

# Chapter 5

## Getting Started with Docs

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### IN THIS CHAPTER

- » Taking a good look around Docs
  - » Creating, saving, opening, and other document chores
  - » Navigating, selecting, deleting, and other editing basics
  - » Searching and replacing text
  - » Making sure your spelling and grammar pass muster
- 

Google Docs is the G Suite app for word processing. Wait a minute: *word processing*. Ugh. Personally, I've never liked the term. It sounds so cold and so, well, computer-like. I mean, processing words? What the heck does that mean? The bank processes checks, the Internal Revenue Service processes tax returns. Who processes words? We write them, play with them, misuse them, misspell them, forget them; but process them? No.

But the computer geeks of the world decided long ago that that's what digital writing should be called, so it looks like we're stuck with it. Okay, but what is “it,” exactly? Well, in watch-their-eyes-glaze-over terms, *word processing* is using a computer to write, edit, format, and print documents. Yeah, I know, it doesn't sound glamorous, but it's not really supposed to be. I mean, think about it: Most of the writing we do is grunt work anyway: memos, letters, essays, diatribes, and harangues of one sort or another. All we really need is to get the words down, dot the *i*'s and cross the *t*'s, and make it presentable. Everything else — whether it's putting together a newsletter or writing a report — is just an extension of this basic stuff.

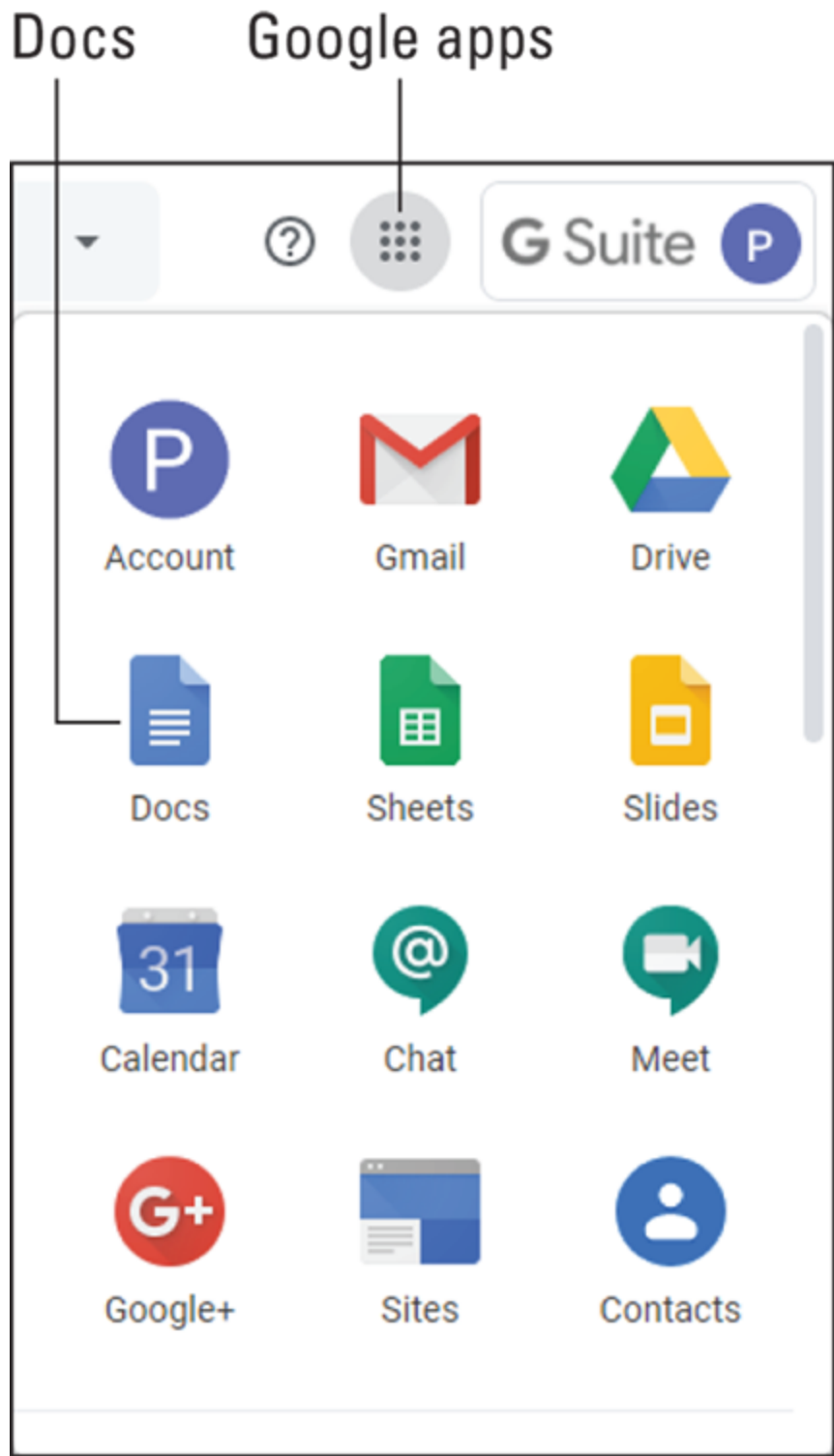
In this chapter, you learn how to process words with Google Docs. This chapter offers a few Docs basics, and then you get into ever-so-slightly

more advanced topics in [Chapters 6](#) and [7](#).

## *Opening Docs*

Perform a few jumping jacks, head rolls, or other warm-up activities and then, when you're good to go, use either of the following techniques to get Docs on the stage:

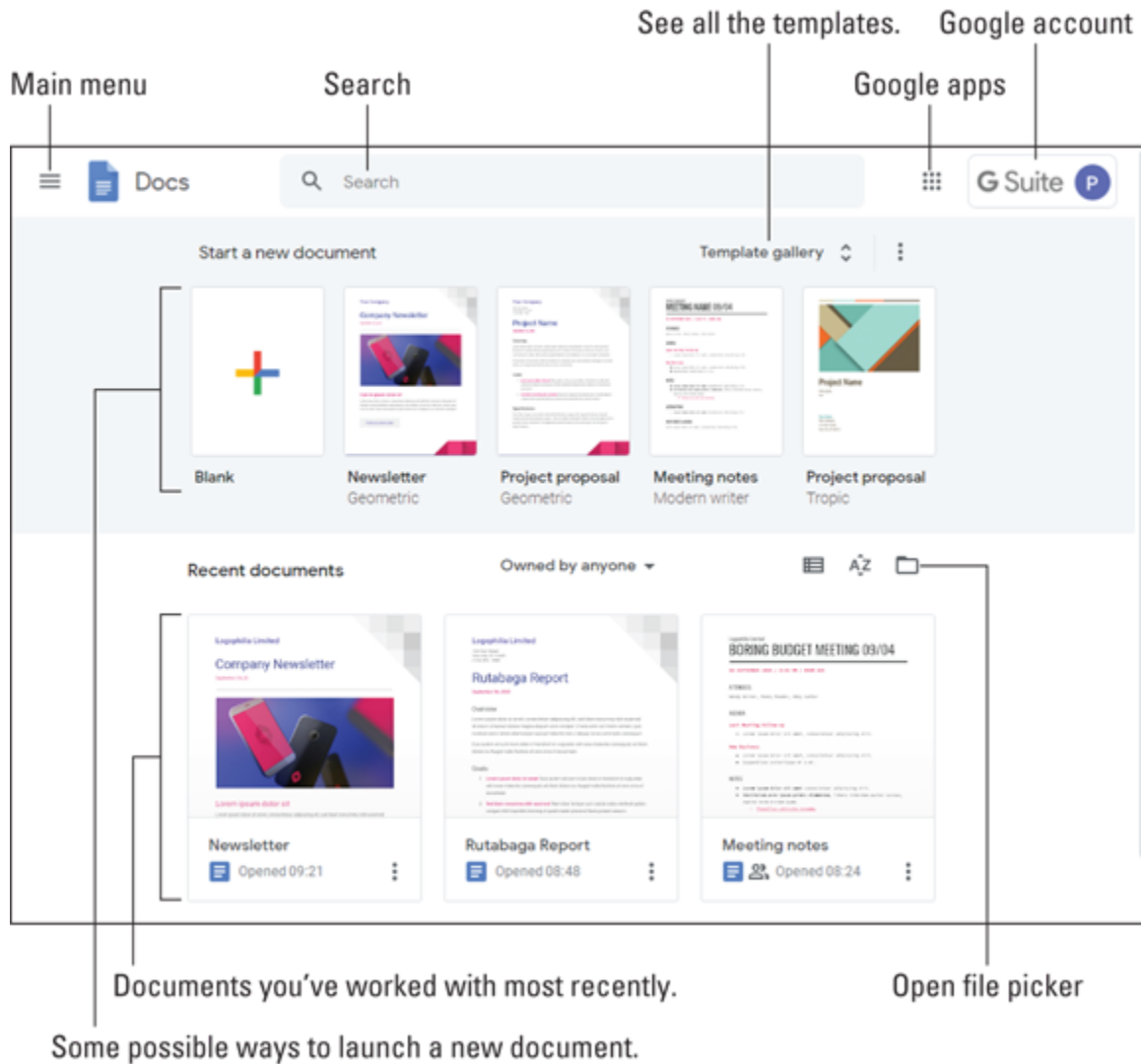
- » Grab your web browser by the shoulders and gently point it toward <https://docs.google.com>.
- » If you're in a G Suite app that has the Google Apps icon (such as Mail or Calendar; see [Figure 5-1](#)), select Google Apps and then Docs.



**FIGURE 5-1:** Choose Docs from the Google Apps menu.

# Touring the Google Docs Home Page

When you first land on Docs, you see the home page, which looks pleasingly similar to the page shown in [Figure 5-2](#).



**FIGURE 5-2:** The home page is your Docs starting point.

Let's take a quick trip around the screen so that you know what's what here (refer to [Figure 5-2](#), which points out the following features):

- » **Main menu:** An icon you click to open the main menu, which gives you access to other G Suite apps (such as Sheets and Slides), Settings, and Drive. To close the menu, click on any empty space outside of the menu.
- » **Search:** Enables you to search Docs for the document you want.
- » **Google apps:** Displays icons for all Google apps.
- » **Google account:** Gives you access to your Google account.
- » **Start a new document:** Displays a few templates you can use to start a new document. (A *template* is a document that comes with predefined text, formatting, and even an image or three to get you off to a good start.)
- » **Template gallery:** Displays the complete list of templates.
- » **Recent documents:** The three documents you've worked on most recently.
- » **Open File Picker:** Displays the Open a File dialog box so that you can open a file from Drive or from your computer.

## *Creating a Shiny, New Document*

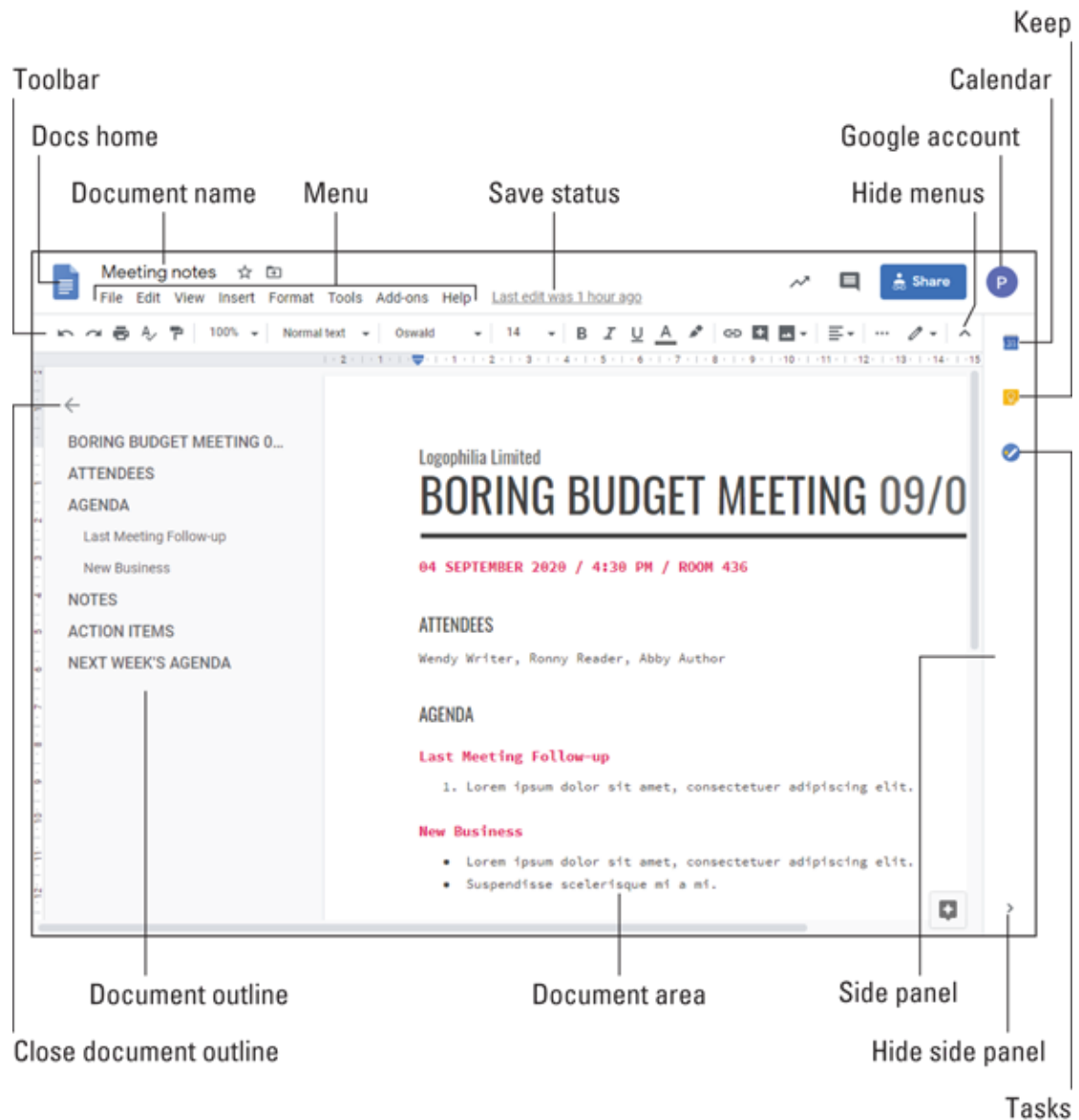
After you land on the Docs home page, you can open a file you worked on previously (more on that later, in the section “[Opening an existing document](#)”), but most of the time you'll want to create a new document. You can ask Docs nicely in one of two ways to fire up a new document for you:

- » **To open an empty document (that is, a document with no predefined text or formatting):** In the Start a New Document section, select the Blank template tile.
- » **To open a document that has some ready-to-edit text and formatting:** Either choose one of the other template tiles shown in the Start a New Document section or click Template Gallery and then select a template from the long list of possibilities that Docs displays.

# *Checking Out the Document Screen*

Whether you create a new document or open an existing document, you end up cheek-by-jowl with the document screen. [Figure 5-3](#) shows an example and points out the following features:

- » **Toolbar:** Offers one- or two-click access to the most popular Docs features.
- » **Docs home:** Takes you back to the Docs home page.
- » **Document name:** The name you've given your document. When you start a new document, the area is labeled Untitled Document.
- » **Menu:** Gives you access to the full arsenal of Docs commands, features, and tools.
- » **Save status:** Lets you know (among other things) when the document was last edited.



**FIGURE 5-3:** A typical document and the Docs features that surround it.

- » **Hide menus:** When selected, hides the Docs Home icon, the menu, and the document name to gain a bit more vertical headroom for your document.
- » **Google account:** Gives you access to your Google account.
- » **Side panel:** The term for the sidebar on the right, consisting of the following elements:
  - *Calendar:* Opens the Calendar pane for quick access to your Google Calendar

- *Keep*: Opens the Keep pane so you can create a note to store in the Keep app
  - *Tasks*: Opens the Tasks pane so you can create a task to store in the Tasks app
- » **Hide side panel**: An arrow you click to collapse the side panel and gain a little extra horizontal legroom. Click the arrow again to restore the side panel.
  - » **Document area**: Where you add, edit, and format your document text.
  - » **Document outline**: Displays the main headings of your document, which gives you a bird's-eye view of the structure of your document. You can also navigate your document by selecting the headings.
  - » **Close document outline**: Hides the outline if you don't need it. To get it back, click the Show Document Outline icon that replaces the outline.

## *Dealing with Documents*

As you might expect from its name, Docs is all about documents. So before you learn how to add, edit, and format text, it pays to take a few short moments (I promise) to learn some basic document chores.

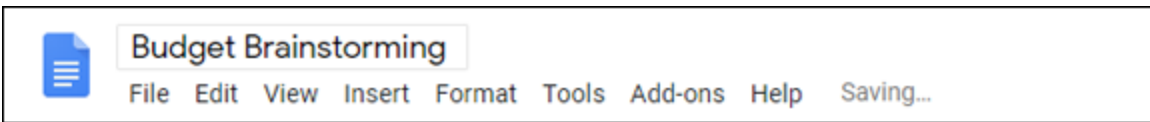
### *Saving your work — just kidding!*

One of the unexpected benefits you get with Docs is a better night's sleep. Why? Because you'll no longer wake up at 3 A.m. wondering whether you forgot to save the last document you were working on. Why not? Because Docs saves all your work automatically. Add some text and Docs saves it. Change the formatting and Docs save that, too. Docs even saves changes to brand-new documents that you haven't even named yet.

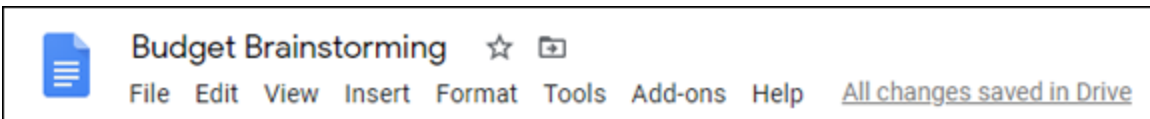
With each change you make as you work in Docs, the document's Save Status text (pointed out earlier, in [Figure 5-3](#)) changes to `Saving ...` as shown in [Figure 5-4](#). When the save is complete, you see the status `All`



changes saved in Drive, as pointed out in [Figure 5-5](#). There's your good night's sleep right there.



**FIGURE 5-4:** After you name your new document, Docs saves it for the first time.



**FIGURE 5-5:** When the save is complete, Docs lets you know that all is well.

Now you can relax because Docs takes over the saving duties from here. Every time you make a change to the document, you see the saving status change briefly to *Saving*, followed a second or two later by the calm-inducing message *All changes saved in Drive*. Later, after you close and then reopen the document, the status tells you how long ago you last edited the document. (Refer to [Figure 5-3](#) for an example.)

## ***Naming a new document***

If you've just started a new document, one of your earliest tasks should be to give the document a descriptive name. Docs launches new documents with the accurate but decidedly nondescriptive name *Untitled Document*. No self-respecting document should walk around with that moniker, so follow these steps to give your document a proper name:

1. **Select the *Untitled Document* text, which appears near the top-left corner of the page.**

Alternatively, you can choose *File* ⇒ *Rename*.

Either way, Docs opens the filename for editing.

2. **Delete the *Untitled Document* text.**
3. **Enter the name you want to use for the new document.**
4. **Press *Enter* or *Return*.**

Docs saves the document by using the new name.

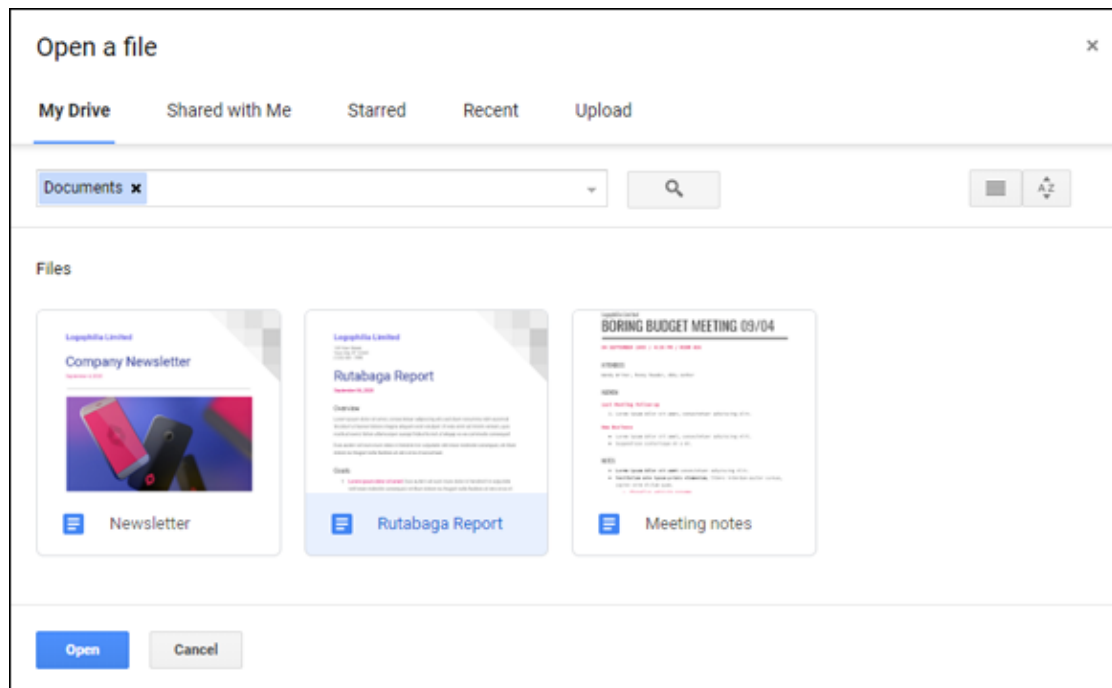
## *Opening an existing document*

Some documents are one-shot deals. That is, you create the document, name it, add text and formatting, and then you're done with the document and it never sees the light of day again. A much more common scenario is that you create the document, name it, add text and formatting, work on something else for a while, and then return to the original document and work on it some more.

