

40+ tips in Google Docs (P1)

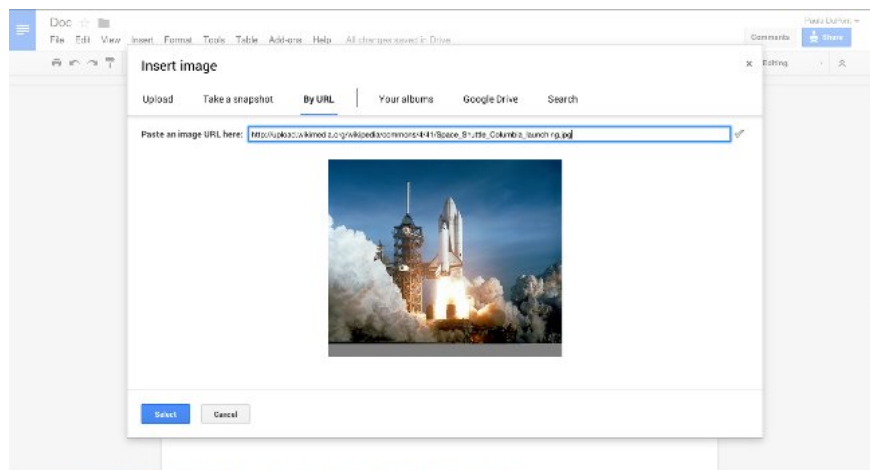
Google Docs is a very effective application with most of the features you want from a word processor. In this article, there will be more than 40 tips and tricks, you will find it useful.

Google Docs is a very effective application for most of the features you want from a word processor. But some users still have not abandoned office applications on the computer to edit documents directly in the cloud, because they fear the new processors will lose some features.

Because they are still skeptical about the practicality of Google Docs or have not taken full advantage of its functions. So in this article I have compiled more than 40 tips and tricks to use on Google Docs so you can see their benefits.

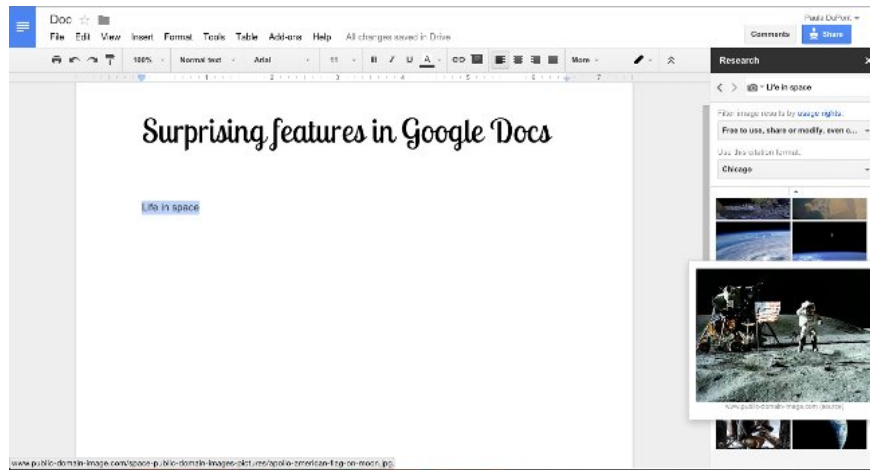
Add and edit images

1. Insert image by URL



Any word processing application allows users to insert images from the hard drive. But with Google Docs, you can add online images via URL. Just click **Insert** on the toolbar, select **Image** from the drop-down list. Next, go to the **By URL** option and copy the link. Docs will save the image to the text, so if the original file is deleted on the internet, the image will not be lost and remain in its place. Moreover, it is possible to add images using Google Drive - your hard drive on Cloud.

