



## Google Docs: Access, create, edit, and print

There are several kinds of Google documents: Docs, Sheets, Slides, Drawings, and Forms. We'll use a basic Google Doc to show you how to get started with various types of Google documents. Most of these steps also work for other document types, so learn these tasks and you're on your way to creating presentations, spreadsheets, forms, and drawings, too.

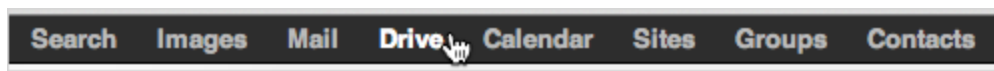
### Access your documents


You can access your Google documents from any computer, anywhere in the world.

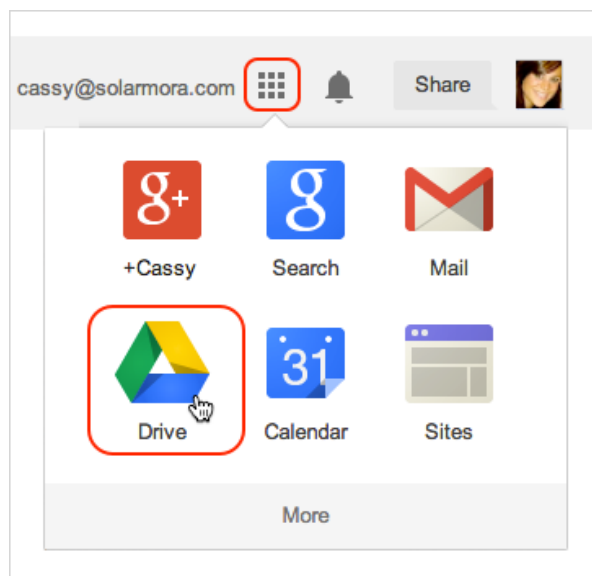
To view a list of documents you own or have access to, or to create a document:

- Visit Google Drive at **<https://drive.google.com>**.
- Or visit from another Google Apps product

When you're using a Google Apps product like Gmail or Calendar, you'll see other Apps products listed across the top of the page. Click **Drive** to get started!



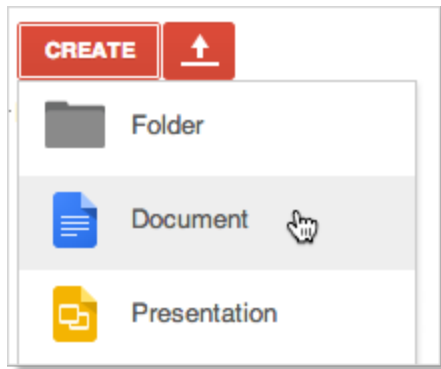
Or, if you have the new Google One Bar, click the  at the top of the page and select **Drive**.



In Google Drive you'll see all of the Google documents you have access to, including Docs, Sheets, Slides, Forms, Drawings, and other Google document apps. You might also see other types of files.

## Create a document

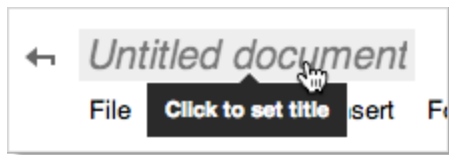
From Google Drive, click **Create** and then select **Document**.



A new Google Doc appears in your browser—now you're ready to edit.

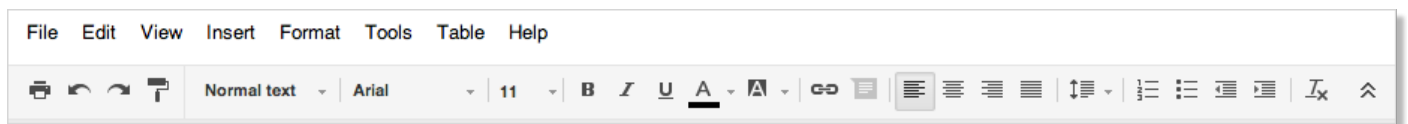
## Rename your document

Click **Untitled document** to name your doc. (You can rename your doc at any time by clicking the title.)



## Edit and format your document

There are many ways to edit your document with the edit toolbar.

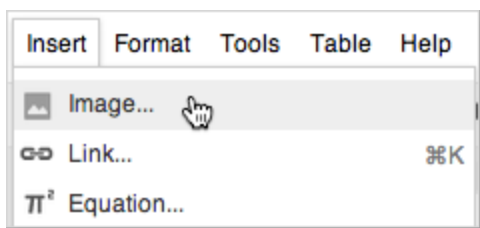


You could stick to entering plain text, but why? Take advantage of the full range of features in Google Docs to make your documents stand out from the rest.

