



(646)758-6606

support@candootech.com

candootech.com



# Candoo How to use Google Docs

To print this guide, go to "File" and click "Print".

## Table of Contents

What is Google Docs	2
How to Login	3
How to Create a New Document	4
How to Format a New Document	7
How to Share Document	12
How to Save a Document	14

## What is Google Docs

Google Docs is an online word processor that lets you create and format documents, spreadsheets, presentations, forms, and drawings. Since Docs is a Google product (service) it's best to use it on **Chrome**.

Some of the advantages of using Google Docs include:

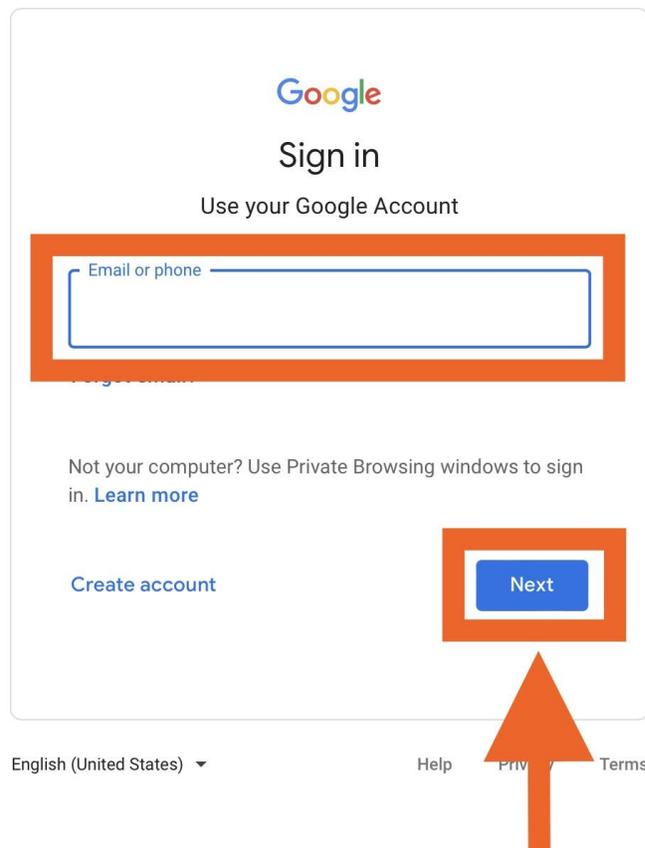
- **Anytime, anywhere access:**  
Web-based Google Docs safely stores documents online. No need to save files to a USB thumbdrive, you can always access your files from any internet browser.
- **Collaboration support:**  
Google Docs lets users easily invite others to work on the same document, at the same time, without the hassle of attaching and sending documents.
- **Autosave and revision history:**  
Continuous autosaves ensures that current work stays safe, preserving ongoing drafts and edits

## How to Login

**Step 1-** To open Google Docs visit the site: [docs.google.com](https://docs.google.com).

When you open the website you'll be prompted to sign in to Google Docs using your Google account.

**Step 2-** Click on the box that states "Email or phone". Enter your email or phone number associated with your Google account. Click next to sign in.



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed, followed by the text "Sign in" and "Use your Google Account". Below this, there is a text input field labeled "Email or phone" which is highlighted with a thick orange border. Underneath the input field, there is a link that says "Not your computer? Use Private Browsing windows to sign in. [Learn more](#)". To the left of the "Next" button, there is a link that says "Create account". The "Next" button is a blue button with white text, also highlighted with a thick orange border. A large orange arrow points upwards from the bottom of the page towards the "Next" button. At the bottom of the page, there are links for "English (United States)", "Help", "Privacy", and "Terms".



