



Google Docs for Association and Personal Use (Handout)



Getting Started - If you simply need to type something, the following will help.

1. Open the **Google Docs app** from your computer.
2. Click on the icon with the plus (+) sign.
3. On the **ToolBar**, set your font.
4. Set your font size.
5. Go to **Format**, set line spacing.
6. Begin typing in your document.

Typing in your document

1. Once you have set up your document. You are ready to type. Also, you can copy from other documents and paste them into yours.

Example:

Legislative and Executive Candidates

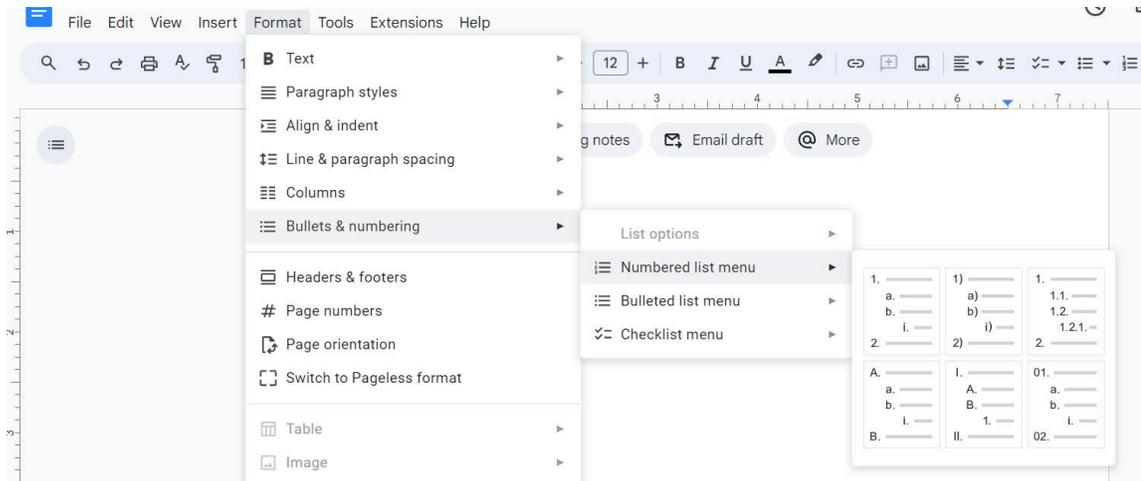
Voting for the candidates who will support education and retirement issues should be on the top of all IEA members' agenda. We want allies who will continue to support IEA members by paying the correct amounts into the pension systems and supporting insurance programs. Also, we want legislators and congressional officials who understand the importance of education.

The above is an excerpt from a document that I created to share with Retired Members for the 2024 Fall Election. I highlighted it only to show that it is from another of my documents. Also, it is important to notice that the subheading is bold and different size font. Whatever you copy and paste will usually retain the formatting of the original, so you need to change it if you do not want the original formatting.

- a. To change text, use the **B**, ***I***, **U**, **A** for **Bold**, **Italics**, **Underline**, and **Font Color** respectively as you would in other programs, such as Microsoft Word.
- b. You can also change the alignment (left, center, right, justify) by clicking the icon.

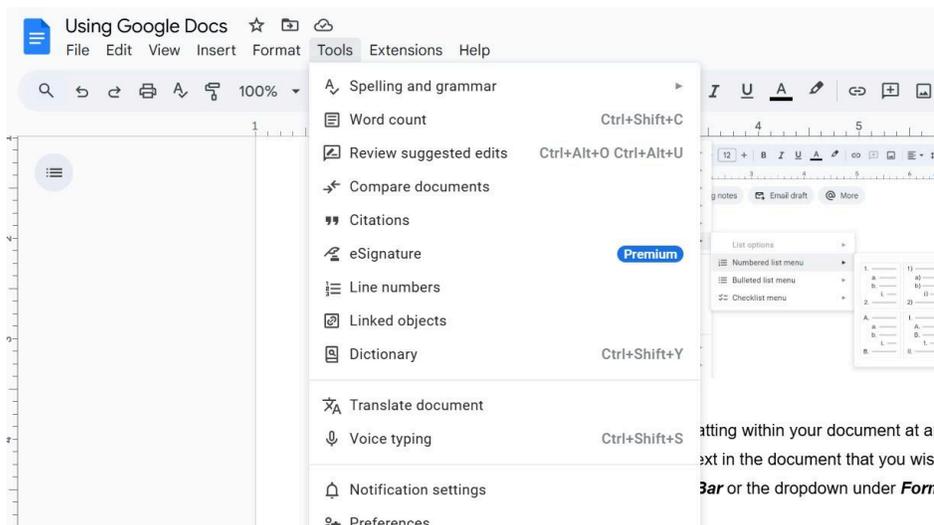


- c. If you need lists, choose **Bullets & numbering**, which is under **Format**. In order to have numbers or bullets. You can also choose the types of bullets and numbers.



