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GOOGLE DOCS AND MORE

FOR BUSINESS

USER GUIDE



BUILD206.com/BlackWealth



Google Docs is a free word processor developed by Google. It works online, so you can use it in your browser, without the need for installing the software on your computer. Simple in every way, you just need to have a Google account to start using it. This guide will focus on google docs, its many features, and how to use it properly in your business and/or personal life.

[The benefits of using Google Docs](#)

Some people still think that Google Docs is not that good and lacks some features that the grand word processors have. But Google Docs can be much more convenient than the pioneers in practicality and use modes. So let's see why you should consider using it for work or personal reasons:

Everything is online

It means you don't need to keep lots and lots of documents on your computer. Besides, you can carry them anywhere you go. Mainly because it's possible to access Google Docs from any device, so imagine you have to edit an important document at the airport, for instance. You can access your Google Docs account and start writing on your cellphone.

Auto-save

Forget about losing documents because the power went off, or your computer shut down for no motive. Every time you finish writing something in your document, Google Docs automatically saves it. So if you are a forgetful person and never hit the Save button, this is the perfect setting for you.

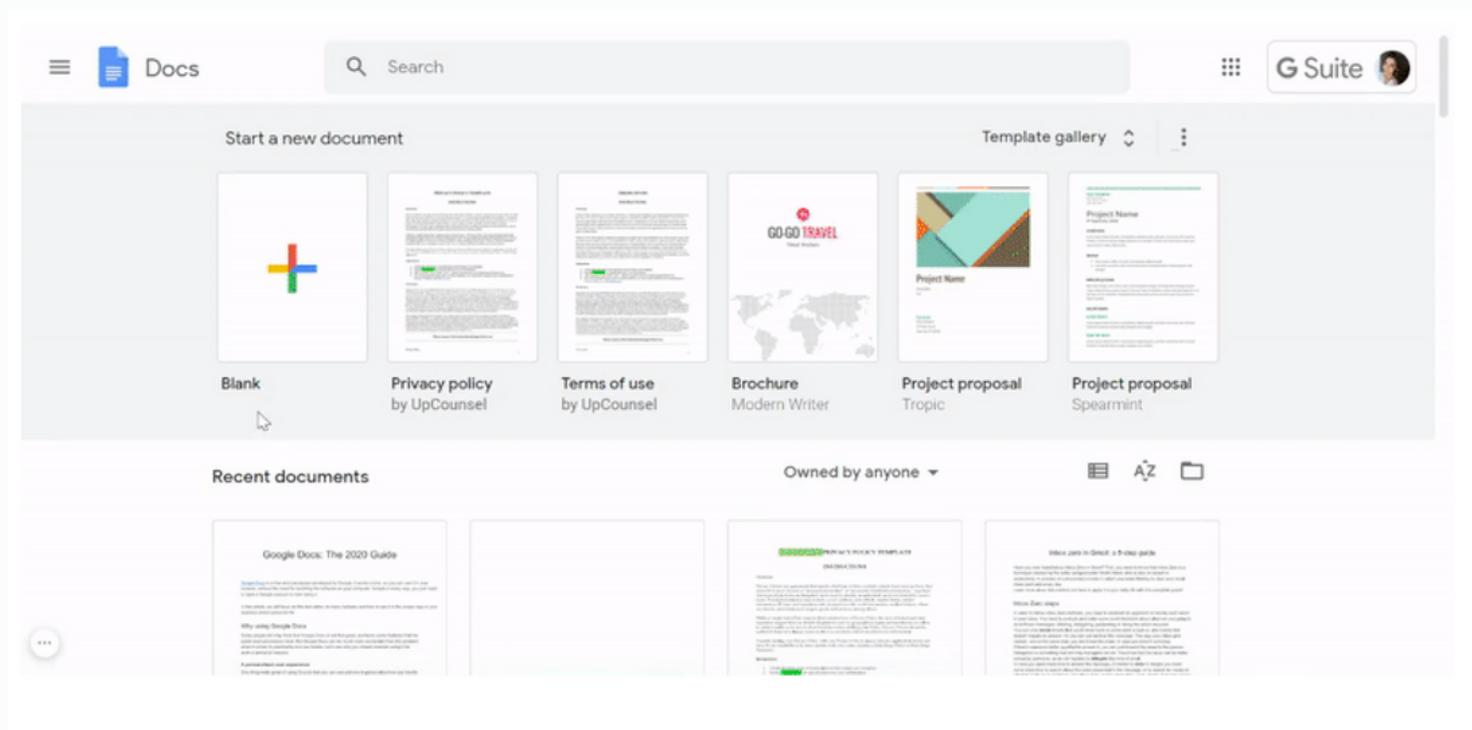


CREATING A NEW DOCUMENT

you need to access the Google Docs homepage

<https://docs.google.com/document>.

Then you can choose between two options: the plus symbol with a blank document or a template. After that, a new document will automatically open. As a default, its name will be “Untitled Document,” which you will be able to change by clicking on the Title box. Another way of doing that is just typing the title on the page and clicking on the Title box.



Formatting

Google Docs toolbar is pretty similar to other word processors. You are going to use it to change things in your text, such as the font type and size, Text alignment, Italic, Bold, and, Underline, Text and Highlight Color, The text styles (e.g., Title, Subtitle, Headings...), Spacings, Lists And also, Clear Formatting

PRO TIP:

Use this feature to insert your logos for your letterhead, invoice templates, or customer letters. This feature is also good for inserting images into newsletters or draft emails.

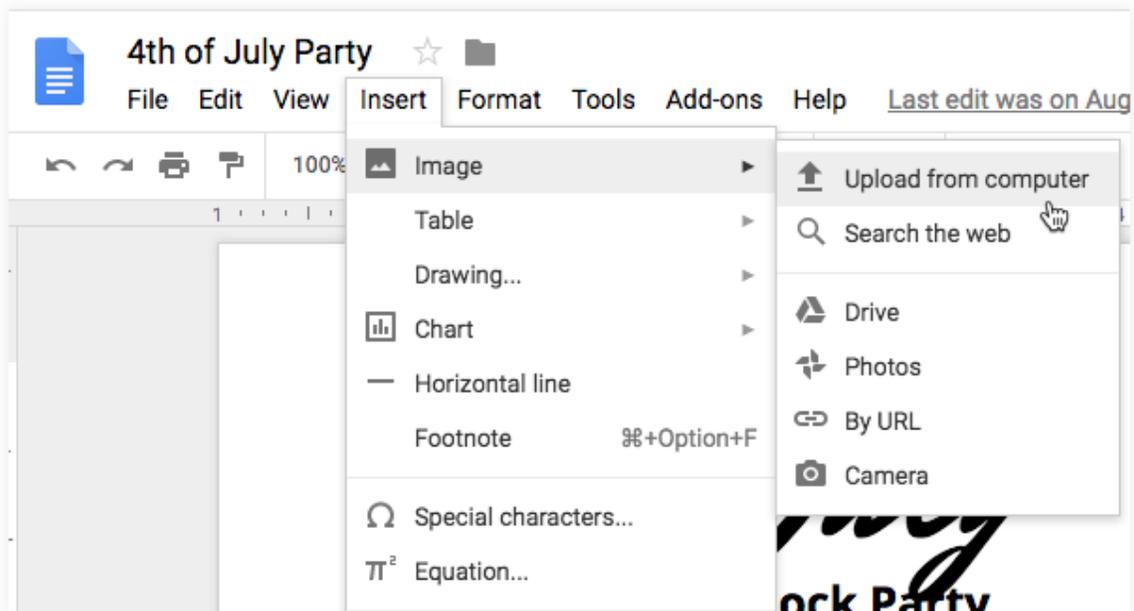
CREATING A NEW DOCUMENT

Inserting Images

There are two paths for inserting images. The simplest one is clicking on the symbol of a picture (represented by a square with a mountain) on the toolbar. The second one is going to the top menu and selecting the tab insert. Then hover on the Image option and choose the source from where you are uploading an image.