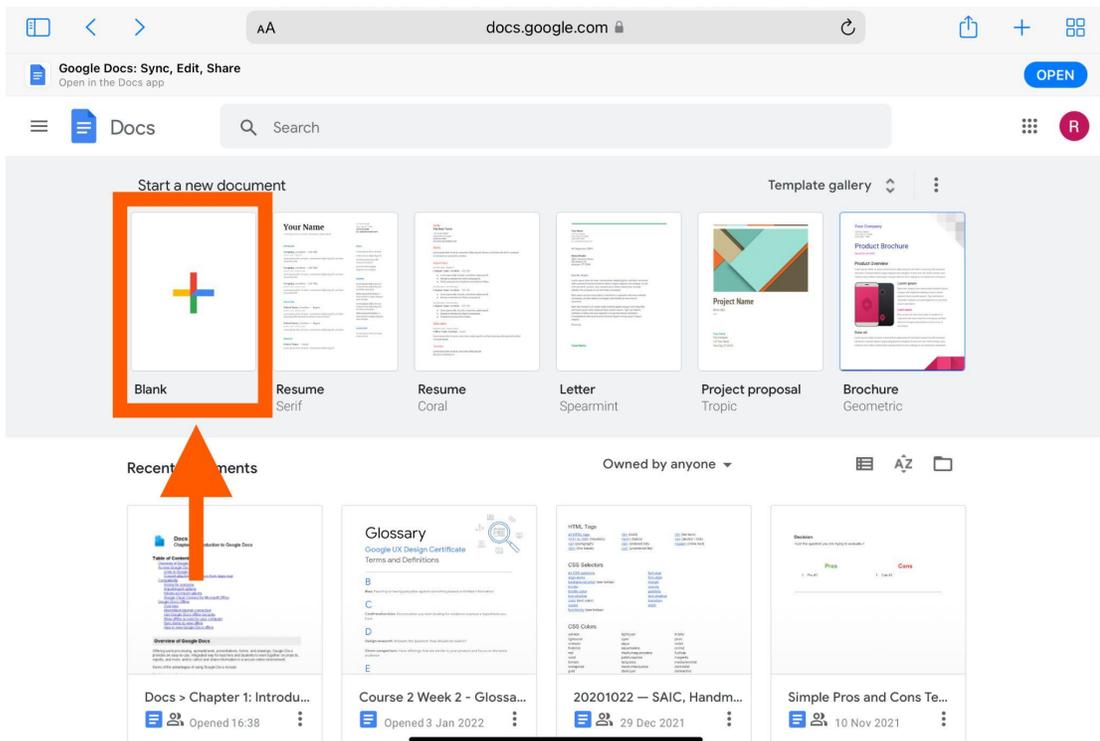
(646)758-6606

support@candootech.com

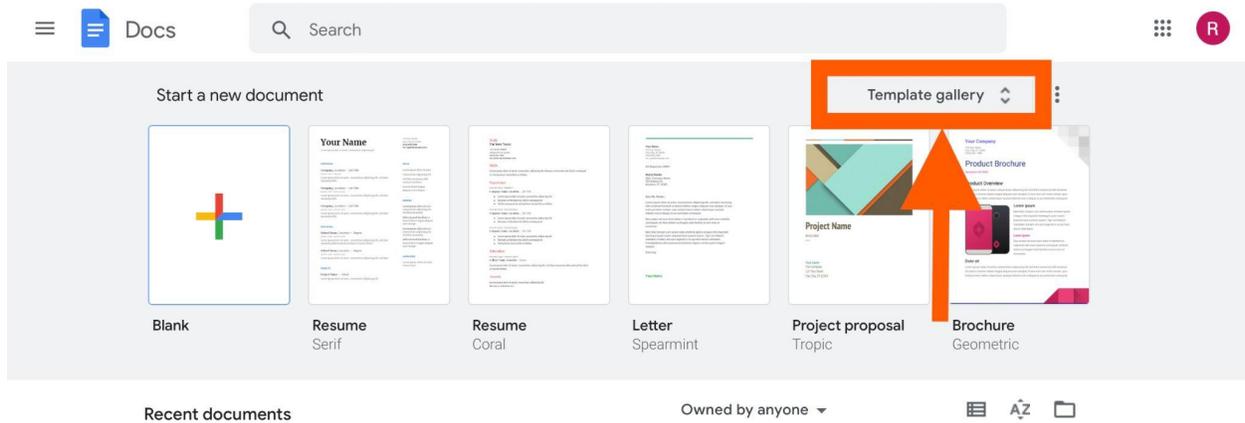
candootech.com

# How to Create a New Document

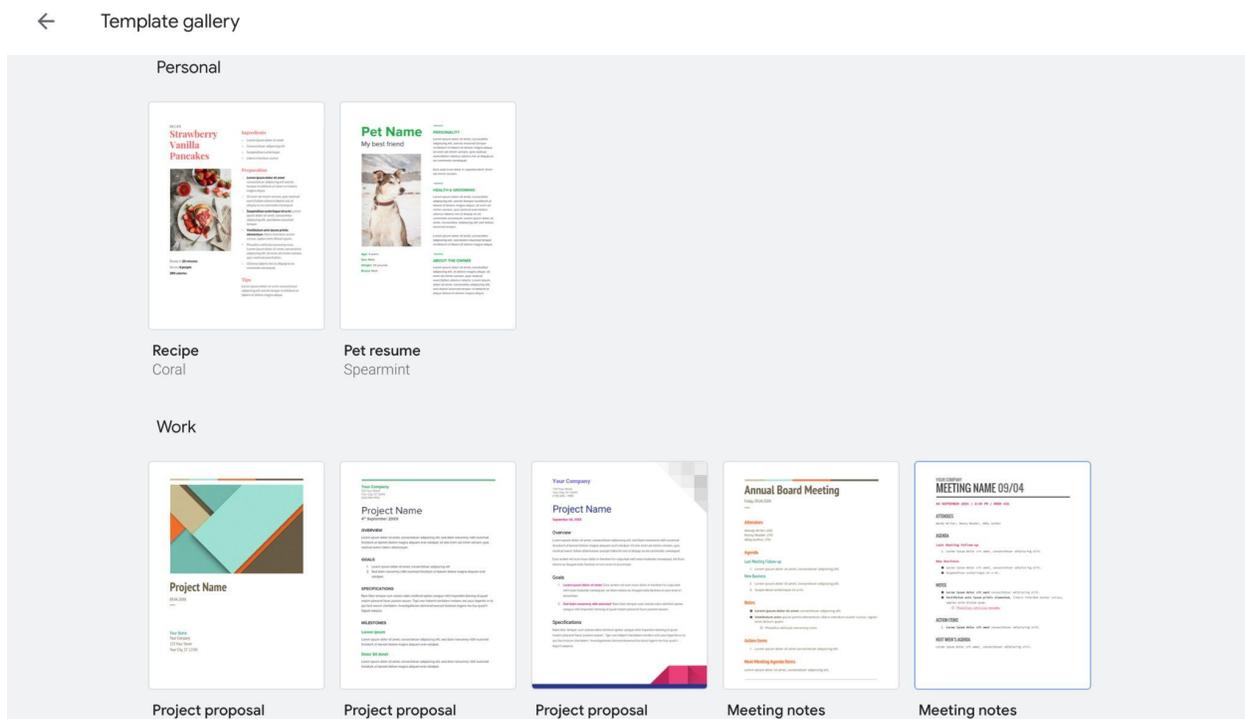
**Step 1**– In the top left, under "Start a new document," click on the tile that says Blank to create a new blank document.



**Step 2-** Click on the 'Template gallery' button to view options for various template (pre-formatted) documents.



