

## Intro to Google Docs

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### Comments

- Highlight or right-click where you want to make a comment.
- Move the mouse to the icon of a chat bubble with a plus, on the right.
- After typing the comment, make sure to click “comment” so it is visible to others.
- Click “resolve” if a comment is no longer necessary. You may also delete comments by clicking the colon and selecting “delete”.

### Sharing Documents

- Click the blue “share” button on the upper right hand corner of the window.
- If you would like to send the link to people, click “get sharable link”.
  - Set the permissions to “anyone with a link can view”, “...comment”, or “...edit”.
  - If you would like to restrict access to the document, select “off- only specific people can access”.
- You can send people e-mail invites to view or edit your document. Click the pen icon to set permissions to people you share the document with.

### Hanging Indent

- Highlight your source(s).
- On the ruler at the top of the page, drag the bottom arrow to 0.5”.
- Drag the top bar back to 0”.

### Cover Page and Page Numbers

- Click the “Insert” tab and select “Page number”. Most papers should have the page number in the top right hand corner. Make sure to add the page number BEFORE any other information in your header.
- For MLA, add your last name to the left of the page number.
- For APA, format a running head. The header of all pages should say the short version of your title at the top left corner and the page number on the right corner.
- If you need the header of your first page to look different from your other pages, double-click on the top of the page and check the box “different first page”.

### Footnotes (Chicago)

- Click where you want a superscript number.
- Under the insert tab, select “insert footnote”. OR Hold the Control, Alt, and F keys.
- The superscript should appear and automatically link to the note. Put your citation in the note.
  - Footnotes will be located at the bottom of the page.
  - Google Docs does not currently support endnotes, which would go at the end of the entire document..

### **Find and Replace**

- To search, hold the Control and F keys.
- To find and replace, click the colon under the “find” menu.

### **Word Count**

- Click on the “review tab” and click “word count” to see a quick overview of the pages, words, characters, paragraphs, and lines in the document.

### **Tables**

- Click the “Insert” tab.
- Under “table”, drag to your desired table size.
- To add rows or columns, right click a cell of the table and select “Insert rows/columns left/right”.
- To adjust borders, click on a table and look to the rightmost of the hotbar.
  - You can change the background color, border color, border width, and border dash.
  - A border of 0pt makes the edges invisible.
- You can insert images into single 1x1 tables and erase the border to help with image formatting issues.

### **Special Characters**

- Under the “insert” tab, click “special characters”.
- Click the “symbol” dropdown if you know you need a certain type of character, i.e. Middle Eastern scripts or Emoji. You can further narrow it down with the dropdown menu to the right.
  - You can draw your symbol in the box to find it quickly.
  - Click on the small icon of the symbol to insert.