Google Docs allows you to upload .gif, .jpg or .png. Images that at the same time have less than 50 MB.

- 1 Place the **insertion point** in the document where you want to insert the image.
- 2 Click **Insert > Image > Upload from computer**.



- 3 Select the image you'd like to use and then click **Open**.



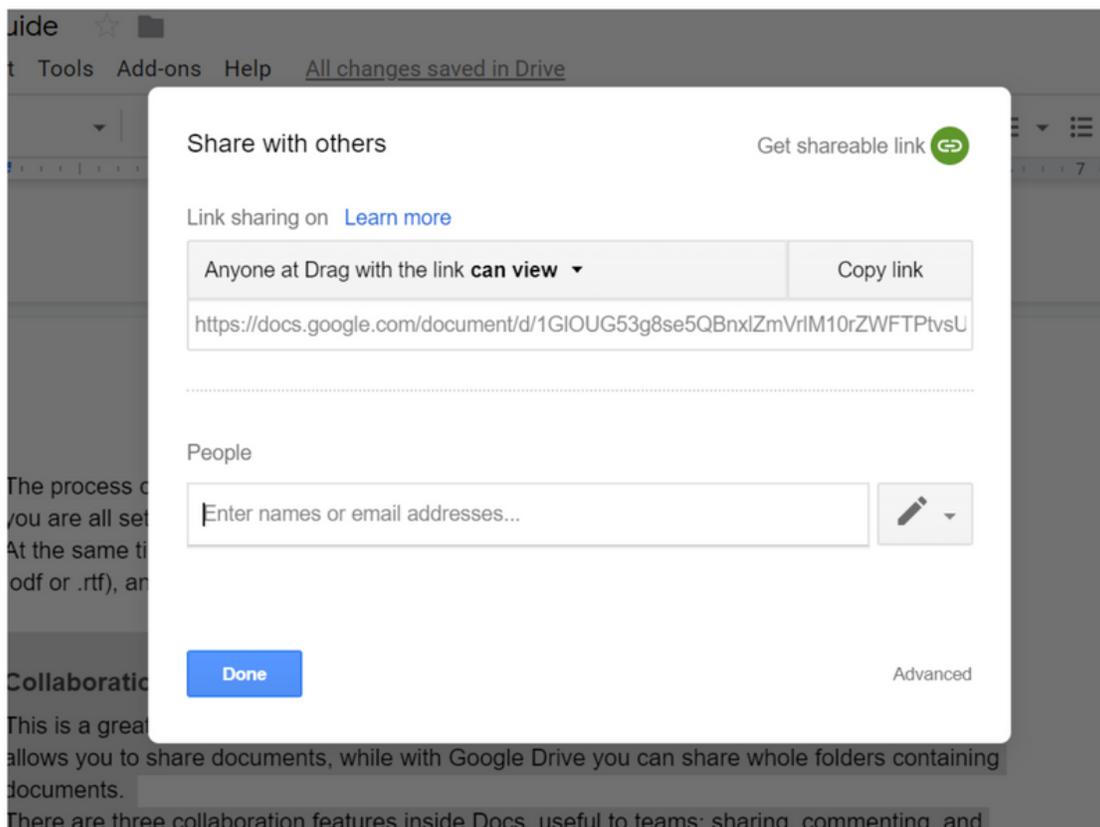
USING GOOGLE DOCS TO COLLABORATE

google docs is a great tool to collaborate with others. This is a great feature for teams that need to collaborate on documents. In addition, Google Docs allows you to share just documents, while with Google Drive, you can share whole folders containing documents.

There are three collaboration features inside Docs, useful to teams: sharing, commenting, and editing in real time.

Sharing

To share a document, access the tab "File," then "Share." Then, you can either type the email addresses or click on Get "Shareable Link." This increases security because you can certainly know that only the people you are inserting or sending the link to will access the document.





