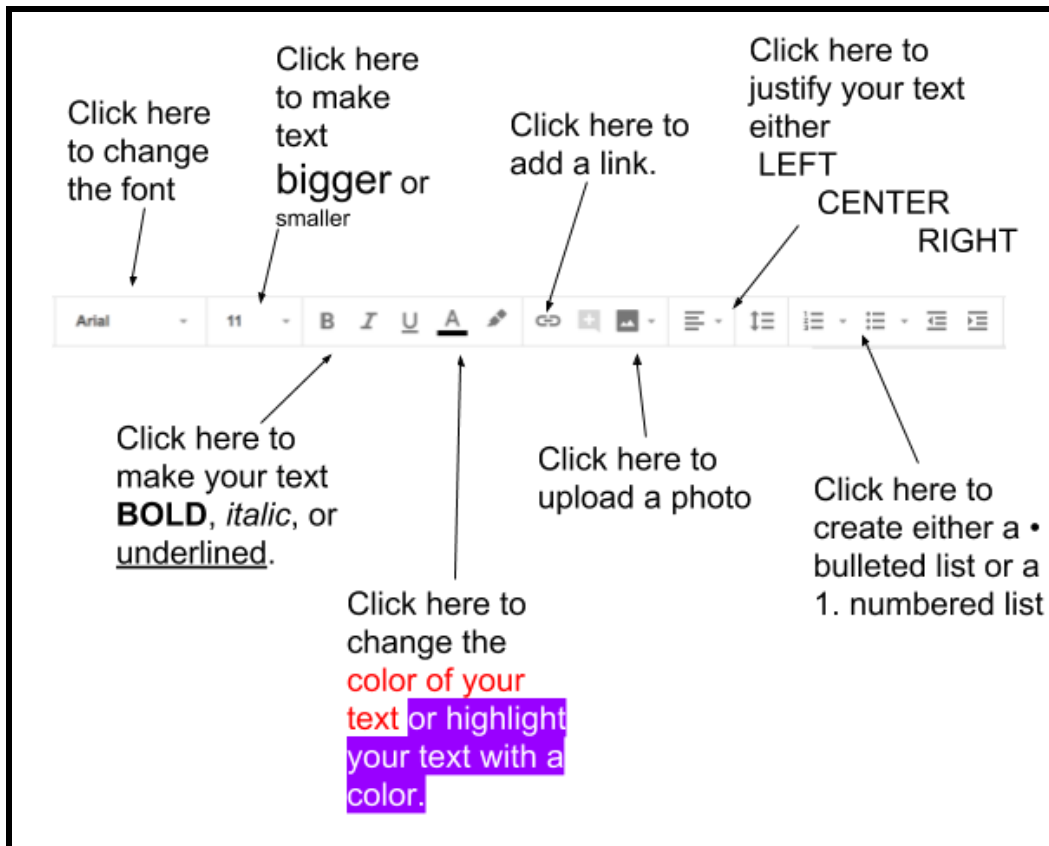
Click the box that says "Untitled document" and type in your document's name.

The name you give your document, as well as anything you type into it, is automatically saved so you won't need to worry about losing your work.

_____

Below is the menu bar. Just like in any word processor, you can make your text look how you like. Simply highlight the text and choose one or more of the options below.

Click here to change the font

Click here to make text **bigger** or smaller

Click here to add a link.

Click here to justify your text either LEFT CENTER RIGHT

Click here to make your text **BOLD**, *italic*, or underlined.

Click here to upload a photo

Click here to create either a • bulleted list or a 1. numbered list

Click here to change the color of your text or highlight your text with a color.

Sharing your Google Doc

Once you have a document created, Google Docs allows you easily share it with others. This will allow people to see and even edit what you have created. Whether it's your child's homework, a family budget, or even the recipe to grandma's famous pumpkin pie, they can all be shared.

To share your document, click on the "Share" button at the top right of your browser window.