**Step 3-** Choose from an array of templates varying from: work projects, recipes, meeting notes, essays, reports, letters, resumes, etc.



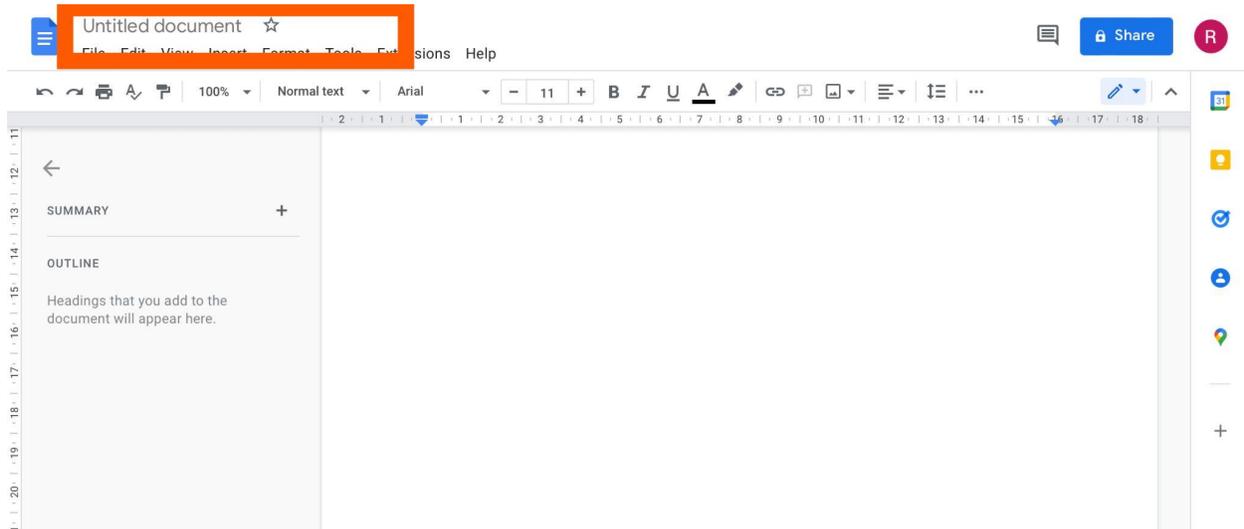


(646)758-6606

support@candootech.com

candootech.com

**Step 4-** Once a new document opens, start off by naming the document. Click on the 'Untitled Document' box in the top left corner.