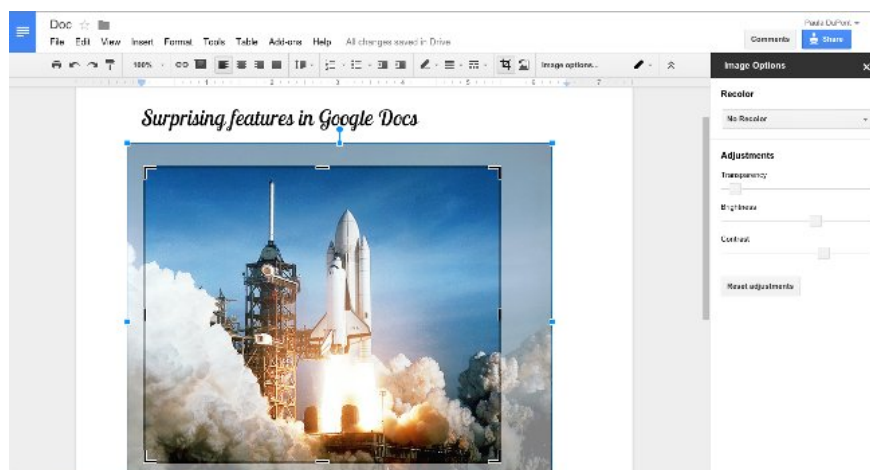
2. Search for photos



If you want to add photos but have not found the right image, you do not need to cancel the text. The "Research" tool will search for images from the web for you, just type the keyword in the "Research" bar.

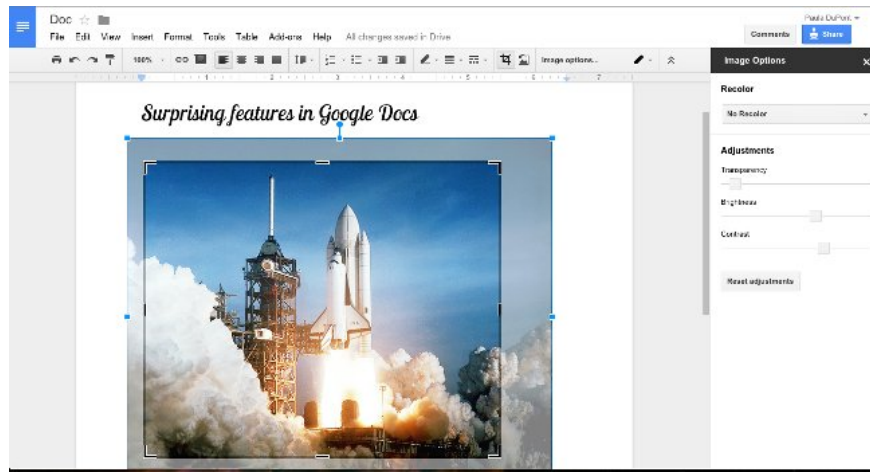
To use that feature, activate the **Research** bar under the **Tools** menu. From there, you can choose the images that are licensed to use, and remember to avoid using images with copies. Next, Docs automatically adds citations with the **Citation** drop-down menu. (If you do not want or do not need to add citations, simply, select and delete addresses that appear automatically). From Research's results will give you the URL of the image, from which to drag the image into your text.

3. Edit photos



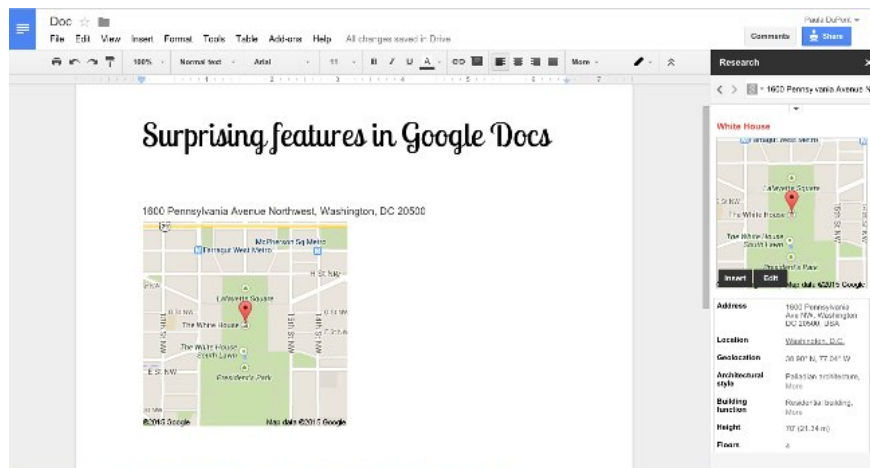
Double-clicking on the image or **Image Options** on the toolbar will appear with image editing features such as cropping and editing. These tools are very easy to use. You can adjust the image's brightness, brightness, and contrast.