To return to a document so that you can take another crack at it, you need to open it by following these steps:

1. **Open the Docs home page.**
2. **If you see the document you want to open in the Recent Documents area, select it and then skip the rest of this procedure. Otherwise, click Open File Picker (pointed out earlier, in [Figure 5-2](#)).**

Docs displays the Open a File dialog box, shown in [Figure 5-6](#).



**FIGURE 5-6:** Use the Open a File dialog box to choose which document you want to work on.

3. **Choose the document you want to mess with.**

Note that Docs gives you several tabs to play with in the Open a File dialog box. Here's what they mean:

- *My Drive*: Select a document that's stored in your online Drive.
- *Shared with Me*: Select a document that someone else has shared with you. To learn how this sharing thing works, see [Chapter 11](#).
- *Starred*: Select from a list of Drive documents that you've starred (meaning the documents are your favorites or are special in some way). To star a document, surf to <https://drive.google.com>, select the document, select More Actions (the three vertical dots above the document list), and then select Add to Starred.
- *Recent*: Select from a list of Drive documents that you've worked on in the last month.
- *Upload*: Select a document by copying it from your computer to Drive. You can either drag a document into the tab or you can click the Select a File from Your Device button and then ... yes ... select a file.

#### 4. **Click Open.**

Docs opens the file, free of charge.

### ***Saving a copy of a document***

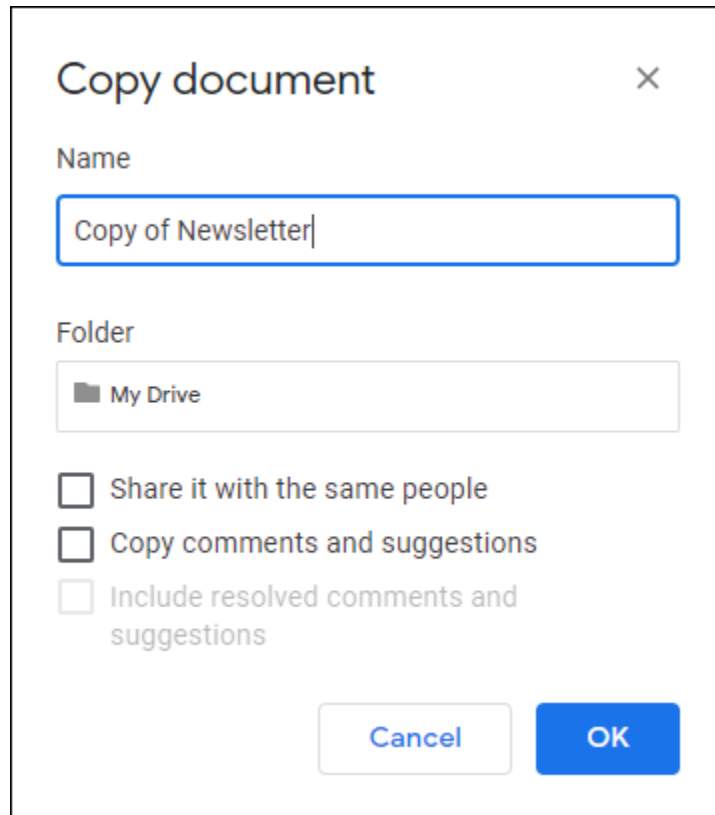
One of the secrets of Docs productivity is to never reinvent the wheel. That is, if you have an existing document and you need a second document that's similar, don't go to the time and trouble to re-create the original document from scratch. Instead, it's not hard to convince Docs to make a copy of the original. With that copy in hand, all you need to do is make whatever changes are needed.

Here's how to make a copy of an existing document:

#### 1. **Open the document you want to copy.**

**2. Choose File ⇒ Make a Copy.**

Docs opens the Copy Document dialog box. The Name text box shows `Copy of`, followed by the name of the original document. (See [Figure 5-7](#) for an example.)



**FIGURE 5-7:** Use the Copy Document dialog box to clone an existing document.

3. **Use the Name text box to give a descriptive name to the copy.**
4. **If you want to store the copy in a specific folder, click My Drive in the Folder section, select the folder you want to use, and then click Select.**
5. **Click OK.**

Docs opens a new browser tab and displays the copy you just created.

## *Learning Some Editing Basics*

You almost certainly have better things to do than hang around all day in Docs. To get your Docs duties out of the way so that you can move on to more interesting or fun things, you need to learn a few editing basics that will stand you in good stead throughout your Docs career. The next few sections take you through a few pretty much painless keyboard-and-mouse editing techniques.

## *Navigating with the keyboard*

Docs has a fistful of ways to navigate your documents from the keyboard. In this section, you'll work your way up from short hops between characters and words to great leaps between screens and pages.

### *Navigating characters and words*

The simplest move you can make in a document is to use the left- and right-arrow keys to move left or right one character at a time. If you have a bit of ground to cover, try holding down the arrow key. After a slight delay, the cursor starts racing through each line. (Notice that when it hits the end of one line, it starts over at the beginning of the next.)

If you need to jump over a couple of words, hold down the Ctrl key (Option key on a Mac) and then use the left- or right-arrow keys to move one word at a time.



**TIP** If you're in the middle of a long word, such as *hippopotomonstrosesquipedalian* (which is a very, very long word that means “pertaining to very, very long words”), press Ctrl+left arrow (Option+left arrow on a Mac) to move quickly to the beginning of the word.

### *Navigating lines and paragraphs*

If you need to move up or down one line at a time, press the up- or down-arrow key. If you're at the bottom of the screen and you press the down arrow, the text moves up so that you can see the next line. (The line that used to be at the top of the screen heads off into oblivion, but don't worry: Docs keeps track of everything). A similar thing happens if

you're at the top of the screen (unless you're at the top of the document): If you press the up arrow, the text moves down to make room for the next line. Moving text up or down like this is called *scrolling* the document.

To move to the beginning of the current line, press Home (⌘+left arrow on a Mac); to move to the end of the current line, press End (⌘+right arrow on a Mac).



**REMEMBER** Some keyboards sneakily hide the Home and End keys inside other keys (usually the left and right arrow keys). To “press” these hidden keys, you need to hold down the Fn key. That is, to select Home, press Fn+Home, and to select End, press Fn+End.

If you need to jump around a paragraph at a time, press Ctrl+up arrow (to move up one paragraph; press Option+up arrow on a Mac) or Ctrl+down arrow (to move down one paragraph; press Option+down arrow on a Mac).

### *Navigating headings, screens, and documents*

For really big documents, you need to know how to cover a lot of ground in a hurry. Docs, of course, is up to the task.

With the cursor inside a heading, to move to the next heading, hold down Ctrl+Alt (Control+⌘ on a Mac), press n (for *next*), and then press h (for *heading*). To move to the previous heading, hold down Ctrl+Alt (Control+⌘ on a Mac), press p (for *previous*), and then press h (for *heading*).



**TIP** As you learn in [Chapter 6](#), Docs has six levels of headings, from Heading 1 through Heading 6. To navigate to the next heading level *x*, make sure the cursor is inside a heading, hold down Ctrl+Alt (Control+⌘ on a Mac), press n, and then press *x* (where *x* is a number from 1 to 6). To navigate to the previous heading level *x*,

hold down Ctrl+Alt (Control+⌘ on a Mac), press p, and then press *x* (where *x* is a number from 1 to 6).

To move down one screenful, press Page Down. To move up one screenful, press Page Up.



**REMEMBER** Some smaller keyboards bury the Page Up and Page Down keys inside other keys (usually the up and down arrow keys). To “press” these hidden keys, you need to hold down the Fn key. That is, to select Page Up, press Fn+Page Up (Fn+up arrow on a Mac), and to select Page Down, press Fn+Page Down (Fn+down arrow on a Mac.).

For truly large leaps, press Ctrl+Home to move to the beginning of the document (Fn+⌘+left arrow on a Mac), or Ctrl+End to move to the end of the document (Fn+⌘+right arrow on a Mac).

## *Selecting text*

Before you can do anything with text, you need to select it. Docs gives you these main techniques:

- » **Select a word:** Double-click the word.
- » **Select a line:** Click at the beginning of the line, hold down Shift, and then click at the end of the line.
- » **Select a sentence:** Click at the beginning of the sentence, hold down Shift, and then click at the end of the sentence.
- » **Select any text:** Move the mouse pointer to the beginning of the text, and then click-and-drag the mouse over the entire text (including down if you need to select text on multiple lines).
- » **Select a paragraph:** Triple-click inside the paragraph.
- » **Select text to the end of the paragraph:** Press Shift+Ctrl+down arrow.

- » **Select text to the beginning of the paragraph:** Press Shift+Ctrl+up arrow.
- » **Select everything:** Press Ctrl+A.

## *Deleting stuff*

I have the same trouble throwing things away when I'm writing. As my editor will tell you, I have a hard time deleting anything. (I think I just get too attached.) However, Docs isn't at fault, because it gives you all kinds of ways to nix troublesome text. This section shows you how.

I moved recently, and it only took me five minutes of packing to realize something: I'm a hoarder. (I said *hoarder*.) I never throw anything away — old gum wrappers; ticket stubs from every baseball, football, hockey, and basketball game I've ever attended; an ancient (and British!?) version of *Monopoly*. And books! Don't get me started with books!



**TIP** Before going on any kind of deletion rampage, you should know that there's a section, later in this chapter, called “To err is human, to undo divine.” If you wipe out anything you shouldn't have, read ahead to that section to see how to make everything okay again.

## *Deleting characters*

Did you spell potato with an *e* again? Or perhaps you've just seen the Queen on TV and have been spelling words like *colour* and *cheque*. Well, not to worry: Docs makes it easy to expunge individual characters. You have two options:

- » **Press the Delete key** to delete the character to the right of the cursor.
- » **Press the Backspace key (Forward Delete on a Mac, or Fn+Delete if your Mac keyboard doesn't have a Forward Delete key)** to delete the character to the left of the cursor.

If you'd like to delete several characters in a row, hold down Delete or Backspace until all the riffraff is eliminated. (Be careful, though: The



cursor really picks up speed if you hold it down for more than a second or two.)

### *Deleting words*

To handle any stray words that creep into your documents, Docs lets you delete entire words with a single stroke. Again, you have two methods you can use:

- » Place the cursor just in front of the word and then press Ctrl+Delete (Option+Forward Delete on a Mac, or Fn+Option+Delete if your Mac keyboard doesn't have a Forward Delete key).
- » Place the cursor just after the word and then press Ctrl+Backspace (Option+Delete on a Mac).

For fine-tuned deleting, you can even delete portions of a word. Here's how:

- » **To delete from the cursor to the end of a word:** Press Ctrl+Delete (Option+Forward Delete on a Mac, or Fn+Option+Delete if your Mac keyboard doesn't have a Forward Delete key).
- » **To delete from the cursor to the beginning of a word:** Press Ctrl+Backspace (Option+Delete on a Mac).



**REMEMBER** Here's how I remember whether to use Ctrl+Backspace or Ctrl+Delete: the word *end* ends with *d*, so you use Ctrl+Delete to delete to the end of a word; the word *beginning* begins with *b*, so you use Ctrl+Backspace to delete to the beginning of a word. Clearer? No? Well, I tried.

### *To err is human, to undo divine*

Let's face facts: *Everybody* deletes stuff accidentally, and one day you'll do it, too. It's one of those reality things (like nose hair and income taxes) that you just can't avoid. The good people at Docs know this, and the gurus in the programming department came up with a way to ease

the pain: the Undo command. This command, as its name implies, miraculously reverses your most recent action, such as an errant deletion. (Which, believe me, has saved my bacon on more than one occasion.)

To undo your most recent action in Docs, use either of the following techniques:

- » Click Undo on the toolbar.
- » Press Ctrl+Z.

## *Fooling around with special characters*

Were you stumped the last time you wanted to write *Dag Hammarskjöld*, because you didn't know how to produce one of those ö thingamajigs? I thought so. Well, you'll be happy to know that your documents aren't restricted to just the letters, numbers, and punctuation marks you can eyeball on your keyboard. In fact, Docs comes with all kinds of built-in characters that will supply you with not only an ö but also a whole universe of weirdo symbols.

Here's how it works:

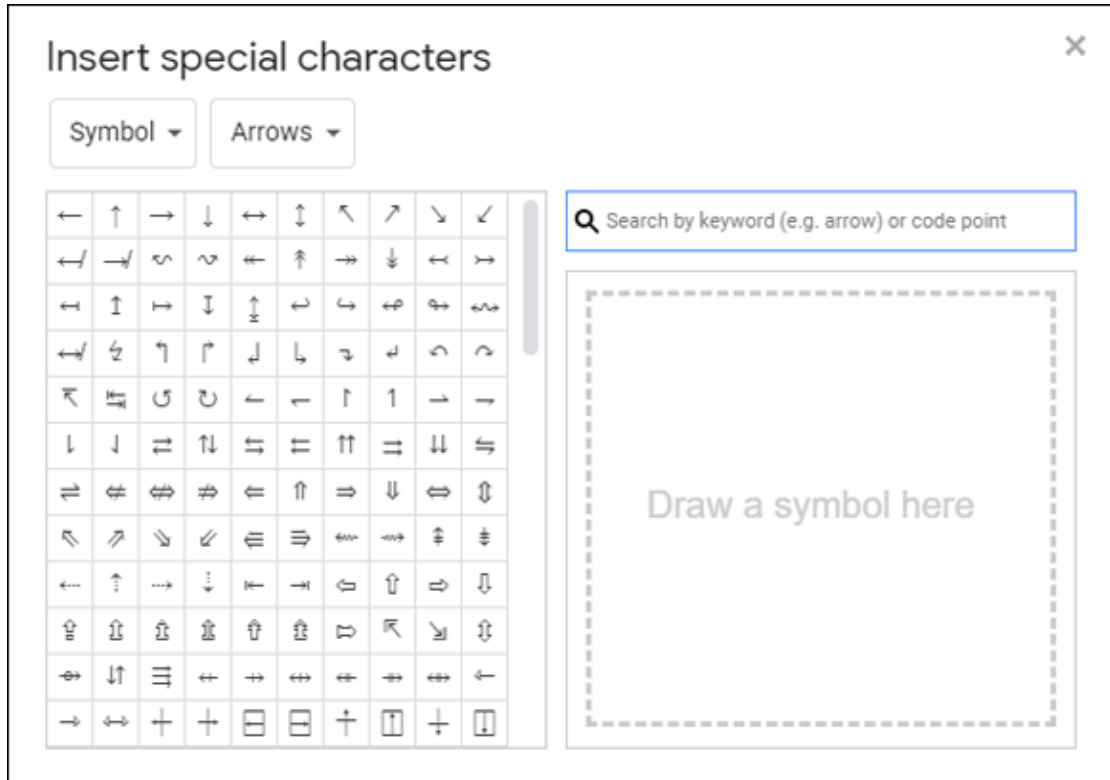
- 1. Position the cursor where you want to insert the symbol.**
- 2. Choose Insert ⇒ Special Characters.**

Docs opens the Insert Special Characters dialog box, shown in [Figure 5-8](#). You see an impressive array of arrow symbols by default, but I show you how to find what you need (assuming it's not an arrow) in step 3.

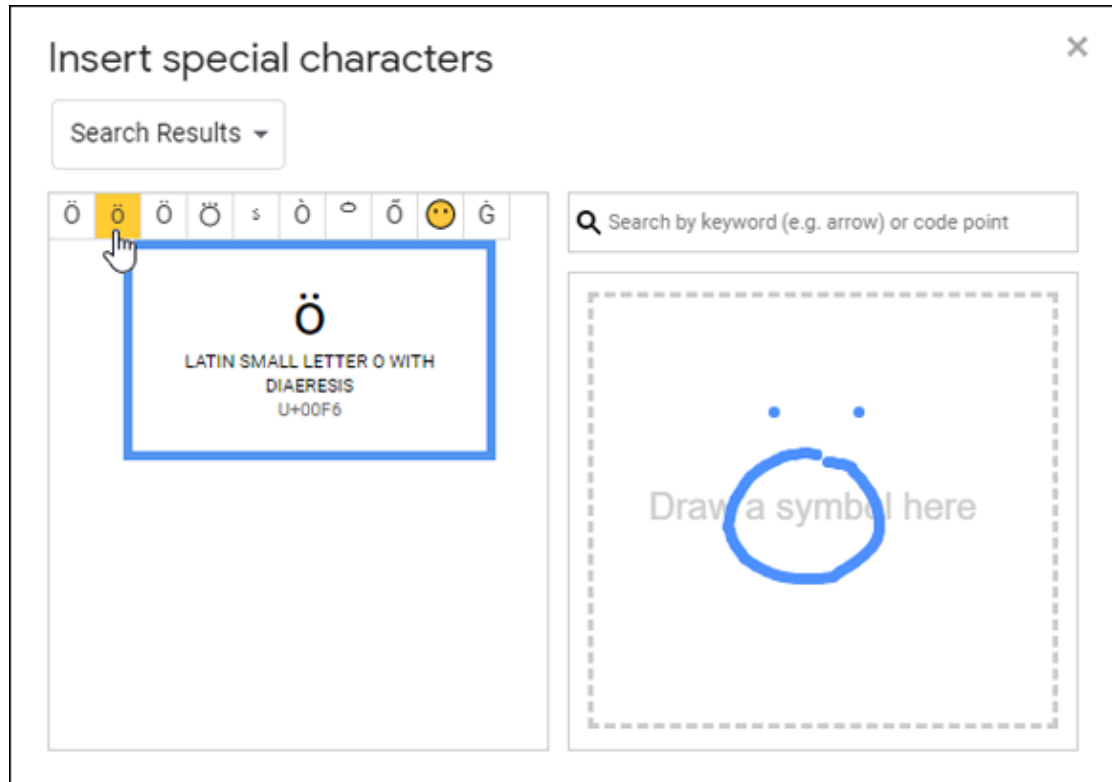
- 3. Locate the character you want to add. Docs gives you several ways to do this:**

- Scroll through the displayed symbols until you locate the one you want.
- Use the list on the right (it's labeled Arrows, by default) to choose the category for your character.

- Use the Search box to enter a word or phrase that describes the character (such as *diaeresis* or *cedilla*).
- Use the Draw a Symbol Here box to, yes, draw a reasonable facsimile of your character, as shown in [Figure 5-9](#). You can use the mouse or trackpad, but it's easier if you have a digital pen or touchscreen. Either way, this *is* a cool feature.



**FIGURE 5-8:** Use the Insert Special Characters dialog box to add silly symbols to your document.



**FIGURE 5-9:** Yep, you can draw the character you want and Docs locates it based on your rendition.

#### 4. **Click the character.**

If you're not sure whether a particular symbol is the one you want, hover the mouse pointer over the character to see a larger version of the character and its description. (Again, refer to [Figure 5-9](#).)

Docs inserts the character into the document at the cursor position.

#### 5. **Click Close (X).**

### *Stating your case: Uppercase versus lowercase*

On most keyboards, the Caps Lock key is just above the Shift key. In the heat of battle, you might end up hitting Caps Lock by mistake a few times a day. The result: ANYTHING FROM A FEW WORDS TO A FEW LINES APPEARS IN UPPERCASE! Fortunately, Docs can get you off the hook easily with its case-conversion feature, which you can invoke to change your letters back to all-lowercase. If needed, you can also change your letters to all-uppercase versions, and you can convert your text to *title case*, which converts only the initial letter in each word

to uppercase (to change, say, *the curious case of benjamin button* to *The Curious Case Of Benjamin Button*).


To convert the case of some text, follow these steps:

1. **Select the text you want to convert.**
2. **Choose Format ⇒ Text ⇒ Capitalization.**
3. **Choose the command you want: lower case, UPPER CASE, or Title Case.**

Docs converts the text to the case you chose.

## *Adding links*

Your documents live on the web, so it makes sense that they should contain a link or two. These can be links to websites or links to other Docs files. Whatever you need, here are the steps to follow in order to insert a link:

1. **Select the text you want to change into a link.**  
Actually, this step is optional. If you're creating a brand-new link, jump ahead to Step 2.
2. **Choose Insert ⇒ Link.**  
 Alternatively, press Ctrl+K (⌘+K on a Mac) or click the Insert Link button on the toolbar.
3. **If you didn't select text in advance, enter the link text in the Text box.**
4. **Enter (or paste) the link address in the Link text box.**  
Docs also displays a website related to your selected text as well as one or two recent documents, so you can click the website or a document if that's what you want to link to.
5. **Click Apply.**  
Docs inserts the link.

## *Setting tab stops*

Documents look much better if they're properly indented and if their various parts line up nicely. The best way to do this is to use tabs instead of spaces whenever you need to create some room in a line. Why? Well, a single space can take up different amounts of room, depending on the font and size of the characters you're using. So your document can end up looking pretty ragged if you try to use spaces to indent your text. Tabs, on the other hand, are fastidiously precise: Whenever you press the Tab key, the insertion point moves ahead exactly to the next tab stop — no more, no less.

Docs lets you set three kinds of tab stop:

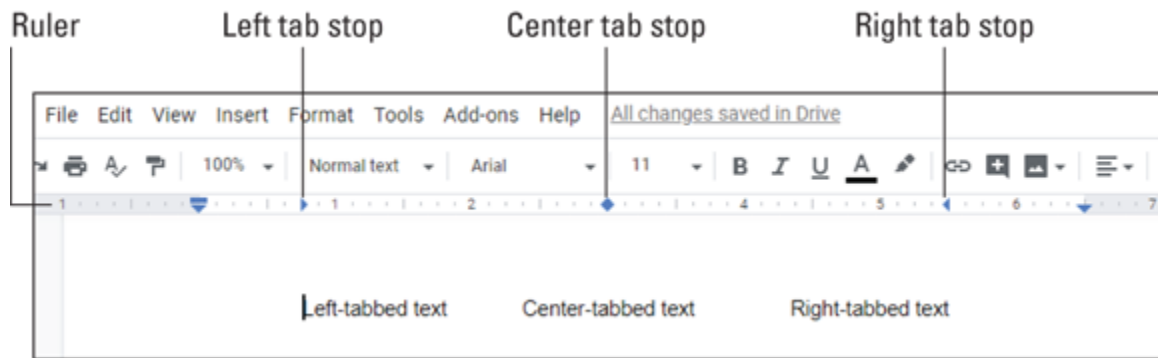
- » **Left:** Text lines up with the tab on the left. These tab types are represented by right-facing triangles on the ruler at the top of your document.
- » **Right:** Text lines up with the tab on the right. The ruler shows these tab types as left-facing triangles.
- » **Center:** Text is centered on the tab. These tab types are represented by diamond shapes on the ruler.