Start typing in the blank space to title your document. If you selected a template instead, start with the field you'd like to edit.



(646)758-6606

support@candootech.com

candootech.com

## How to Format a New Document

After you type the information you want to include in your document you may want to make revisions. You may have multiple drafts of a document and need to make changes to the wording, font, or add attachments.

### Important Tools to Edit a Document

Some features of your document such as a heading or title may need to be highlighted to stand out. For example in this letter, you may want to highlight your name and the name of the recipient of the letter in **bold** text.

---

 **Your Name**  
 123 Your Street  
 Your City, ST 12345  
 (123) 456-7890  
 no\_reply@example.com

4th September 20XX

 **Ronny Reader**  
 CEO, Company Name  
 123 Address St  
 Anytown, ST 12345

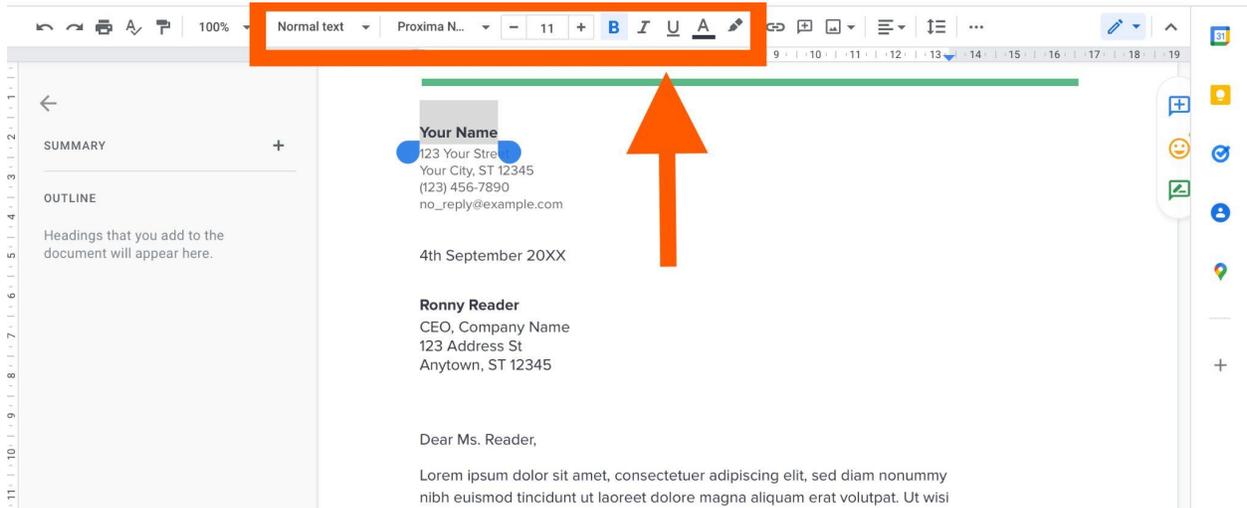
Dear Ms. Reader,

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat.

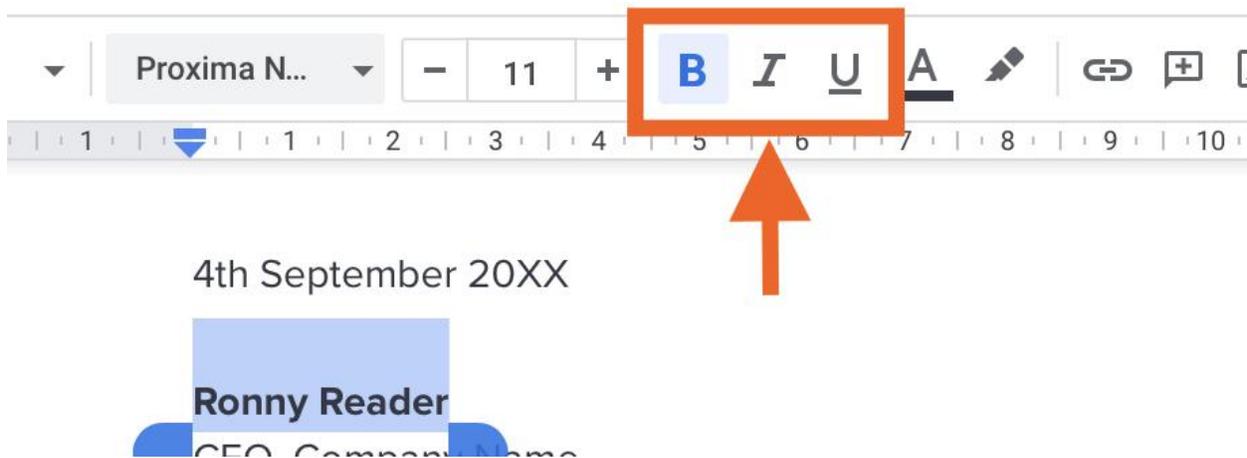
Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan.