NOTE: You can change all or part of the formatting within your document at any time. To do so, you must highlight all or part of the text in the document that you wish to change and make the change using the **Tool Bar** or the dropdown under **Format**.

- d. Spell Check - Always spell check after completing your document. To do so, click on Tools. At the top of the dropdown menu, you will see Spelling and Grammar. Click on this and you will have a window that shows spelling/grammar errors and suggestions, which you can accept or ignore. When unknown words are caught, you ignore them or add them to your dictionary.



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Adding and Editing Images

1. Inserting Images into documents

- a. One can drag and drop images from file folders. You must have your document open with a file folder also open. Both can be side by side or have the file folder open over the document, but it cannot be full screen so that you can still see your document underneath. Simply click and hold on your image(s) and pull it (them) into your document. However, you will have to move your images if you drop them where you do not intend.



- b. Go to the **Insert** tab and click **Image**. Choose **Upload From Folder** and pick a folder with your wanted image(s). You can pick one or more images, and they will appear where your cursor is in the document.

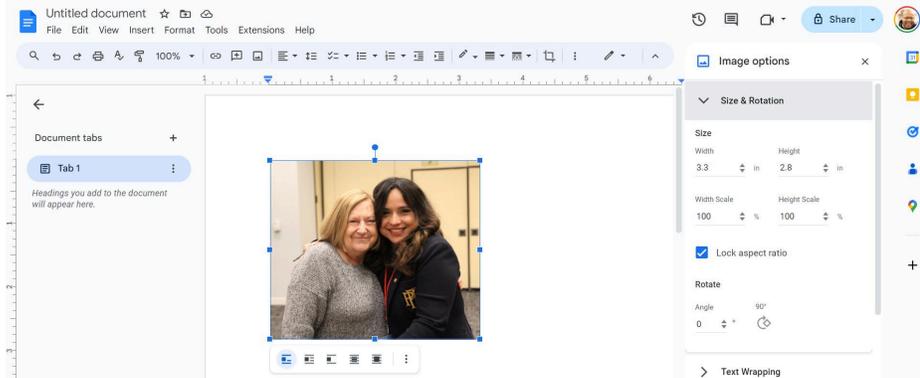
2. Resizing Images

- a. Click on your image. You will then see blue squares on each of the corners of your image and blue squares in the middle of each side. Also, on the top, is a



line sticking up with a blue dot. You can click on these squares and pull on them to make the image larger or smaller. Pulling outward makes it larger; pulling towards the middle makes it smaller. To keep dimensions consistent, pull using the corners. If you wish to stretch or flatten the image, choose a square in the middle of the side or top.

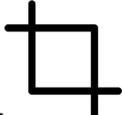
- b. Click on your image. On the **ToolBar**, you will see **Image Options**. Click on this. Choose **Size & Rotation**. Under **Size**, if you know the size that you want your image in inches, you can insert the width or height and resize the images with consistent dimensions when **Lock Aspect Ratio** is selected. Deselect **Lock Aspect Ratio** if you want to stretch or flatten the image.



3. Rotating Images

- a. In case your image is not the correct angle (i.e., horizontal, not vertical), click on your image and change the orientation by clicking on the top blue dot and turning the image to the preferred orientation.
- b. For exact angles, click on your image and choose **Image Options**. Choose **Rotate**. Rotate the image by the degrees you insert or click 90 degrees.

4. Cropping Images

- a. Click on your image. On the **ToolBar**, you will see the **Crop Image** icon.  When you click on this, there will be corners and lines in bold in addition to the blue squares on each of the corners and the middle of each side of the image. When you select and move inward with the side lines or corners, you will be selecting the portions of the images to be deleted. Those portions will disappear when you click outside of the image.



4. Insert Table

- a. Often, there is a need to keep a list for an activity or perhaps to keep a file for future use. For those purposes, you can insert a table with columns in which you type your headings for the appropriate information.