4. Add photos Alt Text



Select the **Alt Text** feature in the **Format** menu to add subheadings and descriptions for images. These lines will not appear in the text but will appear in the slideshow when the reader's network connection is too slow, or the reader turns on the description feature.

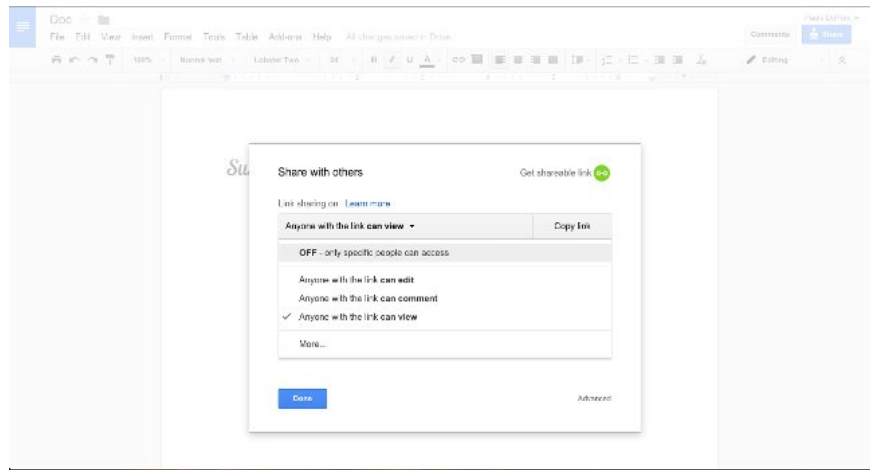
5. Insert the map



The image you need is not the usual image but the map? As I said, the **Research** tool is our friend. It represents search results of places or locations on a map. Scroll down to see more information of the area or insert a map image for your text. Click **Edit** in the map's results to change the image display before adding it to Docs.

Share and collaborate

6. Public sharing



When it comes to document sharing, veteran Google Docs will say "Oh, usually" but this feature is one of the valuable properties of a word processor. Although, you can use common ways to share documents with friends and colleagues, but public sharing is useful if you want people to read your posts or upload to a website. there.

7. Publicize or share a copy of Doc on the Web

Publish Doc to Web Demo

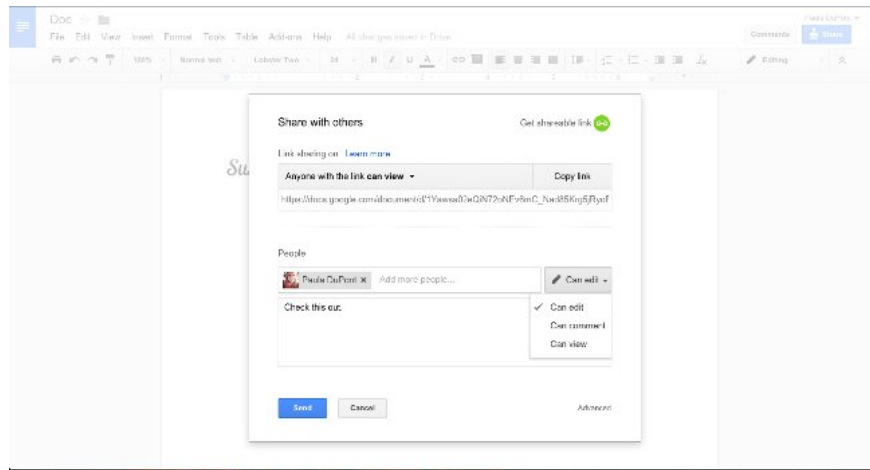
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This is a feature often overlooked by longtime Google Doc users. However, it is a tool to publish documents as a web page or insert a website. To do that, go to **File** in the toolbar and select **Publish to the web** . Then, each time you go to the middle of the text, an embedded code or URL will display. If you update the text, the embed code or URL simultaneously changes after 5 minutes.

