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## Superman google docs

Having a list of Google Docs Hacks at hand is a surefire way to make life easier and earn you some bonus points around the office. Remember Clippy, Microsoft Word's googly eye paper clip office assistant? Sure, his anxious problem-solving attempts used to be more annoying than useful, but it always meant well. After all, everyone loves a good cut. However, web-based word processors are the game's name in 2018. We've compiled a list of the most essential shortcuts and hacks that will make you a better and real version of Clippy, but for Google Docs. Bonus: Read the social media strategy guide step by step with professional tips on how to grow your social media presence. Settings 1. Use Hare templates by looking at a blank page? Beat the writer's blog by persistence of the Google template gallery. From project proposals to timetables, invoices, calendars and business letters can be found in a variety of ready-made formats. And if your marketing team regularly uses a certain form, you can create your own template and add it to the gallery for quick use. 2. Add to the font library Most companies use special fonts that are not always available in the drop-down font menu. You can add more by clicking on the font menu, selecting more fonts and searching for what you are looking for. 3. Configure custom shortcuts Click Tools, and then preferences for managing style shortcuts. For example, if you use the copyright and trademark symbol often, you can create a shortcut of your choice for them. You can also turn off the feature that automatically capitalizes on words, which is especially useful if you write 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 dreaded red line under words or hitting Ignore too many times during spellchecking, go to Tools, Personal Dictionary and add your choice words. 5. Check your notification settings Before your inbox is crowded with contributors' Google Docs notifications, click the comment bubble icon in the top right corner, select Notifications, and modify your taste. 6. Adjust the privacy and sharing settings If you are working on confidential or confidential material, you need to check the privacy permissions of the file. Click Share at the top right, select Share other users, and then click Advanced. From here you can control who or may not share, download, print, copy, edit, or change access to the file again. Composition 7. Use keyboard shortcuts Shortcuts are a huge timesaver, and Google Docs has many. You can find all keyboard shortcuts from the Help drop-down menu, or by using this handy shortcut: **⌘/**. Here is a quick cheat sheet of our favorites: **⌘ + B = Bold** **⌘ + I = Italic** **⌘ + U = Underline** **⌘ + \ = Delete Formatting** **⌘ + F F Find** **⌘ + K = Add Hyperlink** **⌘ + Option + M = Add Comment** **Ctrl + Option + I = Open the Insert menu** **⌘ + Shift + S = Start Speech Typing** **⌘ + Option + Option + C = Copy Formatting** **⌘ + Option + Shift + h = Open Revision History** **⌘ + Option + Shift + I = Open Browse Tool Double-Click = Select The Word Triple Click = Select Paragraph** 8. Dictate the document If you are unable to write or have always dreamed of dictating (honestly, who doesn't?), you can turn on speech typing from the Tools menu or using the shortcut **⌘ + Shift + S**. Don't forget to give punctuation commands such as period, new line, or new paragraph. 9. Configure for Word for those who use the Google Chrome browser and feel more comfortable with Microsoft Word, you can install the Office Edition extension for document sheets and slideshows. Once installed just make sure that Office Compatibility Mode is enabled from the File menu. 10. Access your offline document You can continue working on your Google Doc from anywhere or where you have a spotty Internet connection. Turn on Offline Sync from the Start Settings menu in Google Drive. 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 you go offline. In addition, your work is not automatically saved or synchronized until you go back online, so get friendly with the shortcut **⌘S**. (This will save an editable version of the file to your computer.) 11. Google searches your work One of the benefits of working in the Google suite is that you can search as you go. If there is a topic, term, or idea about which you want more information, highlight it and click Browse from the Tools menu, or use the shortcut **⌘ + Option + Shift + I** to open the Browse tool. A sidebar with web results will appear for your query. 12. Add Bookmarks This Google Doc hack comes particularly handy when writing or collaborating on a long document with multiple sections. Go to Insert and select Bookmark to add links to the document to specific sections or pages. 13. Use the headers to create a schema As you create the document, be sure to give each section a title and apply the heading formatting. To do this, select the Drop-down Styles menu (next to fonts) and choose Heading 1 for the main headings and progress sequentially for sublayers. After that go to **⌘ + ⌘** show document schema to view sections of 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 features Google Docs is your collaborative potential. But things can be difficult if there are too many anonymous animals in the doc, or bad communication protocols. To alert a contributor to a comment you've made, add a **+** followed by your email address to the comment bubble. The person will receive an email notifying you notifying you your attention in a particular matter. 