---

The menu bar above your document has various options to change how your text is presented.



The B, I, and U icon represent making the text **Bold**, *Italic* or Underline.



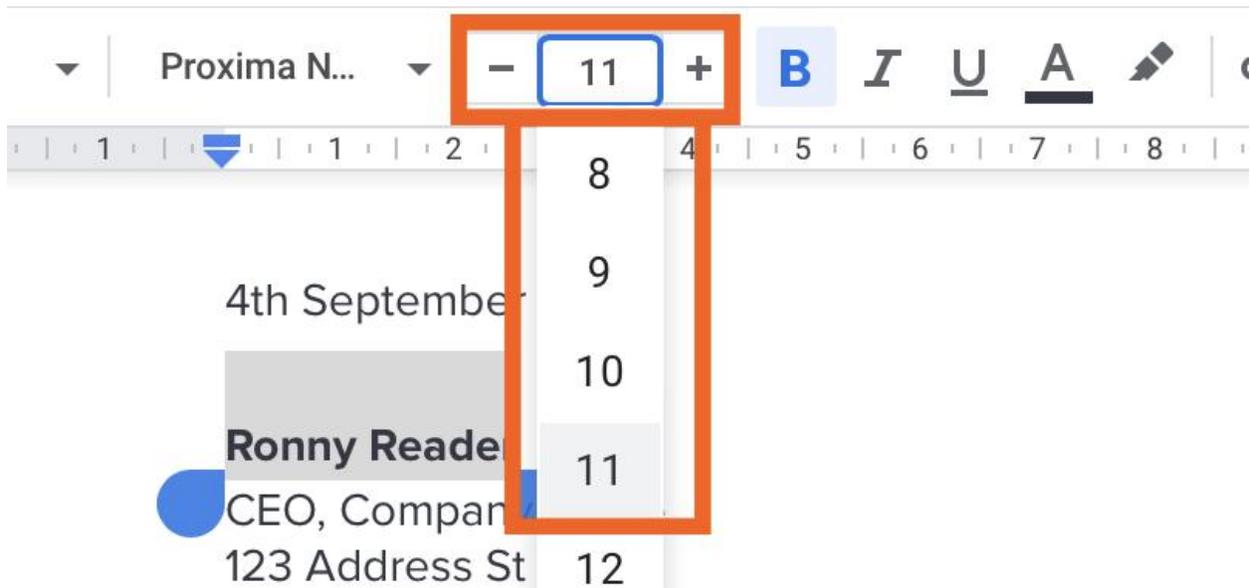


(646)758-6606

support@candootech.com

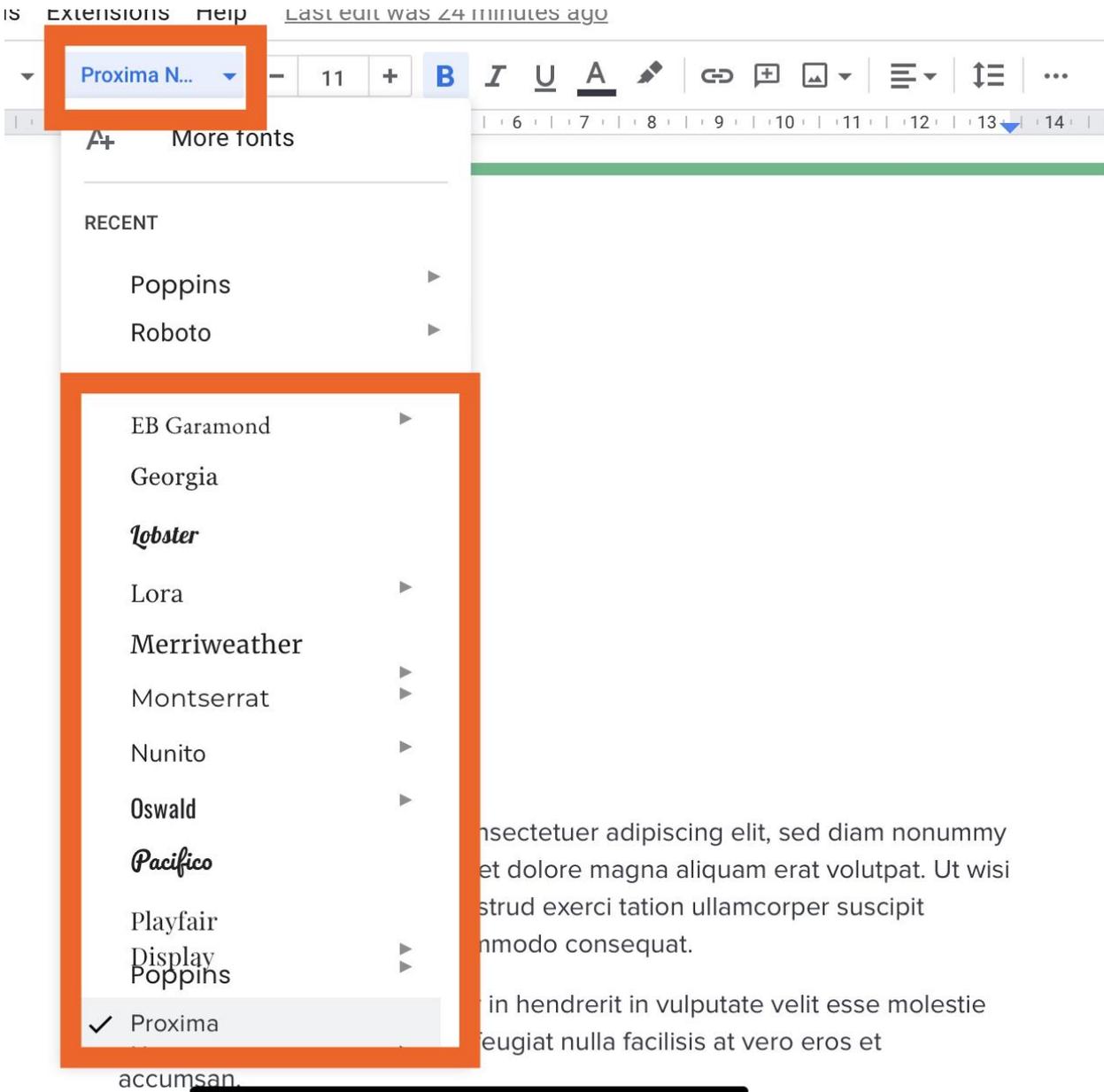
candootech.com

The box with the number is where you can change the **size** of a text. You can click on the + sign to increase the font or the - sign to decrease it. Or you can click the number inside the box to choose from the default size options.



