

Guidelines for writing text on Google Docs (Google Docs)

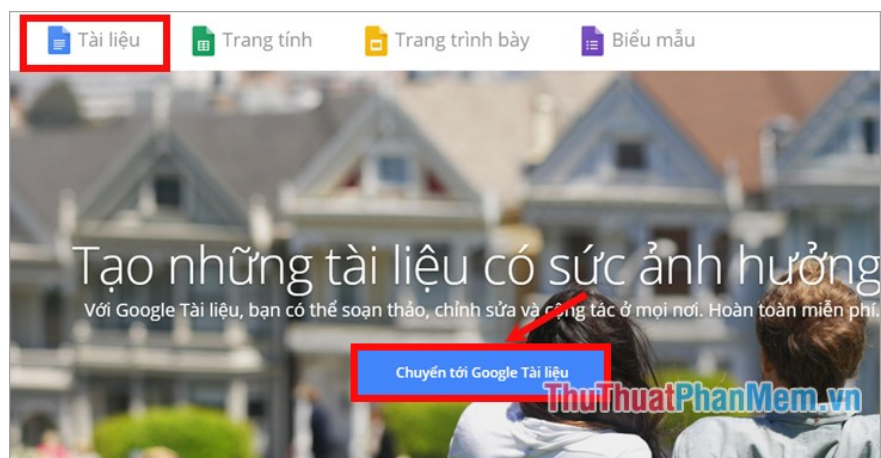
Instructions for writing documents on Google Docs (Google Docs). You only need a Google account to use the word processor on Google Docs (Google Docs). You can share, print text and read text anywhere, any device

No need to install text editing software on computers, smartphones, etc. you only need to have a Google account to use text editing tools on Google Docs (Google Docs). You can share, print text and read text anywhere, any device can access the Internet quickly.

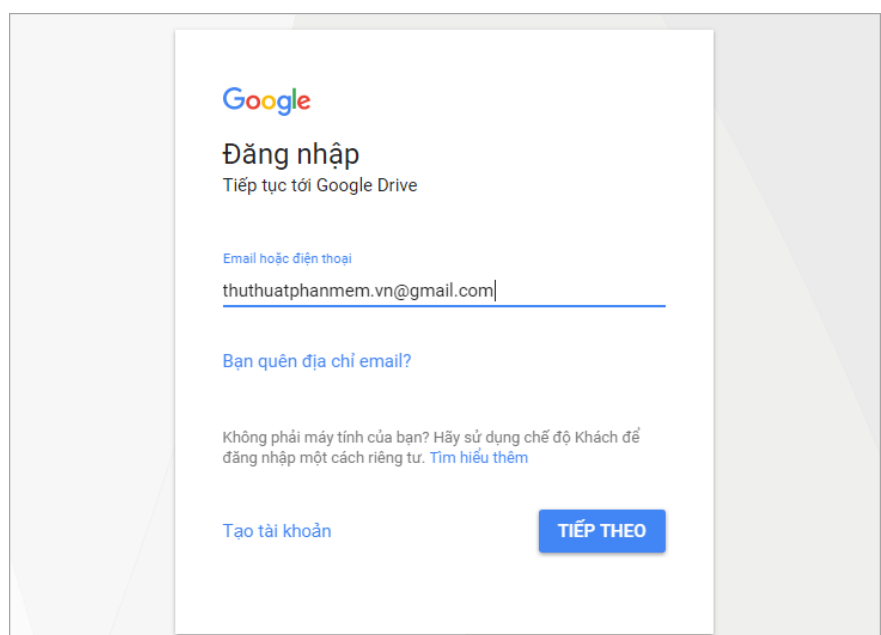


An article on how to edit documents on Google Docs (Google Docs), please follow along.