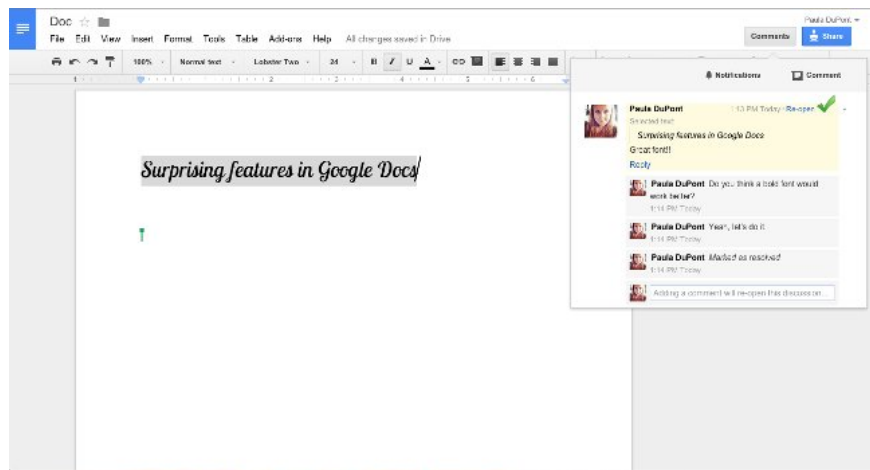
8. Right to edit editing



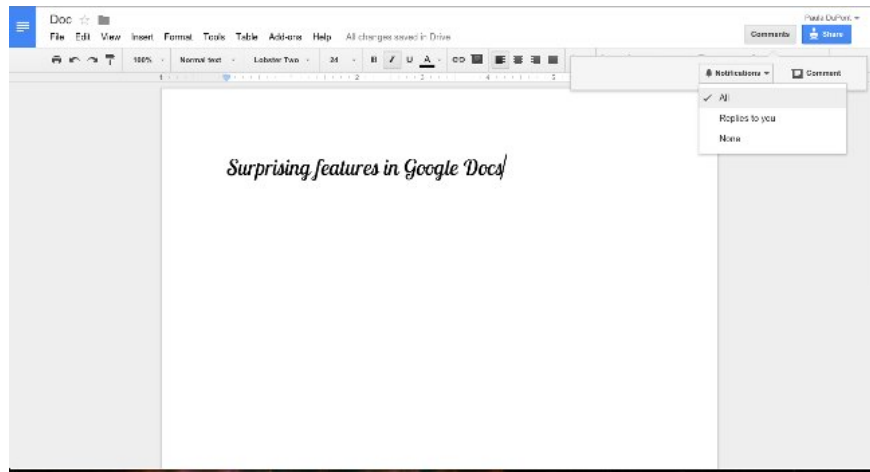
This is a tool for collaborators. Google Docs allows you to customize the settings for several text readers and you control each person's interaction with the text. This feature is suitable for internal information sharing.

In addition, other rights can be used such as **just editing** or **just responding**. The "Edit only" permission allows other users to have full control over the text, but if you are looking for some feedback, limit the reader to "comment only".

9. Use notifications and comments

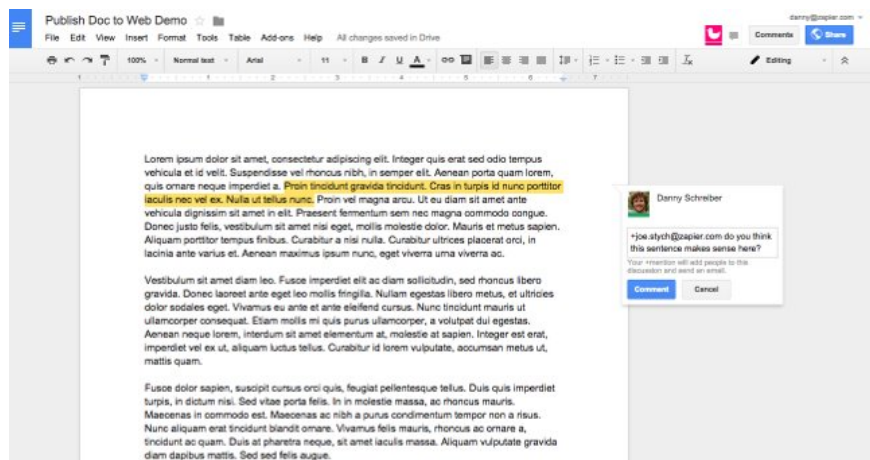


Commenters can make notes, tick specific locations on your posts but cannot edit. You can discuss and mark **Resolved** conversations when you have decided to modify. After that, you continue to debate each time you open the conversation by opening **Comments** in the upper corner of the window.