USING GOOGLE DOCS TO COLLABORATE

In this same popup for sharing, it is also possible to choose what kind of privileges you are going to give to these people. those options view, comment, and edit.

- **View:** People can only visualize the document in real-time. But it's not possible to type, download, copy, print, exclude or do any other action along with Google Docs.
- **Comment:** This allows the person to add comments to the document. Commonly useful for reviews and documents that need to be pre-approved.
- **Edit:** The editors have full control of the document, and all the options are enabled for them. It's ideal for teams that are writing together.

Besides, you can click on "Advanced" to set other relevant options such as "Prevent editors from changing access." This will enable you to send the document to other people you don't want access to. The advanced window also possible to manage all the accesses, mainly to exclude the ones you want to stop sharing with.

PRO TIP:

BUILD uses Google Docs to collaborate on our grant applications, meeting agendas, policies, procedures, event plans, and so much more with our team



USING GOOGLE DOCS TO COLLABORATE

Editing

Editing in real-time is a collaboration tool that saves time and reworks. As Google Docs is online, it was possible to add this amazing feature, salvation for many teams. By the way, 50 is the maximum number of users that can edit the same document simultaneously. So if you are part of a big team, it will certainly work for you.

Maybe you might think that lots of people editing something at the same time can turn messy, right? So the chatting tool and the comments are important for communication and avoiding mistakes while collaborating on that document.

Commenting

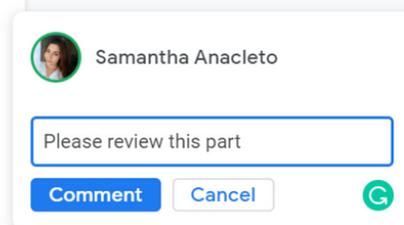
Another important aspect of collaboration was made possible inside google Docs: comments. While working in a team, it is always necessary to point out some improvements, suggestions, etc. Adding notes and comments are the most used ways of doing that.

In docs, you can do that by selecting a portion of the text, then clicking on add comment. Note that only people who have access to this document can make notes to make notes. All the comments boxes stay available on the right-side panel, and users can reply them to. You can also mention someone in the team by typing @ and the email or name of the person. After doing the action that the user requested, click on "Resolve," and then the comment will disappear.

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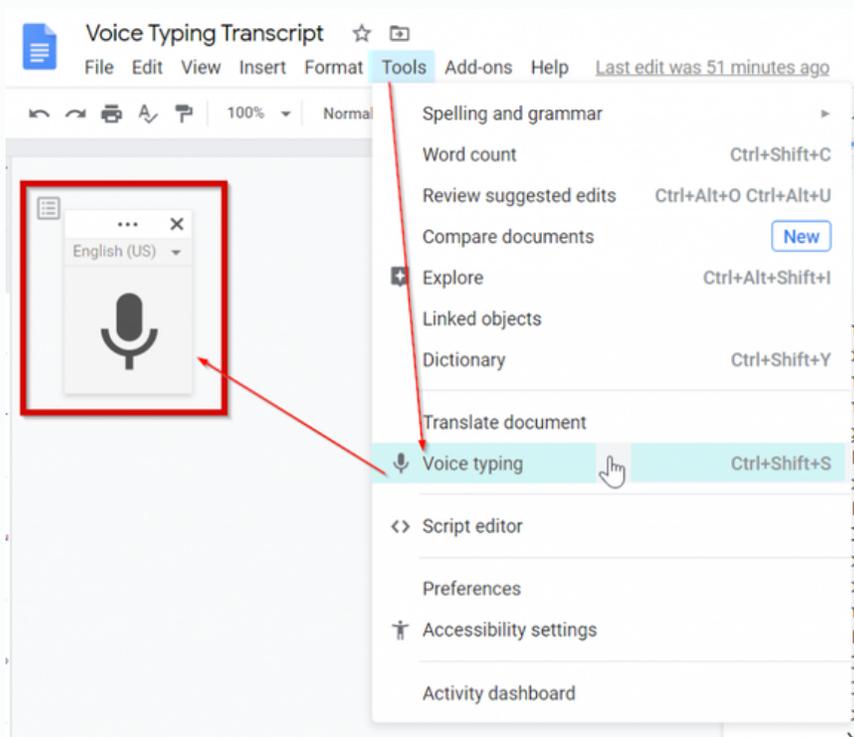