Here are some ideas to get you started:

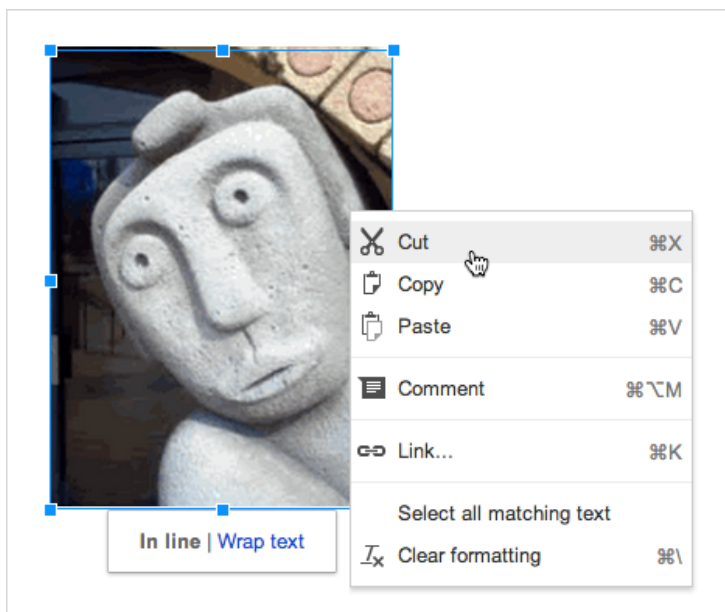
### Insert images

1. Click **Insert > Image**.



2. Choose an image and click **Select**. You can upload an image from your computer, choose one from Drive or your photos, find one on the web, or even take a new snapshot. Once your image is added, you can remove or resize it at any time.

To remove an image, select it, right-click (or click **Edit**), and choose **Cut**:



To resize an image, select it and then pull one selection handle. Use a corner handle to proportionally resize in all dimensions:



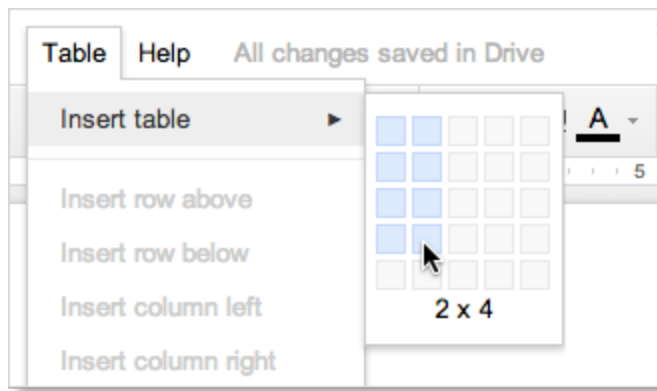
Use a top, bottom, or side handle to resize in only one dimension:



### Add a table

Tables are a great way to organize information in your document.

1. Click **Table > Insert table** and point at the number of rows and columns you want:



2. Then format and fill out your table:

Project Member	Role
Ted Wallace	Team Lead
Ashley Smith	Project Coordinator
Sam Sterling	Sout

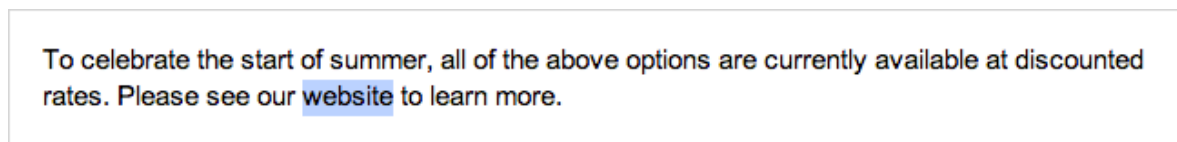


To add color to cells (like the top row above), select the text in one or more cells, click **Table > Table properties**, and then set the cell background color.

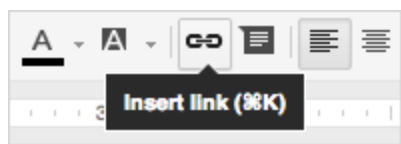
### Add a link

It's super easy to add links in Google Docs.