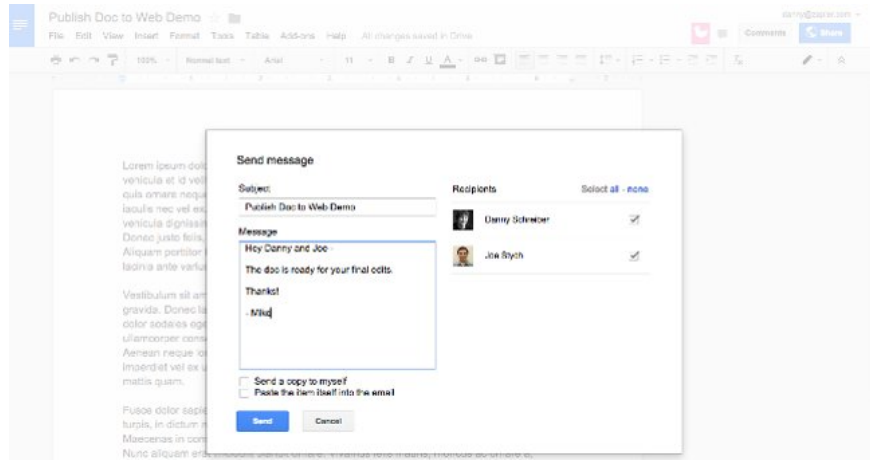
You change the notification settings to follow comments: choose to notify all comments, reply to comments or not.

10. Mark individuals in the comments section



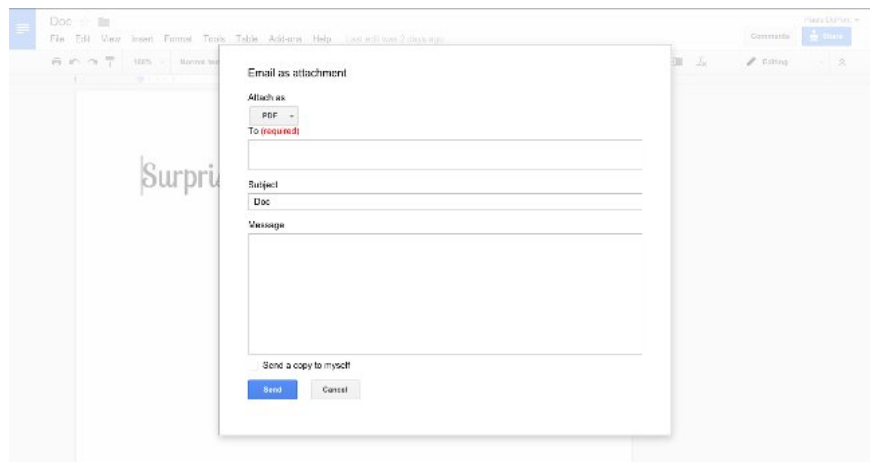
If you need someone's opinion, check the comment by typing @ or + then typing the name of the object. Google Docs will display options based on Gmail contacts and notify them via email, then you only need to grant the user that it is done.

11. Collaborators



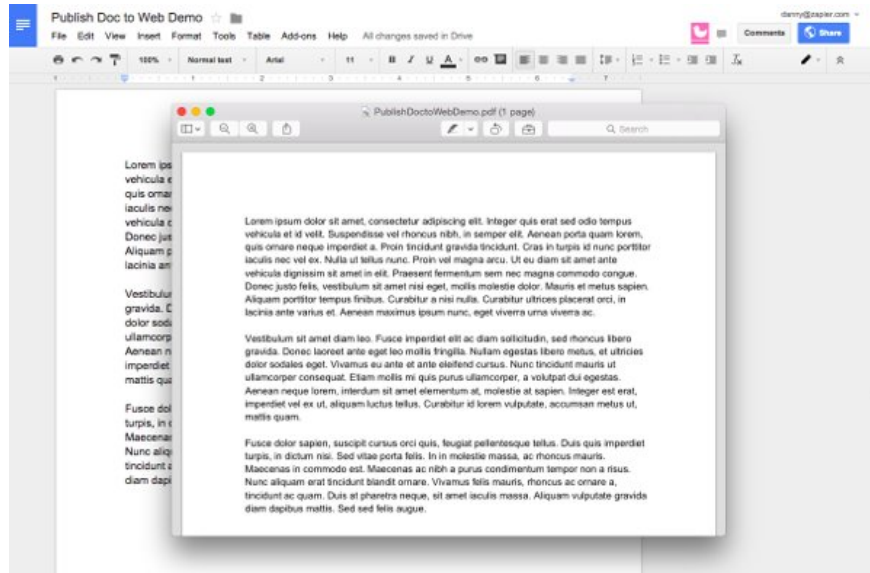
While starting to share Google Doc, employees can receive emails including your notes content. However, there will be notice, when the commenter comments or they are marked in the comment. If you want to send an email to all contributors informing them, you are ready to receive the final response for the article, you have this option **Email collaborators** . under **File** in the toolbar.

