

# How to use Google Docs on your phone

In addition to the web version of Google Docs, the Google Docs app is also available for Android and iOS phones. You can easily download and install Google Docs on most devices and use it. Below are instructions on how to use Google Docs on your phone, including creating a new document, alignment, setting font options and size, adding comments, etc. Please refer to and apply these instructions.

**Google Docs** is a free application from Google that allows users to create and edit documents online in various formats, including text, mathematical formulas, tables, and images. In addition to using it on the web, you can also **download, install, and use Google Docs** on your computer.



## Download and install Google Docs; instructions on using Google Docs on your phone.

If you're unfamiliar with using Google Docs on Android or iOS, this article on **how to use Google Docs on your phone** will be helpful.

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## ***1. What is Google Docs?***

Google Docs (or Google Docs for short) is an application that lets you view and edit all your Google documents on the go. Any changes to a document are automatically saved, even when you're offline.

Although certain features such as rulers, header and footer formatting, and presentation options have been removed, it remains a great tool for quickly viewing and editing documents on your phone.

## ***2. How to use Google Docs on your phone.***

The Google Docs interface on mobile phones is designed with a simple and convenient navigation. Here are the details on how to use some basic features of Google Docs on your phone.

### ***2.1. Download and install the Google Docs application.***

*Step 1* : Download Google Docs

For your convenience, you can download the Google Docs app on your phone using the links below.

- Download Google Docs for Android
- Download Google Docs for iPhone

*Step 2* : Install Google Docs

After clicking the download link above, press "**install**". Once the installation is complete, press "**open**" to use the Google app on your device.

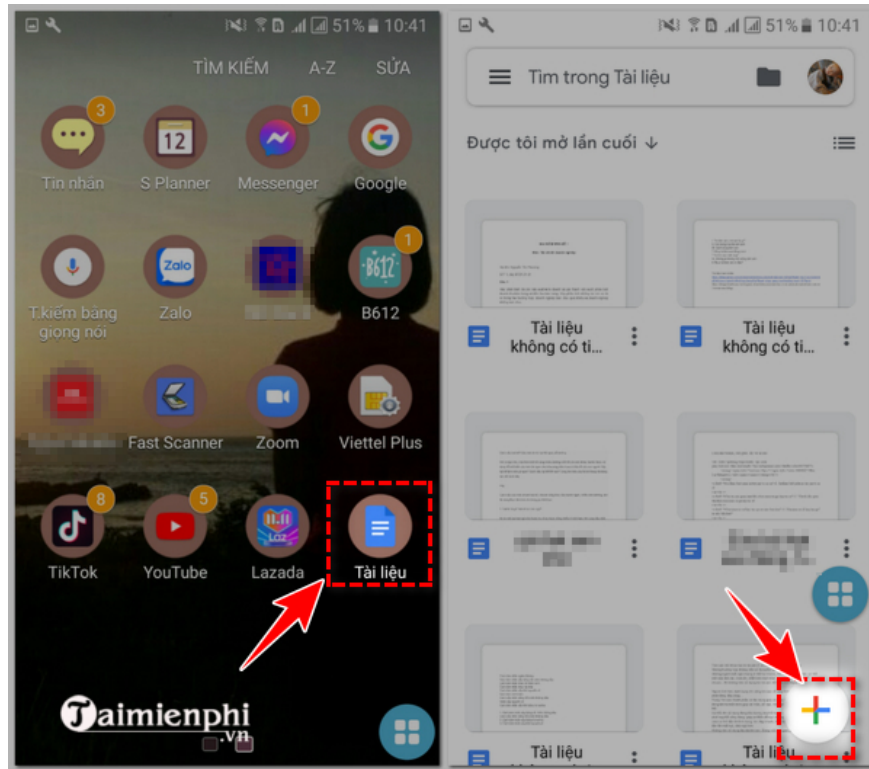


## 2.2. How to create Google Docs

After downloading and installing the application, you can start creating new documents on Google Docs. Here are the specific steps to follow:

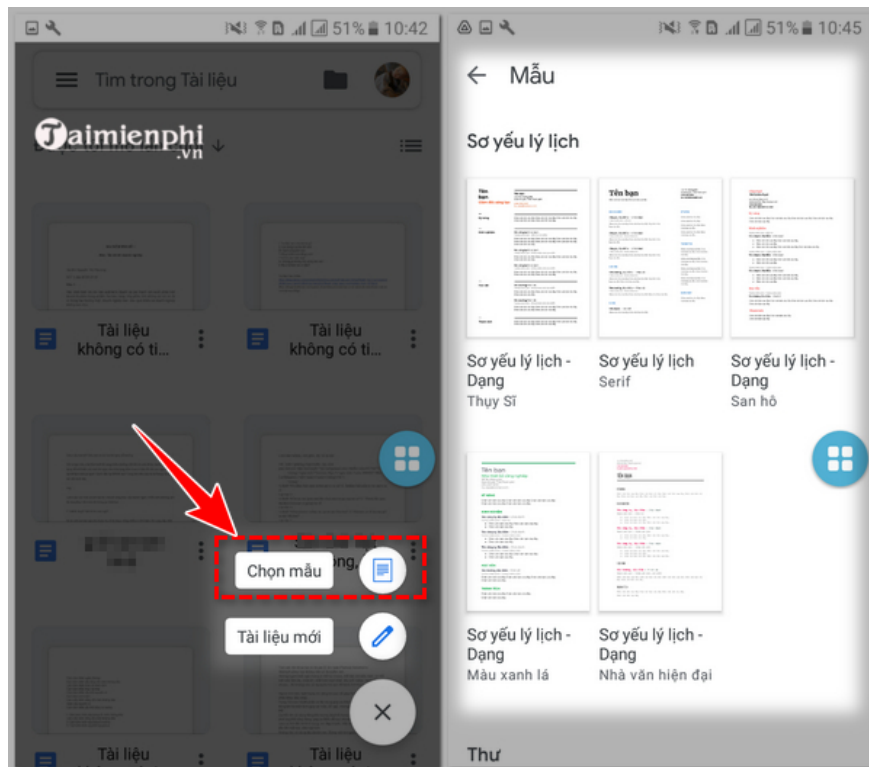
*Step 1:* Open the Google Docs app on your phone and sign in to your Google account.

*Step 2 :* In the bottom corner of the screen, tap the (+) icon to create a new Google Docs document.



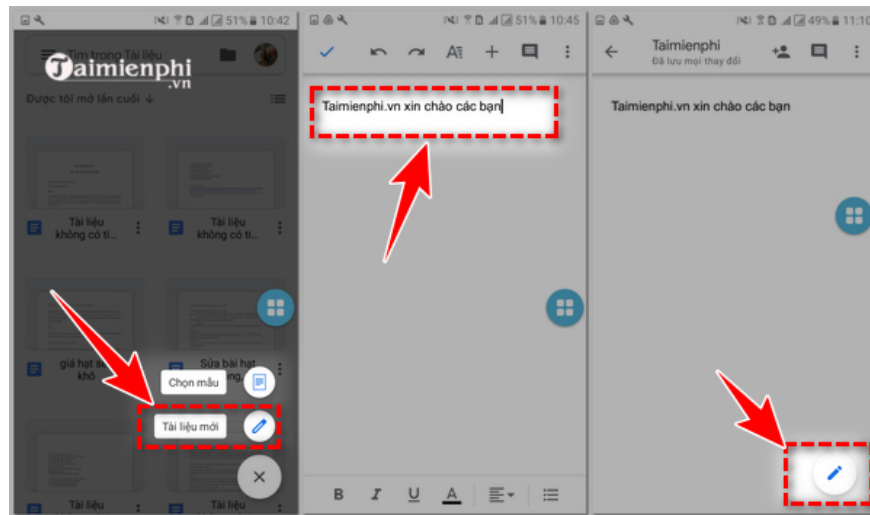
*Step 4:* Next, you can choose a pre-made document template from Google Docs or create a new document using an existing format.

**Option 1 :** If you choose " **template** ", you can browse and select from available document templates such as resume templates, letter templates, or educational/organizational report templates, etc.



**Scenario 2:** If you select " **create new document**," you will be taken to the default editing interface in Google Docs and proceed to enter your data as desired.

The document you just created will be automatically saved to Google Docs. You can easily double-click the document file in the Google Docs app and tap the pen icon at the bottom of the screen to edit it.