GOOGLE DOCS TIPS & TRICKS

VOICE TYPING

This tool is helpful when you need to speed things up with your texting. You can type and edit with your voice, and all you need is a microphone on your computer. It's possible even to dictate punctuation, such as "period," "comma," and "exclamation point." Suppose you make any mistake while voice typing. You can move the cursor to the wrong part and correct it without turning the mic off.

To start voice typing on Google Docs, click on Tools, choose Voice typing, or press the keyboard command Ctrl+Shift+S. After that, a box with a microphone symbol will appear, so click on it to start speaking. You can choose between multiple languages to start using this tool. Then, click on the drop-down list above the microphone.



- Click on the microphone when you are ready to start speaking.
- Remember to always speak clearly, with pace and adequate volume.
- Just click on the microphone again when you want to stop speaking.
- One last thing, be aware that this feature will only work in a Chrome browser.



GOOGLE DOCS TIPS & TRICKS

MAIL MERGE FOR GOOGLE DOCS

do you have customer letters or notices that need to be individualized? Do you have a large list of people and do not want to type each name one by one? mail merge is for you! Easily personalize emails, letters, envelopes & certificates. Auto-send emails on a Google Form submission. Thanks to this add-on, email campaigns designed in Docs can be personalized per the respective recipient in a way that builds great customer relationships.



Mail Merge

Easily personalize emails, letters, envelopes & certificates. Auto send emails on a Google Form submit.

By: [Quicklution](#)

Listing updated: September 7, 2022

View Insert Format Slide Arra

Mail Merge

Open Spreadsheet Create Sheet

File Employee Records

Sheet Personnel Details Refresh

Merge Field Fullname Add

Email Settings

Merge to:
Test Email
Emails
Gmail's Draft Folder
Presentations

Options Merge

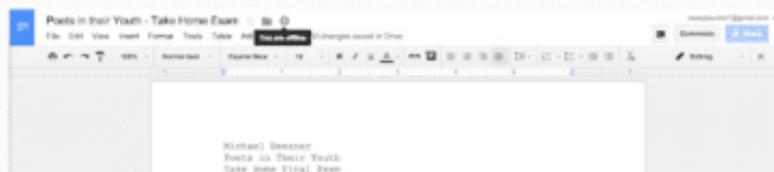
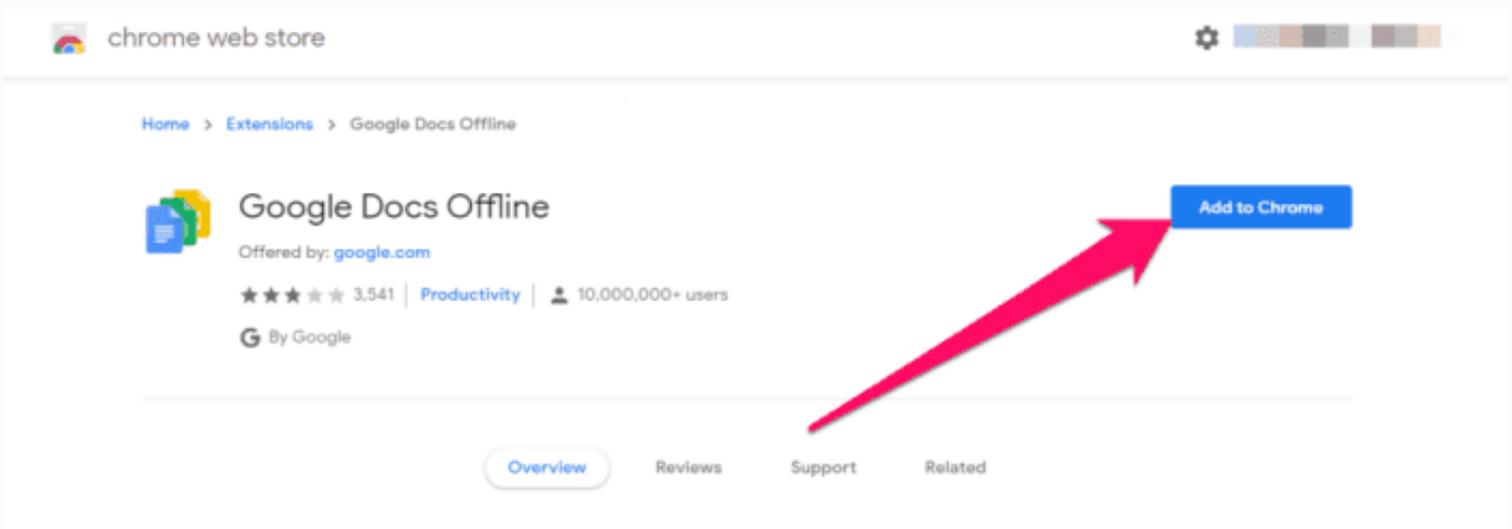