12. Submit documents



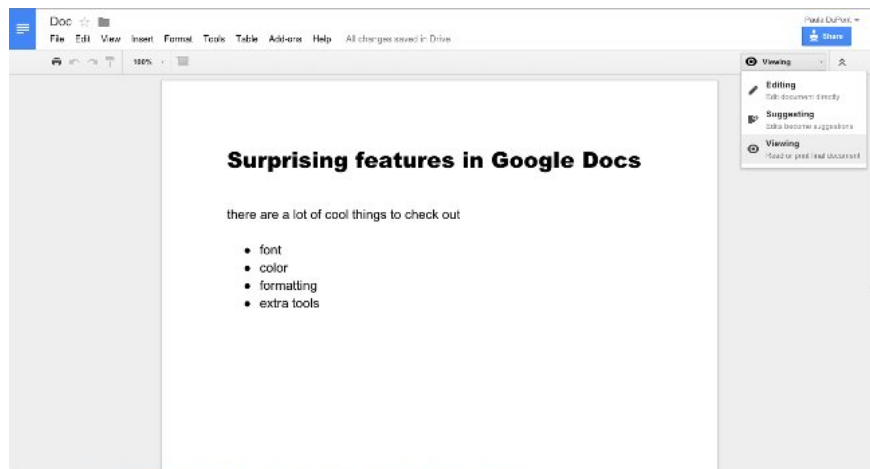
It sounds absurd, but not everyone has a Google account or Google Docs. Therefore, it will be difficult to submit documents and receive their feedback. To solve that problem, select **Email as Attachment** in the **File** menu, then enter the recipient's email address, and add the message content before sending the message. Finally, choose PDF, DOCX, and RTF files or paste documents into mail.

13. Download documents like PDF files, Word Doc .



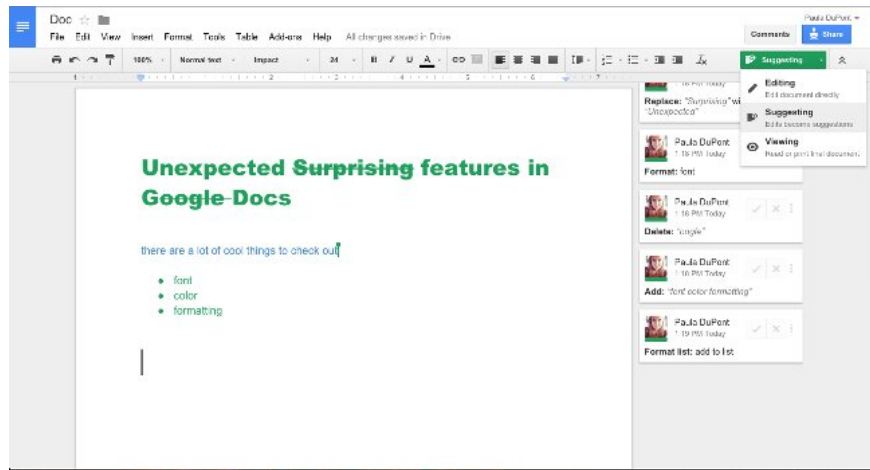
You are writing a summary or essay on Google Docs, you will want to send a more complete copy than a revised document. Therefore, to transfer downloaded files of documents as a PDF file. Go to this option under **File** on the toolbar, and select **Download as .** By the way, you can export to other versions like Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), Plain Text (.txt) and Web Page (.html, zipped).

