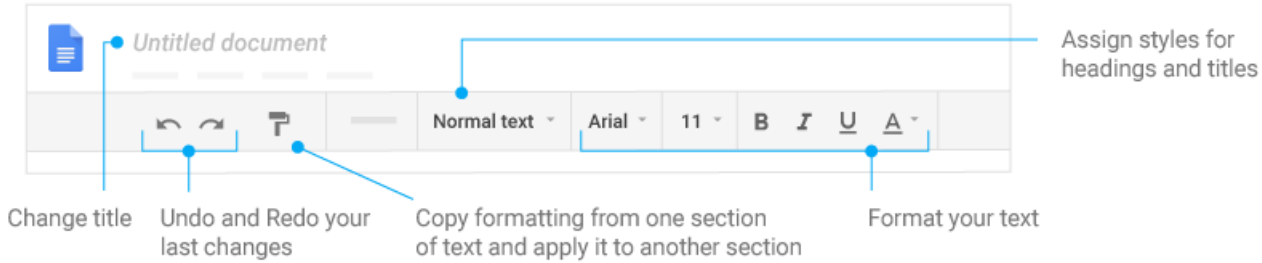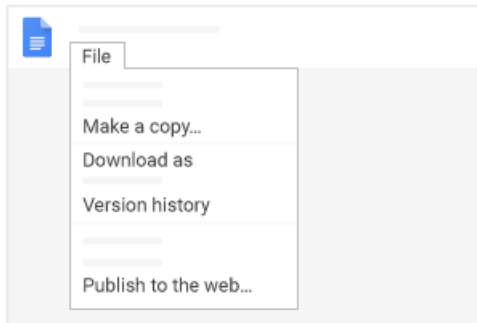# Docs Cheat Sheet

Create and simultaneously edit text documents with your team, right in your browser.

Write reports, create joint project proposals, keep track of meeting notes, and more. All changes are saved automatically.

### 1 Edit and add styles to your text.

Assign styles for headings and titles

Change title

Undo and Redo your last changes

Copy formatting from one section of text and apply it to another section

Format your text

2 Work with different versions and copies of your document.

Make a copy—Create a duplicate of your document.
Download as—Download your document in other formats, such as Word or PDF.
Version history—See all the changes you and others have made to the document or revert to earlier versions.
Publish to the web—Publish a copy of your document as a webpage, or embed your document in a website.

3 Enhance your document by adding features.
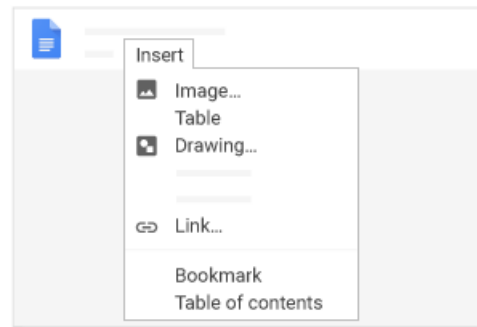
Image—Insert an image from your computer, the web, Drive, and more.
Table—Select the number of columns and rows to create a table.
Drawing—Create pictures, flowcharts, diagrams, and more.
Link—Add a link to a webpage or a header or bookmark in your document.
Bookmark—Add shortcuts to specific places within your document.
Table of contents—Create an autogenerated table of contents that links to each heading (where you've applied heading styles).

4 Click Share to share your document and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	✓	✓	✓	✓
Can comment	—	—	✓	✓
Can view	—	—	—	—

 Docs Cheat Sheet

5 Collaborate with your team in real time.

Add a comment

Chat with other people viewing the document

Open comments thread

Share with your team

Make changes directly in the document

Editing

Suggesting   Propose edits to the document that the owner must approve