GOOGLE DOCS TIPS & TRICKS

GOOGLE DOCS OFFLINE

need to work on your document, but you don't have access to the internet at that very moment? then Google docs offline is the add-on for you. With the Google Docs Offline add-on for your Google Docs editor, users do not have to pause working when they're not connected to the internet.

Instead, the add-on allows you to go on working on their Google Docs document even while offline, with the new changes saved as though connected. The newly changed document is then updated when your connection has been restored.





ADDITIONAL RESOURCES FOR GOOGLE DOCS

Google Docs Beginner Tutorial - Part I:

<https://www.youtube.com/watch?v=RzNVGQYOmFk>

Google Docs Advanced Tutorial - Part II:

<https://youtu.be/eHNHY70Hepk>

Google Docs - 8 Coolest Tips & Tricks:

<https://youtu.be/rVN5rwlO06o>

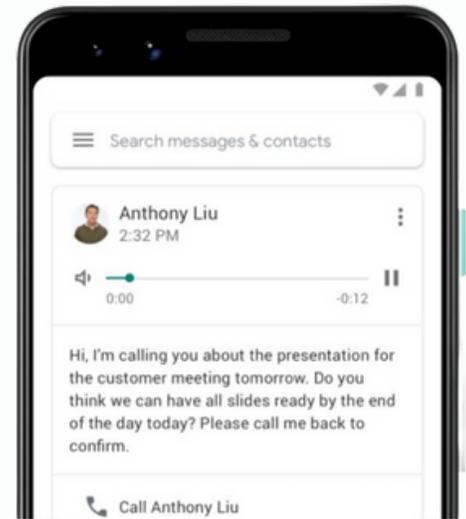
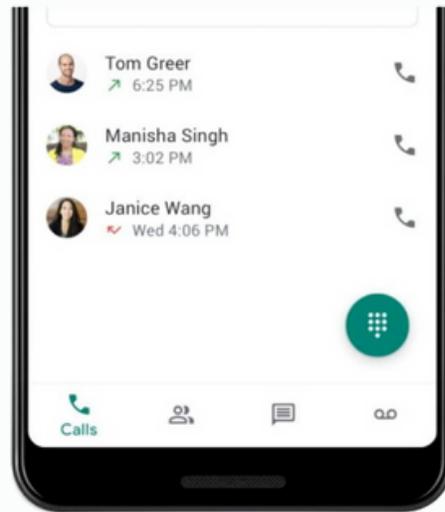
How to create Gmail Signature in Google Docs:

<https://youtu.be/XKm168rGFZY>



GOOGLE DOCS AND MORE FOR BUSINESS

User Guide



GOOGLE VOICE TIPS AND TRICKS

Why You Should Use Google Voice

Google Voice simplifies the way you manage multiple phone numbers. At a minimum, most people have a personal cell phone number. Others might have a dedicated landline at their home or office. Some people have a second cell phone number for business use, and others have some combination of these situations.