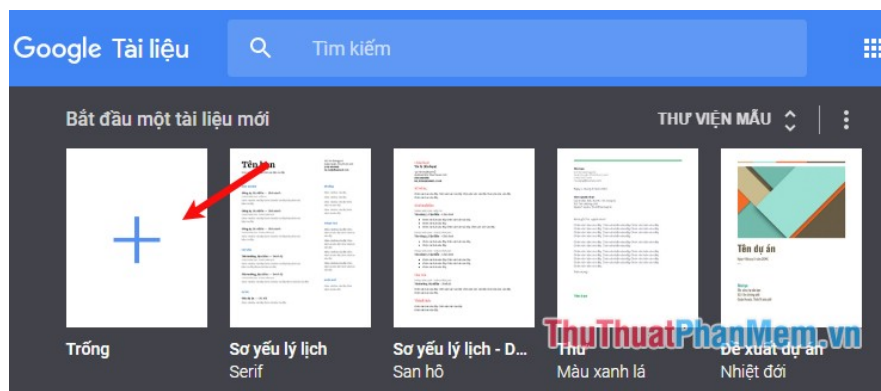
Step 1: Visit the link https://www.google.com/intl/en_us/docs/about/ to use Google Docs with Vietnamese interface, continue on the interface you choose **Go to Google Resources Whether.**



Step 2 : If you are not already logged in to your Google account, you will be asked to login. If you are already signed in to your Google account, this step is not available.



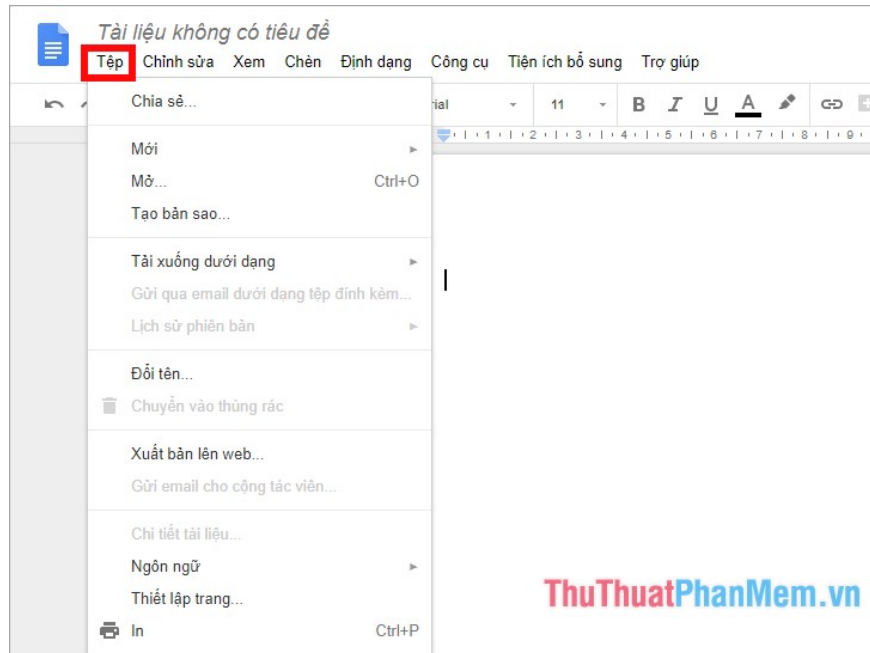
Step 3 : After logging in to your account, you will be redirected to the Google Docs page, where you can select document templates, if you do not want to use any template, select the blank page.



Step 4 : Google Docs gives you quite the same basic text editing features as other text editing software.

Menu bar: features in each tab on **the menu bar** make it easy to use:

1. **File :** share file, create new, open existing file, make a copy, download file, send via email, rename, move the location to save the file, move to trash, publish to web, language, set page setting, document printing.