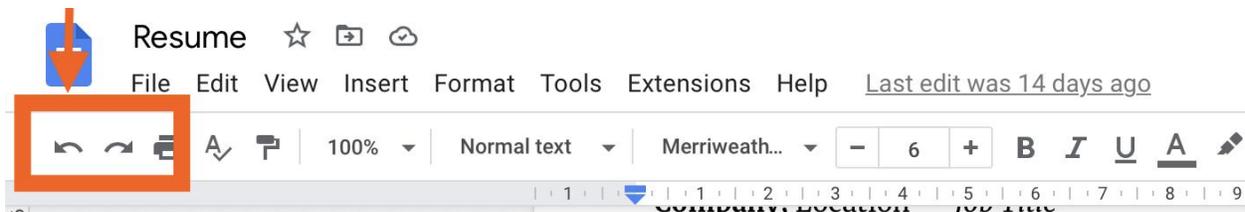


There's also the option to change the **style** of the font. The box next to the size number will display the font style name. Click on the name of the font to view all options.



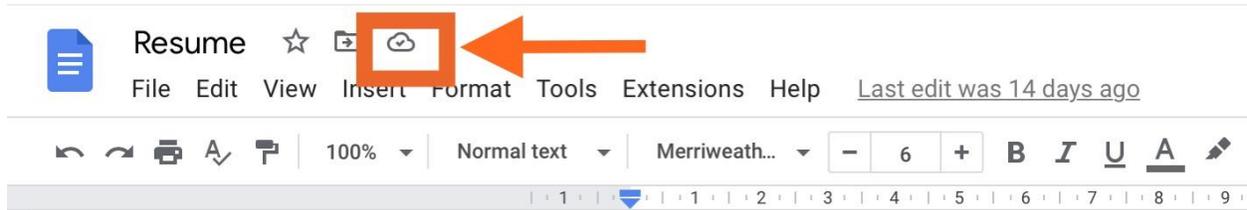
**Step 1-** When you're ready to edit your document, start by double-clicking or using your cursor to select the word or words you want to change. Then click on the appropriate icon to make changes to the text.

