# How to use Google Docs

Google Docs is an online word processor that lets you create and format documents and work with other people.

## Step 1: Create a document

To create a new document:

1. On your computer, open the Docs home button it will launch Chrome to docs.google.com.
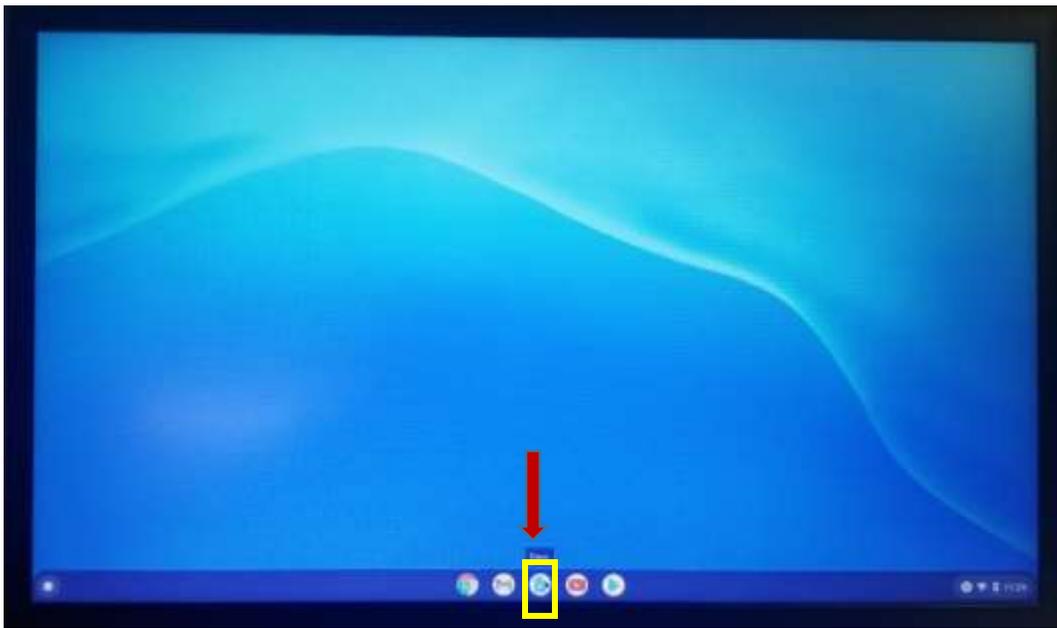


2. In the top left, under "Start a new document," click Blank     .

You can also create new documents from the URL docs.google.com/create.

## Step 2: Edit and format

To edit a document:

1. On your computer, open a document in Google Docs.
2. To select a word, double-click it or use your cursor to select the text you want to change.
3. Start editing.
4. To undo or redo an action, at the top, click Undo ↶ or Redo ↷.

Note: To edit a document on a touchscreen device, like a Pixel Book, double-tap the document to start typing.

You can add and edit text, paragraphs, spacing, and more in a document.

- Format paragraphs or font
- Add a title, heading, or table of contents

## Step 3: Share & work with others

You can share files and folders with people and choose whether they can view, edit, or comment on them.