To set tab stops, first make sure Docs is displaying the ruler by pulling down the View menu and choosing the Show Ruler command. With that done, you set a tab stop by clicking the ruler at the spot where you want the stop to appear and then choosing from the menu that appears with the command corresponding to the type of tab stop you want:

- » Add Left Tab Stop
- » Add Center Tab Stop
- » Add Right Tab Stop

With your tab stop set, position the cursor at the beginning of the text you want to align with the tab stop, then press Tab.

[Figure 5-10](#) shows a document with each type of tab stop set and some text tabbed to each stop.



**FIGURE 5-10:** Some tab-stop examples.

## *Search and Ye Shall Replace*

If you've ever found yourself lamenting a long-lost word adrift in some humongous megadocument, the folks at Docs can sympathize (because it has probably happened to them a time or two). In fact, they were even kind enough to build a special Find feature into Docs to help you find missing text. And that's not all: You can also use this feature to seek out and replace every instance of one word with another. Sound like fun? Well, okay, maybe not, but it *is* handy, so you might want to read this section anyway.

### *Finding stuff*

If you need to find a certain word or phrase in a short document, it's usually easiest just to scroll the text. But if you're dealing with more than a couple of pages, don't waste your time rummaging through the whole file. Bring the Find feature onboard and let it do the searching for you:

- 1. Choose Edit ⇒ Find and Replace.**

Docs unearths the Find and Replace dialog box.

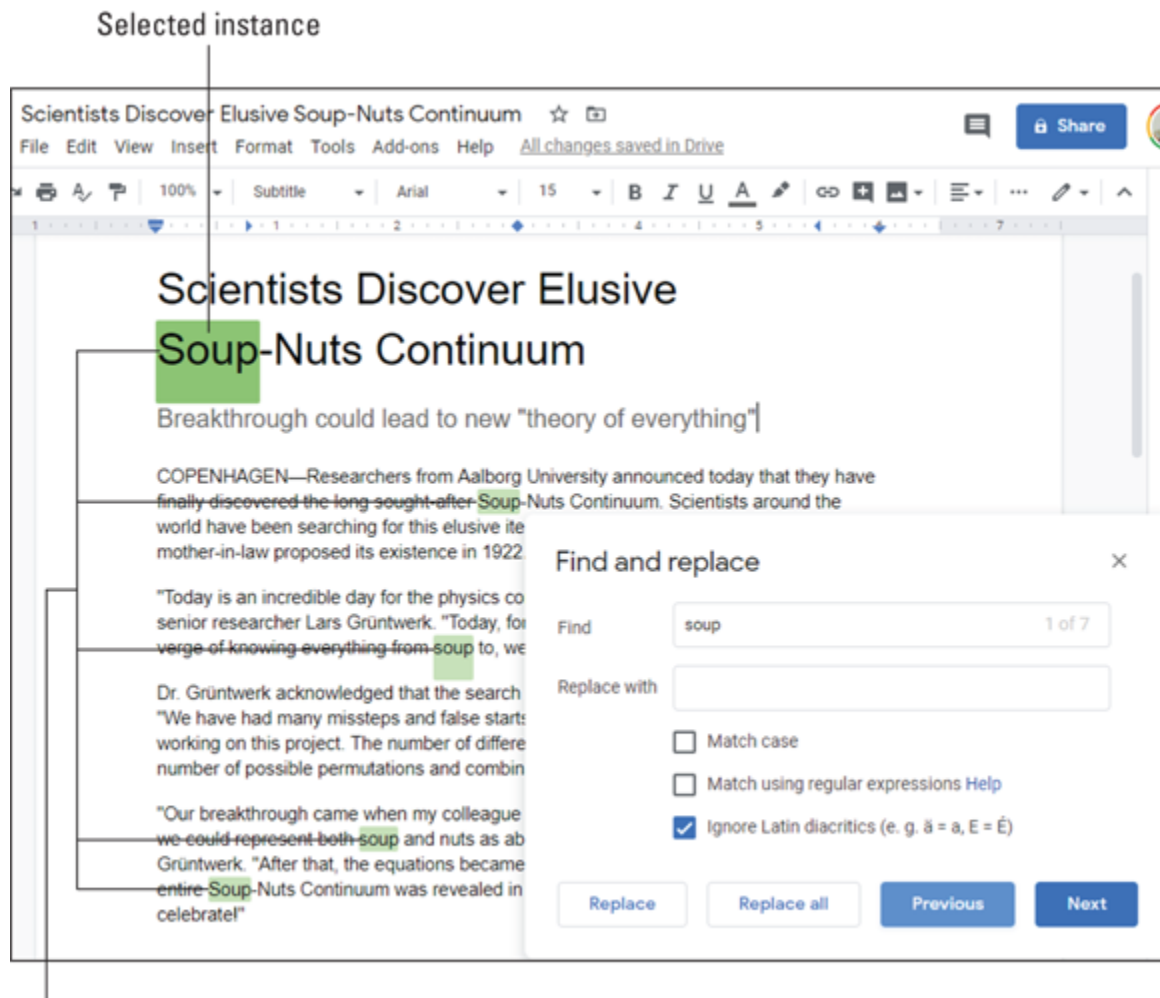
If you feel like it, you can also display Find and Replace by pressing Ctrl+H.

- 2. Use the Find text box to enter the text you want to locate.**

Docs helpfully highlights all instances of the text, as shown in [Figure 5-11](#). Docs also adds *X of Y* to the right of the text box, where *X* is the number of the instance of your search text that is selected in the

document and  $Y$  is the total number of instances of the search text in the document.

3. **If the selected instance of the search text isn't the one you're looking for, click either Next (to move forward) or Previous (to move backward) to select other instances until you reach the one you want.**
4. **When you're done, click Close (X).**



Docs highlights the instances of the search text.

**FIGURE 5-11:** Use the Find text box to tell Docs what you're looking for.

## *Some notes on searching*

Searching for text is a relatively straightforward affair, but it wouldn't be Docs if there weren't 5,000 other ways to confuse the heck out of us. To



makes things easier, here are a few plain-English notes that'll help you get the most out of the Search feature:

- » **For best results, keep your search text as short as possible.** A word or two is all you usually need. Trying to match long phrases or even entire sentences can be a problem because you increase your chances of misspelling a word or accidentally leaving a word out of the search text. (For example, if you want to search for *It's a wonderful day in the neighborhood* and you enter *It is a wonderful day in the neighborhood*, Docs scoffs at your efforts because the beginning of the two sentences don't match.) And besides, it just takes longer to type a lengthy phrase or sentence.
- » **If you're not sure how to spell a word, just use a piece of it.** Docs still finds *egregious* if you search for *egre* (although, efficient beast that it is, it also finds words like *regret* and *degree*).
- » **To find only words that begin with the search text, add a space before the text.** As you can tell from the last point, Docs happily finds a chunk of text that sits in the middle of a word (such as the *egre* in *regret* and *degree*).
- » **You can match not only the letters but also whatever uppercase and lowercase format you use.** If you need to differentiate between, say, Bobby (some guy) and bobby (as in a bobby pin or an English bobby), select the Match Case check box in the Find and Replace dialog box.

## *Finding-and-replacing stuff*

If you do a lot of writing, one of the features you'll come to rely on the most is *find-and-replace*. This means that Docs seeks out a particular bit of text and then replaces it with something else. This may not seem like a big deal for a word or two, but if you need to change a couple of dozen instances of *irregardless* to *regardless*, it can be a real time-saver.

Searching and replacing is, as you might imagine, not all that different from plain old searching. Here's how it works:

1. **Choose Edit ⇒ Find and Replace (or press Ctrl+H).**  
Docs digs up the Find and Replace dialog box.
2. **Use the Find text box to enter the text you want to locate.**
3. **Use the Replace With text box to enter the text you want to use in place of what's in the Find box.**  
Docs selects the first instance of the Find text in the document.
4. **If the selected instance of the Find text isn't the one you're looking for, click either Next (to move forward) or Previous (to move backward) to select other instances until you get to the one you want.**
5. **Click Replace.**  
Docs replaces the selected instance with the Replace With text and then selects the next instance.
6. **Repeat Steps 4 and 5 until you've replaced all the instances you want.**

As an alternative to Steps 4–6, you can just click Replace All, which performs the replacement for every instance in the document.



**WARNING** Clicking Replace All sure seems like the easy way to get this chore finished faster, but some caution is required. Take a second (and even a third) look at your Find and Replace With text and try to think of any ways a Replace All operation can go wrong. For example, you might want to replace the word *egret* with the word *heron*. That's your business, but know that if you run Replace All willy-nilly, you might also change *regret* to *rheron* and *allegretto* to *allheronto*.

7. **When you're done, click Close (X).**

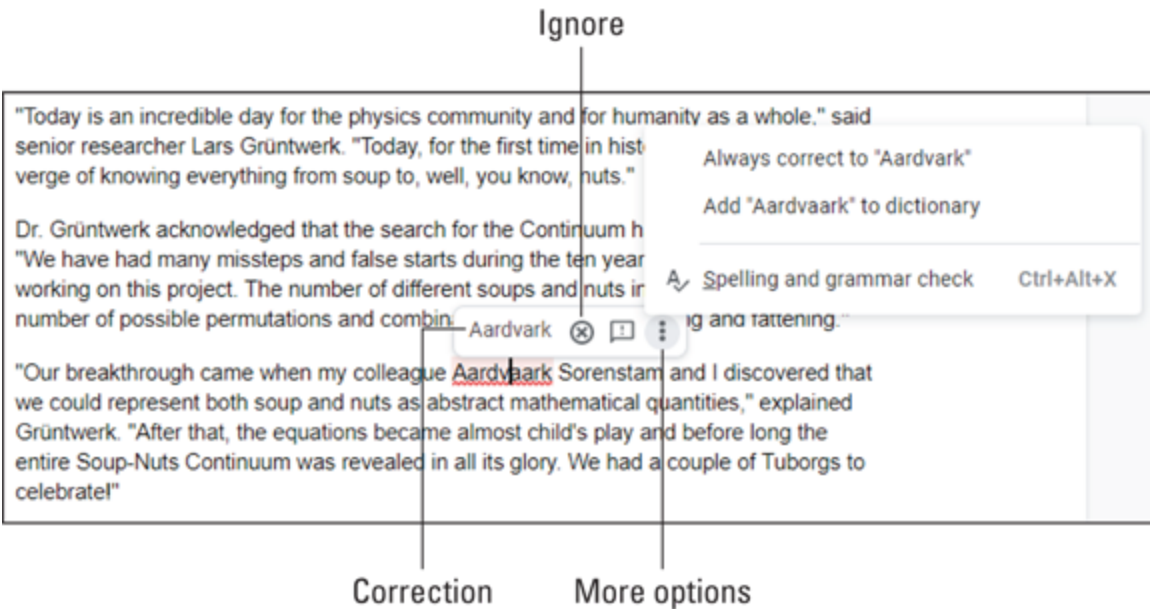
## *Checking Spelling and Grammar*

Words. Whether you're a *logophile* (a lover of words) or a *logophobe* (one who has an aversion to words), you can't leave home without 'em. Whether you suffer from *logomania* (the excessive use of words) or *logagraphia* (the inability to express ideas in writing), you can't escape 'em. So far, I've offered ways to edit words and ways to find words, but when it comes down to using words, well, you've been on your own. That changes now because in this section you learn about Spelling and Grammar Check, an off-the-scale useful tool that'll help you become word-wise. Who knows? You might become a full-fledged *logolept* (a word maniac).

### ***Handling spelling slip-ups***

Nothing can ruin the image of your finely crafted documents more than a few spelling mistakes. In the old days, you could just shrug your shoulders and mumble something about never being good at spelling. With Docs, though, you have no excuses because the darn program comes with a tool that checks your spelling attempts automatically. If Docs finds something that isn't right, it lets you know and gives you a chance to correct it. You can make the spell checker smarter by adding your own words to its dictionary.

When Docs finds a spelling snafu, it points out the rogue word by underlining it with a red squiggle. Click the underlined word and Docs displays a banner like the one shown in [Figure 5-12](#).



**FIGURE 5-12:** Docs underlines in red those words it thinks are spelling lapses.

You have a bunch of possible moves you can make from here:

- » **To change the word:** Select the correction that Docs suggests in the banner.
- » **To have Docs skip this error:** Click Ignore (X).
- » **To have Docs always make this correction automatically in the future:** Click More Options (the three vertical dots) and then select Always Correct to “*correction*” (where *correction* is the suggested correction).
- » **To tell Docs that your word is correct and to have Docs add it to its dictionary (and therefore never bug you about it again):** Click More Options (the three vertical dots) and then select Add “*original*” to Dictionary (where *original* is the word as you spelled it).



**REMEMBER** The Docs spell checker is good, but it's not that good. In particular, it doesn't flag words that are merely misused (as opposed to misspelled). For example, Docs is perfectly happy with both “we're going wrong” and “were going wrong,” because everything is spelled correctly. For this grammatical stuff, see the next section.

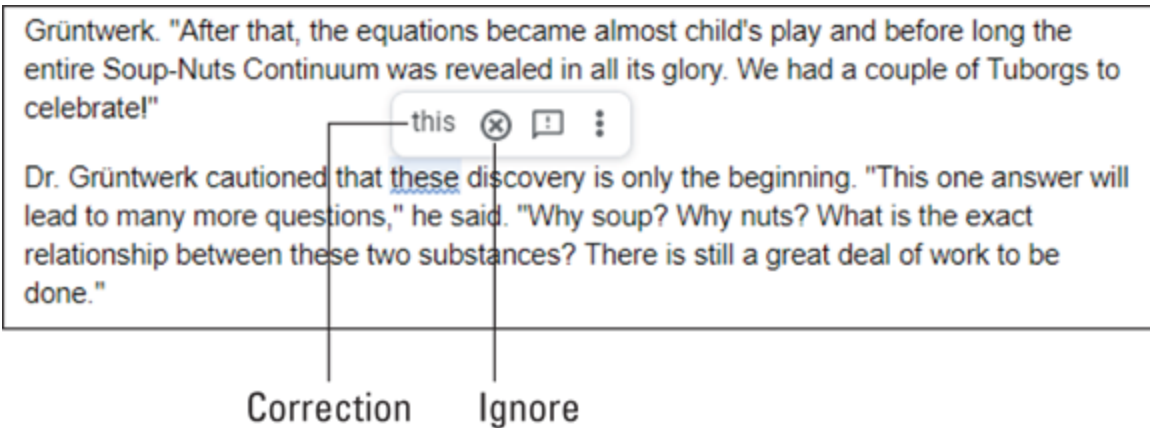
## *Handling grammar gaffes*

Grammar ranks right up there with root canal and tax audit on most people's Top Ten Most Unpleasant Things list. And it's no wonder, either: all those dangling participles, passive voices, and split infinitives. One look at that stuff and the usual reaction is, “Yeah, well, split *this!*”

If, like me, you couldn't tell a copulative verb from a correlative conjunction if your life depended on it, help is just around the corner. Docs comes with a tool that checks your grammar for you. That's right: This utility actually analyzes your document, phrase by phrase, sentence by sentence, and tells you when things aren't right. It even tells you how to fix the problem — and often can do it for you at the click of a mouse. It's about as painless as grammar gets, and it's the subject of this section.

When Docs trips over a grammatical gotcha, it shames the offending word or phrase by underlining it with a wavy blue line. Clicking the underlined word or phrase displays a banner like the one shown in [Figure 5-13](#). You have two ways to proceed:

- » **To fix the problem:** Select the correction that Docs suggests in the banner.
- » **To have Docs bypass this error:** Click Ignore (X).



**FIGURE 5-13:** Docs underlines in blue those words or phrases it thinks are grammatical flubs.

# Chapter 6

## Looking Good: Formatting Documents

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### IN THIS CHAPTER

- » Playing around with fonts, type sizes, and other typographical niceties
  - » Monkeying around with alignment, line spacing, indentation, and more
  - » Taking advantage of styles
  - » Seeing what numbered and bulleted lists are all about
  - » Inserting photos and other images into your documents
- 

“The least you can do is look respectable.” That's what my mother always used to tell me when I was a kid. This advice holds up especially well in these image-conscious times. If you don't look good up front (or if your work doesn't look good), you'll often be written off without a second thought.

When it comes to looking good — whether you're writing up a memo, slicking up a report, or polishing your résumé — Docs gives you a veritable cornucopia of formatting options. This chapter gives you the skinny on these various options, including lots of hints about how best to use them.

## *Making Your Characters Look Good*

The first step on your road to looking good is the lowly character. I know, I know — you want to try out some really big stuff, but don't forget all that blather about the longest journey beginning with a single

step yadda-yadda. Besides, working with characters can make a big difference. Why, just a little bit of bolding here, a couple of italics there, throw in a font or two, and suddenly that humdrum, boring memo is turned into a dynamic, exciting thing of beauty. People from all over will be clamoring to read your stuff. You will be, in short, a star.

## *Getting familiar with fonts*

Until now, you may not have given much thought to the individual characters that make up your writings. After all, an *a* is an *a*, am I right? Well, Docs will change all that. When you start working with different fonts, you can see that not all *a*'s are the same (or *b*'s or *c*'s, for that matter).

## *Just what the heck is a font, anyway?*

Fonts are to characters what architecture is to buildings. In architecture, you look at certain features and patterns; if you can tell a geodesic dome from a flying buttress, you can tell whether the building is Gothic or art deco or whatever. Fonts, too, are distinguished by a set of unique design characteristics. Specifically, there are four things to look for: the typeface, the type style, the type size, and the type position.

## *Typeface*

Any related set of letters, numbers, and other symbols has its own, distinctive design, called the *typeface*. Typefaces, as you can see in [Figure 6-1](#), can be wildly different, depending on the shape and thickness of characters, the spacing, and whatever the designer had for breakfast that day.



This is a font called Arial and it's the Docs default. Arial is an example of a "sans serif" font. It has a clean look that makes it ideal for online reading or for document headings.

This is a font called Georgia. Type types call it a "serif" font. It's very readable, so it's a good choice for long text passages.

*This weird thing is called Corsiva. It's known in Typeface Land as a "decorative" font. It's useful for special occasions such as fancy-schmancy invitations.*

This decidedly unattractive font is called Courier New. Every letter is the same width, so it's called a "monospace" font. |

**FIGURE 6-1:** Some typeface examples.



TECHNICAL  
STUFF

Type nerds differentiate between a typeface and a font in a way that's analogous to the difference between an architectural style and an example of that style. For instance, French Gothic is an architectural style, and the Notre-Dame Cathedral in Paris is an example of that style. Similarly, Arial is a typeface, and 12-point, bold Arial is a font. Happily, despite all this type geekery, in this chapter (and indeed throughout this book), I use the terms *typeface* and *font* interchangeably.

Typefaces come in three flavors:

- » **Serif:** These typefaces contain fine cross strokes — typographic technoids call them *feet* — at the extremities of each character. These subtle appendages give the typeface a traditional, classy look.

Georgia (refer to [Figure 6-1](#)) is a common example of a serif typeface.

- » **Sans serif:** These typefaces lack these cross strokes. As a result, serif typefaces usually have a cleaner, more modern look. (Check out Arial earlier, in [Figure 6-1](#).)
- » **Decorative:** These typefaces are usually special designs used to convey a particular effect. For example, if your document really needs a sophisticated look for a wine-and-cheese invitation or some similarly swanky event, Corsiva (refer to [Figure 6-1](#)) is ideal.

You can also classify typefaces according to the space they allot for each character. This is called the *character spacing* of a font, and it can take one of two forms:

- » **Monospaced:** These fonts reserve the same amount of space for each character. For example, look at the Courier New font, shown earlier, in [Figure 6-1](#). Notice that skinny letters, such as *i* and *l*, take up as much space as wider letters, such as *y* and *w*. Though this strategy is admirably egalitarian, these fonts tend to look like they were produced with a typewriter. (In other words, they're ugly.)
- » **Proportional:** These fonts, such as Arial and Georgia in [Figure 6-1](#), allot space to each letter according to the width of the letter. So the scrawny *i* and *l* take up only a small amount of horizontal space, and wider loads such as *y* and *w* take up a larger amount of space.

### *Type style and size*

The type style of a font usually refers to whether the characters are **bold** or *italic*. Docs also lets you set character attributes, like underlining and ~~strikethrough~~. These styles are normally used to highlight or add emphasis to words or phrases.

The type size measures how tall a font is. The standard unit of measurement is the *point*, where an inch has 72 points. For example, the individual letters in a 24-point font are twice as tall as those in a 12-point font. (In case you're wondering, this book is printed in a 10-point font.)



TECHNICAL  
STUFF

To be nerdily precise about it, type size is measured from the highest point of a tall letter, such as *f* or *h*, to the lowest point of an underhanging letter, such as *g* or *y*.

Using different character sizes and styles is an easy way to fool people into thinking you're a competent professional. For example, you can make titles and section headings stand out by using bold characters that are larger than regular text. Italics are good for company names and book titles, and you can also use it for emphasizing important words or phrases.

### *Type position*

Characters normally follow each other along each line, but you can also format the relative position of characters to produce *superscripts* (slightly higher than normal) or *subscripts* (slightly lower than normal), as shown in [Figure 6-2](#).

So, you can be reading quietly, minding your own business, when suddenly a <sup>superscript</sup> appears, floating ethereally above the text. Whoa! And just when you've recovered from that experience, along comes a <sub>subscript</sub> to really mess with your head.

I suppose they're useful, though. After all, if you need to include an equation such as  $x^2 + y^2 = 25$  in your document (hey, it could happen), then you've got to bring in the superscripts.

And subscripts come in handy for symbols such as H<sub>2</sub>O.

**FIGURE 6-2:** Docs lets you change the relative position of characters to produce superscripts and subscripts.

## *Formatting with fonts*

Okay, enough theory. Let's get down to business and see how you go about selecting different fonts for your documents. To begin with, select the block of text you want to format. You then choose the font formatting using any one of the following three methods (depending on your mood):

- » On the menu bar, select Format and then Text.
- » Press a shortcut key.
- » Click a toolbar button.