**Step 2-** If you make a mistake there's a quick way to fix it! You can undo or redo your last action. At the top left corner, click the arrow pointing to the left to Undo an action or the arrow pointing right to Redo your last action.

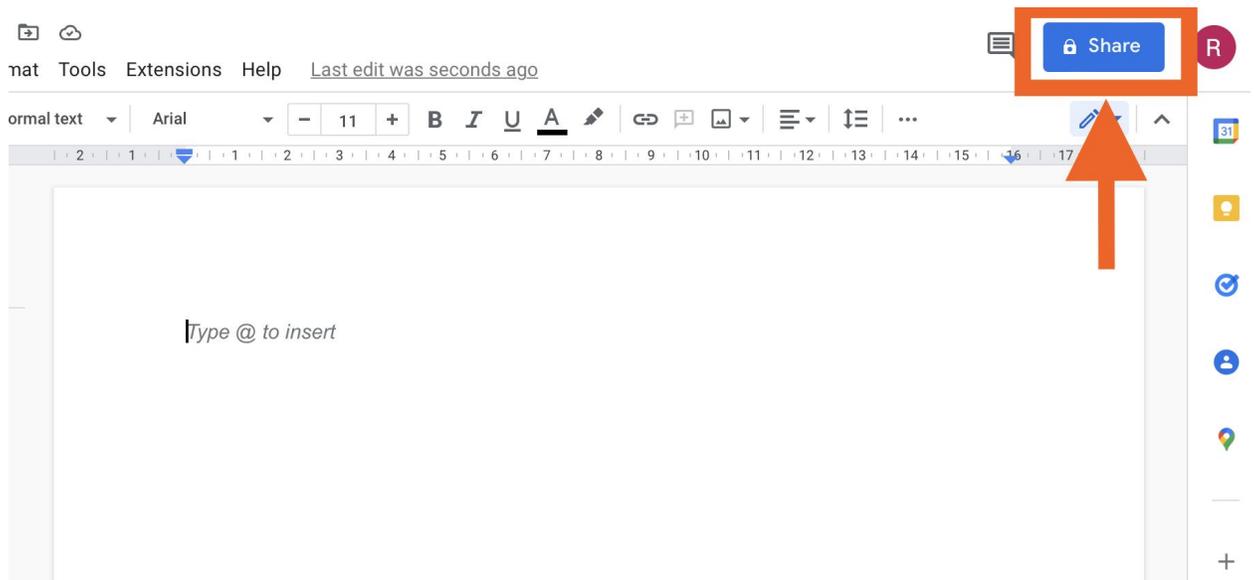


## How to Share Document

Google Docs always automatically saves your progress. The autosave indicator is located at the top left corner. The Cloud icon will display a check mark indicating that your progress has been saved.