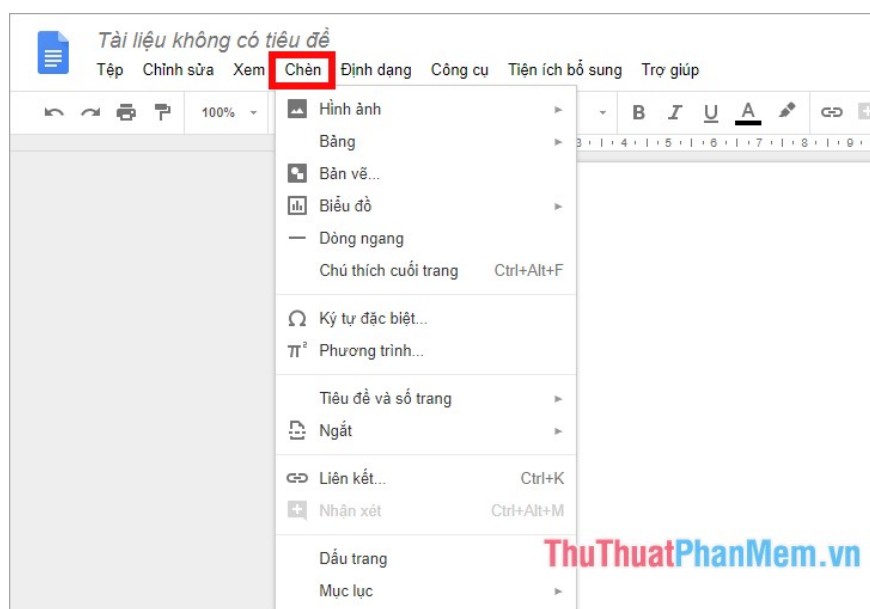
1. **Edit:** here you can manipulate cut, copy, paste, select all, undo, redo, find and replace.



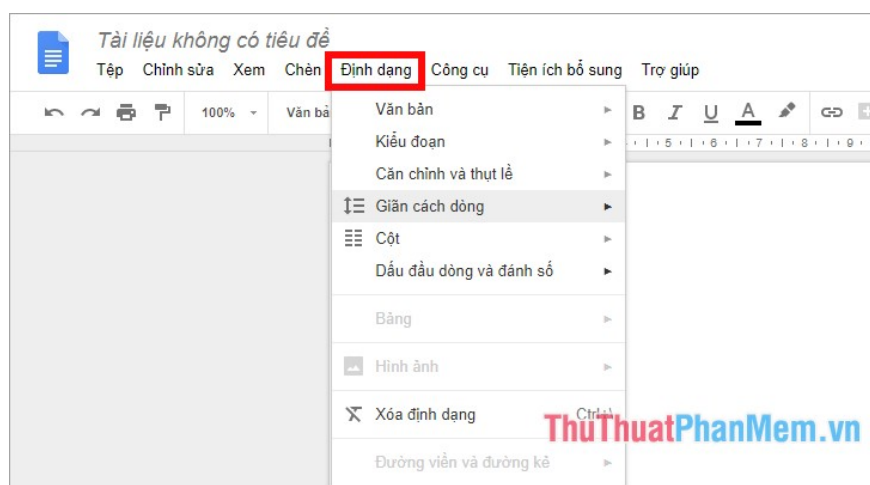
1. **View:** you can select view modes such as: edit, propose, viewing, . show ruler, show border, show toolbar, full screen view.



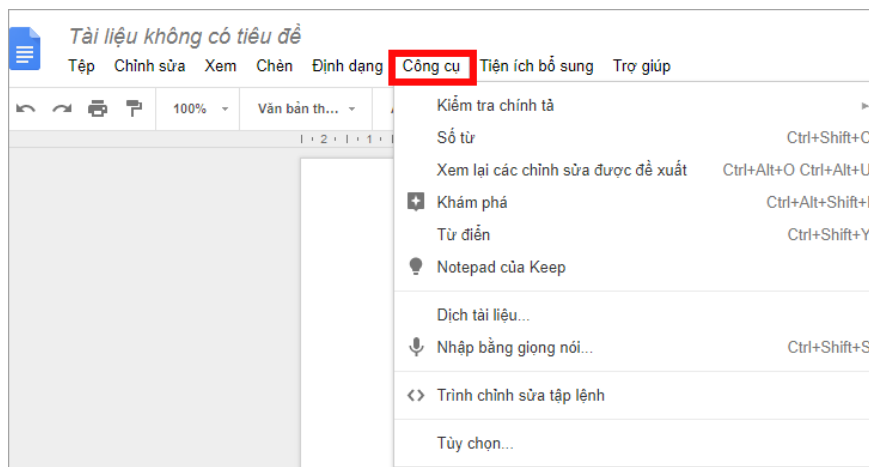
1. **Insert:** in this tab you can insert everything into your document: images, tables, drawings, charts, horizontal lines, footnotes, special characters, equations, titles and page numbers , page breaks, links, comments, bookmarks, table of contents.