With Google Voice, you can forward all of these lines to a single number, allowing you to answer calls from different numbers on a single device.

It's an easy way for people to manage business calls, personal calls, and landlines. The solution is trusted by sole proprietors, small business owners, and large organizations alike. Regardless of your situation, Google Voice simplifies everything if you have multiple phone lines.

A GOOGLE VOICE NUMBER MAY BE THE LAST NUMBER YOU EVER NEED.

It's perfect for merging multiple communication channels into one place.



GOOGLE VOICE TIPS AND TRICKS

You Can Take and Make Calls from Gmail

If you have a Gmail account, even a free one, you can make calls to the U.S. and Canada straight from your inbox for free. You can also answer calls within Gmail and Google Hangouts, straight from your computer.

You Get Free Unlimited Texts

Free texting is included in the Google Voice service. That's a great benefit if you're like most people and prefer the speed and convenience of firing off a quick text message. With the Google Voice app, you can text via the service from your phone. That can help you keep your professional texts, done through Google Voice, separate from your personal correspondence.

You Can Forward All Your Calls To One Number

Your Google Voice number allows you to forward your calls to other numbers. This comes in handy when it comes time to get a new phone or switch cell phone carriers. All you have to do is get a new cell phone number and forward your Google Voice number to it, or forward it to your old existing phone number.

Your Voicemails Are Transcribed

Not only does Google Voice come with voicemail, but it takes things one step further and uses its advanced speech recognition technology to transcribe your voicemail into text.

PRO TIP:

Use Google Voice to add a touch of professionalism to your business for FREE! Separate your personal calls from your business calls in a few simple steps.



GOOGLE VOICE TIPS AND TRICKS

Listen To Voicemails in Real-Time

With Google Voice, you can listen to voicemails as someone is leaving them. This is a pretty unique feature that isn't offered by many other phone services. It's a great way to quickly screen calls and messages without waiting for the message to end.

Even better, you can decide to answer the call in the midst of someone leaving a voicemail. All you need to do is press the * key, and you'll be connected with the caller.

You Can Set Up Call Forwarding Rules

This service lets you forward all your numbers and calls to one single Google Voice number. However, that's not all. You can set up specific rules for the calls to determine what calls go where and when.

You Can Record Calls

Google Voice allows you to record calls easily and enables you to start and stop recording with the touch of a button. You can easily access the recordings online at any time. This is an excellent feature for important meetings and interviews that occur over the phone. They can be saved and referenced whenever necessary.

PRO TIP:

BUILD uses Google Voice to connect with the community, make and receive calls, and send out text reminders to event participants all for FREE



GETTING STARTED WITH GOOGLE VOICE

What You Need for Google Voice

All you need to set up Google Voice is a valid Google account and a U.S. or Canada phone number (either mobile or landline). That phone number is what Google uses to verify your identity and as the forwarding number.

Pricing

When making calls from the United States and used by one person, nearly all Google Voice to U.S. and Canada numbers are free. You can likely get by with just Google Voice for personal use FOR FREE if you're looking to just make and receive calls.

However, if you want more features and more access, you will want to look at Google's paid Workspace plans. There are four to choose from, and each comes with access to the full suite of Google cloud products (like Drive, Docs, Jamboard, and more).

Check Out These Great Video Resources to get started:

- **Google Voice from Start to Finish:** <https://youtu.be/yjcATRODadU>
- **Getting Started with Google Voice:** https://youtu.be/uSwRj_GWV2w

PRO TIP:

Check out the YouTube resources to get additional step by step instructions on how to get your Google Voice number setup and ready to go!