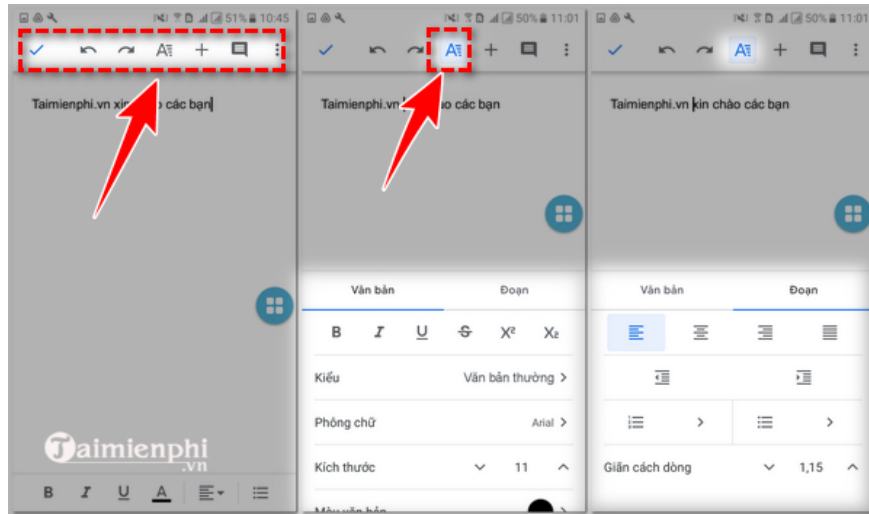
### ***2.3. How to create a document in Google Docs***

In the Google Docs text editor, you can enter text, choose fonts and colors, and add documents and tables to your document. Specifically:

*Step 1* : In the Google Docs workspace, you can compose your document using your phone's keyboard.

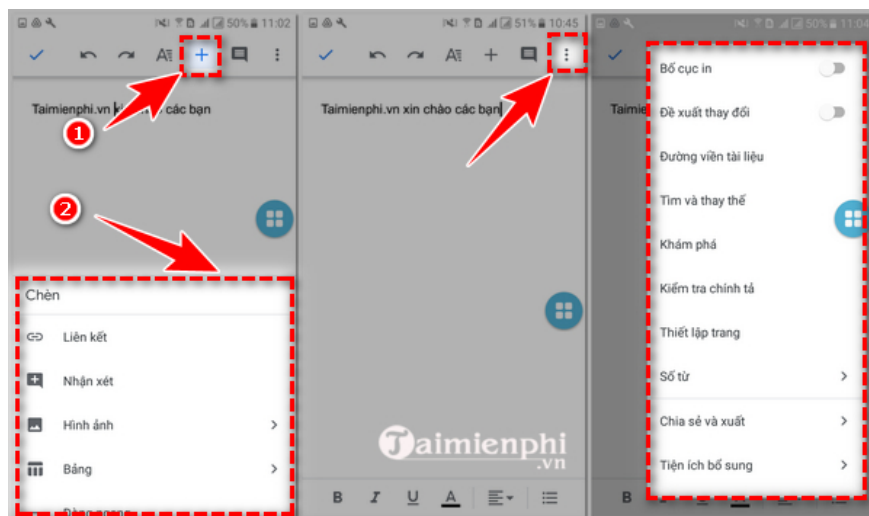
*Step 2* : In the top control panel, you will see several options for your text, such as:

- **Green checkmark** : Allows you to exit the Google Docs workspace after you've finished typing.
- **Undo button** : Undoes and restores previously performed actions.
- **Redo button** : Restores undone actions .
- **A icon** : Allows you to set font formatting, font style, font color, and text color. Switching to paragraph mode, you can adjust alignment and line spacing for the newly created paragraph.



- **The (+) icon** : Allows you to insert links, comments, images, tables, page numbers, or create footnotes.
- **The comment icon** : View comments from other users on this document.

Additionally, you can also click on the (.) icon to add custom settings for the document such as print layout, spell check, page settings, etc.



The quick settings interface below the Google Docs editor allows you to quickly configure options for bolding, italics, text color, and paragraph formatting for the text you just created.