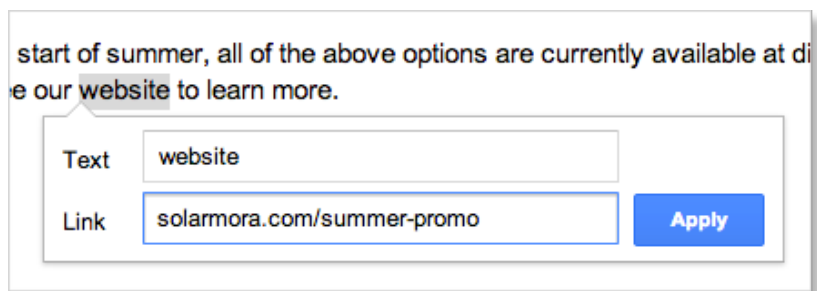
1. Select the text (or an image) where you want the link.



2. Click the link icon in the toolbar, or type **Control + k**.

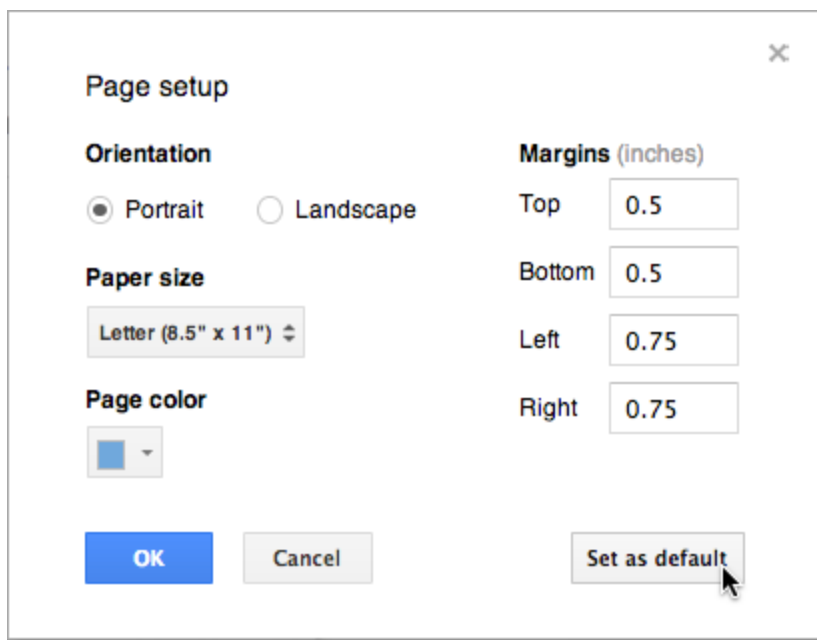


3. Type the URL and click **Apply**.




## Set margins, page size, orientation, and background color

To set these options, click **File > Page setup**. Once you have the perfect settings, you can click **OK** to apply them just to the current document, or click **Save as default** to have these page settings for all future documents.



## Print

To print your document, click **File > Print**, or click the printer icon: . A PDF version of your document will appear with these print options:

**Print**

Total: **5 sheets of paper** (10 pages)

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Destination **syncom-color**

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Pages  All

e.g. 1-5, 8, 11-13

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Copies

---

Color  Color

Black and white

---

Margins  ▼

---

Options  Two-sided

Background colors and images

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[Print using system dialog... \(⌘P\)](#)

Google™ Apps

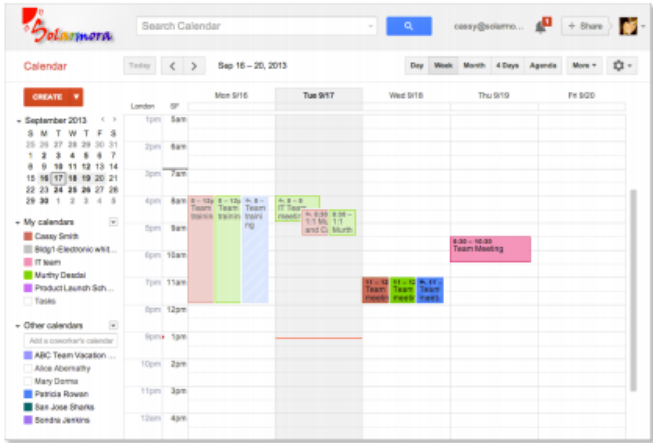
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**Calendar:** Scheduling, invitations, attachments, and printing

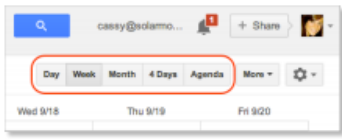
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**Your calendar view**

Sign in to Google Calendar. You'll see your calendar weekly view. Here's an example:



To change your calendar view, click the tabs in the upper-right corner of the view.



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You can scroll through your document on the right, and if you need more advanced options, or if system print settings override your Google Docs print settings, click Print using system dialog.

## Share and collaborate

Many people say the best thing about Google documents is how easy it is to share them and work on them with other people in real time. Check out [Sharing and Collaboration](#) to get started!