

8 Important Google Docs Tips for Teachers and Students

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1

See Revision History for A File

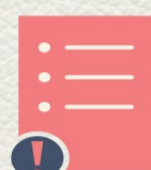
'1- Open a document.
2- Click File and then See revision history.
3- Click a timestamp in the panel on the right to see a previous version of the file.
4- In the top right, you can scroll through the list of changes.
5- To revert to the version you're currently viewing, click Restore this revision.
6- To return to the current version of your document, click the back arrow in the top left.'



2

Add Footnotes

'1- Open a document in Google Docs.
2- Click where you want to insert a footnote.
3- Click Insert and Footnote.
4- Type the footnote.
5- When you're finished, click back into the body of your document.'



3

Allow Others to Suggest Edits in A Document

'1- Open the file you want to share. In the top-right corner, click Share .
2- Add the email addresses for the people you want to share with in the text box.
3- Click the drop-down menu next to the text box and select "Can comment".
4- Click Done.
5- People who have permission to edit the document can also suggest edits by switching from Editing to Suggesting mode in the top-right corner of a document.'



4

Type with Your Voice

'1- Check that your microphone works.
2- Open a document in Google Docs with a Chrome browser.
3- Click Tools and then Voice typing. A microphone box appears.
4- When you're ready to speak, click the microphone.
5- Speak clearly, at a normal volume and pace .
6- When you're done, click the microphone again.'



5

Translate A Document

'1- Translate a document
2- Open a document in Google Docs.
3- In the top menu, click Tools and then Translate document.
4- Enter a name for the translated document and select a language.
5- Click Translate.
6- A translated copy of your document will open in a new window.'



6

Check Spelling

'1- Open a document in Google Docs.
2- Click Tools and then Spelling. A box will open in the top right corner.
3- To use a suggested spelling, click Change. To use the suggested spelling for the whole document, click the Down arrow next to "Change" and click Change all.
4- To ignore a suggestion, click Ignore. If you want the tool to ignore all instances of the word, click the Down arrow next to "Ignore" and click Ignore all.'



7

See Suggested Content

1- Open a document in Google Docs.
2- At the bottom right, click Explore . You might see images or information you can use to help finish your work.
.Topics: To see search results for topics related to your document, click the title.
.Images: To preview an image, click the image. To use an image, hover over the image and click Insert Add.
.Related research: You'll see research related to what's in your document. To add a quote, hover over the text and click Insert Add.
.Citations: To add a citation from the web, hover over the search result and click Cite as footnote Cite as footnote. To set the citation style as MLA, APA, or Chicago, click More



8

Insert An Equation

'1- Open a document in Google Docs.
2- Click where you want to put the equation.
3- Click Insert and then Equation.
4- Select the symbols you want to add from one of these menus:
.Greek letters
.Miscellaneous operations
.Relations
.Math operators
.Arrows
5- Add numbers or substitute variables in the box.
6- To add another equation box, click New equation.'



Adapted from: Docs Editors Help

<https://support.google.com/docs#topic=1382883>