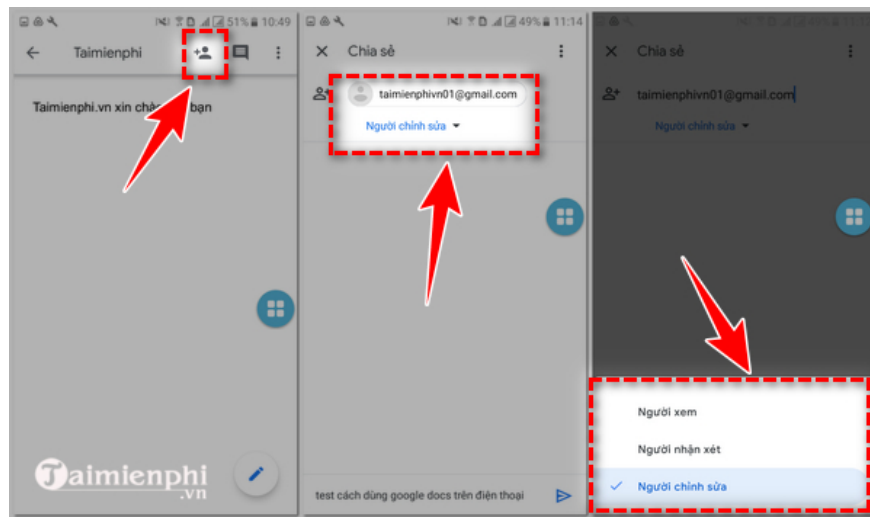
If you're happy with the settings in Google Docs, you can click the green checkmark on the screen to exit the workspace.

## 2.4. How to share documents on Google Docs.

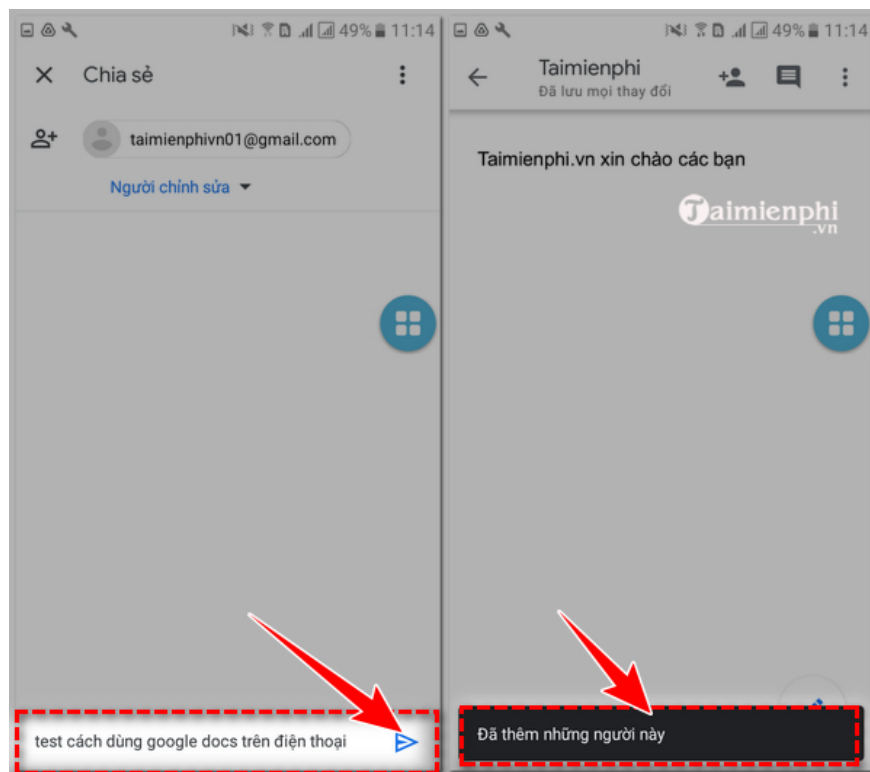
With the Google Docs document you just created, you can share it with other users in the following way:

*Step 1:* Launch the Google Docs app on your phone and double-click the document you want to share.

*Step 2:* In the Google Docs document content interface, click the person icon at the top to share the document with others.



*Step 3:* Tap "Allow" to grant Google Docs permission for the document to access your contacts. Next, enter the email address of the person you want to add and select the document viewing permissions for them. In the message section at the bottom, enter the message you want to share with the added user and tap the arrow to complete the process of sharing the document on Google Docs using your phone.

