Google Documents Tutorial

This document is designed to teach you how to do the following five tasks in Google Documents:

1. Adding page breaks
2. Clearing all formatting
3. Adding page borders
4. Text-wrapping an image
5. Adding dot-leader, right-aligned tab stops

This document is separated into these five sections with instructions in each section.

1. Adding page breaks

Sometimes when planning a document it is necessary to plan a page to end sooner than when Google would automate a page break. This can help one avoid widows and orphans: last sentences and headers that fall on the previous or following page. This breaks the reader's stride, leaving them lost. A well planned page break can prevent this.

To accomplish a page break, you must use the "Insert" menu in the top menu row.

:dit   View   Insert   Format   Tools   Ta

Click on the word "Insert" and a menu will drop down. It is as easy as scrolling down to "Page Break". This will immediately start a new page from exactly where your cursor was last placed.

There is also a keyboard shortcut, press the "Control" and then "Enter" keys to break a page at exactly where the cursor is placed.
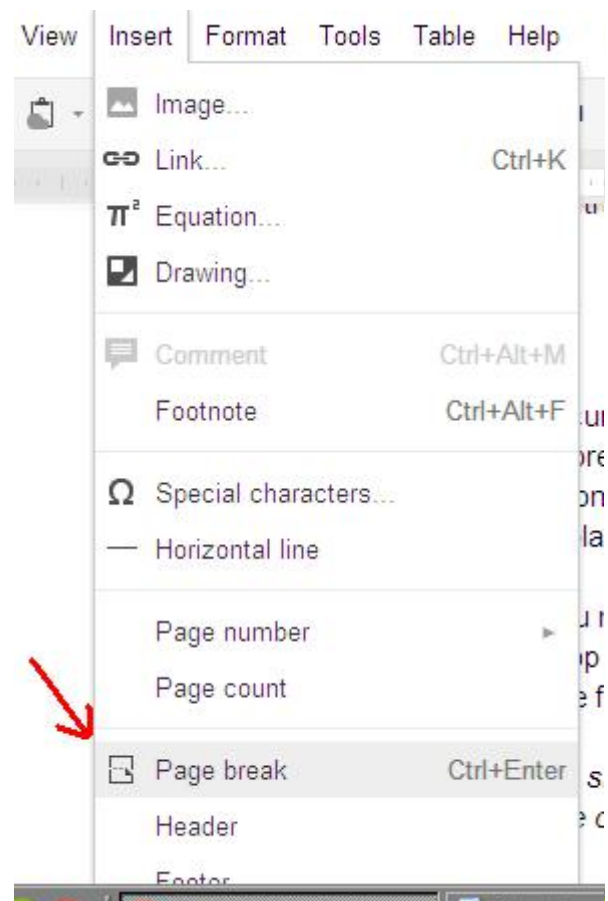
2. Clearing all formatting

Sometimes Google Documents gets a little unmanageable...

The Quick Brown Fox Jumps Over THE LAZY Dog.

...and it is necessary to return a section of font to a plain setting.
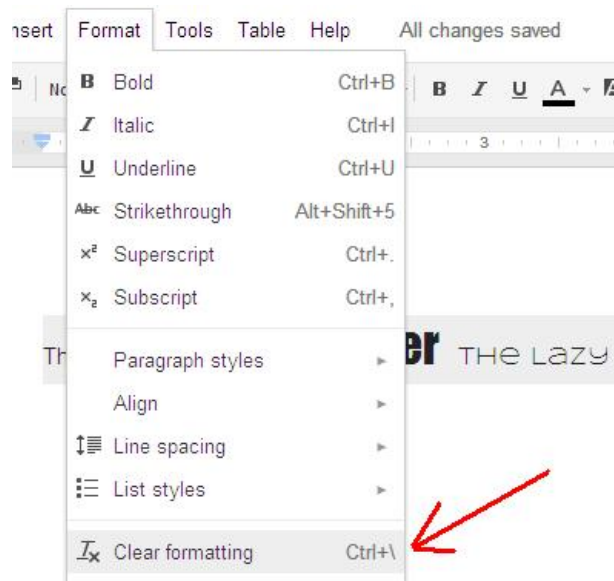
This can be accomplished by clearing all formatting.

To do this you must first highlight the section of text.

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Then use the Menu bar.
Click on the word "Format" in the menu.

This brings down the list of options. Click "Clear Formatting". This will likely be positioned at the very bottom of the menu.

There is also a keyboard shortcut. Press the "Control" and then "\" (backslash) key to remove the formatting of the highlighted text.

This command can also be used before typing a string of text to return the font to the default Arial 11 point setting.

If you wish to clear the formatting in the entire document, returning all of the text to the default 11 point Arial then press "Control" and "A" to select all of the text in the document. Then follow either the above menu instructions or the above keyboard shortcut to accomplish this task.

The Quick Brown Fox Jumps Over the Lazy Dog.

