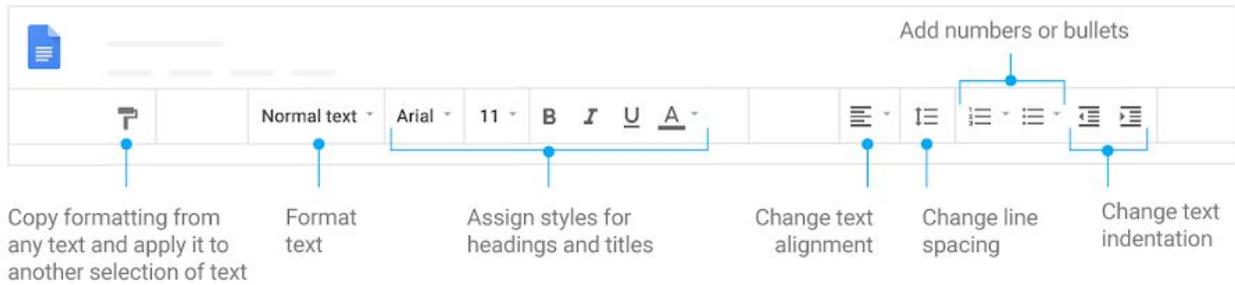


# Docs cheat sheet<sup>1</sup>

## 1. Edit and add styles to your text.



	Undo or redo your last changes or print your document.
	Copy formatting from any text and apply it to another selection of text.
Normal text ▾   Arial ▾   10 ▾	Change the style, font, or font size.
<b>B</b> <i>I</i> <u>U</u> <u>A</u>	Make text bold, in italics, or underlined or change the text color.
	Add or change the text highlight color.
	Insert a link, comment, or image.
	Change the text alignment.
	Change the line spacing or add numbers or bullets.
	Change the text indentation.
	Remove text formatting.
Table and image options	
	Add background color to a table or change the border color, width, or style.
	Crop an image.
Image options...	Change the color, transparency, brightness, or contrast.
Replace image ▾	Replace an existing image with a new one.

<sup>1</sup> Source: [Docs cheat sheet - G Suite Learning Center](#)

## 2. Work with different versions and copies of your document.

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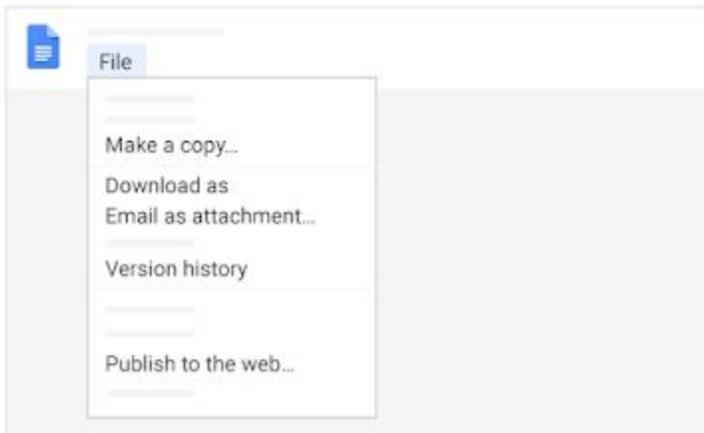
**Make a copy:** Create a duplicate of your document.

**Download as:** Download your document in other formats, such as Microsoft® Word® or Adobe® PDF.

**Email as attachment:** Send a copy of the document to people. You can change the format.

**Version history:** See all the changes you and others have made to the document or revert to earlier versions.

**Publish to the web:** Publish a copy of your document as a webpage, or embed your document in a website.



### 3. Enhance your document by adding features.

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**Image:** Insert an image from your computer, the web, Drive, and more.

**Table:** Select the number of columns and rows to create a table.

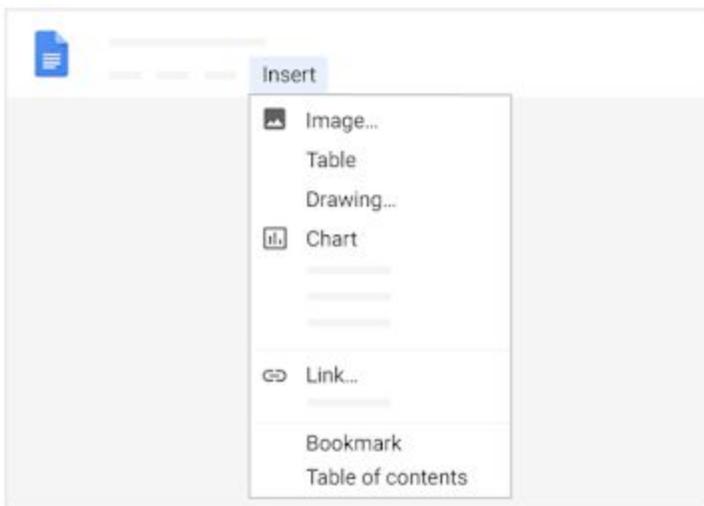
**Drawing:** Create pictures, flowcharts, diagrams, and more.

**Link:** Add a link to a webpage or a header or bookmark in your document.

**Chart:** Add different types of charts, or add a chart from Sheets.

**Bookmark:** Add shortcuts to specific places within your document.

**Table of contents:** Create an autogenerated table of contents that links to each heading (where you've applied heading styles).



4. Click Share to share your document and then choose what collaborators can do. They'll also receive an email notification.

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	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	✓	✓	✓	✓
Can comment	✗	✗	✓	✓
Can view	✗	✗	✗	✗

## 5. Collaborate with your team in real time.

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