14. Change the view to the final draft



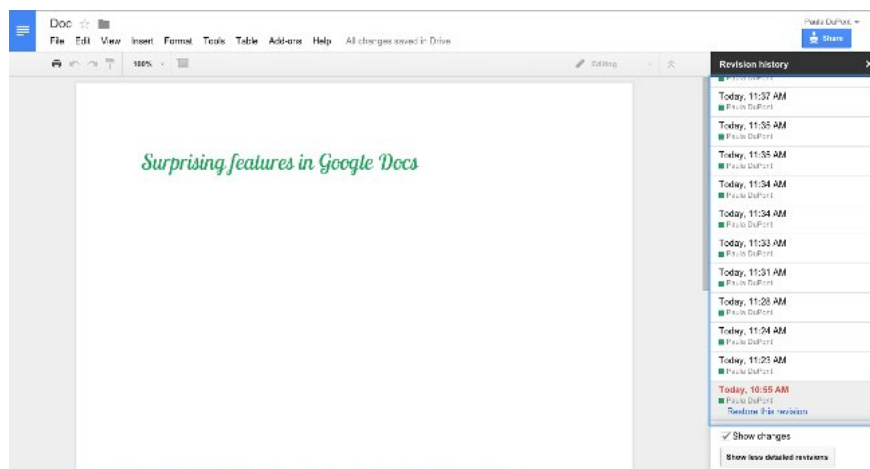
This will become the last step after you have finished editing the document. Above the right corner, select **Viewing** from the drop-down menu to re-read the content without changing the text. Avoid the case, accidentally accidentally mistakenly press the key combination to lose the document.

15. Tracking editing



Try Google Docs' **Suggestion** feature. This feature allows you or your collaborators to change documents when you have not agreed to change. This means that all suggestions will be marked with different colors and changes displayed on the right side of the screen. From there, you can accept or reject the proposed proposal. And come back to the comment feature whenever you want to talk about the collaborators' changes before finishing.

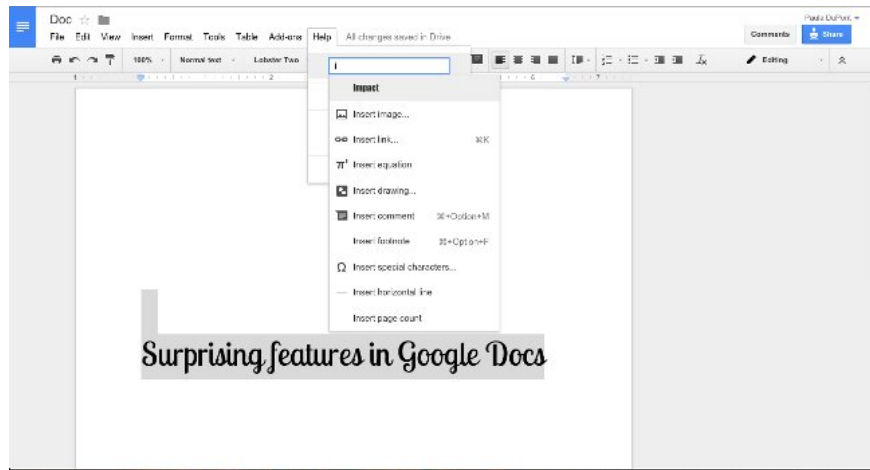
16. Repair history



Select **See Revision History** in the **File** menu to review the edits from the start of writing. However, it will not be too detailed, only the date and time of the version and the name of the editor. In addition, you can view edited text as many times for each revision easily or compare them if needed.