1. **Format:** This tab helps you to format the page and the paragraph.

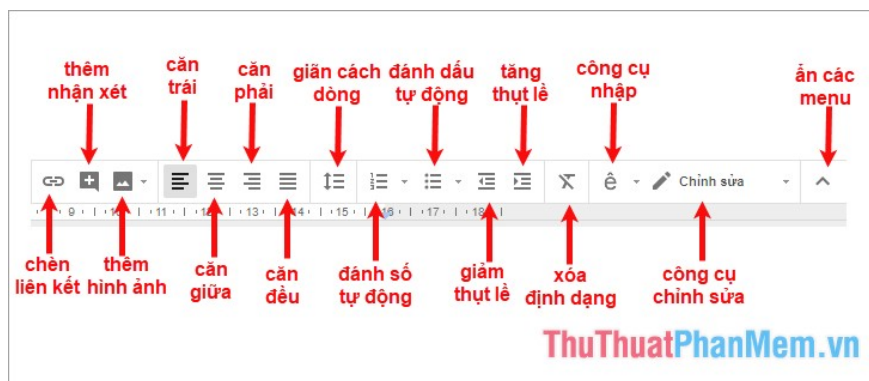


1. **Tools:** help you check spelling, check the number of words, translate documents, especially you can enter by voice.



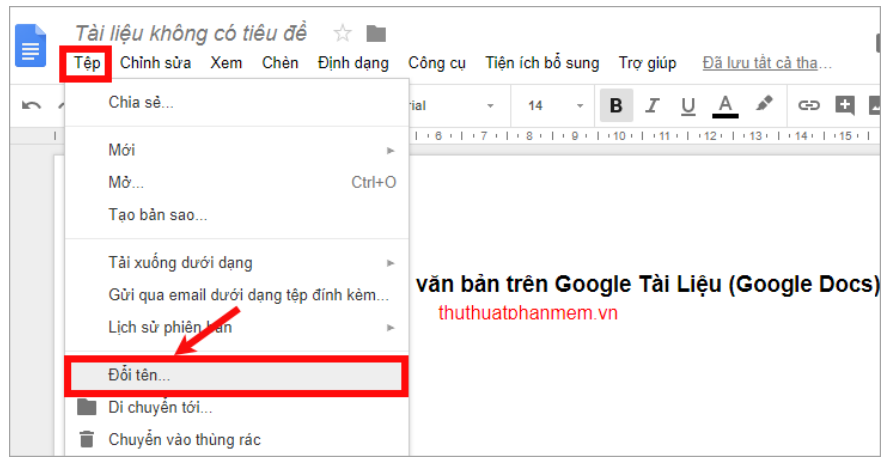
1. **Add-ons:** there are many additional utilities that help support other features for better text editing.

Toolbar :

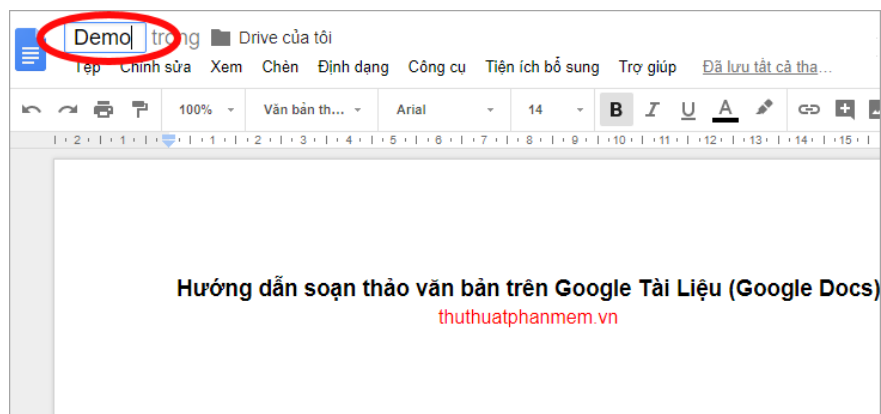


Step 5: Name the document you have drafted

After editing, you can rename the document by selecting **File -> Rename** (or you can double click on the *Document without title*)



Then enter the name you want to put.



