

Google Docs Tips & Tricks

While Docs is best for word processing, it does have some design features too

1. If your teacher has a document in Classroom for you to work in, make sure you are using it. Anything created just by you in your Drive is not accessible to your teacher!

2. To change background color: go to File > Page Setup > Page Color

Note: this will change the background color of all of your pages (including your rubric. This is okay for this project as long as everything is still easily readable.

3. To add a table: go to Table > Insert Table. Then choose your table size. Tables are tricky and don't move where you might like them. Wherever your cursor is when you insert a table, that is where the table will go.

4. To change the appearance of a table:

- Add/Delete columns/rows: go to Table > Insert (etc).
- Table > Table Properties will also allow you to change how your font gets aligned within your table or change the actual size of your rows/columns.
- You can also change cell background and border colors from Table Properties too. You can also get to Table Properties and Insert/Delete Rows/Columns by right-mouse clicking on your table.

5. To insert an image:

- Insert > Image (and find where you saved your image or enter the image's URL from where you found it online).
- You can also research images directly in Docs by going to: Tools > Research, and changing your search to images

6. Changing the wrapping on an image helps move it more easily. Click on your image and you will see options appear underneath the image. **Wrap Text** is the most common and helpful to move your image

7. Inserting Drawings: go to Insert > Drawing.

- In this box, you can insert shapes (like how I did for my male/female/offspring "equation" and type in them (right-mouse click in the shape and choose "edit text.")
- You can insert images and add things to them like shapes and text (like how I did for the labeling of my alpaca image)
- In the Drawings box, you can insert word art under Actions > Word Art
- When you click Save and Close, everything you put in the Drawing box will be inserted in your Doc as one image. Choose Wrap Text to make it move easier.

8. You will not break it! If you mess up, undo it or revert back to an earlier version!