Then, type the name or email addresses of the people you'd like to share your document with here.
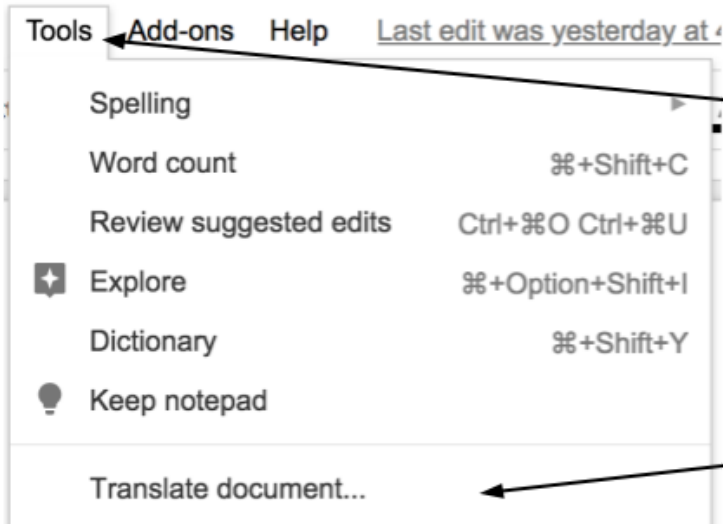
When sharing a doc, you can decide how much control that person can have. Do you want them to be able to make changes? Choose "Can Edit." Only want them to be able to see what you created? Choose "Can View." If you want them to be able to see your document and make comments without being able to change anything, choose "Can comment." After you share a document, you can always un-share or changes a person's permissions.
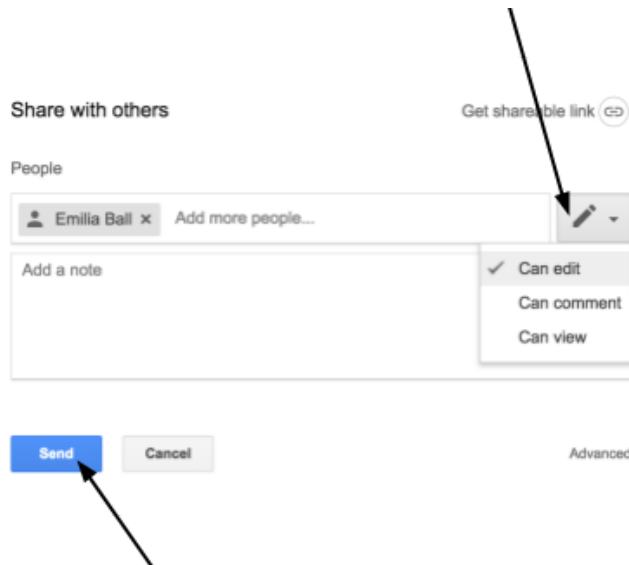
Once you have added all the email addresses you like and chosen the proper editing settings, click Send. And that's it! The people you shared it with will get a notification email.
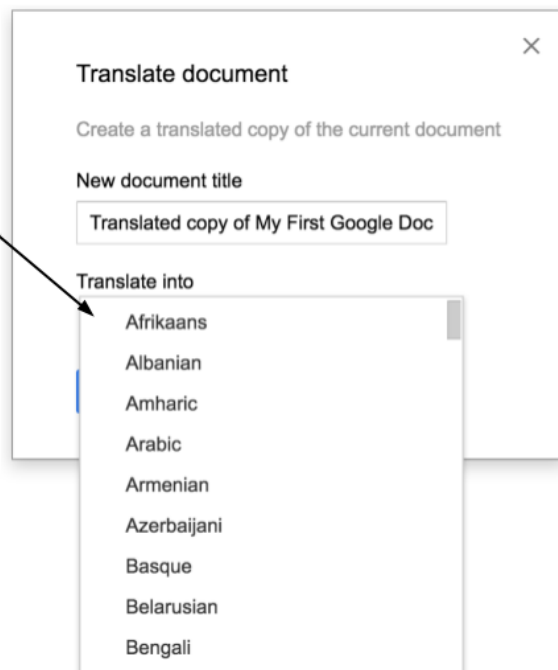
Translating a Google Doc to another language

Tools Add-ons Help Last edit was yesterday at ⌐

Spelling ▶

Word count ⌘+Shift+C

Review suggested edits Ctrl+⌘O Ctrl+⌘U

✦ Explore ⌘+Option+Shift+I

Dictionary ⌘+Shift+Y

💡 Keep notepad

Translate document...

From within your document, click the "Tools" option in the menu bar.

Click "Translate document…"

Click "Choose a language" and pick the language you wish to translate your document to. When you have chosen the desired language, click "Translate."

A new document will now open with your translated text. This document will also automatically save into your list of Google docs.

Translate document

×

Create a translated copy of the current document

New document title

Translated copy of My First Google Doc

Translate into

Afrikaans
Albanian
Amharic
Arabic
Armenian
Azerbaijani
Basque
Belarusian
Bengali

Congratulations! You're ready to use Google Docs!