[Table 6-1](#) shows the Text menu commands and their corresponding shortcut keys that you can select.

**TABLE 6-1 Font Formatting via Menu and Keyboard**

<i>Text Menu Command</i>	<i>Windows Shortcut Key</i>	<i>Mac Shortcut Key</i>
Bold	Ctrl+B	⌘ +B
Italic	Ctrl+I	⌘ +I
Underline	Ctrl+U	⌘ +U
Strikethrough	Alt+Shift+5	⌘ +Shift+x
Superscript	Ctrl+. (period)	⌘ +. (period)
Subscript	Ctrl+, (comma)	⌘ +, (comma)
Size, Increase Font Size	Ctrl+Shift+. (period)	⌘ +Shift+. (period)
Size, Decrease Font Size	Ctrl+Shift+, (comma)	⌘ +Shift+, (comma)

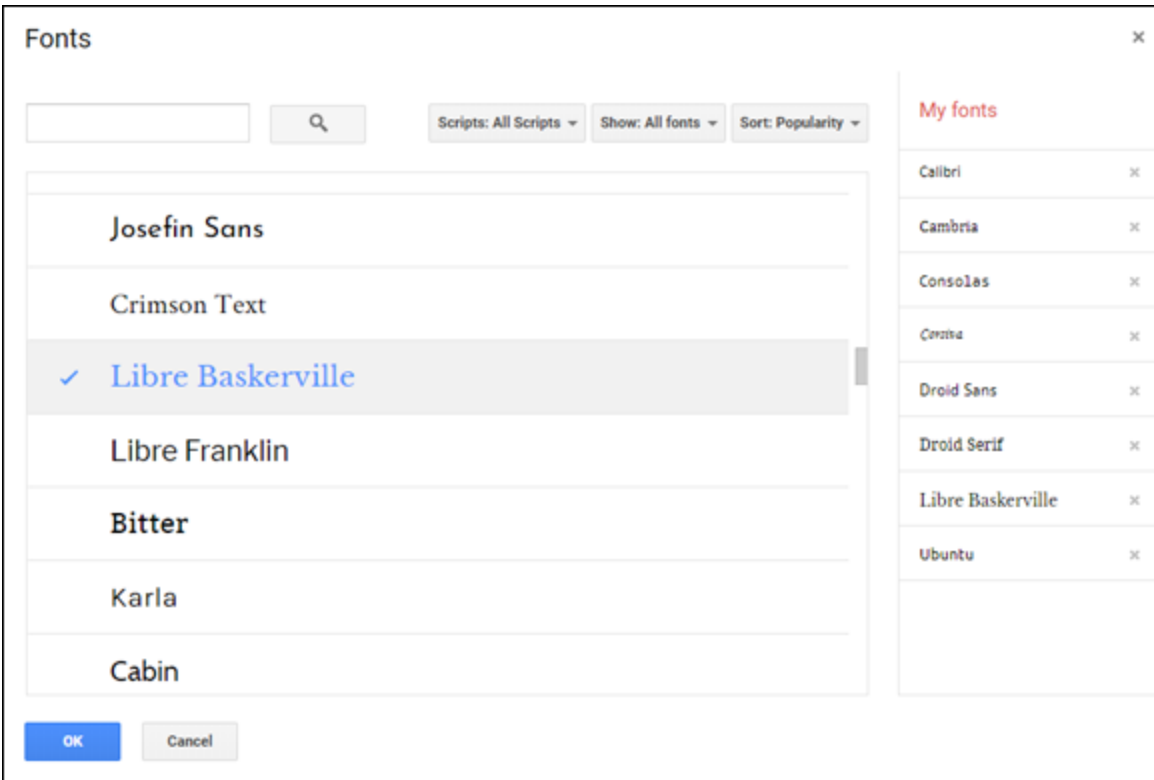
If you do a lot of work with fonts, you'll appreciate the push-button convenience of the font-related buttons on the Docs toolbar. [Table 6-2](#) shows you the available buttons for font-related chores.

**TABLE 6-2 Font Formatting from the Toolbar**

<b>Toolbar Button</b>	<b>Button Name</b>	<b>What It Does</b>
	Font	Displays a list of typefaces
	Font size	Displays a list of font sizes
	Bold	Applies bold to the text
	Italic	Applies italics to the text
	Underline	Underlines the text
	Text color	Displays a color palette and then applies the color you select to the text
	Highlight color	Displays a color palette and then applies the color you select to the background of the text



**TIP** By default, Docs offers 30 or so typefaces for your text formatting pleasure. However, Google (via its famous Google Fonts service — check out [fonts.google.com](https://fonts.google.com)) is home to hundreds of typefaces. If none of the default Docs typefaces speaks to your inner designer, pull down the toolbar's Font menu and select More Fonts. This scores you an immediate appointment with the Fonts dialog box, shown in [Figure 6-3](#). If you see a font that looks good, click it to add it to the My Fonts list. When you're done, select OK.



**FIGURE 6-3:** Use the Fonts dialog box to choose from hundreds of choices from Google Fonts.

### *Avoiding the ransom note look*

The downside to the easy-to-use font features in Docs is that they can sometimes be *too* easy to use. Flush with your newfound knowledge, you start throwing every font formatting option in sight at your documents. This can turn even the most profound and well-written documents into a real dog's breakfast. (It's known in the trade as the *ransom note look*.) Here are some tips to avoid overdoing the formatting:

- » Never use more than a couple of fonts in a single document. Anything more looks amateurish, and will only confuse the reader.
- » If you need to emphasize something, bold or italicize it in the same font as the surrounding text. Avoid using underlining for emphasis.
- » Use larger sizes only for titles and headings.
- » Avoid bizarre decorative fonts for large sections of text. Most of those suckers are hard on the eyes after a half dozen words or so.

Serif fonts are usually very readable, so they're a good choice for long passages. The clean look of sans serif fonts makes them a good choice for headlines and titles.

## *Copy text formatting by “painting” it*

If you've gone to a lot of trouble to format some text and you want to use the same formatting elsewhere, you don't have to start from scratch.

Docs has a marvelously useful tool called Paint Format that can transfer formatting from one bit of text to another. Here's how it works:

1. **Select the text that has the formatting you want to use elsewhere.**

2.  **Click the Paint Format button on the toolbar.**

The mouse pointer sprouts an icon that looks like a paint roller.

3. **Select the text you want to format.**

If you're working with a single word, just click the word. Otherwise, drag the pointer over the text you want to format.

Without splattering or dripping, Docs applies the formatting from the text in Step 1 to the new text.

## *Making Your Lines and Paragraphs Look Good*

The previous section shows you how to format characters, so now I bump things up a notch and look at formatting lines and paragraphs. How will this help you look good onscreen? Well, all the character formatting in the world doesn't do you much good if your lines are all scrunched together, and if the various pieces of text aren't lined up like boot camp recruits. Documents like these look cramped and uninviting, and often get tossed in the old circular file without a second look. This section can help you avoid this sorry fate.

## Getting your text ducks in a row: Aligning paragraphs





Aligning stuff is about getting your paragraphs dressed up so that they look all prim and proper. Specifically, I'm talking about lining up the left and right ends of your paragraph lines with respect to the left or right margins — or both. (I talk about margins in detail in the next chapter, but for now all you need to know is that the *left margin* is the blank space to the left of your document text and the *right margin* is the blank space to the right of your document text.)

Docs offers three alignment methods:

- » On the menu bar, select Format and then Align & Indent.
- » Press a shortcut key.
- » Click a toolbar button.

[Table 6-3](#) shows the Align & Indent menu commands, their corresponding shortcut keys, and the equivalent toolbar buttons for the four Docs alignment options.

**TABLE 6-3** Paragraph Alignment in Docs

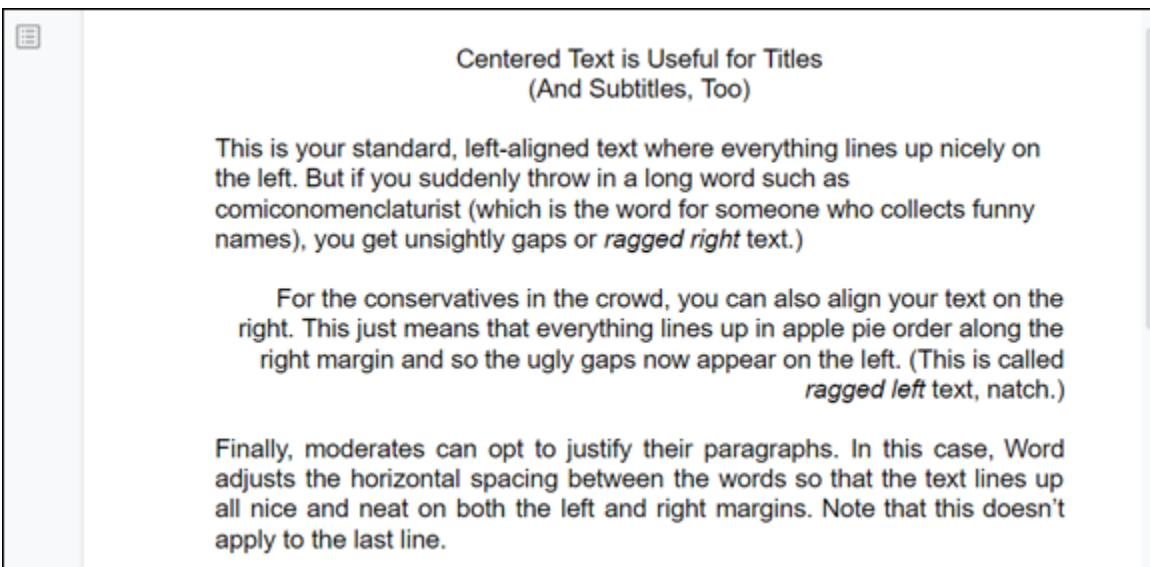
<b>Align &amp; Indent Menu Command</b>	<b>Windows Shortcut Key</b>	<b>Mac Shortcut Key</b>	<b>Toolbar Button</b>	<b>What It Does</b>
Left	Ctrl+Shift+L	⌘+Shift+L		Aligns each line on the left margin
Center	Ctrl+Shift+E	⌘+Shift+E		Centers each line between the left and right margins
Right	Ctrl+Shift+R	⌘+Shift+R		Aligns each line on the right margin
Justified	Ctrl+Shift+J	⌘+Shift+J		Aligns each line on both the left and right margins; ignores the last line in a paragraph if it's too short



Before you select an alignment option, first tell Docs what you want to format:

- » To format a single paragraph, click anywhere inside that paragraph.
- » To format multiple, consecutive paragraphs, select those paragraphs.
- » To format the entire document, pull down the Edit menu and choose Select All, or press Ctrl+A (⌘+A on a Mac).

With your selection made, select the menu command, toolbar button, or shortcut key to apply the alignment. [Figure 6-4](#) puts these alignment commands through their paces.



**FIGURE 6-4:** Some paragraph alignment examples.



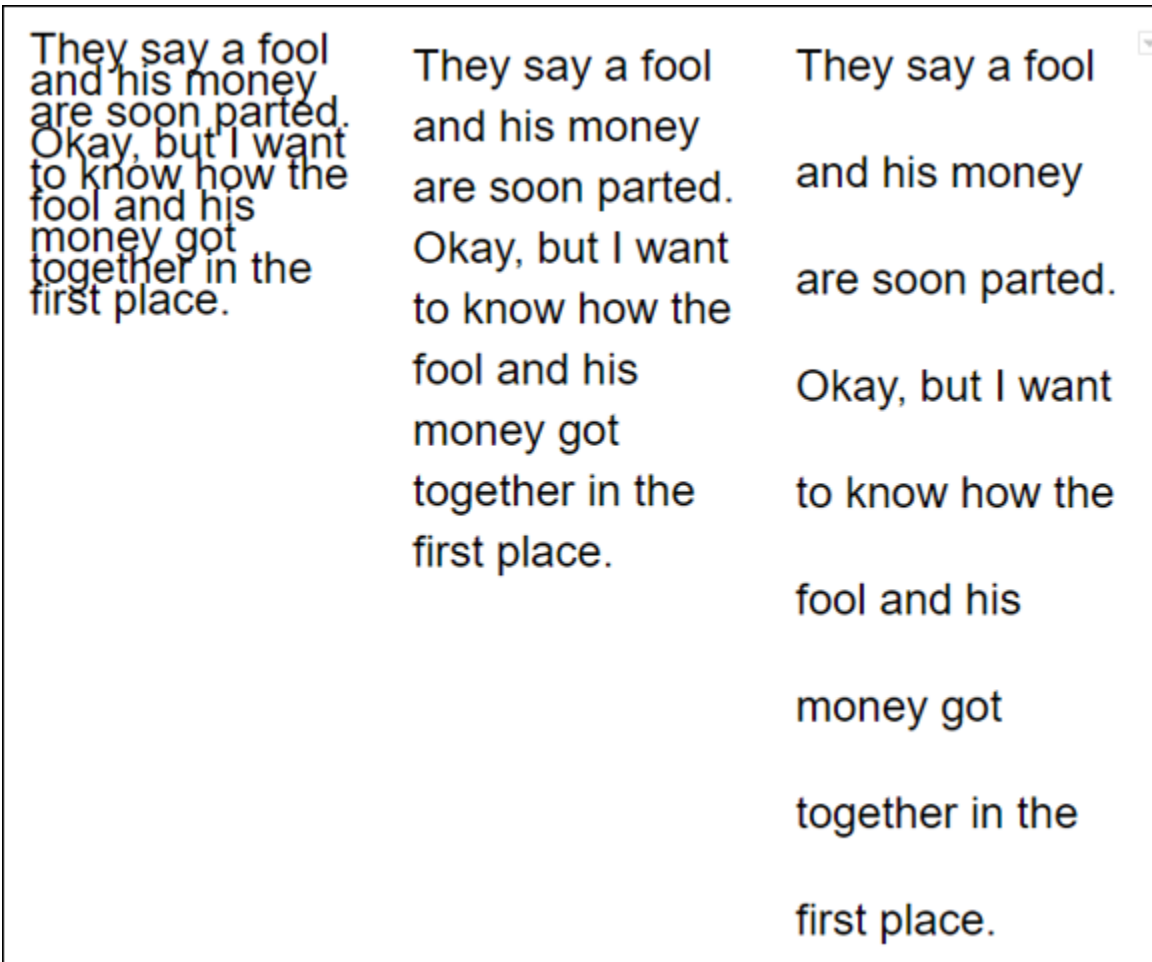
**REMEMBER** Left-justified text is said to be *ragged right* because the right ends of each line in the paragraph usually don't line up. Similarly, right-justified text is called *ragged left* because the left ends of each line in the paragraph don't line up.

## ***Breathing room: Changing the line spacing***

You can improve the look of your document's paragraphs by adjusting the *line spacing* — the formatting tweak that determines the amount of space between each line in the paragraph. For example, double spacing leaves twice as much space between the lines as the standard single spacing. Increasing the spacing creates more white space in the document, which can make the document easier to read. However, don't go overboard, because if you increase the line spacing too much, your text can become *harder* to read because the lines are too far apart.

For example, [Figure 6-5](#) shows the same text with three different line spacing values:


- » The text on the left uses a line spacing of 0.6, and you can see that the lines are far too close together to be read easily.
- » The text on the right uses a line spacing value of 2 (double spacing), and you can see that the lines are too far apart for comfortable reading.
- » The text in the middle uses a line spacing value of 1.15, and you can see that the distance between each line is just right for reading.



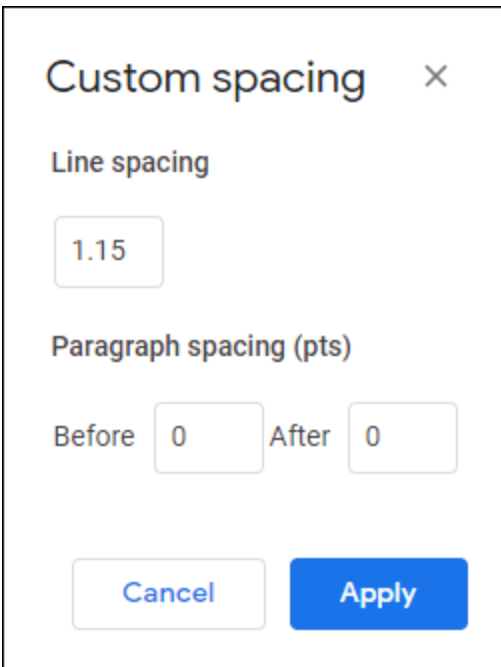
**FIGURE 6-5:** Line spacing values that are too small (left), too large (right), and just right (middle).

To set the line spacing, first specify what you want to format:

- » To format one paragraph, click anywhere within that paragraph.
- » To format multiple, consecutive paragraphs, select those paragraphs.
- » To format the entire document, pull down the Edit menu and choose Select All, or press Ctrl+A (⌘+A on a Mac).

 Now select the Format menu and then select Line Spacing, or click the Line Spacing toolbar button. (If you don't see the Line Spacing button, click the toolbar's More button — the three horizontal dots; check out [Figure 6-8](#).) You now have two choices:

- » Select a preset line spacing value: Single, 1.15, 1.5, or Double.
- » Select Custom Spacing to open the Custom Spacing dialog box, shown in [Figure 6-6](#). Enter a value in the Line Spacing text box and then click Apply.



**FIGURE 6-6:** Use the Custom Spacing dialog box to set your own line spacing value.


### *Giving paragraphs some elbow room*

There's a long-running debate in typographical circles about whether to add space between paragraphs. Fortunately for you, the specifics of that debate aren't important here, and I can offer the following advice:

- » If you indent the first line of your paragraphs (as I describe in the later section “[Indenting paragraphs](#)”), you don't need space between them.
- » If you don't indent, you need to add some space between paragraphs so that it's always clear to the reader when one paragraph ends and the next one begins.

To set the spacing between paragraphs, first specify what you want to format:


- » To format one paragraph, click anywhere within that paragraph.
- » To format multiple, consecutive paragraphs, select those paragraphs.
- » To format the entire document, pull down the Edit menu and choose Select All, or press Ctrl+A (⌘+A on a Mac).

 Select the Format menu and then select Line Spacing, or click the Line Spacing toolbar button. (If you don't see the Line Spacing button, click the toolbar's More button — the three horizontal dots; refer to [Figure 6-8](#).) You now have three ways to go:

- » Select Add Space Before Paragraph to add a 10-point space before each selected paragraph.
- » Select Add Space After Paragraph to add a 10-point space following each selected paragraph.
- » Select Custom Spacing to open the Custom Spacing dialog box. (Refer to [Figure 6-6](#).) Enter a value, in points, in the Before or After text box (or in both — why not?), and then select Apply.

## *Keeping stuff together*

One way to jar your readers is to have what appear to be extraneous lines just sitting there on the page. It might be a header at the bottom of a page, an important paragraph broken across two pages, the last line of a paragraph at the top of a page (known in the trade as a *widow*), or the first line of a paragraph at the bottom of a page (known as an *orphan*).

 You can prevent these pathetic creatures from haunting your documents by selecting the paragraph you want to format, selecting the Format menu, and then selecting Line Spacing or clicking the Line Spacing toolbar button. You can work with these three commands:

- » **Keep with next:** Ensures that the selected paragraph (such as a heading) always appears on the same page as the paragraph that follows it

- » **Keep lines together:** Ensures that all lines in the selected paragraph appear on the same page
- » **Prevent single lines:** Ensures that the selected paragraph has no widows or orphans

## *Indenting paragraphs*

*Indenting* a paragraph means shifting some or all of the paragraph text relative to the margins. Docs offers four paragraph indentation possibilities:

- » **Left:** Shifts the entire paragraph away from the left margin by a specified amount
- » **Right:** Shifts the entire paragraph away from the right margin by a specified amount
- » **First line:** Shifts just the first line of the paragraph away from the left margin by a specified amount
- » **Hanging:** Shifts all but the first line of the paragraph away from the left margin by a specified amount



**REMEMBER** The term *hanging indents* sounds weird, but they can be useful. For example, hanging indents are often used for the items in a bibliography and for dictionary entries.

To set the indentation, first specify what you want to work with:



- » To indent one paragraph, click anywhere within that paragraph.
- » To indent two or more consecutive paragraphs, select those paragraphs.
- » To indent the entire document, pull down the Edit menu and choose Select All, or press Ctrl+A (⌘+A on a Mac)

Docs offers three left indentation methods:

- » On the menu bar, select Format and then Align & Indent.
- » Press a shortcut key.
- » Click a toolbar button.

[Table 6-4](#) shows the Align & Indent menu commands, their corresponding shortcut keys, and the equivalent toolbar buttons for the two left indentation options in Docs. (If you don't see the Increase Indent and Decrease Indent buttons, click the toolbar's More button — the three horizontal dots; refer to [Figure 6-8](#).)