15. Locate your partner in real time If you collaborate with someone in real time, you can find your coworker's cursor by clicking on their photo or avatar in the upper right corner. 16. Review the version history (and go back to an older version) Click file, Version History, and View Version History to open a sidebar on the right detailing recent document changes. Uncheck Show changes at the bottom to see revisions without color reflections. If you want to return to an earlier version of the document, click Restore this revision under the given editor name. You can also give your version a name, such as Final Finale, if you're so inclined. 17. Identify who made the edition If you have detected edits that deserve a gold star, a review or simple notes, you need to find out who made them. In Version History, each editor is assigned a color that corresponds to the edits they made to the document. Click the editor name to see its color editions throughout the document. Edition 18. See the new changes at a glance When you just want to see the latest changes made to a document, click the link at the end of the menubar, which you will either say Show new changes, All changes saved to Drive or Last Edited has been made to... 19. Getting into suggestion mode S times only suggestions are required. To turn off edit mode and suggestion mode, click the pencil icon in the top right corner and select Suggest. This way, contributors can see and decide whether or not to approve your suggestions. The feature works similarly to Microsoft Word Tracking Changes. Extras 20. Update with add-ons based on your needs, it's worth doing a quick search through the Google Doc add-on library. Some interesting options include Easy Accents, a tool that helps you add diacritics used in other languages. There's also an EasyBib add-on that helps you generate bibliographic citations and an analytics tool that lets you analyze review statistics. 21. Add an electronic signature Sign company letters with a custom electronic signature. Click Insert **⌘ + ⌘**; Drawing and choose line scribble to draw your name with the mouse. 22. Add the correct links if you forgot to add hyperlinks along the document, here is a quick trick. Highlight the word or phrase that requires link, click the toolbar link icon, or use the shortcut **⌘K**. In the pop-up window, Google will automatically suggest links. Click Search at the bottom for additional web, image and unit options. 23. Translate to other languages As we all know by now, Google Translate has its flaws, so proceed with caution here. But, if you need to quickly translate something for a colleague or for other internal purposes, click Tools **⌘ + ⌘**; Document. You'll be prompted to select a new name for the translated version, and then select the language. 24. Present your document You can present your document on Google Hangouts Meet. Simply click on Present now and choose the entire screen or a window to share with attendees. To end the presentation, select Stop Submitting. 25. Find your work more easily The more files you add to Google Drive, the more useful this Hack Google gets. From Home Google Drive, click the down arrow located on the right walk of the search bar. A menu will appear allowing you to narrow your search with filters for file types, owners, and modified date. Finally, if there's a document that you need regular access to, give it a gold star so you can quickly access it from the Star Folder on Google Drive. To look at a document, just click the star symbol right next to the document title. Bonus trick: 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 on your social networks in one place. Try it for free today. How to start cloud computing - a networked computer system that leverages resources from various servers to complete tasks and store data - is shaping up to be the next big trend in the computer industry. Traditionally, only a few people could access the processing power of a supercomputer. With cloud computing, virtually anyone could harness this kind of power. Since the debut of the personal computer, we have become accustomed to storing information either 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, responsibility for storage and power processing falls on the grid, not the owner of the individual computer. Although a relatively young industry, many companies offer cloud computing services. One of these companies is Google. The Internet giant offers a set of web-based productivity apps under the name Google Docs. While these applications are not as complex or complete as the main desktop counterparts, they have other advantages over traditional software. The most obvious of these advantages is that applications do not linked to a specific computer. 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, they 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 several users can make edits to the same files at the same time. This is called online collaboration, and could streamline teamwork across the web. Because Google Docs retains earlier versions of documents, there's no reason to worry about irrevocably changing a file. Collaborating on files can mean changing the way we think about document management. But it could also mean that project managers can save time and effort. What exactly can Google Docs do? Read on to find out. Out.

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