# Grow with Google

# Learn the Basics of Google Docs

Follow these steps to create your first Google Doc
and share it with others.

## Get Started

1. **Sign into your Google Account.**
   Or create a new account by visiting
   google.com.

2. Open the **Apps Menu**, click on
   **Google Docs.**

3. Select a blank **Doc.**

4. Add a title for the Doc. Type the
   title where you see the words
   **Untitled Document.**

## Share a Document

1. Click **Share.**

2. **Type the email address of the
   person you want to share the
   document with.**

3. Choose whether you want the person
   to be a **Viewer, Commenter, or Editor.**

4. Click **Send** to finish.

## Collaborate at the Same Time

1. **Once the person is in the Doc, you will both see what you each write.**

2. Use the chat feature to communicate. At the top right of your document,
   click the grey **Chat** icon. Type your message in the chat box and press **Enter.**

## Collaborate with Comments

1. **Add comments to share ideas with other people who are using the Doc.**

2. **Select the text or object you want to comment on.** Click **Add Comment.** Enter your note and then select **Comment** to finish.

3. **Tag another person in the comment to make sure they see your note.** Type @, then their Gmail address. Then, click **Save**.

## Use Suggestion Mode

1. **Turn on suggestion mode to make your changes visible.**

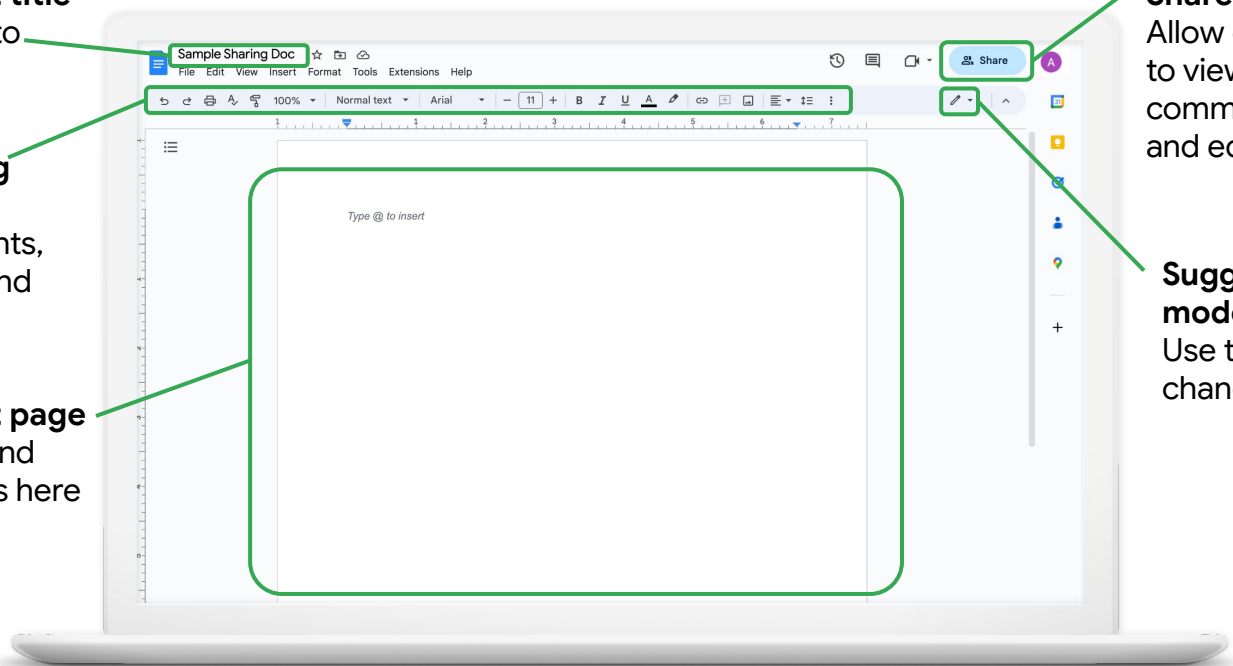2. Click the toolbox button in the top right corner. Select **Suggesting.**

**Document title**
Type here to add a title

**Formatting buttons**
Change fonts, font size, and color

**Document page**
Type text and add images here

**Share button**
Allow others to view, comment, and edit

**Suggestion mode**
Use to make changes visible



## Additional Resources

**YouTube Channel**
[YouTube.com/GrowWithGoogle](YouTube.com/GrowWithGoogle)

Subscribe to the Grow with Google YouTube Channel for expert tips to grow your skills, career, or business.

For additional resources check out [google.com/grow](google.com/grow)