Step 6: Share the draft document

Select **Share** next to your account icon.



A small interface appears, enter the names or email addresses of the people you want to share in the white box under **People**, select the pen icon to set the rights for the people you share.



For more advanced settings, then select **Advanced**.



Here you can set access rights by selecting **Change** in the **People with access** section.



You choose one of the three appropriate permissions and click **Save** .

Chia sẻ liên kết

Bật - Công khai trên web
Bất kỳ ai trên Internet đều có thể tìm và truy cập. Không yêu cầu đăng nhập.

Bật - Bất cứ ai có liên kết
Bất kỳ ai có liên kết đều có thể truy cập. Không yêu cầu đăng nhập.

Tắt - Những người cụ thể
Được chia sẻ với những người nhất định.

Mức truy cập: Bất kỳ ai (không bắt buộc đăng nhập) [Có thể xem](#) ▾

Lưu ý: Những mục có bất kỳ tùy chọn chia sẻ liên kết nào vẫn sẽ được xuất bản lên web. [Tìm hiểu thêm](#)

Lưu Hủy

Tim hiểu thêm về chia sẻ liên kết
ThuThuatPhanMem.vn

Also you have 2 other options:

1. Do not allow editors to change access and add new people.
2. Disable download, print and copy options for commenters and viewers

You can activate by checking the box before the option and clicking **Save changes**.

Cài đặt của chủ sở hữu [Tìm hiểu thêm](#)

Không cho người chỉnh sửa thay đổi quyền truy cập và thêm người mới

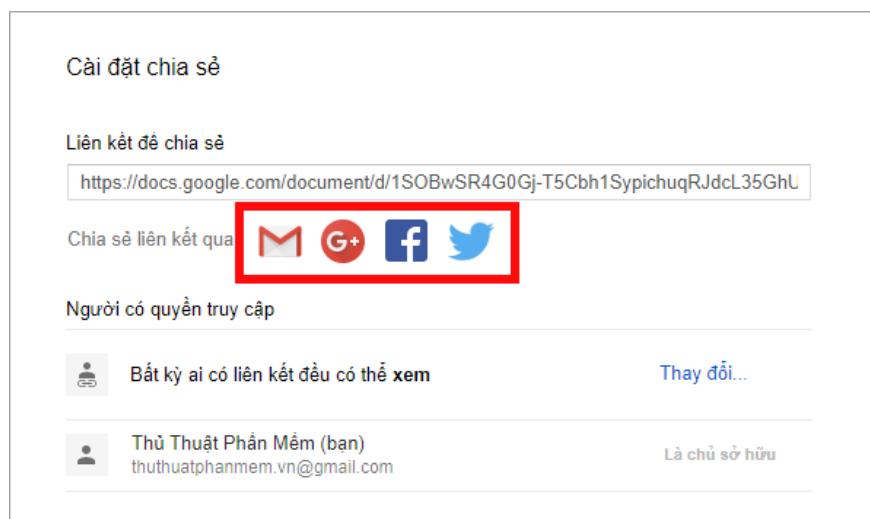
Tắt tùy chọn tải xuống, in và sao chép đối với người nhận xét và người xem

Bạn đã thực hiện các thay đổi mà bạn cần lưu.