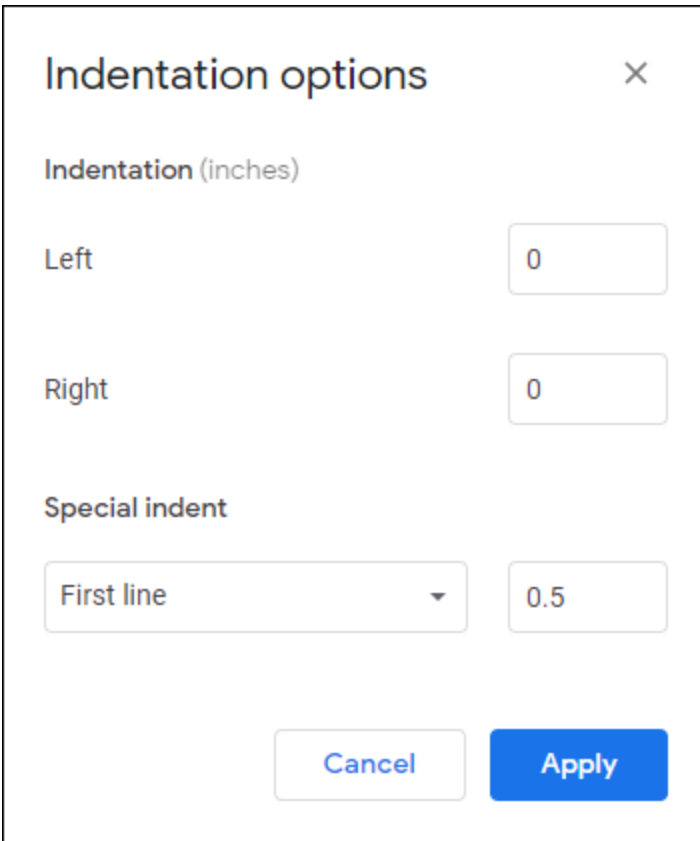
**TABLE 6-4** Left-Indent Paragraphs in Docs

<i>Align &amp; Indent Menu Command</i>	<i>Windows Shortcut Key</i>	<i>Mac Shortcut Key</i>	<i>Toolbar Button</i>	<i>What It Does</i>
Increase indent	Ctrl+]	⌘+] ]		Increases the left indentation of the paragraph by half an inch.
Decrease indent	Ctrl+[	⌘+[ [		Decreases the left indentation of the paragraph by half an inch.

To set a custom indentation, follow these steps:

1. **Choose Format ⇒ Align & Indent ⇒ Indentation Options.**  
Docs opens the Indentation Options dialog box, shown in [Figure 6-7](#).
2. **To set the left indentation, enter a value (in inches) in the Left text box.**
3. **To set the right indentation, enter a value (in inches) in the Right text box.**
4. **Use the Special Indent list to select either First Line or Hanging, and then enter an indentation value (in inches) in the text box.**
5. **Click Apply.**

You can also set the left, right, and first-line indents by using the ruler. First, make sure the ruler is onscreen by pulling down the View menu and selecting the Show Ruler command.

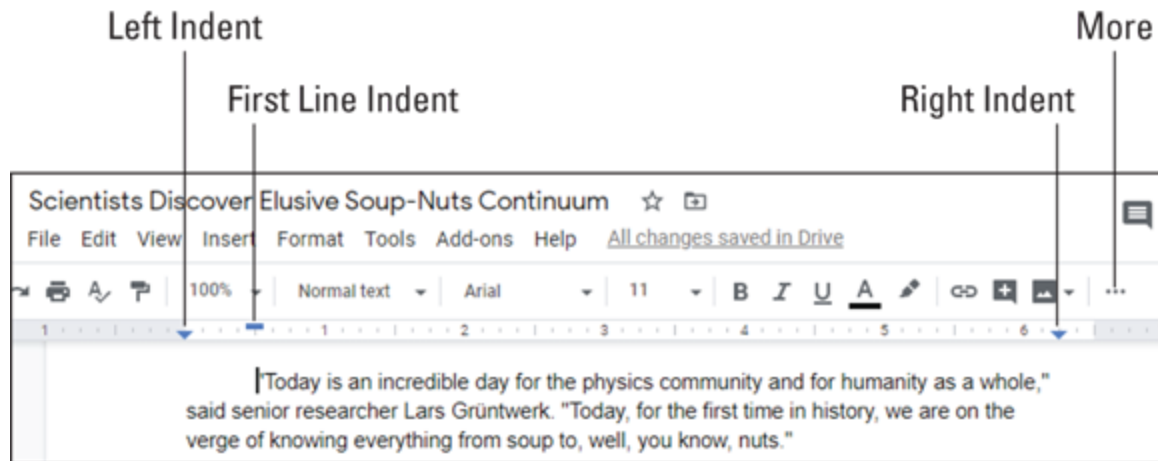


**FIGURE 6-7:** Use the Indentation Options dialog box to set up a custom indentation.

Using the ruler features pointed out in [Figure 6-8](#), you can make the following indent adjustments for the selected paragraph or paragraphs:

- » Click-and-drag the Left Indent marker to set the left indent.
- » Click-and-drag the Right Indent marker to set the right indent.
- » Click-and-drag the First Line Indent marker to set the first-line indent.





**FIGURE 6-8:** You can set the left, right, and first-line indents by using the ruler.

## *Using Styles to Make Looking Good Look Easy*

As I hope I've shown so far in this chapter, formatting is essential if you want to produce good-looking documents that get noticed. The problem is that formatting always seems to take up *so much* time.

Suppose that you want to add a title to a document. Titles usually appear in a larger, sans serif font, so you type in the text, select it, and then use the Font and Font Size commands to set up the appropriate formatting. For good measure, you also center the title. It looks not bad, but you decide that the text needs to be bold. So you highlight the text again and then apply the bolding. Things are looking good, but then you decide to apply a larger type size. Once again, you highlight the text and then make the size adjustment. After fiddling with a few more options (maybe underlining or dark blue text would look good), you finally get the title exactly right. You've just wasted ten minutes of your busy day, but — hey, that's the reality of working with Docs, right?

Wrong. You don't have to stand for this! By learning how to use styles, you can accomplish the same chore in ten seconds instead of ten minutes. How is that possible? Well, you see, a *style* is nothing more than a predefined collection of formatting and layout settings. Docs comes with a few styles built-in, including a style named Title. This

means that rather than fuss around with formatting options, you can instead just select the text you want to use as the title and then apply the Title style. Docs immediately applies all the Title style's predefined formatting options — just like that.

What if you don't like the default formatting of the Title style? That's not a problem because it's also easy to define your own version of each built-in style. For example, you can format some text with an 18-point, bold, dark blue, Verdana font that's centered between the left and right margins and then tell Docs to use that formatting instead of its default formatting for the Title style. You'd then enter the document title, select it, and apply the Title style. In the blink of an eye, Docs formats the text as 18-point, bold, dark blue Verdana, centered between the left and right margins. That's right: With a single command, Docs can throw any number of character, line, or paragraph formatting options at the selected text.

## *Style advantages*

Here's a short list of just some of the benefits you gain when you use styles:

- » The most obvious, of course, is the time you save. After you've invested the initial few minutes to define your version of a style, applying any style takes only a few mouse clicks.
- » You eliminate the trial-and-error that goes into many formatting chores. After you've decided on a look that you like, you can capture it in a style for all time.
- » If you change your mind, however, a style can be easily edited. Does this mean that you have to go back and reapply the style throughout the document? No way. Any text that's formatted with that style is automatically reformatted with the revised style. This feature alone is worth the price of admission.
- » Styles make it easy to create documents that have a consistent look and feel, because you can access your styles from any document.

- » Styles reduce the number of keystrokes and mouse clicks you need to get the job done. In this age where repetitive strain injuries such as carpal tunnel syndrome are reaching almost epidemic proportions, anything that reduces the wear-and-tear on our sensitive anatomy is a welcome relief.

If it all sounds too good to be true, well, there is a downside: Styles can save you so much time that you may run out of things to do during the day. (Pause while the laughter dies down.)

## *Applying default Docs styles to avoid reinventing the style wheel*

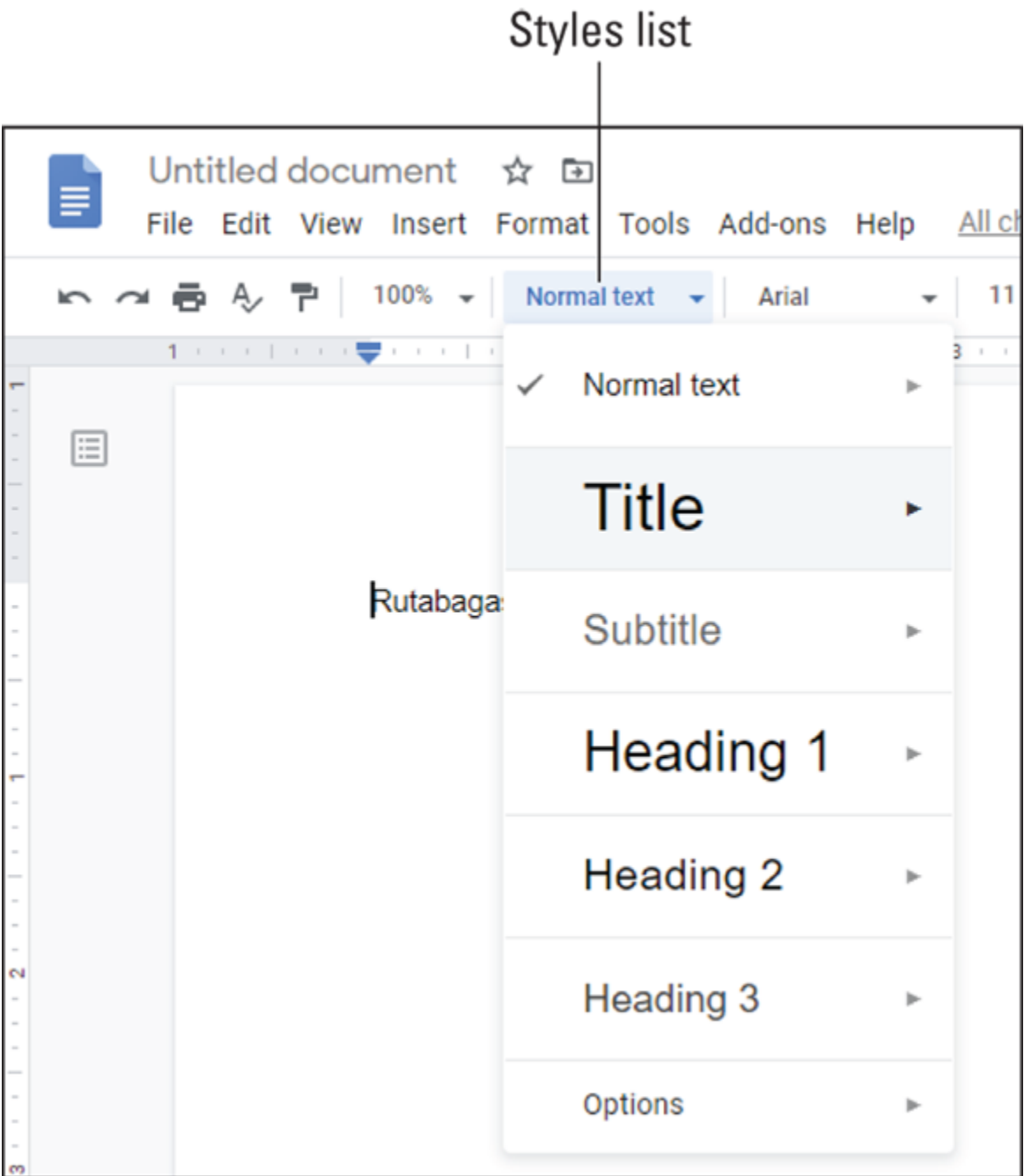
Before you go off in some kind of style-defining frenzy, you should first check out the default Docs styles. The *default* styles (as opposed to the custom versions of the styles that you create yourself) are built-in styles that come with Docs. It has these nine default styles, listed here with their keyboard shortcuts when they have one:

- » **Normal text:** This 11-point, black Arial font is used for regular document text. Shortcut key: Ctrl+Alt+0.
- » **Normal text (Ctrl+Alt+0; ⌘+Option+0 on a Mac):** This 11-point, black Arial font is used for regular document text.
- » **Title:** This 26-point, black Arial font is ideal for document titles.
- » **Subtitle:** This 15-point, dark gray 3, Arial font is normally used for document subtitles.
- » **Heading 1 (Ctrl+Alt+1; ⌘+Option+1 on a Mac):** This 20-point, black Arial font is used for first-level document headings.
- » **Heading 2 (Ctrl+Alt+2; ⌘+Option+2 on a Mac):** This 16-point, black Arial font is used for second-level document headings.
- » **Heading 3 (Ctrl+Alt+3; ⌘+Option+3 on a Mac):** This 14-point, dark gray 4 Arial font is used for third-level document headings.
- » **Heading 4 (Ctrl+Alt+4; ⌘+Option+4 on a Mac):** This 12-point, dark gray 3 Arial font is used for fourth-level document headings.

- » **Heading 5 (Ctrl+Alt+5; ⌘+Option+5 on a Mac):** This 11-point, dark gray 3 Arial font is used for fifth-level document headings.
- » **Heading 6 (Ctrl+Alt+6; ⌘+Option+6 on a Mac):** This 11-point, italic, dark gray 3 Arial font is used for sixth-level document headings.

To apply these styles, first select the text you want to format. Docs then gives you three choices:

- » Select the Styles list on the toolbar (see [Figure 6-9](#)) and then select the style you want to apply. (Note that not all default styles appear in this list. If you want to apply Heading 4 through Heading 6, you need to use either of the methods that follow.)
- » Choose Format from the menu bar, select Paragraph Styles, choose the style you want to apply, and then select *Apply Style*, where *Style* is the name of the style.
- » Press the style's shortcut-key combo, which I've included in the previous list.



**FIGURE 6-9:** The easiest way to apply most default styles is via the Styles list on the toolbar.

### *Updating a default style to taste*

Well, since fine words butter no parsnips, as they say (no, they really do), let's get down to business and see how to define your own versions of the default styles. The simplest way to go about this is to first format a section of text exactly the way you want it. You can then update a

default style so that it uses your formatting instead of the predefined Docs formatting. Here are the steps you need to follow:

1. **Using some existing text, apply the formatting options you want to include in the updated style.**

You can use any of the formatting features I discuss in this chapter.

2. **When you're done, make sure the cursor is inside the formatted text.**

3. **Choose Format ⇒ Paragraph Styles, select the style you want to update, and then choose Update *Style* to Match, where *Style* is the name of the style.**

Alternatively, select the Styles list on the toolbar, hover the mouse pointer over the style you want to update, and then select Update *Style* to Match, where *Style* is the name of the style.

Docs updates the style to match your formatting and also applies that formatting to any other text in your document that currently uses the same style.



**REMEMBER** The new style only applies to the current document. If you want to use the new style in other documents, you need to save the style, and I talk about that in the next section.

## ***Saving your updated styles***

If you want to use an updated style only in the current document, that's perfectly fine. However, you might find that you want to reuse one or more of your updated styles in other documents. For example, if you've updated some styles to match corporate formatting guidelines, you'll want those updates available in every work document you create.

Docs is happy to comply, as long as you follow these instructions:

1. **Follow the steps in the previous section to update the default Docs styles as needed.**

## 2. Choose Format ⇒ Paragraph Styles ⇒ Options ⇒ Save as My Default Styles.

Alternatively, select the Styles list on the toolbar and then choose Options ⇒ Save as My Default Styles.

Docs saves your updated styles.

### *Telling Docs to use your updated styles*

If you find that a particular document isn't using your saved default styles, you can give Docs a nudge in the ribs and tell it to use your styles, by using either of these techniques:

- » Choose Format from the menu bar, select Paragraph Styles, choose Options, and then select Use My Default Styles.
- » Pull down the toolbar's Styles list, choose Options, and then select Use My Default Styles.

### *Resetting the default styles*

If you make a mess of your style updates or if your style updates have served their purpose and you no longer need them, you can reset all the styles to their original Docs default formatting by using either of the following techniques:

- » Choose Format from the menu bar, select Paragraph Styles, choose Options, and then select Reset Styles.
- » Pull down the toolbar's Styles list, choose Options, and then select Reset Styles.

## *Making Lists, Checking Them Twice*

Are you making a list and checking it twice? Gonna find out who's naughty and — whoops, drifted off to the North Pole for a second! But if you do want to include a list in your document, what's the best way to go about it? You can use separate paragraphs or headings that you number yourself or add, say, asterisks (\*) at the beginning. I suppose that would

work, but hold your list horses — there's a better way. Docs has a couple of commands that are specially designed to give you much more control over your list-building chores.

### ***Putting your affairs in order with numbered lists***

If you want to include a numbered list of items — it might be a top-ten list, bowling league standings, or any kind of ranking — don't bother adding in the numbers yourself. Instead, you can use the Numbered List command in Docs to generate the numbers for you.

Before I get to the specifics, you should know that Docs is happy to create multilevel numbered lists, where each level has its own numbering format. Here's the default numbering format (see [Figure 6-10](#) for an example):

- » The top level of the list uses regular numbers followed by periods (1., 2., 3., and so on).
- » The second level of the list uses lowercase letters followed by periods (a., b., c., and so on).
- » The third level of the list uses lowercase Roman numerals followed by periods (i., ii., iii., and so on).



1. What is the point of this list?
  - a. To provide an example.
    - i. Okay, but is it a *good* example?
    - ii. It's certainly not a real-world example.
    - iii. True, but does that matter?
    - iv. You'll have to ask the reader.
  - b. To give the author something to do.
  - c. To give the reader something to do.
2. Anything else we should know?
  - a. Yes, you get to this second level by pressing Tab.
    - i. And you get to this third level by pressing Tab again.
3. When, exactly, will this list end?
  - a. Right
  - b. About
    - i. Wait for it...
  - c. Now.


**FIGURE 6-10:** An example of a default, multilevel numbered list.

To forge a numbered list of your own, follow these steps:

1. **If you have some existing text that you want to convert to a numbered list, select that text.**

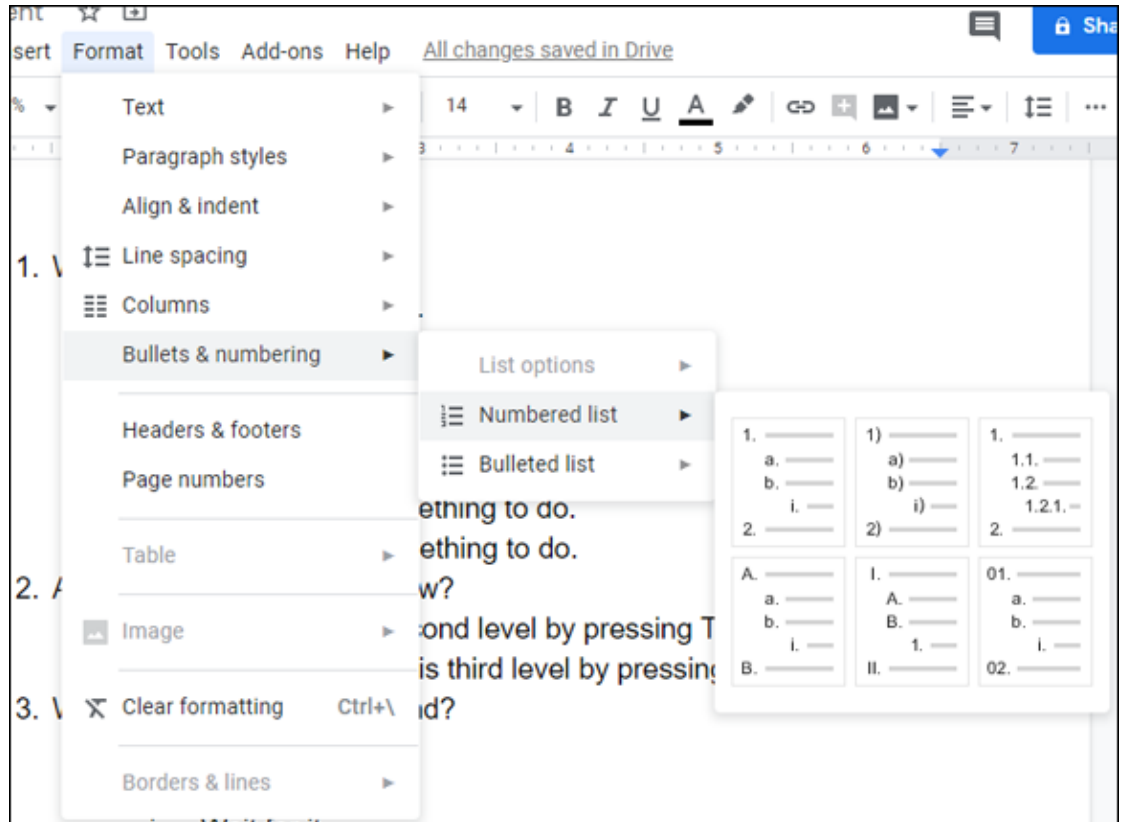
Make sure that each “item” in your existing text is in its own paragraph.

2. **Choose Format ⇒ Bullets & Numbering ⇒ Numbered List.**

 Alternatively, click the Numbered List button on the toolbar. (If you don't see the Numbered List button, click the toolbar's More button — the three horizontal dots; refer to [Figure 6-8](#).)

Docs displays a menu of numbered-list formats, as shown in [Figure 6-11](#).

For each format, Docs shows the numbering scheme that it uses for the first, second, and third levels of the list.



**FIGURE 6-11:** Select Numbered List to see the available numbering schemes.

**3. Select the numbering scheme you want to use.**

If you selected some text in advance, Docs converts the text to a numbered list. To add an item to that list, place the cursor at the end of the last item and then press Enter or Return.

**4. For a second-level item, press Tab; for a third-level item, press Tab again.**

**5. Enter your item text and then press Enter or Return to create a new item in the list.**

**6. Repeat Steps 4 and 5 until your list is complete.**

**7. Press Enter or Return a second time to tell Docs you don't want to enter many more list items.**

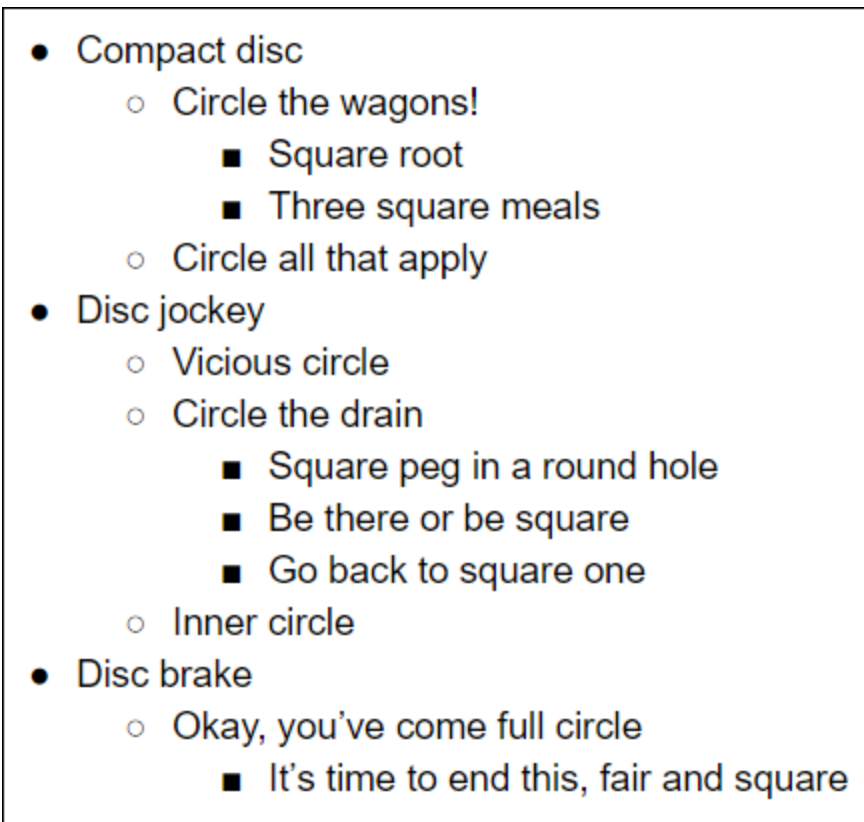
### *Scoring points with bulleted lists*

Numbered lists, of course, aren't the only kinds of lists. If you just want to enumerate a few points, a bulleted list might be more your style.

