

GOOGLE DOCS

CREATE, EDIT, SHARE, AND PRINT DOCUMENTS WITH GOOGLE DOCS.



How to use Google Docs:

- **Create a document:** On your computer, open the Docs home screen at **docs.google.com**. In the top left, under "Start a new document," click Blank document.
- **Share & work with others:** You can share files and folders with people and choose whether they can view, edit, or comment on them.
- **Share files from Google Drive:** You can share the files and folders that you store in Google Drive with anyone in your work or school account. When you share from Google Drive, you can control whether people can edit, comment on, or only open the file.
- **Share with specific audiences:** At any time, a Google Docs file can only be edited on up to 100 open tabs or devices. If there are more than 100 instances of the file open, only the owner and some users with edit permissions can edit the file. You can share a single file with up to 600 individual email addresses.

Smart chips - Key Features:

- **Insert smart chips in Google Docs:** You can use the @ menu to link to people, files, and events, and add items to a Google Doc. Where there's a smart chip in your document, you and other users can hover or click on a chip to get more information.
 - Insert smart chips in your Google Doc to include information about:
 - Other users with Gmail or Workspace email addresses
 - Other Google Docs, Sheets, or Slides files
 - Dates or Google Calendar events
 - Places and map directions
- **Placeholder chip:** To add a smart chip that a collaborator can fill in, select "Placeholder chip." Then select the type of information you want your collaborator to add when they fill in the smart chip. Hover over the chip to view related information. **Important:** When you mention another user in a smart chip, they don't automatically get access to your document. To grant access to another user, you must share your document.
- **Create smart chips to help you track time:** You can insert stopwatch or timer chips into your document to keep track of time.

Building blocks - Key Features:

- **Insert building blocks in Google Docs:** You can use building blocks to save time and optimize your workflow in Docs. At the top, click Insert Building blocks View more. Or type "@" select See all building blocks.
 - To find all building blocks, select categories such as:
 - Featured
 - Communication
 - Meetings
 - Project management
 - Optional: Hover over each block for a preview.
 - To add a block, select the one you want to use. You can also click Insert.
 - To delete a block, Right-click on the block you want to delete. Select Delete table.