NAME	EMAIL	PHONE
Action Jackson	Cool1@hero.com	(555) 555-5555
John Greystoke	Cheeta_101@hero.com	(515) 555-5555
Wanda Maximoff	Magic616@hero.com	(616) 555-5555

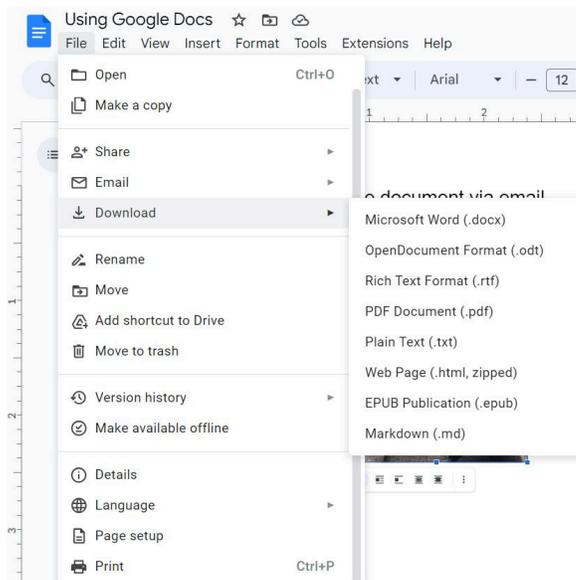
Printing and Sharing Documents

1. Printing documents

- a. Printing should be simple from a desktop. Simply, select **File** and go to **Print**, which is at the bottom of the pulldown menu. The **Print** window will appear and you click **Print**. There should be no issues if your printer is set up. Also, you can choose to print to PDF and save to a file folder if you wish.

2. Sharing the document via email

- a. To send and email with an attachment of your document, you will have to download a copy. You need to select **File** and go to **Download**. You will then



have several options of file formats to download.

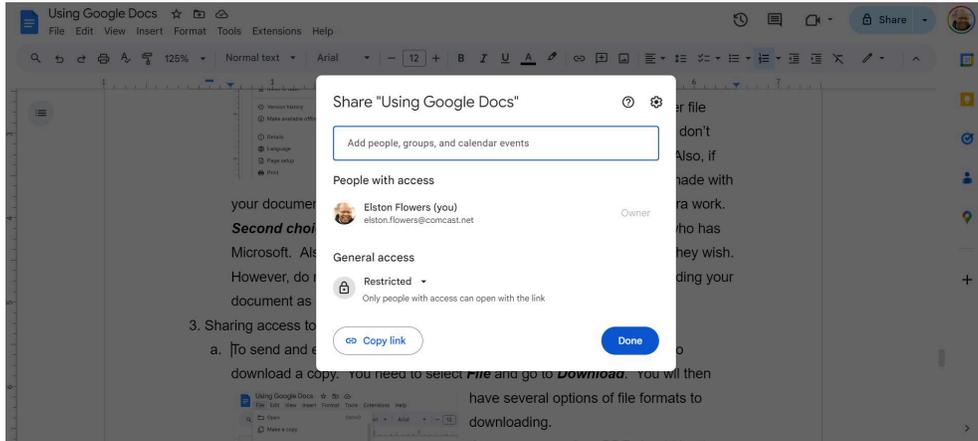
Strong suggestion: PDF should be the first choice for sharing. For the majority of recipients, a PDF file has no issues. Also, the formatting from a Google Doc can change when downloaded to other file types.

Therefore, use PDF if you don't want changes to the formatting. Also, if you do not want changes made with

your document, nothing can be done to it without the recipient doing extra work.

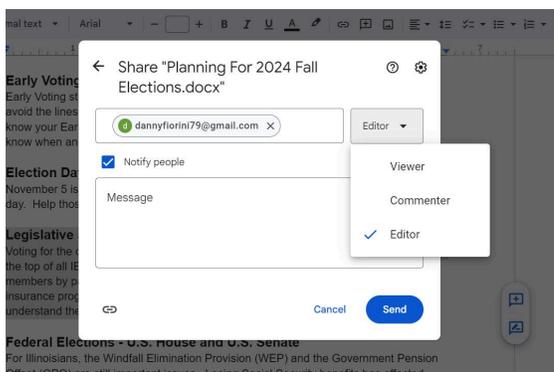
Second choice: Microsoft Word is good when sharing with someone who has Microsoft. Also, you probably do not mind the recipient adjusting the document if

they wish. However, do remember that the formatting could change when downloading your document as a Word Document.