They're called *bulleted* lists because Docs displays a cute little dot, called a *bullet*, to the left of each item.

Most bulleted lists are one level, but Docs doesn't mind creating lists that have two or even three levels. Here's the default bullet format (see [Figure 6-12](#) for an example):

- » The top level of the list uses filled-in discs.
- » The second level of the list uses circles (that is, discs that aren't filled in).
- » The third level of the list uses filled-in squares.



**FIGURE 6-12:** An example of a default, multilevel bulleted list.

To throw together a bulleted list, follow these steps:

- 1. If you have existing text that you want to convert to a bulleted list, select that text.**

For best results, each “item” in the text should be in its own paragraph.

**2. Choose Format ⇒ Bullets & Numbering ⇒ Bulleted List.**



As an alternative, you can click the toolbar's Bulleted List button. (If you don't see the Bulleted List button, click the toolbar's More button — the three horizontal dots; refer to [Figure 6-8](#).)

Docs offers you a menu of bulleted list formats, as shown in [Figure 6-13](#).

For each format, Docs shows the numbering scheme that it uses for the first, second, and third levels of the list.

**3. Choose the bullet scheme you want to use.**

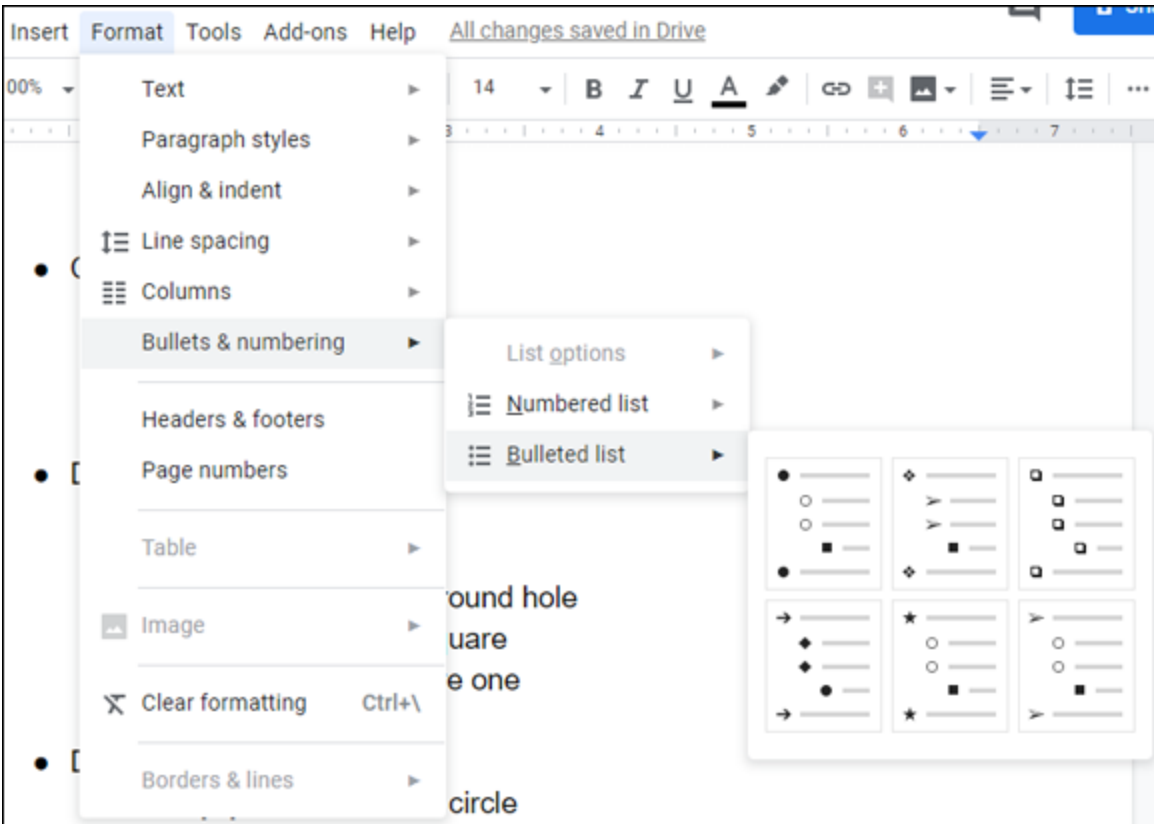
If you selected text in advance, Docs converts the text to a bulleted list. To add an item to the list, place the cursor at the end of the last item and then press Enter or Return.

**4. For a second-level item, press Tab; for a third-level item, press Tab again.**

**5. Enter your item text and then press Enter or Return to create a new item in the list.**

**6. Repeat Steps 4 and 5 until your list is complete.**

**7. Press Enter or Return a second time to tell Docs you don't want to enter any more list items.**



**FIGURE 6-13:** Click Bulleted List to see the available bullet schemes.

## *Image Is Everything: Adding Graphics*

Television commercials assure us nowadays that “image is everything.” And because they couldn't put it on TV if it weren't true (!), you need to think about what kind of image your documents present to the outside world. I've shown so far in this chapter how a few fonts and other formatting options can do wonders for drab, lifeless text. But anybody can do that kind of stuff. To make your documents stand out from the crowd, you need to go graphical with images, photos, or other types of eye candy. Happily, Docs has the tools that not only get the job done but also make the whole thing a snap.

In fact, the image-related tools in Docs border on overkill because they give you no fewer than a half dozen ways to insert an image into a document:

- » **Upload from computer:** Inserts an image file that resides on your PC
- » **Search the web:** Enables you to search for and then insert an image from the web
- » **Drive:** Inserts an image file that's stored on your Google Drive
- » **Photos:** Inserts an image file that you've uploaded to Google Photos
- » **By URL:** Inserts an image file that resides at a specific web address
- » **Camera:** Inserts a photo taken via your computer's camera

In the next few sections, I walk you through the details of each method:



**REMEMBER** Although I don't cover it in this book, Docs gives you a seventh method to get graphics into a document: Select the Insert menu and then choose Drawing. This opens the Drawing window, which you can use to draw lines, arrows, shapes, and more. If you're an artist (or an artist at heart), check it out.



**REMEMBER** Okay, there's actually an eighth method for adding graphics to a document. Select the Insert menu, choose Chart, and then choose a chart type: Bar, Column, Line, or Pie. You can also select From Sheets to import a Sheets chart, which is probably the best way to go. (See [Chapter 9](#) for the details on making charts with Sheets.)

## *Inserting an image from your PC*

Probably the easiest way to get an image into a document is to insert a file that resides on your computer. Here's how it's done:

1. **Position the cursor at the spot where you want the image to appear.**
2. **Chose Insert ⇒ Image ⇒ Upload from Computer.**



Alternatively, click the Insert Image toolbar button and then choose Upload from Computer.

Docs displays the Open dialog box.

**3. Select the image file you want to insert into your document.**

**4. Select Open.**

Docs inserts the image.

## *Inserting an image from the web*

If the image you want to use is on the web somewhere — and you have permission to use that image — follow these steps to search for and insert that image:

**1. Place the cursor at the position where you want the image to appear.**

**2. Chose Insert ⇒ Image ⇒ Search the Web.**



Alternatively, click the Insert Image toolbar button and then choose Search the Web.

Docs displays the Search for Images pane.

**3. In the Search for Images text box, enter some text that describes the image you want and then press Enter or Return.**

Google Images goes to work looking for images that match your search text.

**4. Select the image you want to use.**

If you want to use multiple images, go for it: Select each image.

**5. Click Insert.**

Docs inserts the image (or images).

## *Inserting an image from Drive*

If the image you want to use is stored on your Google Drive, you can insert it from there. Here's how:

1. **Place the cursor at the position where you want the image to appear.**

2. **Chose Insert ⇒ Image ⇒ Drive.**



Alternatively, click the Insert Image toolbar button and then choose Drive.

Docs displays the Google Drive pane.

3. **Select the image you want to use.**

If you want to use multiple images, don't let me stop you: Select each image you want to insert.

4. **Click Insert.**

Docs inserts the image (or images).

## *Inserting an image from Photos*

If the image you want to insert is one you've upload to Google Photos, follow these steps to get the image from there to here:

1. **Position the cursor where you want the image to appear and then say “Stay!”**

2. **Choose Insert ⇒ Image ⇒ Photos.**



Alternatively, click the Insert Image toolbar button and then choose Photos.

Docs displays the Google Photos pane.

3. **Select the image you want to use.**

To insert multiple images, select each image.

4. **Click Insert.**

Docs inserts the image (or images).

## *Inserting an image from a URL*

If the image you want to use is on the web, and you happen to know the address (also known as the *URL* — Uniform Resource Locator) of the image, you can follow these steps to insert the image:



1. Use your web browser to copy the address of the image.
2. Maneuver the cursor into the position where you want the image to show up.
3. Chose Insert ⇒ Image ⇒ By URL.



Alternatively, click the Insert Image toolbar button and then choose By URL.

Docs opens the Insert Image dialog box.

4. Paste the image address into the text box.
5. Select Insert.

Docs inserts the image.

## *Inserting a photo from your PC's camera*

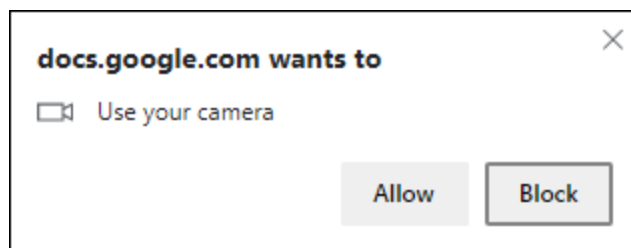
If your PC has a camera, you can persuade it to take a photo and then shoehorn that image into your document. Here's how it works:

1. Get the cursor into the position where you want the photo to appear.
2. Chose Insert ⇒ Image ⇒ Camera.



Alternatively, click the Insert Image toolbar button and then choose Camera.

The first time you do this, your web browser asks whether it's okay for Docs to access your PC's camera, as shown in [Figure 6-14](#).



**FIGURE 6-14:** Sensibly, Docs needs permission to use your computer's camera.

3. Select Allow.

Docs connects to the camera and displays a live feed.

4. **Compose your shot as desired.**

5. **Select Insert.**

Docs inserts the photo.

## *Setting a few image options*

After you add an image to your document, you might need to make a few adjustments, such as changing the size, color, or the way text flows around the image. To make these and other tweaks, first select the image. Docs adds a toolbar button named Image Options, which you can click to see the Image Options pane, shown in [Figure 6-15](#).

Here's a quick look at what you get with each category in the Image Options pane:

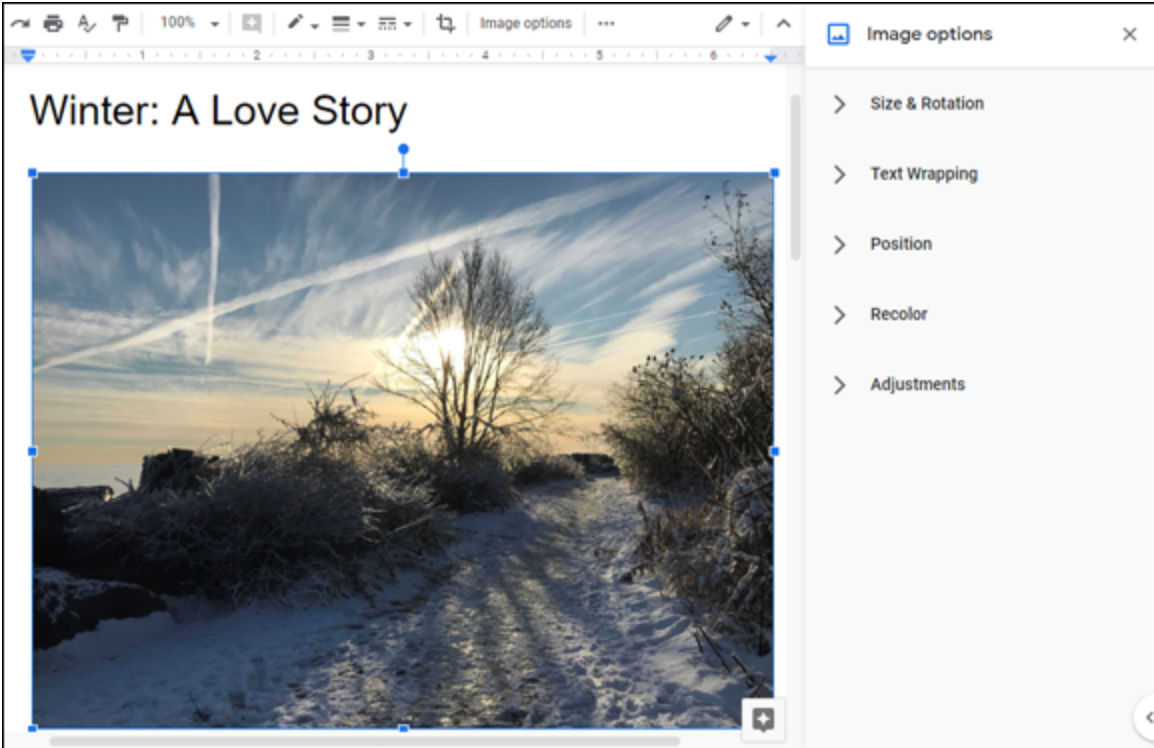
- » **Size & Rotation:** Enables you to change the width and height of the image or to scale the image larger or smaller. You can also rotate the image.



**REMEMBER** You can also resize the image directly by clicking-and-dragging any of the square handles that appear on the image sides and corners. You can rotate the image directly by clicking-and-dragging the circle that appears above the selected image.

- » **Text Wrapping:** Determines how your document text interacts with the image. Select Inline with Text to have the image appear on the same line with the text that comes just before it; select Wrap Text to have your document text flow around the image; or select Break Text to have the document text stop before the image and then continue after the image. If you go with Wrap Text or Break Text, you can use the Margins from Text options to set the distance between the text and the image.
- » **Position:** Determines how the image is positioned on the page. Note that this category is enabled only if you select either Wrap Text or Break Text in the Text Wrapping category.

- » **Recolor:** Enables you to apply a color effect to the image.
- » **Adjustments:** Offers sliders that enable you to adjust the image's transparency, brightness, and contrast.



**FIGURE 6-15:** Select an image and then click Image Options on the toolbar to see the Image Options pane.

## Chapter 7

# Fiddling with Document Layout

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### IN THIS CHAPTER

- » Constructing sturdy tables for your Docs data
  - » Augmenting your documents with headers and footers
  - » Messing around with margins, breaks, and other page setup chores
  - » Convincing text to display in columns
  - » Making footnotes look easy
- 

In [Chapter 6](#), I talk about Docs at the “tree” level of words, sentences, and paragraphs. But getting more out of Docs also requires that you deal with the app at the “forest” level of pages and documents. This means you need to get familiar with the document layout and page setup tools.

The terms *document layout* and *page setup* refer to how text and paragraphs are laid out on each page, and they involve building tables, adding headers and footers, setting margin sizes, specifying the page orientation, choosing the paper size, and so on. This chapter shows you how to work with these and other document layout features.

## *Building a Table with Your Bare Hands*

In this section, you learn a bit of computer carpentry when I show you how to build and work with tables. Don't worry, though, if you can't tell a hammer from a hacksaw: The kinds of tables you deal with are purely digital because, in Docs, a table is a rectangular grid of rows and

columns in a document. You can enter all kinds of info into a table, including text, numbers, and graphics.

## *What is a table?*

Most documents consist of text in the form of sentences and paragraphs. However, you may find yourself in situations where you want to include a list of items in a document and, if you want each item in the list to include two or more details, a standard bulleted list won't do the job. For a short list with just a few details, the quickest way to add the list to a document is to type each item on its own line and press Tab between each detail. You can then add tab stops to the ruler (see [Chapter 6](#) for the details on this topic) to line up the sub-items into columns.

That works for simple items, but to construct a more complex list in Docs, you can build a *table*, a rectangular structure with the following characteristics:

- » Each item in the list gets its own horizontal rectangle, called a *row*.
- » Each set of details in the list gets its own vertical rectangle, called a *column*.
- » The rectangle formed by the intersection of a row and a column is called a *cell*, and you use the table cells to hold the data.

In other words, a Docs table is similar to a Sheets spreadsheet. [Figure 7-1](#) shows a sample table.

Row

Column

Parts Table

Division	Description	Number	Quantity	Cost	Total Cost	Retail
4	Gangley Pliers	D-178	57	\$ 10.47	\$ 596.79	\$ 17.95
3	HCAB Washer	A-201	856	\$ 0.12	\$ 102.72	\$ 0.25
3	Finley Sprocket	C-098	357	\$ 1.57	\$ 560.49	\$ 2.95
2	6" Sonotube	B-111	86	\$ 15.24	\$ 1,310.64	\$ 19.95
4	Langstrom 7" Wrench	D-017	75	\$ 18.69	\$ 1,401.75	\$ 27.95
3	Thompson Socket	C-321	298	\$ 3.11	\$ 926.78	\$ 5.95
1	S-Joint	A-182	155	\$ 6.85	\$ 1,061.75	\$ 9.95
2	LAMF Valve	B-047	482	\$ 4.01	\$ 1,932.82	\$ 6.95

Cell

**FIGURE 7-1:** A table in a Docs document.

## *Inserting a table*

Here are the are-you-sure that's-all-there-is-to-it? steps to follow to insert a table into a document:

1. **Position the insertion point where you want the table to appear.**
2. **Choose Insert ⇒ Table.**

Docs displays a grid of squares that you use to define the initial size (that is, the number of rows and columns) of your table.

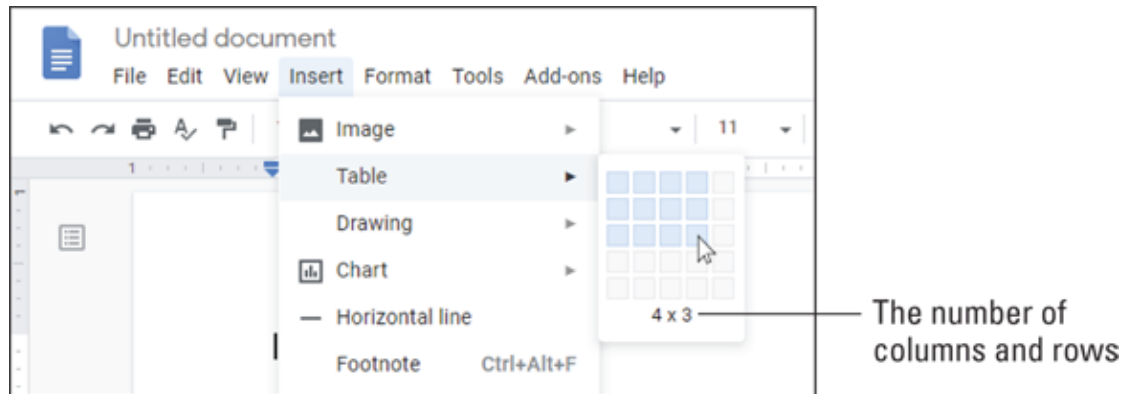
3. **Move the mouse pointer over the square that corresponds to the number of rows and columns you want in your table.**

For example, to create a table with four columns and three rows, move the mouse pointer over the square shown in [Figure 7-2](#). Note that the text below the grid says `columns × rows`, which tells you the number of columns and rows in the current grid selection.



TIP

If you need more squares for a big table, as you drag toward the bottom and/or right, Docs expands the grid.



**FIGURE 7-2:** Use this grid to set the initial number of rows and columns in your table.

#### 4. **Select the square.**

Docs creates an empty table with the number of rows and columns you specified. (See [Figure 7-3](#), which appears a bit later in this chapter.)

### *Populating a table*

After you've created a table, your next task is to enter the table values. As I mention earlier in this chapter, the intersection between each row and column in a table is called a cell, and you use these cells to enter text.