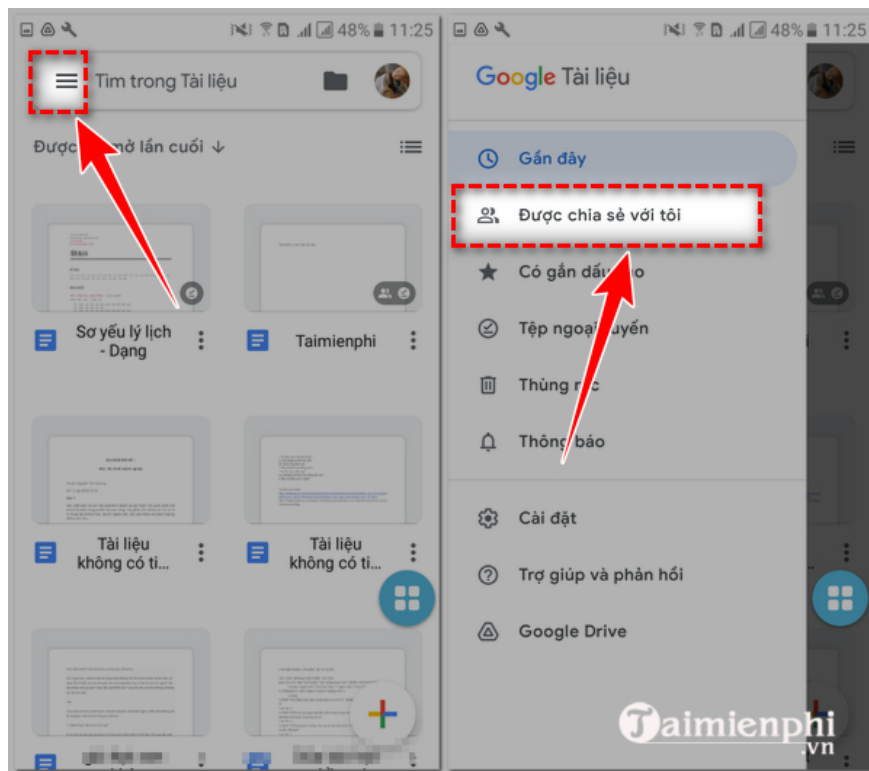


## ***2.5. How to add comments on Google Docs using your phone***

For any document shared within the work group, you can leave your comments by highlighting a word or phrase that needs editing.

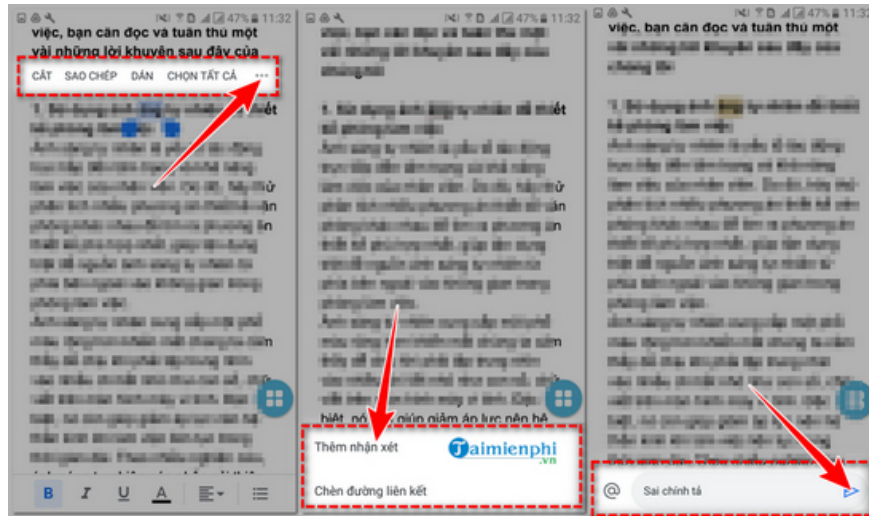
**Note :** You can only add comments to files for which you have been granted editing permissions by the document sharer.

*Step 1 :* On the Google Docs homepage, click the three horizontal lines icon in the top left corner, then select the " **Shared with me** " option. Immediately, the screen will display the document files that have been shared with you. Select the document file you want to add comments to by double-clicking it.



*Step 2:* Click on the word or text you want to add a comment to. Immediately, options such as copy or select all will appear. Click the three dots next to it to add a comment.

*Step 3:* Write your comment in the "add a new comment" box below, click the arrow icon to submit your comment, and return to the Google Docs main screen with your newly created comment.



In summary, TipsMake has shared with you detailed ways to set up and use Google Docs on your phone. You can refer to and apply these suggestions to create Google Docs and edit your documents anytime, even offline. We wish you success.

If you encounter difficulties while using Google Docs, such as having trouble adding options to your document, our tips and tricks for using Google Docs effectively on Android will help you solve your problems.

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