3. Sharing access to your online document

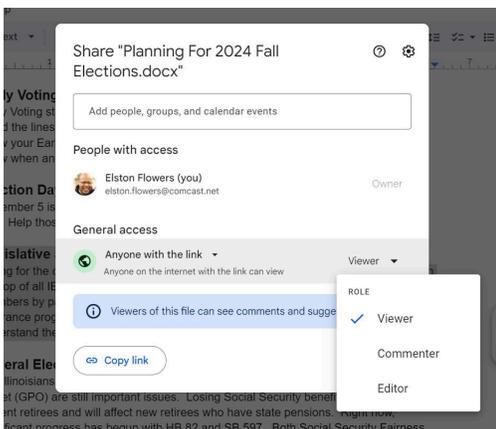
- a. If you do not want anyone to have access, simply do not share your document.
- b. **People with access** - When you share your document via email, these people will have whatever level of access that you decide to give them. The options are



Viewer, which means that they can only read the document;
Commentator, which allows them to give you responses; **Editor**, which gives them full access and allows them to actually work on the document with you. You can choose to give access to

several people and have different levels of access for each person.

- c. **General access** - With this option, you will share a link with others. The link can be shared by using email or by text. Then, the recipient(s) can use that link to access the document. When you use this method, you will only have one option

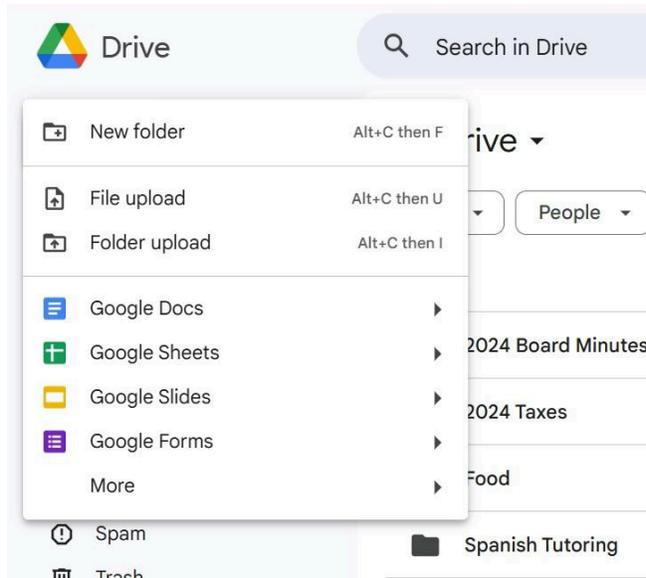


that everyone must use for interaction with your document. Therefore, all people with the link can either be a **Viewer**, a **Commentator**, or an **Editor**. No person will have a different level of access.

Getting the Link - When using a computer, Click on the share button in the upper right of the app. Click **Copy Link**.

Organization of your Documents in Google Drive

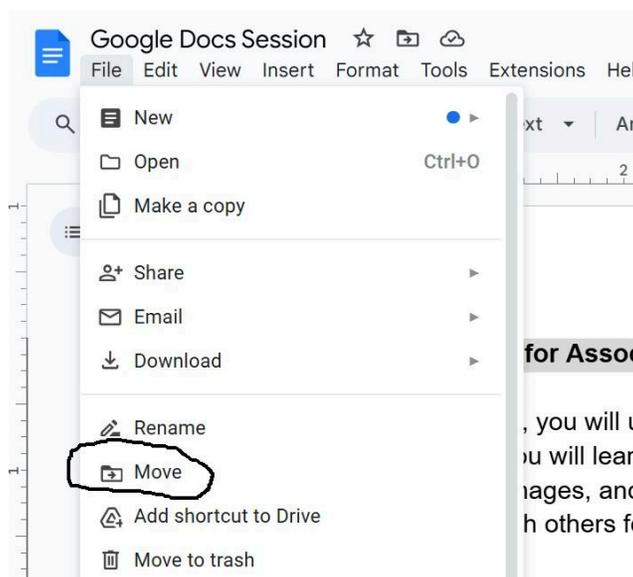
1. Folders In Google Drive, you can click on the **+ New** in order to create folders.



This is important for having organization in Google Drive for all of your documents making it easier for you to find them. Also, you can create subfolders within your primary folders if further organization is needed. Another aspect of having folders already created is that you can create a new document in the appropriate folder if you create the document using **Google Drive** with the folder already open.

2. If you have a document not in a folder or in the incorrect folder, you can move it.

a. While in Google Docs, select **File** and click on **Move** in the toolbar.



b. After clicking on **Move**, a window will open with folders from which you can choose to place your document. Also, this window will show the document's current location at the top.

IMPORTANT - If you are moving from one folder to a different folder, you may have to click on **All Locations** to start from **Google Drive** and the main folders.