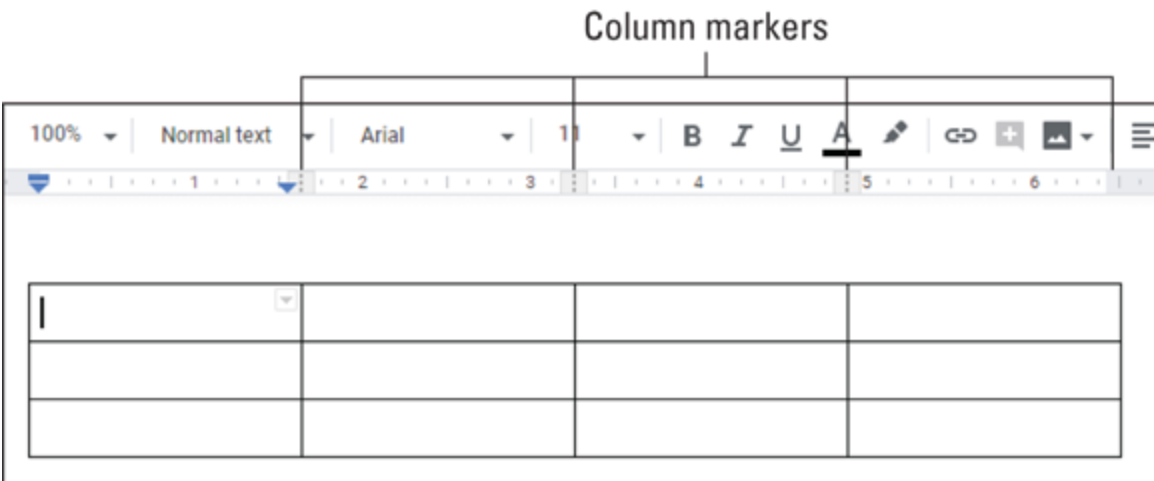
To try this out, either select the cell you want to work with or select any cell and then use the following keyboard techniques to get around:

<b>Press</b>	<b>To Move</b>
Tab	Right one column
Shift+Tab	Left one column
Up arrow	Up one row
Down arrow	Down one row

---

Now enter the value you want to appear in the cell. Here are some guidelines to keep in mind:

- » If your text is longer than the width of the cell, Docs wraps the text and adjusts the height of the cell to accommodate the entry.
- » You can format the cell text just like regular document text.
- » To start a new line within the the cell, press Enter or Return.



**FIGURE 7-3:** You can set a column's width by dragging its Column marker on the ruler.

### *Adjusting column widths*

By default, Docs creates each table with equal column widths. However, chances are you'll want some columns narrower and some wider, so make use of any of the following techniques to change the column widths:

- » On the ruler, drag the Column markers (pointed out in [Figure 7-3](#)).
- » In the table, drag a column's right border.
- » In the Table Properties dialog box (see the next section), set the Column Width value, in inches.

### *Selecting table cells*



Whenever you need to work with one or more cells within a table, you need to select those cells in advance. Here are the techniques to use:

- » **Selecting a single cell:** Click and drag the mouse pointer across the width of that cell.
- » **Selecting two or more cells in a table row:** Move the mouse pointer over the first cell you want to select, then click and drag the pointer to the right until you've selected all the cells you need in the row.
- » **Selecting two or more cells in a table column:** Move the mouse pointer over the first cell you want to select, then click and drag the pointer down until you've selected all the cells you need in the column.
- » **Selecting multiple cells in multiple rows and columns:** Move the mouse pointer over the first cell you want to select, then click and drag the pointer down and to the right until you've selected all the cells you need.
- » **Selecting cells with the keyboard:** Position the cursor anywhere inside the first cell you want to select, then use the right and down arrow keys to extend the selection to all the cells you need.

## *Setting table properties*

To change the formatting of the table cells, you select the cells you want to work with and then use the standard formatting tools (font, paragraph, and so on). For more table-specific formatting, you can use the Table Properties dialog box. Here are the steps to follow:

### **1. Select which part of the table you want to format:**

- *To format just a cell*, select that cell.
- *To format multiple cells*, select those cells.
- *To format a column-related property*, select one or more cells in that column.

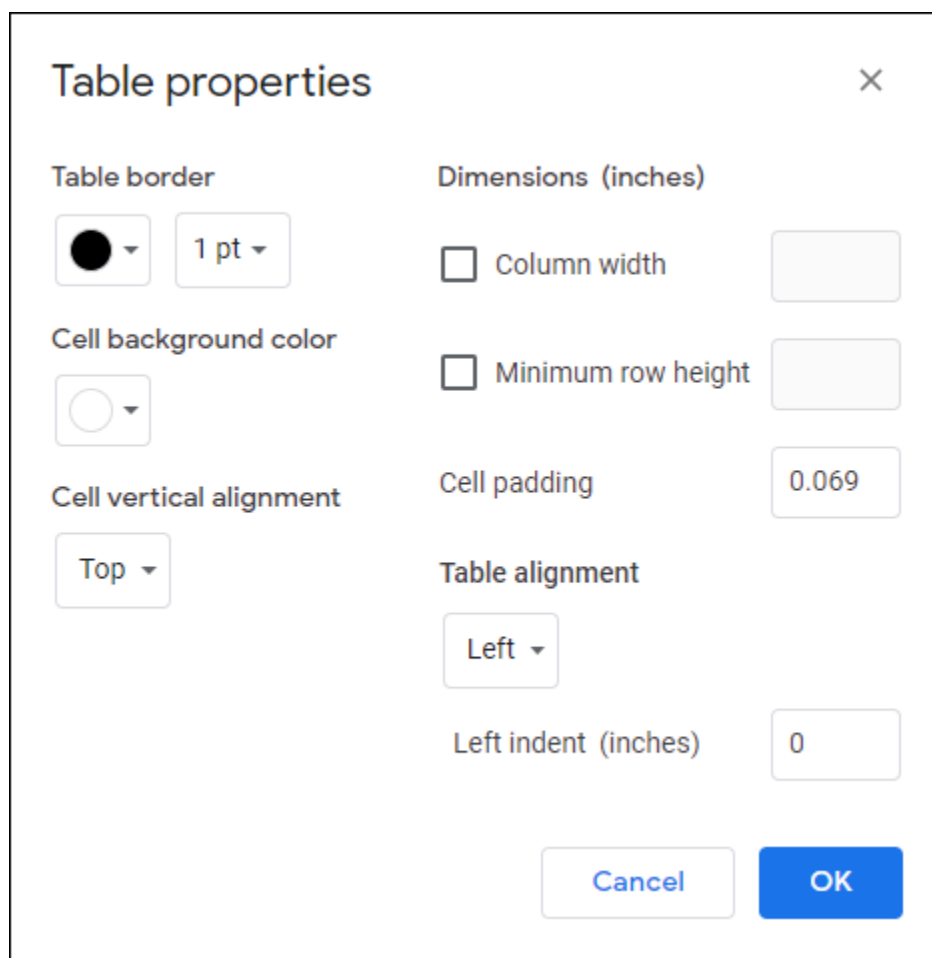
- *To format a row-related property, select one or more cells in that row.*

**2. Choose Format ⇒ Table ⇒ Table Properties.**

Docs offers up the Table Properties dialog box, shown in [Figure 7-4](#).

**3. Use the Table Border controls to set the color (left) and width (right) of the table border.**

If you want your table to be borderless, choose 0 pt for the border width.



**FIGURE 7-4:** You can format various table settings in the Table Properties dialog box.

**4. Use the Cell Background Color palette to set the fill color for the selected cell or cells.**

**5. Use the Cell Vertical Alignment option to set how the data in the selected cell or cells is positioned vertically within its cell:**

- *Top*: Aligns the cell content vertically with the top edge of the cell.
- *Middle*: Aligns the cell content vertically with the middle of the cell.
- *Bottom*: Aligns the cell content vertically with the bottom edge of the cell.

**6. Select the Column Width check box and then enter a value, in inches, in the text box to set the width of the selected column or columns.**

**7. Select the Minimum Row Height check box and then enter a value, in inches, in the text box to set the minimum height of the selected row or rows.**

*Minimum height* means that the row height can grow taller if needed for the data, but it can't grow smaller than the value you specify.

**8. Use the Cell Padding text box to set the value, in inches, of the space that Docs adds around the data in the selected cell or cells.**

**9. Use the Table Alignment list to select how you want the data aligned horizontally within the selected cell or cells.**

- *Left*: Aligns the cell content horizontally with the left edge of the cell.
- *Center*: Aligns the cell content horizontally with the center of the cell.
- *Right*: Aligns the cell content horizontally with the right edge of the cell.

**10. Use the Left Indent text box to set the value, in inches, that you want Docs to indent the data in the selected cell or cells.**

The Left Indent text box is enabled only if you select Left in the Table Alignment list.

**11. Click OK.**

Docs puts the table properties into effect.

## *Inserting a new row or column*

Unlike real carpentry, building a Docs table doesn't require all kinds of advance planning (which is good news for those of us who wouldn't know a blueprint from a blue moon). This is fortunate because, with many of the tables you create, you won't know in advance how many rows or columns you need. That's not a problem, though, because it's easy enough to just create a basic table and then toss in a new row or column whenever you need it. The following steps show you how it's done:

### **1. Decide where you want the new row or column to appear and then position the insertion point as follows:**

- *If you're inserting a new row*, position the insertion point in any cell in a row that will be adjacent to the new row. If you're adding a new row to the bottom of the table, use a cell in the last row of the table.
- *If you're inserting a new column*, position the insertion point in any cell in a column that will be adjacent to the new column. If you're adding a new column to the right of the table, use a cell in the rightmost column of the table.



**TIP**

If you want to insert multiple rows, you can insert them all in one operation by selecting cells in the same number of existing rows. For example, if you want to insert three rows into your table, select cells in three existing rows. Again, you're inserting the new rows either above or below the selection, so select the cells accordingly. Yep, you can do this with columns, too, by selecting cells in the same number of columns as you want to insert. For example, to insert two columns into your table, select cells in two existing columns.

### **2. Choose Format ⇒ Table.**

### 3. Choose the command you want to run:

- *Insert Row Above*: Inserts a new row over the current row
- *Insert Row Below*: Inserts a new row under the current row
- *Insert Column Left*: Inserts a new column to the left of the current column
- *Insert Column Right*: Inserts a new column to the right of the current column



TIP

Need to add a new row to the bottom of a table? Here's the easy way: Position the insertion point in the rightmost cell of the bottom row and then press Tab. Don't mention it.

### *Deleting a row or column*

If you end up with an extraneous column or row in your table, you should remove it to keep things neat and tidy. Here's how:

1. **Select at least one cell in the row or column you want to remove.**
2. **Choose Format ⇒ Table.**
3. **Choose the command you want to run:**
  - *Delete Row*: Deletes the current row
  - *Delete Column*: Deletes the current column
  - *Delete Table*: Nukes the entire table — no questions asked

### *Merging table cells*

Although most people use tables to store lists of data, using a table to lay out a page in a particular way is also common. For example, if you're building a Docs document that looks like an existing paper form or invoice, you almost certainly need to use a table to do it. However, on most forms, not all the fields — which are the cells in the table you create — are the same width: You might have a small field for a person's

age or a much wider field for an address, for example. Changing the column width as I describe earlier doesn't work, because you need to change the sizes of individual cells.

The best way to control how table data is laid out is to build your table normally and then merge two or more cells. For example, if you merge two cells that are side by side in the same row, you end up with a single cell that's twice the width of the other cells.

To merge cells, follow these steps:

1. **Select the cells you want to merge.**

You can select cells in a single row, a single column, or in multiple rows and columns. However, the selection must be a rectangle of adjacent cells.)

2. **Choose Format ⇒ Table ⇒ Merge Cells.**

Docs merges the selected cells.

## *Headers and Footers from Head to Toe*

A *header* is a section that appears at the top of each page between the top margin and the first line of text. Any text, graphics, or properties you insert in any header appear at the top of every page in the document. Typical header contents include the document title and the date the document was created or modified.

A *footer* is a section that appears at the bottom of each page between the bottom margin and the last line of text. As with a header, anything you insert in any footer appears at the bottom of every page in the document. Typical footer contents include the page number and document filename.



**REMEMBER** It's more precise to say that anything you insert in a *typical* header or footer appears on every page of your document. A bit

later in this section, I show you how to set up different headers and footers for the first page of the document and for odd and even pages.

Here are your choices for adding content to a header or footer:

- » **Text:** You can type any text, such as a brief document description, a note to the reader, your company name, or a link to a website or another document.
- » **Page numbers:** You can insert just the page number, just the page count (that is, the total number of pages in the document), or both. For the last option, you probably want to insert something like the phrase Page *X* of *Y* (where *X* is the current page number and *Y* is the page count).
- » **Image or drawing:** You can insert a photo or another image using any of the Docs image options, or you can draw something.

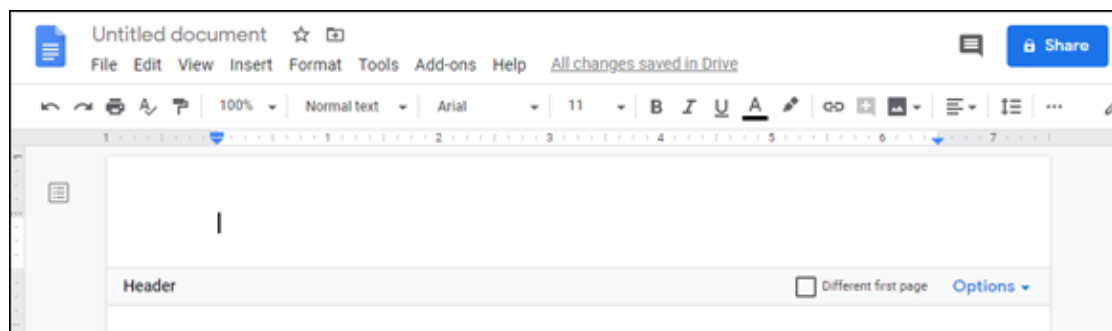
## *Adding a header*

Here are the steps you need to plow through to add a header to your document:

### 1. Choose **Insert ⇒ Headers and Footers ⇒ Header**.

You can also insert a header by holding down the Ctrl+Alt key combo (on a Mac, hold down Ctrl+⌘), pressing O, and then pressing H.

Docs opens the Header section, as shown in [Figure 7-5](#).

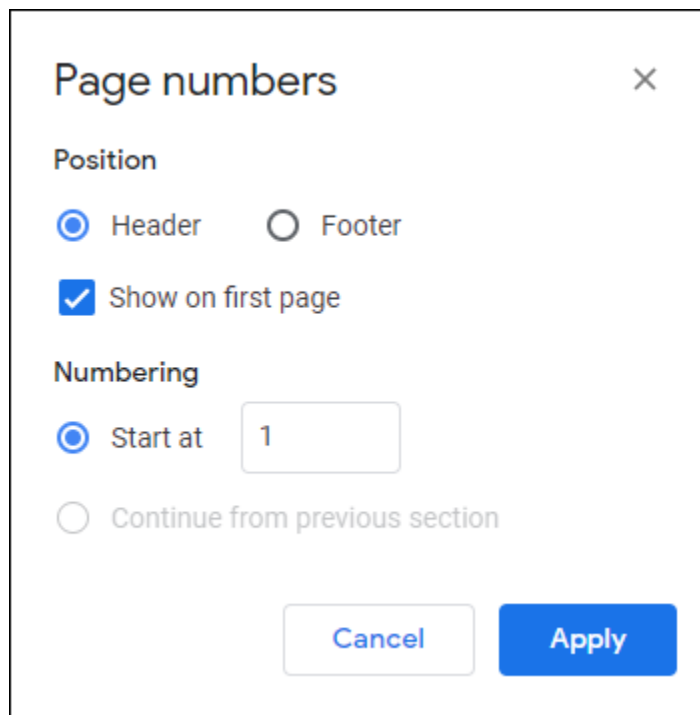


**FIGURE 7-5:** Running the Header command opens the Header section for editing.

**2. If you want to include page numbers in your header, choose Options ⇒ Page Numbers.**

Docs opens the Page Numbers dialog box, shown in [Figure 7-6](#). Here are some notes:

- Leave the Header option selected.
- If you don't want the page number to appear on the first page (this is common), deselect the Show On First Page check box.
- If you want your page numbers to start with a particular value, enter that value in the Start At text box.



**FIGURE 7-6:** Use the Page Numbers dialog box to set up page numbers for your header.

- 3. Click Apply to add the page numbers to the header.**
- 4. To add the page count to the header, position the cursor where you want the count to appear, and then choose Insert ⇒ Page Numbers ⇒ Page Count.**
- 5. To add more stuff to the header, position the insertion point within the header and then enter some text, insert an image, or**



whatever.

6. To close the header, click anywhere in the document.

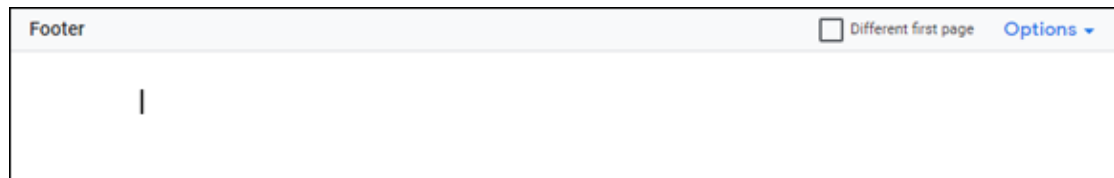
## *Adding a footer*

Here are the steps to follow to set up your document with a footer:

1. **Choose Insert ⇒ Headers and Footers ⇒ Footer.**

Another way to insert a footer is by holding down the Ctrl+Alt key combo (on a Mac, hold down Ctrl+⌘), pressing O, and then pressing F.

Docs opens the Footer section, as shown in [Figure 7-7](#).



**FIGURE 7-7:** Running the Footer command opens the Footer section.

2. **To add page numbers to your footer, choose Options ⇒ Page Numbers.**

Docs opens the Page Numbers dialog box. Here are a few things to bear in mind:

- Leave the Footer option selected.
- To leave the page number off the first page, deselect the Show On First Page check box.
- If you want your page numbers to start with a value other than 1, enter that value in the Start At text box.

3. **Click Apply to add the page numbers to the footer.**
4. **To add the page count to the footer, position the cursor where you want the count to appear, and then choose Insert ⇒ Page Numbers ⇒ Page Count.**
5. **To add more info to the footer, position the insertion point within the footer and then enter some text, insert images, and so on.**

6. To close the footer, click anywhere in the document.

## *Opening the header or footer for editing*

After you close your header or footer, later you might decide to make some changes to the existing text, add some new content, or whatever. To make any changes to a header or footer, you have to open it. Here's how:

- » **Opening the header:** Either double-click inside the header or hold down the Ctrl+Alt key combo (on a Mac, hold down Ctrl+⌘), press O, and then press H.
- » **Opening the footer:** Either double-click inside the footer or hold down the Ctrl+Alt key combo (on a Mac, hold down Ctrl+⌘), press O, and then press F.

## *Creating a unique first-page header and footer*

By default, when you define the content for one header or footer, Docs displays the same content in every header or footer in the document. However, many situations arise in which this default behavior isn't what you want. One common situation is when you want to use a different header or footer on the first page of a document. For example, many texts use *no* header or footer on the first page. Another example is when you want to insert document instructions or notes in the first header or footer but you don't want that text repeated on every page.

For these kinds of situations, you can tell Docs that you want the first page's header or footer to be different from the headers or footers in the rest of the document:

- » **Header:** Open the Header section and select the Different First Page check box. Docs changes the label of the first page header to First Page Header.
- » **Footer:** Open the Footer section and select the Different First Page check box. Docs changes the label of the first page footer to First Page Footer.

## *Creating unique odd and even page headers and footers*

Many documents require different layouts for the header or footer on odd and even pages. A good example is the book you're holding. Notice that the even page footer has the page number on the far left, followed by the part number and title, whereas the odd page footer has the current chapter number and title, followed by the page number on the far right.

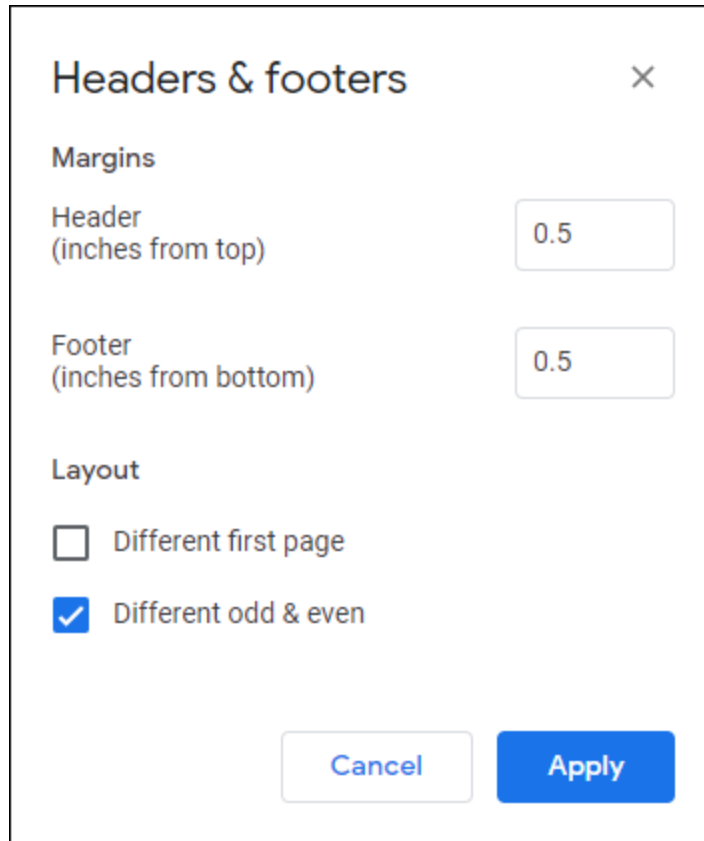
To handle this type of situation, you can configure your document with different odd and even page headers or footers by following these steps:

- 1. Choose Format ⇒ Headers & Footer ⇒ More Options.**

Alternatively, either open the Header section for editing and then choose Options ⇒ Header Format, or open the Footer section for editing and then choose Options ⇒ Footer Format.

Either way, the Headers & Footers dialog box pops up.

- 2. Select the Different Odd & Even check box, as shown in [Figure 7-8](#).**



**FIGURE 7-8:** Select Different Odd & Even to work with unique odd and even page headers and footers.

**3. Click Apply.**

Docs changes the labels of the page headers to Even Page Header and Odd Page Header, and the labels of the page footer to Even Page Footer and Odd Page Footer.

- 4. Open the Even Page Footer and add or edit the content you want to see on your document's even-numbered pages.**
- 5. Open the Odd Page Footer and add or edit the content you want to see on your document's odd-numbered pages.**

## *Changing the Page Setup*

The Docs options and features for setting up pages are legion, but few people use them with any regularity. That's a shame because the Docs page setup tools are often useful and easy to use, after you get to know

them. In the next few sections, I walk you through the most useful of the Docs page setup features.

