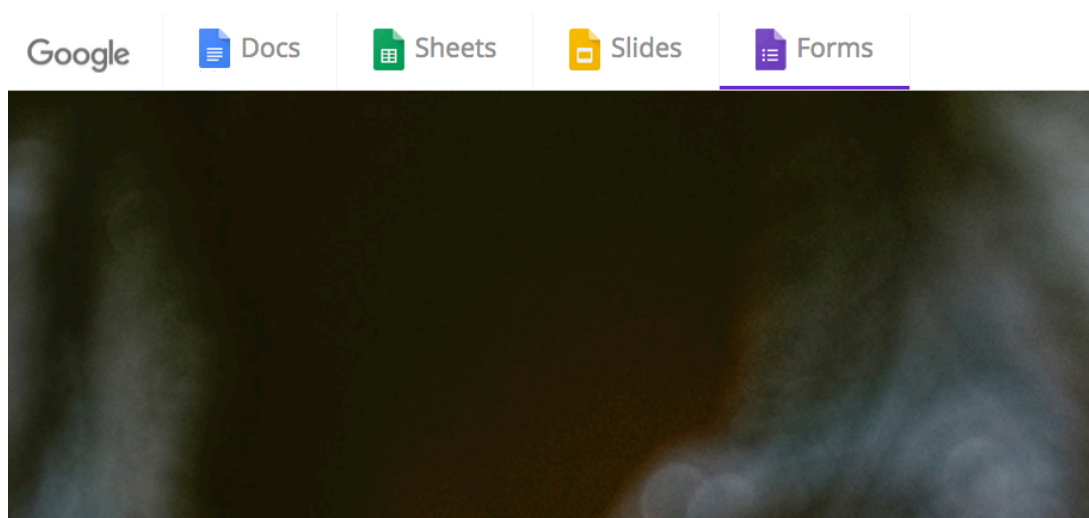


## Google docs

Are you looking for a free alternative to Microsoft Word? Google Docs is a free word processor that you can use to create and edit documents. Your documents will live in the Cloud so you can access them from any computer with an Internet connection.



### How to access

To access Google Docs, you first need to create a Google account. To do this go to: <https://accounts.google.com/signup> and work your way through the simple steps.




#### Create your Google Account

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods  
[Use my current email address instead](#)

Password  Confirm password  

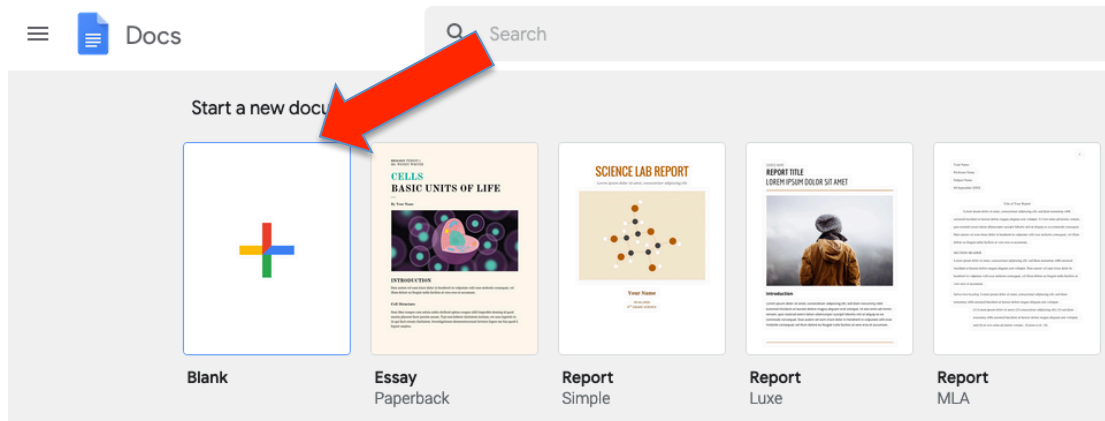
Use 8 or more characters with a mix of letters, numbers & symbols



One account. All of Google working for you.

After you have created your Google account, log into Google Docs at: [docs.google.com](https://docs.google.com).

From the top left corner, go to the section called 'Start a new document'. Click the Blank document and a new document will open.



That's how easy it is.

No doubt, you will be familiar with the standard word processing functionality but Google Docs also offers some additional neat tricks

## Editing shortcuts

For starters, there are plenty of free templates that you can use to develop a business case or design a course brochure. All the templates are located next to the blank document in the Start A New Document section.

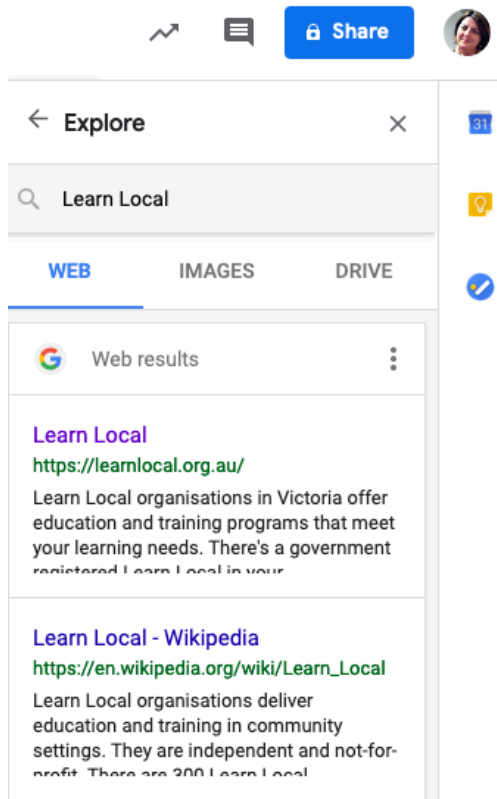
Once you've started to develop the content inside your document, there are easy ways to move paragraphs around. Simply highlight the paragraph, click and drag it with your mouse. Or just click inside the paragraph, press Alt+Shift and move the paragraph wherever you like with your arrow keys.

To increase the font size in your document, press Ctrl+Shift with the fullstop key to increase the font size by one point or the comma key to decrease it (MAC users replace Ctrl with Cmd).

## Voice to text

Try Google Docs voice to text function by going to the Tools menu, choosing Voice typing (or use the shortcut Cntl-Shift-S or Cmd-Shift-S). You can also use voice commands such as "new paragraph", "new line" or "full-stop". You can even do more advanced edits like cutting and pasting by voice. You can [learn more here](#).

## Research tips



Google Docs has a fantastic feature that allows you to do your research while you are inside your document.

To do this, go to the Tools / Explore menu (Ctrl-Alt-Shift-I or Cmd-Alt-Shift-I).

The Explore menu will appear as a right hand sidebar. From the Explore menu, you can search the web to retrieve information, images, or your own documents from Google Drive.

If you locate something that would be useful to use, you can simply add it and attach a footnote citation with a click.

You can also add images from Google photos using the 'Insert / Image' menu, or by embedding a URL.

The image editing tool is located in Format / Image. From here you can control the definition of the image, the transparency, or just give it a crop.

There are many other features that you can explore with Google Docs. It will find a definition for you (Tools / Dictionary) or even do a translation (Tools / Translations).

You can even create a webpage from your document using the Publish to the Web option via the File menu.

## Working with others

One of its best features is that you can easily collaborate with others. To do this, simply choose the Share button in the top right hand corner of your document page and add the names and email addresses of the people you wish to collaborate with.

## Find out more

There are heaps of features in Google docs. To find out more, go to:

<https://www.google.com/docs/about/>