Located within Google Drive.

Tip#1: Using same formatting all the time? You can create your own templates.

Open “Google Docs Template” and select “Submit a Template” and then select “Choose from your Google Docs.”

I find it easier to start with a blank form as it can be less confusing.
- Docs is meant to function like as a simplified version of Microsoft Office Word Document. If you are building a complex document, use your desktop office application and drag and drop that file into Google Drive.

- If adding a Word Document to Google Drive, that document can be converted to a Google Doc by selecting it and opening it in Google Docs to allow for collaborative editing and/or commenting.

Best Practice #1: When working on collaborative docs, commenting is really helpful to track ideas and raise questions.

The doc owner is notified when comments are made.

Users are notified when response are made to their comments.
Dropdown Menus

Tip #1: Docs can be downloaded as . . .

Microsoft Word (.docx)
OpenDocument Format (.odt)
Rich Text Format (.rtf)
PDF Document (.pdf)
Plain Text (.txt)
Web Page (.html, zipped)
EPUB Publication (.epub)
If you want to insert media, Google Docs makes it easy to pull content in directly from your Google Drive.

Side panel opens allow you to browse Drive for images or other media files.
- Google Suite offer additional integrations with apps outside of Google. You can find a list of outside apps that integrate with Google Docs by selecting “Add-Ons.”

Best Practice #2: I recommend Add-Ons as they can give you more functionality.

My top choices:
- EasyBib
- Word Cloud
- Template Gallery
- Thesaurus