



What is Google Docs and how can I use it?

Google Docs is a word processor included as part of the free, web-based Google Docs Editors suite offered by Google.

Google Docs and the other apps in the Google Drive suite serve as a collaborative tool for cooperative editing of documents in real-time. Documents can be shared, opened, and edited by multiple users simultaneously and users are able to see character-by-character changes as other collaborators make edits. Changes are automatically saved to Google's servers, and a revision history is automatically kept so past edits may be viewed and reverted to.

Links to 'How to' training resources:

- [Intro to Google Docs](#)
- [Changing Titles](#)
- [Convert Word to Doc](#)
- [Convert Docs to Word or PDF](#)
- [Converting a PDF into a Doc](#)
- [How to Comment](#)
- [Sharing a Doc inside an Email](#)
- [Create a Google Document](#)
- [Share a Google Document](#)
- [How to collaborate using Google Docs](#)
- [Provide Feedback with Comments and Suggested Edits in Docs](#)
- [Direct Comments to specific users](#)
- [Add links to comments](#)
- [Review Comments in Google Docs for Contributions](#)
- [Revert to Earlier Versions of Google Docs](#)
- [Citation tools to avoid plagiarism](#)

If you have any further questions on how to use Google Docs, then please do not hesitate to contact us:

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