## *Setting the page margins*

One of the most common page layout changes is to adjust the *margins*, or the blank space to the left and right, as well as above and below the document text (including the header and footer). The standard margins are 1 inch on all sides, but you can override that, if you like. Why would you want to do such a thing? Here are a few good reasons:

- » If someone else will be making notes on the page, it helps to include bigger left and right margins (to give the person more room for scribbling).
- » Smaller margins all around mean that you can fit more text on a page. On a really long document, this could save you a few pages when you print it out.
- » If you have a document that's just slightly longer than a page (say, by only a couple of lines), you can decrease the top and bottom margins just enough to fit the wayward lines onto a single page.

Note, however, that decreasing the margins can make the page look cluttered and uninviting. If you increase the margins, you fit less text on each page, though the added white space can make the document look more appealing.

You can set specific margin sizes for the top, bottom, left, and right margins by following these steps:

- 1. Choose File ⇒ Page Setup.**

Docs asks the Page Setup dialog box to make an appearance. (See [Figure 7-9](#).)

- 2. Use the Top text box to set the top margin.**

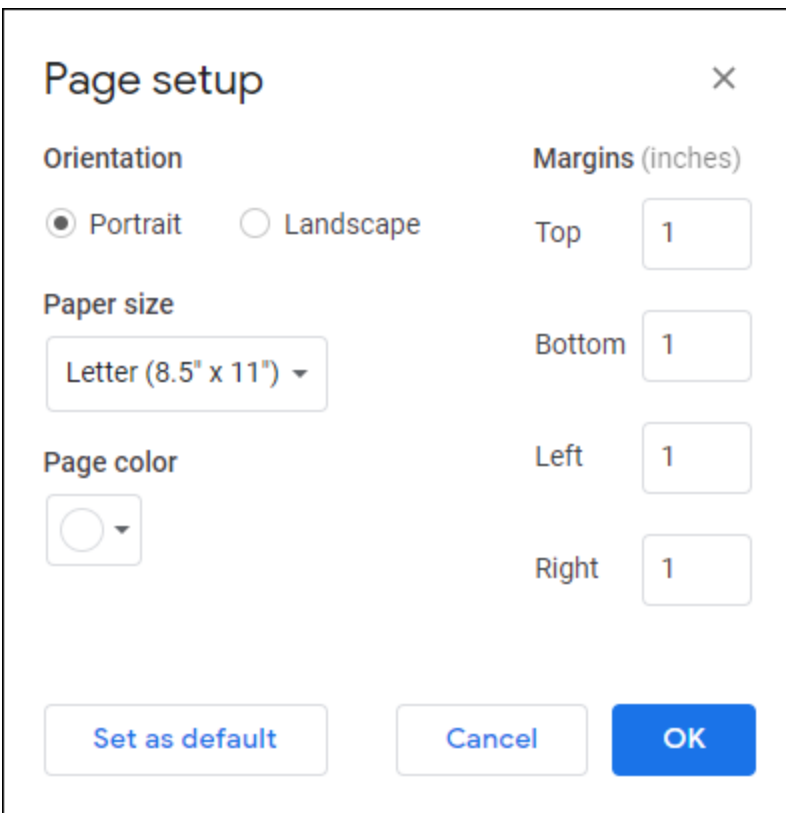
- 3. Use the Bottom text box to set the bottom margin.**

- 4. Use the Left text box to set the left margin.**

- 5. Use the Right text box to set the right margin.**

## 6. Click Apply.

Docs applies the new margin settings.



**FIGURE 7-9:** Use the Page Setup dialog box to set margin sizes.

You can also use the Docs ruler to adjust the left and right margins. First, make sure the ruler is onscreen by choosing View ⇒ Show Ruler from the menu bar. Look closely, and you see that the ruler has a mostly white background, but it also has a gray background on the left and right sides. These gray backgrounds contain two important controls called *margin markers*:

- » **Left Margin marker:** This is the portion of the gray background on the left side that runs from the right edge of the gray background to the left edge of the page, as pointed out in [Figure 7-10](#).
- » **Right Margin marker:** This is the portion of the gray background on the right side that runs from the left edge of the gray background to the right edge of the page, as pointed out in [Figure 7-10](#).



**FIGURE 7-10:** Drag the margin markers to adjust the left and right margins.

Here how you use these margin markers:

- » To adjust the left margin, drag the Left Margin marker. Dragging left decreases the margin, and dragging right increases the margin.
- » To adjust the right margin, drag the Right Margin marker. Dragging right decreases the margin, and dragging left increases the margin.

## *Changing the page orientation*

By default, page text runs across the short side of the page and down the long side. This is called the *portrait* orientation. Alternatively, you can configure the text to run across the long side of the page and down the short side, which is called *landscape* orientation.

What's the use? You'd use the landscape orientation mostly when you have text or an image that's too wide to fit across the page in portrait orientation. If you're using letter-size paper and its margins are set to 0.75 inches, you have only 7 inches of usable space across the page. Wide images, a table with many columns, or a long line of programming code are just a few of the situations in which this width might not be enough. If you switch to landscape, however, the usable space grows to 9.5 inches, a substantial increase.

Here's what you do to choose a page orientation:

1. **Choose File ⇒ Page Setup.**

Docs opens the Page Setup dialog box. (Refer to [Figure 7-9](#).)

2. **In the Orientation section, choose either Portrait or Landscape.**

3. **Click Apply.**

Docs changes the orientation without protest.

## *Changing the paper size*

Docs assumes that you'll be viewing or printing your documents on standard letter-size paper, which is 8.5 inches by 11 inches. If you plan to use a different paper size, you need to let Docs know so that it can print the document correctly:

1. **Choose File ⇒ Page Setup.**

Docs opens the Page Setup dialog box. (Refer to [Figure 7-9](#).)

2. **In the Paper Size list, choose the size you want to use.**

For example, for letter-size paper, choose Letter (8.5" x 11"). Two other possibilities are Legal (8.5" x 14") and A4 (8.27" x 11.69").

3. **Click Apply.**

Docs changes the document's paper size — no problem.

## *Adding a page break*

As you might know by now, Docs signals the start of a new page by displaying a narrow gap between the previous page and the current page. That gap is called a *page break*. Text that appears above the break prints on one page, and text below the break prints on the next page. This text arrangement isn't set in stone, of course. If you insert a new paragraph or change the margins, the text on both sides of the page break line moves accordingly.

But what if you have a heading or paragraph that has to appear at the top of a page? You can fiddle around by, say, pressing Enter above the text until the text appears at the top of the next page, but that's a strategy that too fragile to be useful.

Instead, Docs gives you an easier and more robust method. Position the cursor at the start of the text that you want to appear at the top of a new page, and then do either of the following:

- » Choose Insert ⇒ Break ⇒ Page Break from the menu bar.
- » Press Ctrl+Enter (⌘+Enter on a Mac).



Docs creates a new page break at the cursor position.

## ***Adding a section break***

In Docs-related training sessions and question-and-answer periods, some of the most common complaints and queries center on using multiple page layouts in a single document:

- » How can I have different headers (or footers) for different parts of a document?
- » I have a long table on one page. How can I set up that one page with smaller margins?

Most people end up splitting a single document into multiple documents to accomplish these and similar tasks. However, you don't have to break up your document just because you want to break up the page layout. The secret to doing this is the *section*, a document part that stores page layout options such as headers, footers, and margins.

When you create a document, Docs gives it a single section that comprises the entire document. However, you're free to create multiple sections within a single document, and you can then apply separate page layout formatting to each section. The transition from one section to another is called a *section break*.

Docs offers two types of section breaks:

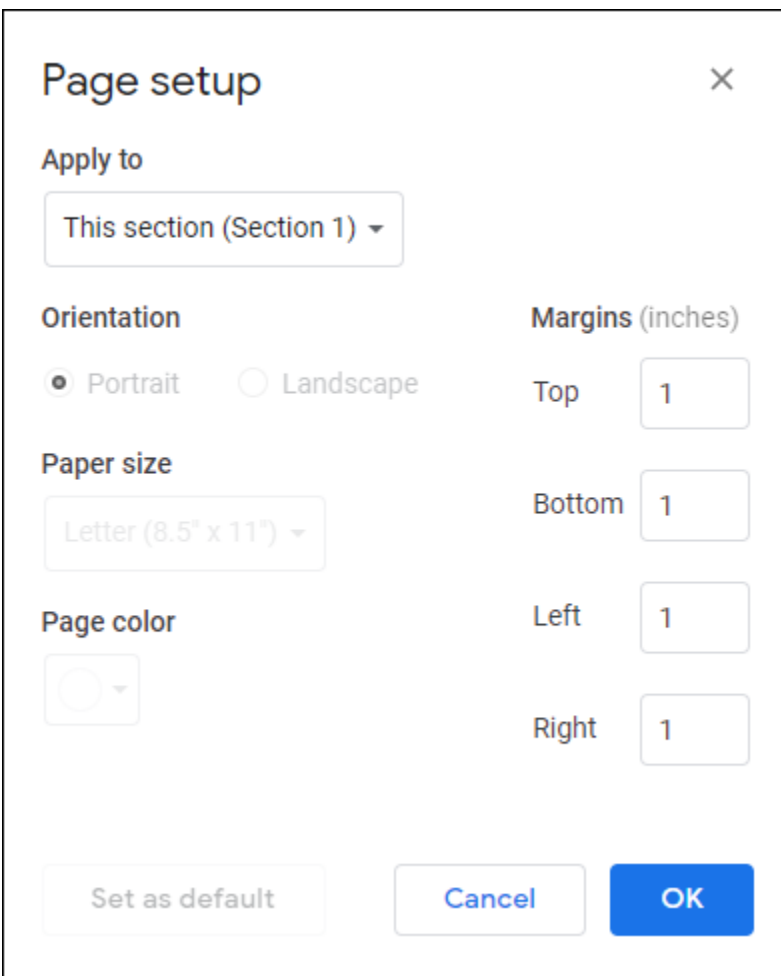
- » **Next Page:** Starts a new section on a new page
- » **Continuous:** Starts a new section at the insertion point (doesn't add a page break)

Follow these steps to add a section break:

1. **Position the cursor where you want the new section to begin.**
2. **Choose Insert ⇒ Break.**
3. **Choose a section break:**

- Choose Section Break (Next Page) for a next-page section break.
- Choose Section Break (Continuous) for a continuous section break.

[Figure 7-11](#) shows what the Page Setup dialog box (choose File and then Page Setup) looks like when you have one or more sections on the go. You use the Apply To list to select the section you want to work with (you can also choose Whole Document to work with everything), and then make your margin adjustments for that section.



**FIGURE 7-11:** The layout of the Page Setup dialog box changes when you add a section.

# *Working with Columns, Just Like the Pros*

Docs, of course, is good for more than just the odd letter or memo. All kinds of people are using the program to self-publish things like newsletters, booklets, pamphlets, fanzines, and more. To give these kinds of documents a more professional look, Docs lets you arrange text into columns, just like you see in newspapers and magazines. (Check out [Figure 7-12](#) for an example.) The next few sections show you how to define columns and enter text into them.

# News of the Word

Language News You Won't Find Anywhere Else (For Good Reason!)

## U.N. Establishes Vowel Relief Fund

NEW YORK, NY—Former United Nations Secretary General Boutros-Boutros Ghali and current United Nations Undersecretary for Alphabet Mobilization Yada-Yada Yada announced today the formation of the United Nations International Vowel Assistance Committee. UNIVAC's mandate is "to help the vowel-deprived wherever they may live and to fund vowel relief efforts in the hardest hit areas."

"We have a good stockpile of a's, e's, and o's," said Ng Ng, UNIVAC's Letter Distribution Officer. "We hope to have an adequate supply of i's and u's

Srpska Crnja and Hwlffordd are suffering horribly."

When asked to comment on the news, writer and animated film voice specialist Sarah Vowell said, "I haven't the faintest idea what you're talking about. Leave me alone."

## It's Official: Teen Instant Messages Nothing But Gibberish

SCHENECTADY, NY—In a scathing report released today, communications experts have declared that the instant messages teenagers exchange with each other are in reality nothing but gibberish. U.S. Chatmaster General Todd Dood, with technical help from the National

**FIGURE 7-12:** A document with text finagled into two columns.

## *Getting text into columns, Part 1: The easy way*

Columns have always been one of those features that many people avoided like the plague because, well, they just seemed too complicated and so weren't worth the bother. Docs has changed all that, however, and it's now easier than ever to set up and use columns. To prove it for yourself, just follow these three oh-so-simple steps to define columns for your document:

1. **Select the text that you want to convert into columns.**

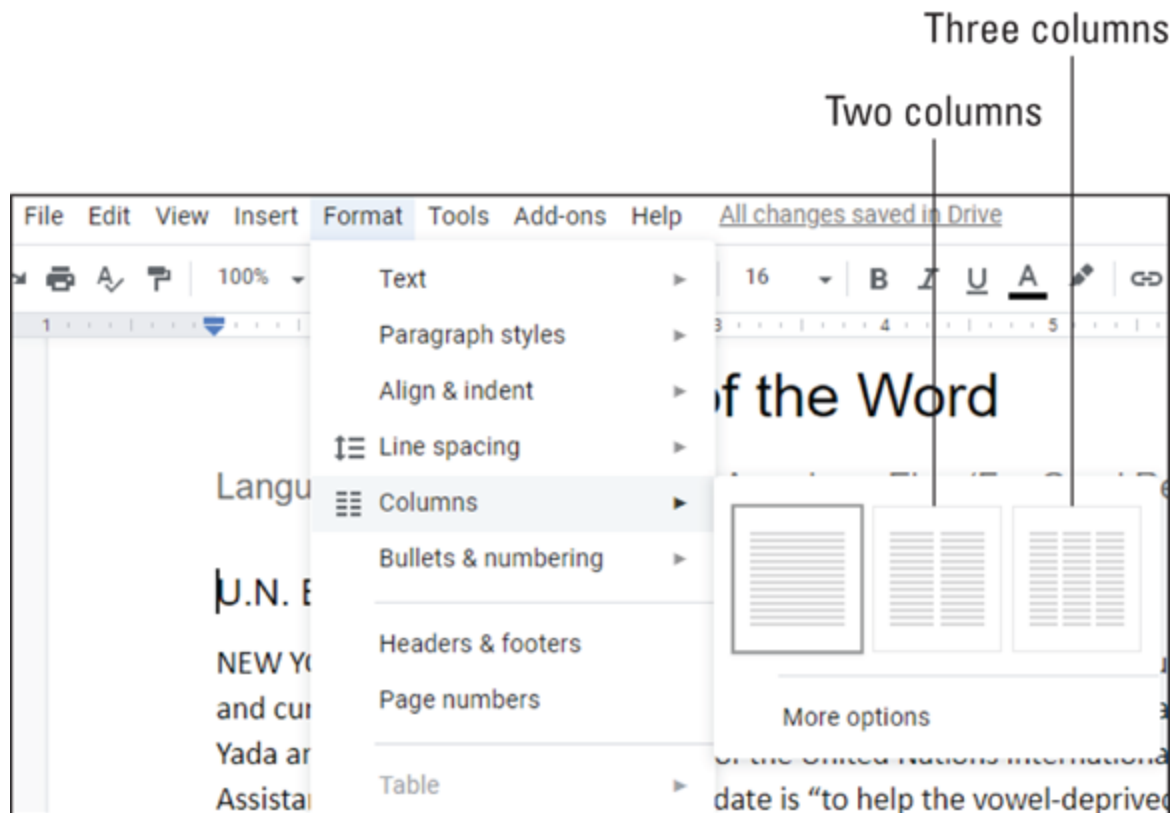
If you want to convert the entire document, don't select anything. If you haven't entered the document text yet, that's okay; it's perfectly acceptable to set up columns first and then type the text later.

2. **Choose Format ⇒ Columns.**

Docs displays the column options shown in [Figure 7-13](#).

3. **Choose either two columns (the middle option) or three columns (the option on the right).**

Docs converts your text into columns, just like that.



**FIGURE 7-13:** Select the Columns command, and then choose how many columns you want.

## *Getting text into columns, Part 2: The ever-so-slightly-harder way*

Docs has a second column-creation method that gives you slightly more control over the process. Here's how it works:

**1. Select the text that you want to see in columns.**

Don't select anything if you're looking to convert the entire document to columns.

**2. Choose Format ⇒ Columns ⇒ More Options.**

Docs releases the Column Options dialog box, shown in [Figure 7-14](#).

**3. Use the Number of Columns list to select how many columns you want.**

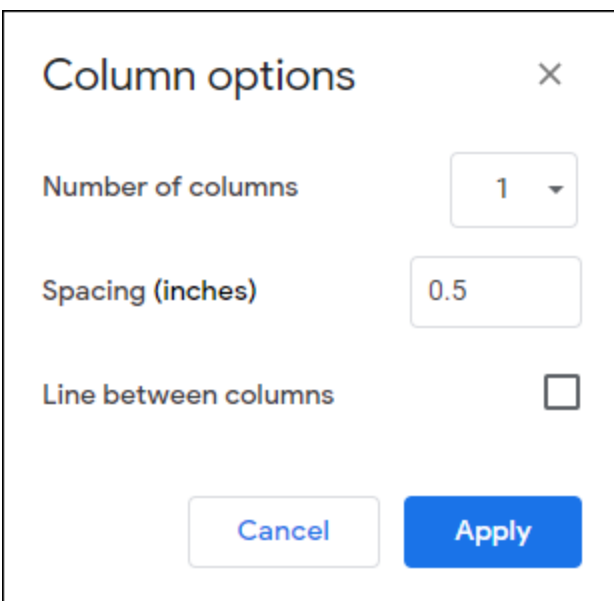
**4. Use the Spacing text box to set the distance, in inches, that you want between each column.**

**5. If you want Docs to add a vertical line between each column, select the Line Between Columns check box.**

If you're using a somewhat narrow space between your columns (say, anything less than half an inch), adding the line between columns can make your text easier for folks to read.

**6. Click Apply.**

Docs wastes no time in converting your text into columns.



**FIGURE 7-14:** The Column Options dialog box gives you a few extra column-related settings to fiddle with.

## *Entering text in columns*

After you have defined your columns, your next step is to fill them in by entering some text (unless, of course, you converted existing text into columns). Here are some guidelines to follow when entering text in columns:

- » Entering text in a column isn't all that different from entering text in a normal document. Place the cursor into the column you want to use and then start pecking away. If the columns are empty, you have to begin at the top of the first column.
- » If you want to move the cursor to the next column before you reach the end of the page (this is called inserting a *column break*), choose Insert ⇒ Break ⇒ Column Break from the menu bar.

## *Show Your Work: Adding Footnotes*

One of the best ways to make people think you worked really hard on a document is to include footnotes at the bottom of the page. Footnotes say, “Hey, this person took the time and effort to write this little parenthetical note for my edification or amusement. I think I'll take them out to lunch.”

To make sure we're on the same page (so to speak), here are some concepts to keep in mind as you work through this section:

- » A *footnote* is a short note at the bottom of a page that usually contains asides or comments that embellish something in the regular document text on that page.
- » Docs indicates a footnote with a *reference mark*, a number that appears as a superscript in both the regular text and in a special footnote area at the bottom of the page.
- » Footnotes are a convenient way to add extra info for the reader, though too many on one page can make your text look cluttered.

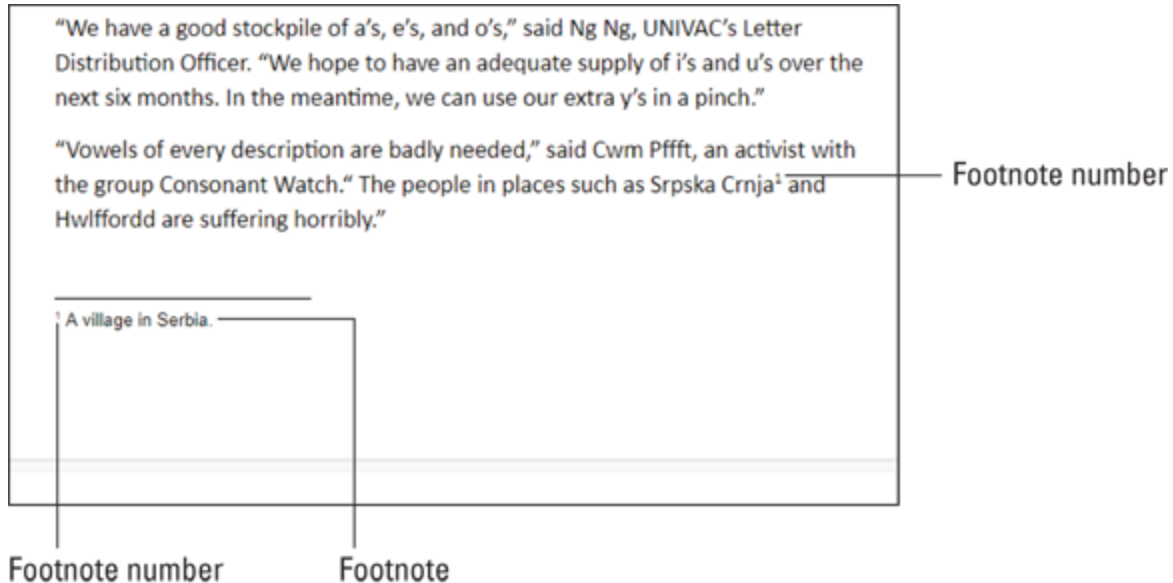
If you've ever tried adding footnotes to a page manually, you know what a nightmare it can be trying to coordinate the size of the note with the

regular page text. And if you need to change your footnote numbers? Forget about it.

Docs changes all that by making footnotes as easy as entering text. The program arranges things so that your pages accommodate any footnote size perfectly, and it even manages the footnote numbers for you — automatically!

Because a footnote always refers to something in the regular text, your first task is to position the insertion point where you want the little footnote number to appear. (Usually, it's at the end of whatever word, phrase, or sentence your footnote is embellishing.)

After you've done that, choose Insert ⇒ Footnote from the menu bar. (You can also press Ctrl+Alt+F or, on a Mac, ⌘+Option+F.) Docs adds a footnote number at the cursor, creates a special footnote area at the bottom of the page, and then inserts the same footnote number there. Now type your footnote text in the footnote area and you're done. [Figure 7-15](#) shows an example.



**FIGURE 7-15:** A document with a footnote.