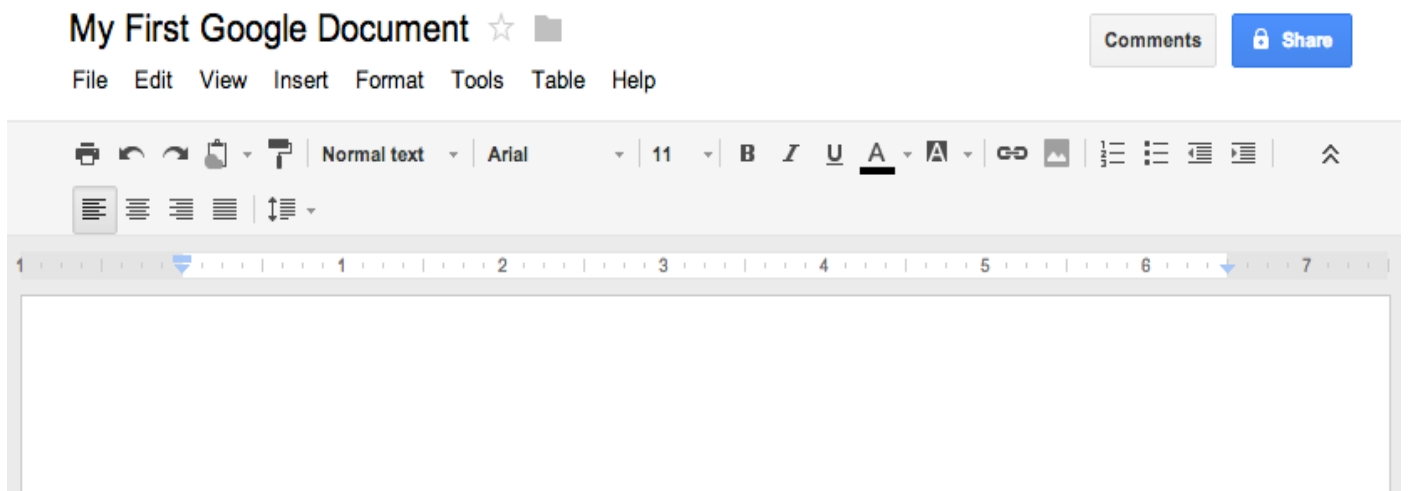


# Google Documents

Google Docs is an online word processor similar to Microsoft Word that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document's revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language

Read this guide to familiarize yourself with the main features of Google Docs and get started creating your own.



## Create and save a document

To create a new document, go to your Drive, click the red **Create** button, and select **Document** from the drop-down menu

As soon as you name the document or start typing, Google Docs will automatically save your work every few seconds. At the top of the document, you'll see text that indicates when your document was last saved.

To save a copy of a document to your computer, you can download it. In your document, go to the **File** menu and point your mouse to the **Download as** option. Select one of the following file types: HTML (zipped), RTF, Word, Open Office, PDF, and plain text. Your document will download to your computer.

## Upload a document

You can upload existing documents to Google documents at any time. When you're uploading, you can either keep your document in its original file type or convert it to Google Docs format.

You can upload the following file types:

- .html .txt .odt .rtf .doc and .docx

Follow these steps to upload a document:

1. Click the **Upload** icon in the top left of your Documents List.
2. Click **Files...**, and select the document you'd like to upload.
3. Click **Open**.
4. Check the box next to 'Convert documents, presentations, spreadsheets, and drawings to the corresponding Google Docs format' if you'd like to be able to edit and collaborate on the document online. Uploaded document files that are converted to Google documents format can't be larger than 1 MB.
5. Click **Start upload**. The uploaded file will appear in your Documents List.