**Step 1-** To share a document with someone else click on the 'Share'



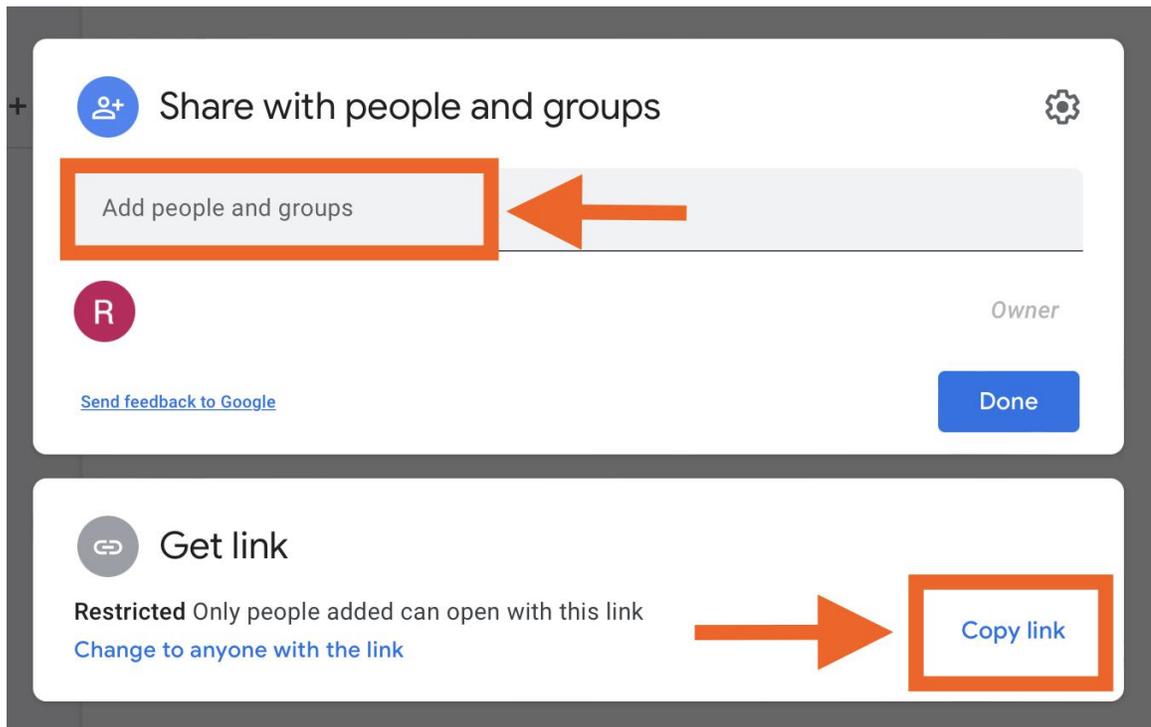


(646)758-6606

support@candootech.com

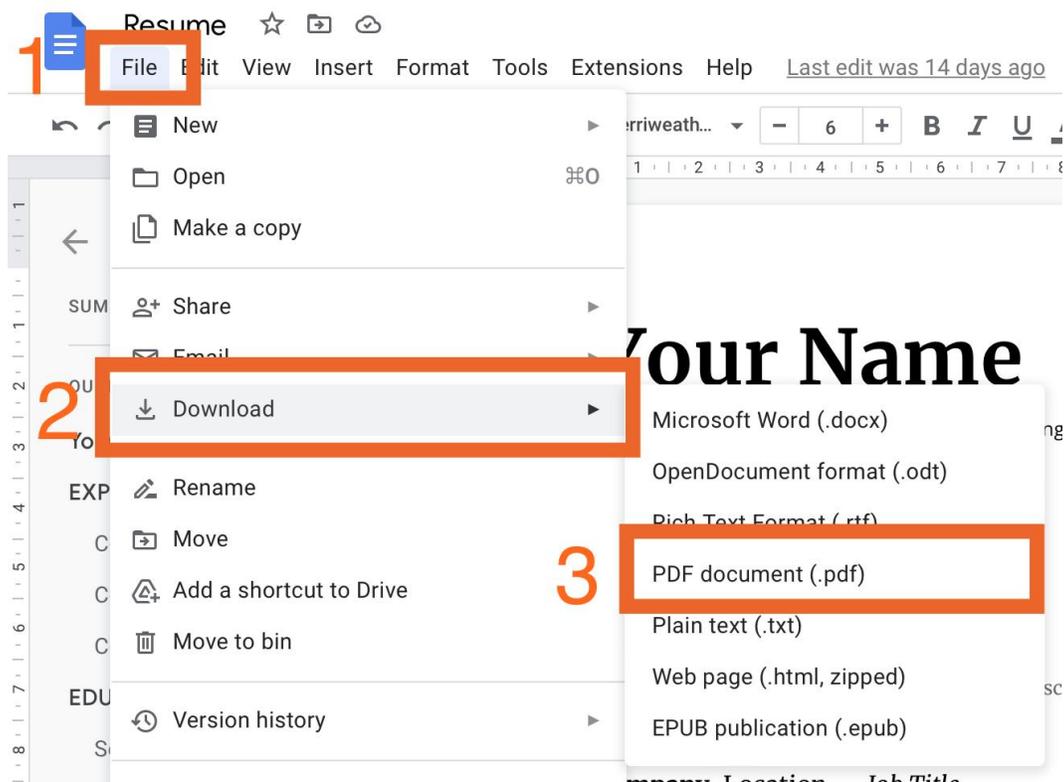
candootech.com

**Step 2-** Add the name or email address of the person you want to share the document with. Or you can click on the 'copy link' button to paste the link into an email or text message.



## How to Save a Document

To save a document choose the 'File' option in the top left corner. Next click on Download. Lastly, to save it as a PDF choose the PDF document option.



If you need additional help, call us at 646-758-6606  
or email us at [support@candootech.com](mailto:support@candootech.com)