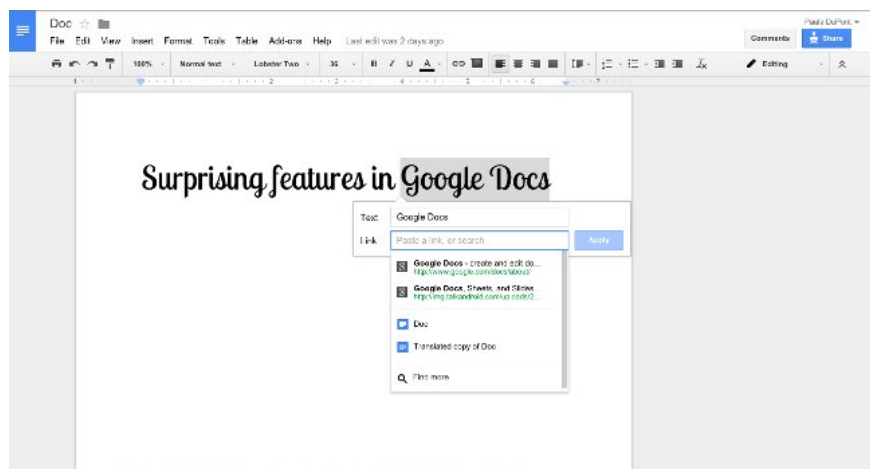
Shortcuts and quick editing tips

17. Shortcut "Search the Menus"



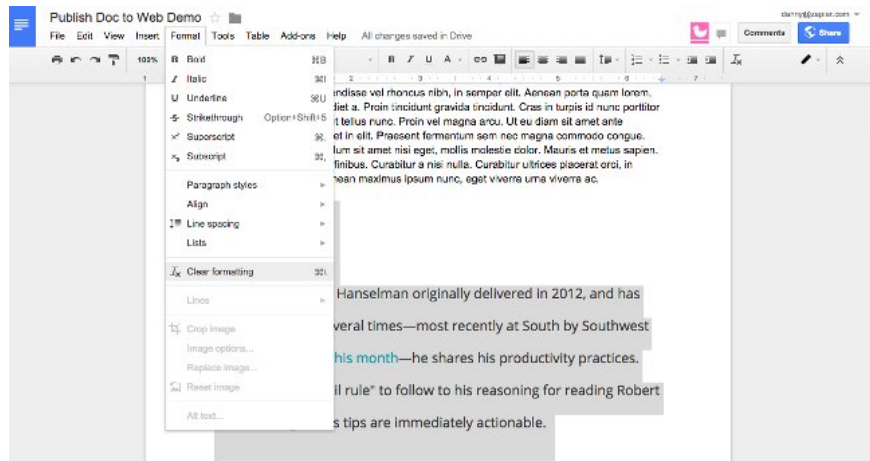
A lot of shortcuts are available on Google Docs, but one of my favorite shortcuts is the "Find menu" key - **Alt + /** or **Command + /**. This shortcut is used to open the **Help** menu and place the cursor in the search field. While searching, you should use short questions like changing fonts, applying paragraph formatting, inserting special symbols, spell checking, .

18. Insert Link



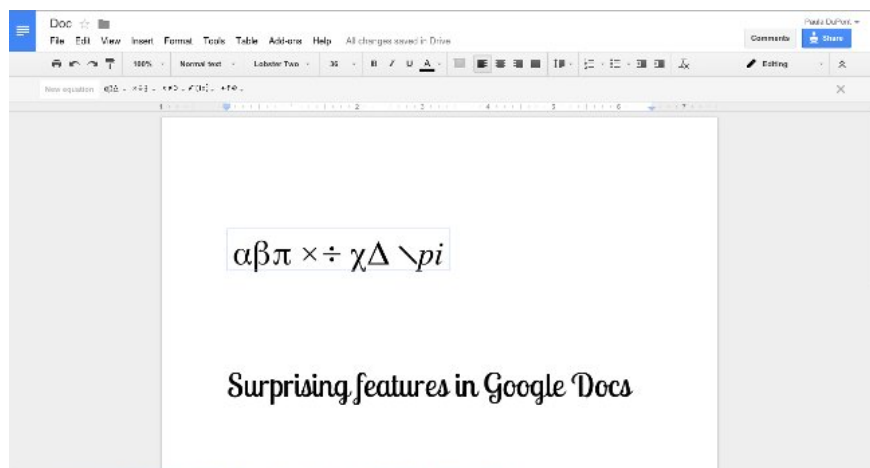
Easily link a text string to a URL using Google Docs. Of course, you can link text by selecting text and clicking **Link** in **Tools** on the toolbar. But if you are not sure about the link, enter your search term in the **Insert Link** field. Google quickly searches and gives you the best results including your other documents.

19. Discard inappropriate format



Have you ever accidentally pasted articles in foreign text format? And it's very hard to edit and doesn't fit your text. To quickly remove that annoying format, highlight the text and select **Format** from the toolbar and click **Clear formatting** . Or black out the text and use the **Command + /** key combination.

20. Reduce the equation



Make Google Docs equation shortcuts can save you time and don't have to struggle with numbers when writing text anymore. They are not based on special keys so they are easy to handle and take a lot of effort. Select **Equation** in **Insert** , type / then write the name of the math symbol you want. Greek letters, operations, and related symbols are all in Equation.

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