

# Getting to Know Docs:

## File

- See revision history
- Download as ...PDF, web page, Word doc, etc.
- Publish to the web
- Email to collaborators or email as attachment



## View

- Show equation toolbar
- Show spelling suggestions



## Insert

- Image (Upload your own or search Google, Llife, or Stock Images)
- Link
- Equation
- Drawing
- Table
- Comment (Here is where you can collaborate with your students in real time)
- Header/Footer
- Bookmark
- Table of Contents

## Tools

- RESEARCH - This is by far my favorite feature in Google Docs. You can: limit your search (ie. only Google Scholar research), filter by usage rights, and select your citation format.
- Define
- Personal Dictionary

## Add-ons

I use:

- EasyBib Bibliography Creator (Cite your source using MLA, APA, or Chicago)
- Open Clipart (Find free, open source clip-art)
- Texthelp Study Skills (Highlighting feature)

Other highly rated add-ons include: Mind Meister, Hello Fax, UberConference, PandaDocs, Dive Tunes, Mail to drive, IFTTT, Track Changes, Table of Contents, Thesaurus, Template Gallery, Consistency Checker



Highlighting and right-clicking also allows you to comment or suggest edits. You can also define or research a word when you right-click on it.

**Editing** (Look for pencil icon on the right side)

- Editing
- Suggesting
- Viewing

When you are finished with your document, you may want to “Get Link” and “Add Star”