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## Inside out google docs

Having a list of Google Docs hacks on hand is a safe way to make life easier and earn some bonus points around the office. Remember Clippy, Microsoft Word paper clip office assistant? Of course, his anxious attempts at troubleshooting were usually more annoying than useful, but he always meant well. After all, everyone loves a good hack. However, web-based word processors are the game name in 2018. We've compiled a list of the most essential shortcuts and hacks that will turn you into a better, real version of Clippy —but for Google Docs. Bonus: Read the step-by-step social media strategy guide with professional tips on how to increase your social media presence. Configuration 1. Use Hate templates looking at a blank page? Hit the writer's tile by examining the Google model gallery. Everything from project proposals to timelines, invoices, calendars and business letters can be found in a variety of ready-made formats. And if your marketing team regularly uses a particular form, you can create your own template and add it to the gallery for quick use. 2. Add to your font library Most companies use special types that are not always readily available in the drop-down fonts menu. You can add more by clicking on the font menu, selecting more fonts and looking for who you're after. 3. Set up custom shortcuts Click On Tools and then Preferences to manage your style shortcuts. For example, if you use the copyright and trademark symbol frequently, you can create a shortcut of your choice for them. You can also turn off the feature that automatically capitalizes words, which is especially useful if you're writing about companies or products that have peculiar spelling and punctuation. 4. Adjust the dictionary Some industries have jargon that have not reached the Google Docs dictionary. For those tired of seeing the dwet red line under words or tapping ignore often during spell checking, go to Tools, Personal Dictionary and add your words of choice. 5. Check notification settings Before your inbox is filled with Google Doc contributor notifications, click the comment bubble icon in the upper right corner, select Notifications, and modify to your liking. 6. Adjust the privacy and sharing parameters If you are working on sensitive or confidential material, you should recheck the privacy permissions on your file. Click Share in the top right corner, select Share with others, and then click Advanced. From here you can control who can or can not share, download, copy, edit, or change access to your file. Composition 7. Use keyboard shortcuts Shortcuts are a long time, and Google Docs has plenty. You can find all keyboard shortcuts from the help menu dropdown, or by using this useful shortcut: Here's a quick cheat sheet from our favorites: '+B= Bold '+I= Italics'+U = Underline '+\ = Clear formatting '+F'+F Find ++K = Add hyperlink '+Option+M= Add Comment Ctrl+Option+I = Open Menu Insert -+Shift+S = Start voice typing '+Option+C= Copy + Option + Shift + h = Open review history + Option + Shift + I = Open Exploration Tool Double click = Select word Triple click = Select paragraph 8. Ditote your document If you are not in a position to type, or have always dreamed of dictating (honestly, who does not?), you can activate voice typing from the Tools menu or using the shortcut '+Shift+S. Be sure to give scoring commands such as period, new line or new paragraph. 9. Set to Word For those who use the Google Chrome browser and are more comfortable with Microsoft Word, you can install the Office Editing for Docs Sheets and Slides extension. Once installed, make sure that Office Compatibility Mode is enabled in the File menu. 10. Access your offline doc You can keep working on your Google Doc on the go, or in a place where you have an irregular Internet connection. Get the Offline Sync option in the Google Drive Home Settings menu. This option only works with Chrome, and it's a good idea to make sure you're signed in to your Google account in your browser before going offline. Also, your work won't autosave or sync until you're back online, so be friendly with the shortcut 'S'. (This will save an editable version of your file to your computer.) 11. Google your work One of the advantages of working inside the Google suite is that you can search however you want. If there's a topic, term, or idea you want more information about, highlight it and click Explore in the Tools menu, or use the ' Option + Shift + I shortcut' to open the Explore Tool. A sidebar will appear with the web results for your query. 12. Add bookmarks This Google Doc hack is particularly useful when writing or collaborating on a long document with multiple sections. Go to Insert and select Bookmark to add links within the document to specific sections or pages. 13. Use headers to create an outline When creating your document, be sure to give each section a title and apply title formatting. To do this, select the dropdown from the Styles menu (next to fonts) and choose Title 1 for the main titles and progress sequentially to subtly. After that, go to View &gt; show the outline of the document to see sections of the document in a left sidebar. This feature allows you to easily navigate and jump through long documents. Collaboration 14. Notify someone of a change One of the essential features of Google Docs is its potential for collaboration. But things can get if there are too many anonymous animals in the doctor, or bad communication protocols. To alert a contributor to a comment you've made, add a + followed by your email address in the comment bubble. The person will receive an email notifying them of notifying that you asked for their attention on a specific subject. 15. Locate your collaborator in real time If you collaborate with someone in real time, you can find your co-worker's cursor by clicking on your photo or avatar in the upper right corner. 