3. Adding Page Borders

Many document editors have fancy options to add a page border. Google Documents, unfortunately, does not have a clear-cut way to perform this task. Google is strictly a no-frills editor. However, the task can be accomplished using tables.
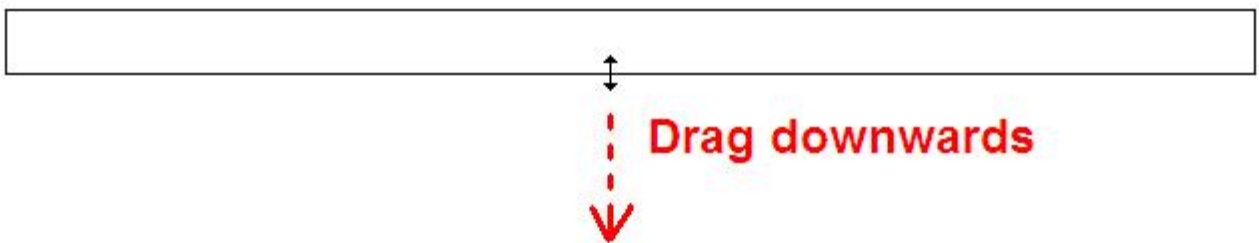

Click on "Table" in the top menu section.
The first item is "Insert Table".

(*This will then open a Table creation submenu*)
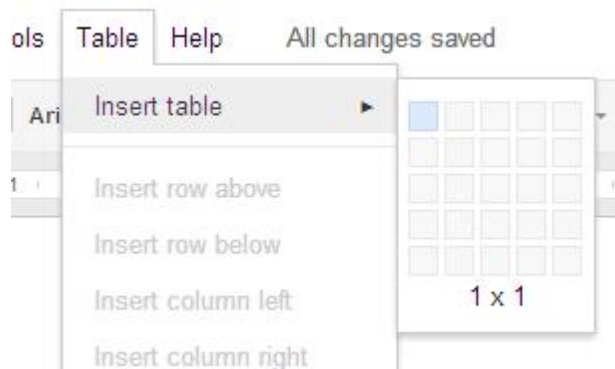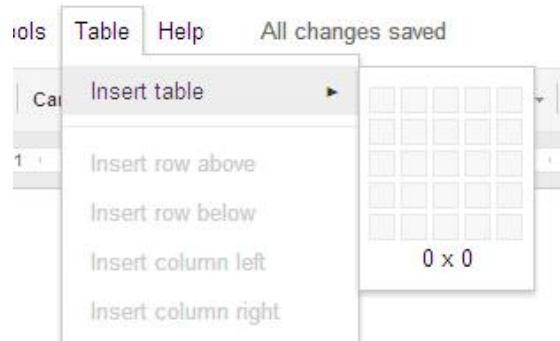
Choose the first square.
This will create a 1x1 table.

Drag your table to match the bottom border of the page.
The maximum width is the page width.


Drag downwards

You can then fill the makeshift border with the page's contents as needed.

To modify the table's properties, click inside of the makeshift border and choose "Table properties" This will bring up a dialogue box listing a few options such as border width and type, padding around the edges, and how the text is centered within the table.

4. Text-wrapping an image

To text wrap, first use the Insert menu with the following image insertion window to insert an image into a line near the desired final placement.
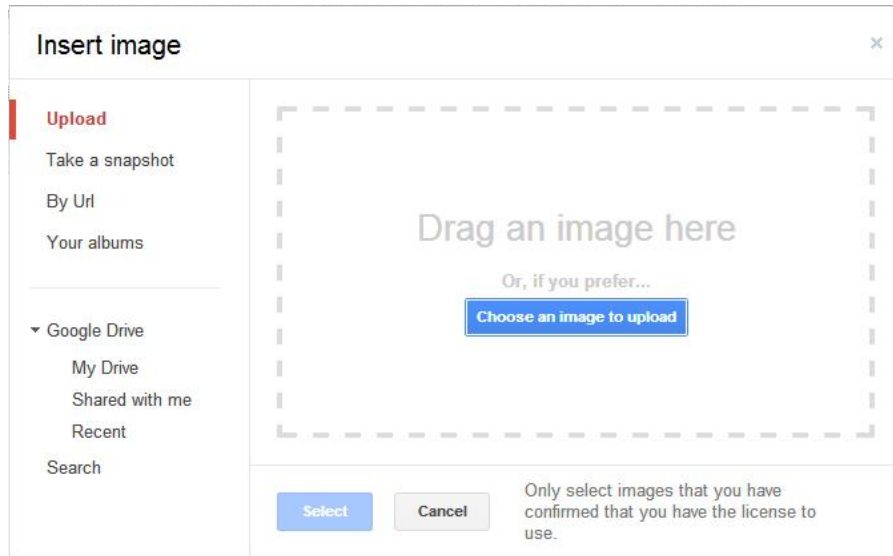
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Praesent ultrices, mauris et vestibulum scelerisque, lectus ante erat eget magna aliquet non volutpat arcu scelerisque. Fusce ma

The default inline image placement can be a tad messy

The usage of text-wrapping can be used to smooth the overall document appearance.