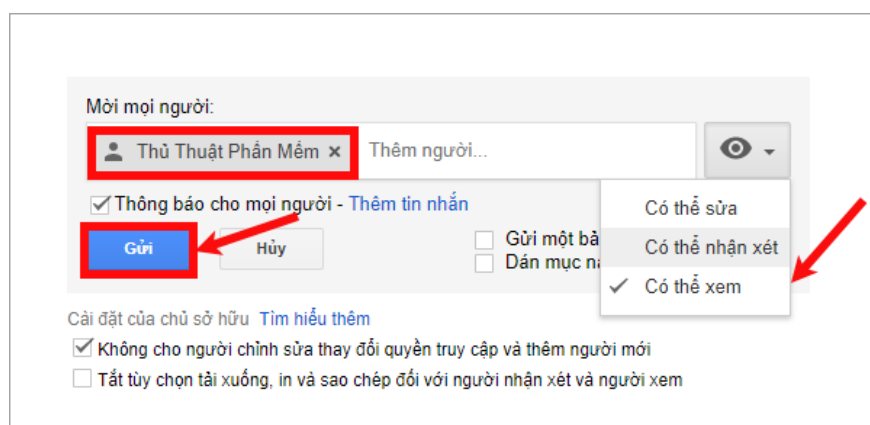
Lưu thay đổi Hủy

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Below **the link to share** you can choose to share the link directly via Gmail, Google+, Facebook, Twitter.

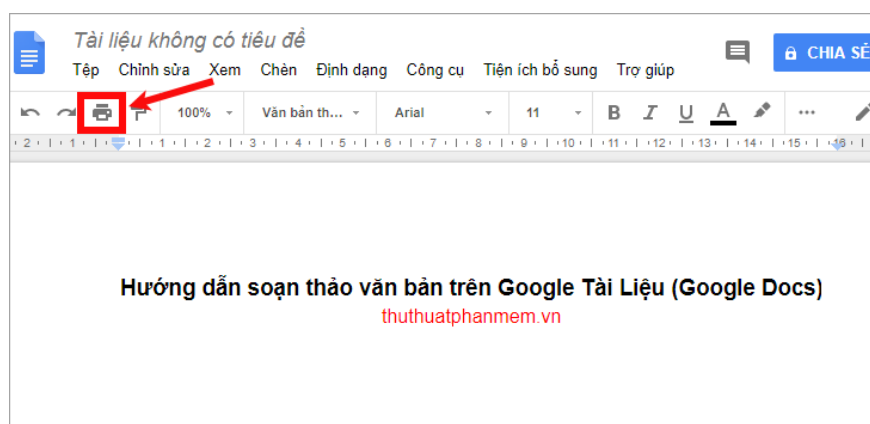


If not, you can enter the address you want to share the link in the white box under **Invite people**, set permissions (editable, viewable, commentable) at the pen icon. Click **Submit** when done.

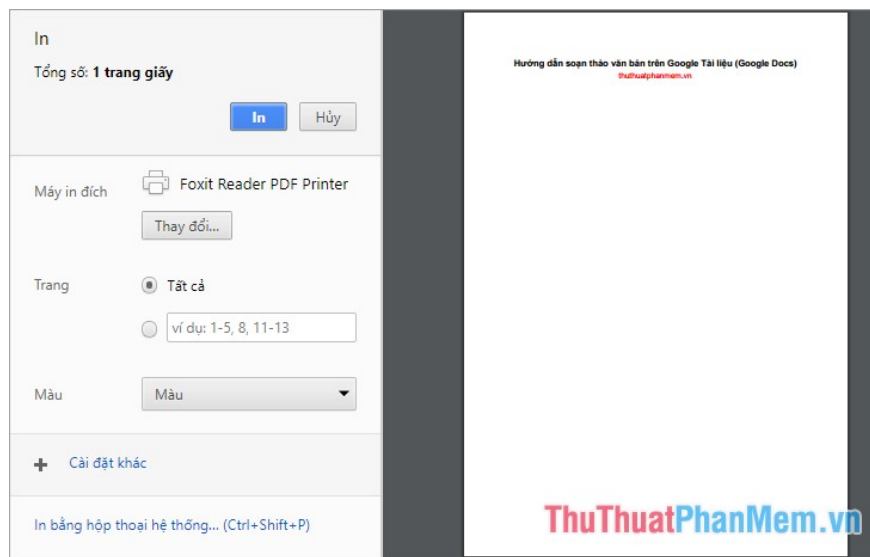


Step 7 : Print the edited document on Google Docs

You click **File -> Print** (or you select the print icon on the toolbar, or **Ctrl + P** combination).



Appearing print preview interface, you can set the information on the left and print.



The article will share with you how to edit documents on Google Docs (Google Docs), hope the article will provide more necessary information for you. Good luck!

You finished reading the article "**Guidelines for writing text on Google Docs (Google Docs)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.