16. Review the version history (and revert to an older version) Click File, Version History, and View Version History to open a sidebar on the right detailing recent document changes. Clear changes at the bottom to see revisions without colored highlights. If you want to go back to an older version of the document, just click Restore this revision under the name of the given editor. You can also give your version a name, such as FinalFinalFinal, if you are so inclined. 17. Identify who did the edit If you've seen edits that deserve a gold star, review, or simple notes, you'll need to find out who made them. In Version History, each editor receives a color that matches the edits they made to the document. Click the publisher name to see its colorful edits throughout the doc. Issue 18. See new changes quickly When you just want to see the latest changes made to a doc, click the link at the end of the menu bar, which will say See new changes, All changes saved in the Unit or The last edit was made in... 19. Enter suggestion mode Sometimes only suggestions are required. To change the edit mode and suggestion mode, click the pencil icon in the upper-right corner and select Suggestions. That way, employees can see and decide whether or not to approve their suggestions. The feature works similarly to the Track Changes option in Microsoft Word. Extras 20. Update with add-ons Depending on your needs, it's worth quickly browsing through the Google Doc add-on library. Just click Add-ons and Get add-ons to get a search. Some cool options include Easy Accents, a tool that helps you add diacritics used in other languages. There is also an easyBib add-on that helps you generate bibliographic citations and an analysis tool that allows you to analyze review statistics. 21. Add a signature of e-Sign business letters with a signature and custom. Click Insert &gt; Drawing and choose the Scribble line option to draw your name with your mouse. 22. Add the right links If you forgot to add hyperlinks throughout your document, here's a quick trick. Highlight the word or phrase that requires linkage and click the link icon in the toolbar or use the 'K' shortcut. In the pop-up window, Google will automatically suggest links. Click Find more at the bottom for additional web, image, and drive options. 23. Translate into other languages As we all know now, Google Translate has its flaws, so proceed with caution here. But if you need to quickly translate something for a colleague or other internal purposes, click Tools &gt; &gt; Document. You will be prompted to select a new name for the translated version, and then you can select your language. 24. Present your document You can present your document on Google Hangouts Meet. Just click Present Now and choose your entire screen or a window to share with participants. To end the presentation, select Stop displaying. 25. Find your work more easily The more files you add to Google Drive, the more useful this Google hack gets. From Google Drive home, click the down arrow located on the right sidewalk of the search bar. A menu will appear allowing you to narrow down your search with filters for file types, owners, and modified date. Finally, if there is a document to which you need regular access, give it a gold star so you can quickly access it from the Google Drive Starred folder. To star in a document, simply click the star symbol next to its doc title. Bonus Hack: Save time and access your Google Drive files directly from the Hootsuite Dashboard. Google Drive and other cloud storage services, such as Dropbox, OneDrive, and Adobe Experience Manager, are included in the Hootsuite App Directory so you can manage, upload, and share content to your social networks in one place. Try it for free today. Get started cloud computing -- a networked computer system that leverages the resources of multiple servers to complete tasks and store data -- is shaping up to be the next big trend in the computing industry. Traditionally, only a few people could access the processing power of a supercomputer. With cloud computing, virtually anyone could exploit that kind of power. Since the debut of the personal computer, we've become accustomed to storing information on an external storage device, such as a compact disk or on a computer's hard drive. We are also conditioned to buy new machines or upgrade old ones whenever applications require more processing power than our current computers can provide. With cloud computing, the responsibility for storage and processing power rests on the network, not the individual owner of the computer. Although it is a relatively young industry, many companies offer cloud computing services. One of these companies is Google. The Internet giant offers a suite of web-based productivity applications under the name Google Docs. While these applications are not as complex or comprehensive as key desktop colleagues, they have other advantages over traditional software. The most obvious of these advantages is that applications are not tied to a Specific. There is no need to download and install software on a particular machine. Any computer connected to the Internet can access Google Docs. Because each user saves information to the cloud system, he or she can access the same file from anywhere. Users don't have to worry about which version of a document is the most current - it will always be saved in the Cloud. Another advantage is that multiple users can make edits to the same files at the same time. This is called online collaboration, and could speed up teamwork on the Web. Because Google Docs preserves earlier versions of documents, there's no reason to worry about changing a file irrevocably. Collaborating on files can mean changing the way we think about document management. But it can also mean that project managers can save time and effort. What exactly can Google Docs do? Keep reading to find out. out.

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