Then click the image that you have just placed.

Select the image by clicking near the inside of the border of the image with the mouse.

> There will be two options:
> "In-line with text" and
> "Fixed position"

Using "Fixed position" will enable the text to wrap around the image regardless of where the image is placed.

nisi nec ullamcorper tempor, nulla purus tristique r
mollis, dui nulla vulputate felis, sed iaculis diam an
porta leo quis diam luctus mattis

Etiam cursus mattis

In line with text | Fixed position

scelerisque

erat eget magna aliquet non volutpat arcu sceleriso

Then, simply drag the image to the area where you need it. The text will automatically displace around the image. You can tweak the placement at this point to fit your design needs.

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5. Adding right-aligned tab stops

Sometimes it is useful to have text aligned both on one side of the page and then aligned in a different manner, but on the same line. For example if you're writing a table of contents and setting titles on one side and page numbers on the other. The solution is to use tab stops.

Simply click on the ruler where you'd like the tab stop to be and a menu will pop up asking if you'd like to add a left, center, or right-aligned tab stop.
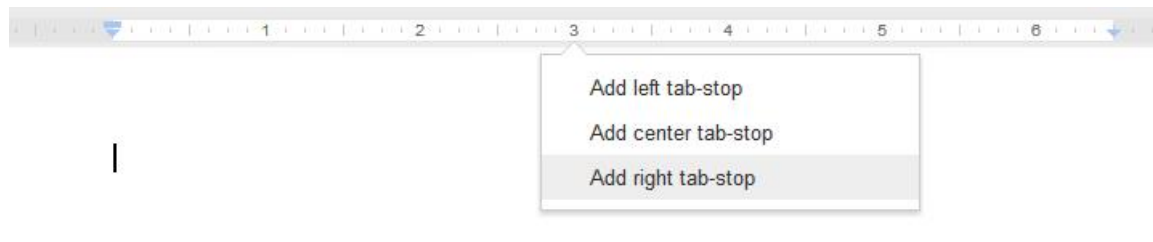
A light blue arrow will appear in the area of the ruler chosen for a tab stop.

You can then use the tab key to automatically maneuver the cursor to the tab stop as you type.

Sometimes it is useful to connect tab stops with some type of a *leader*. A leader is a connection, usually a dotted or dashed line, to aid the reader in an unbroken view while reading through tab stops.

Google Documents unfortunately does not have this as an option. One workaround is to instead double space the lines. This is useful for a table of contents, where adding white space between lines is doable.

Lorem ipsum   dolor sit amet
Ut vulputate velit eros,   vel placerat purus.
Morbi tortor dui,   et commodo convallis.
Pellentesque at leo,   et neque ut neque.

This can be done by highlighting the lines to be modified.

Then in the top, there is a row of buttons.
Hover your mouse over the far right button.
A box will pop up reading "Line Spacing"
This will be the one you want.

Line spacing

1.0

✓ 1.15

1.5

2.0

Add space before paragraph

Add space after paragraph
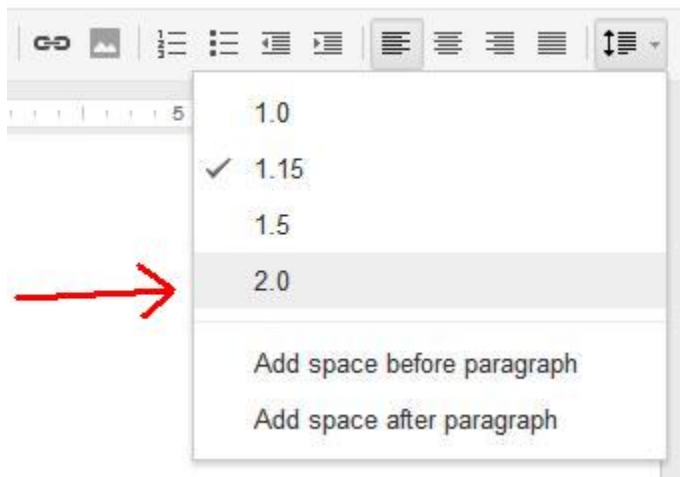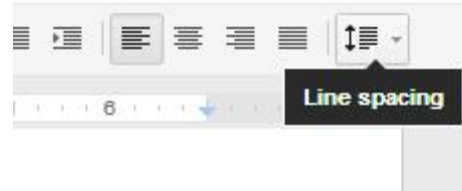
Clicking the button will bring
down a menu asking what
weight of spacing is desired.
A 2.0 would be good in this case.

The finished product will
spaced more legibly.

Lorem ipsum   dolor sit amet   be

Ut vulputate velit eros,   vel placerat purus.

Morbi tortor dui,   et commodo convallis.

Pellentesque at leo,   et neque ut neque.