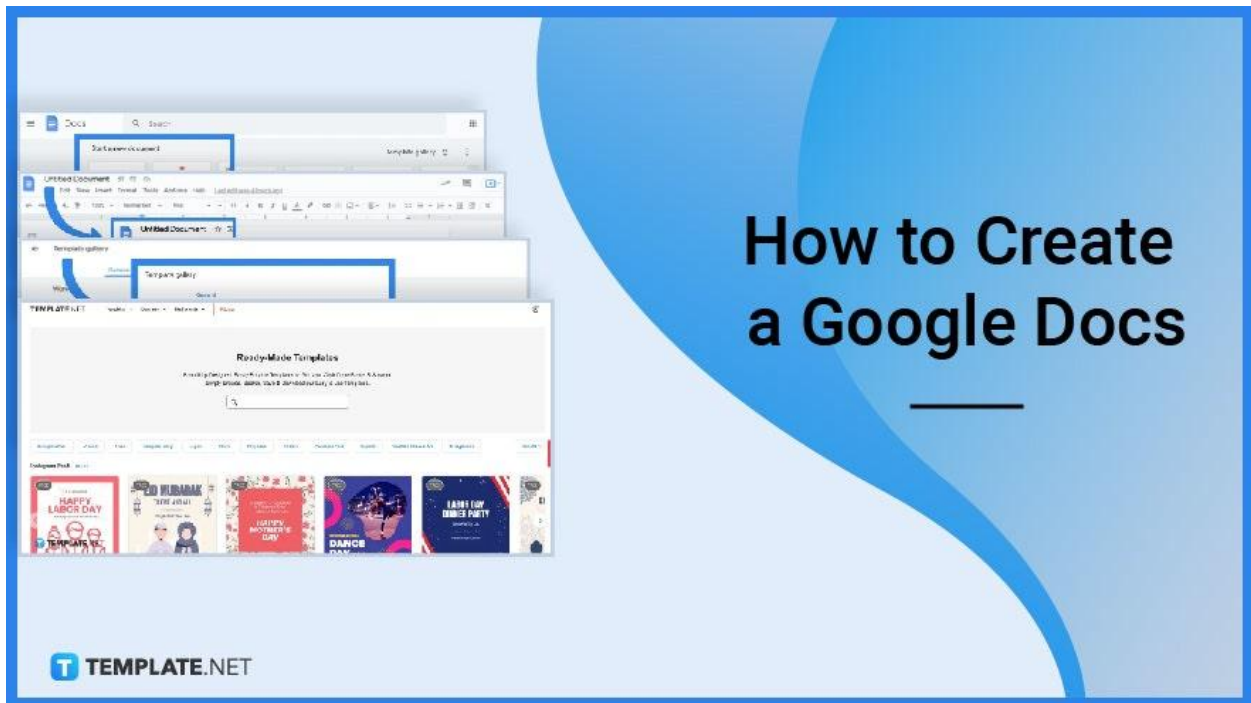


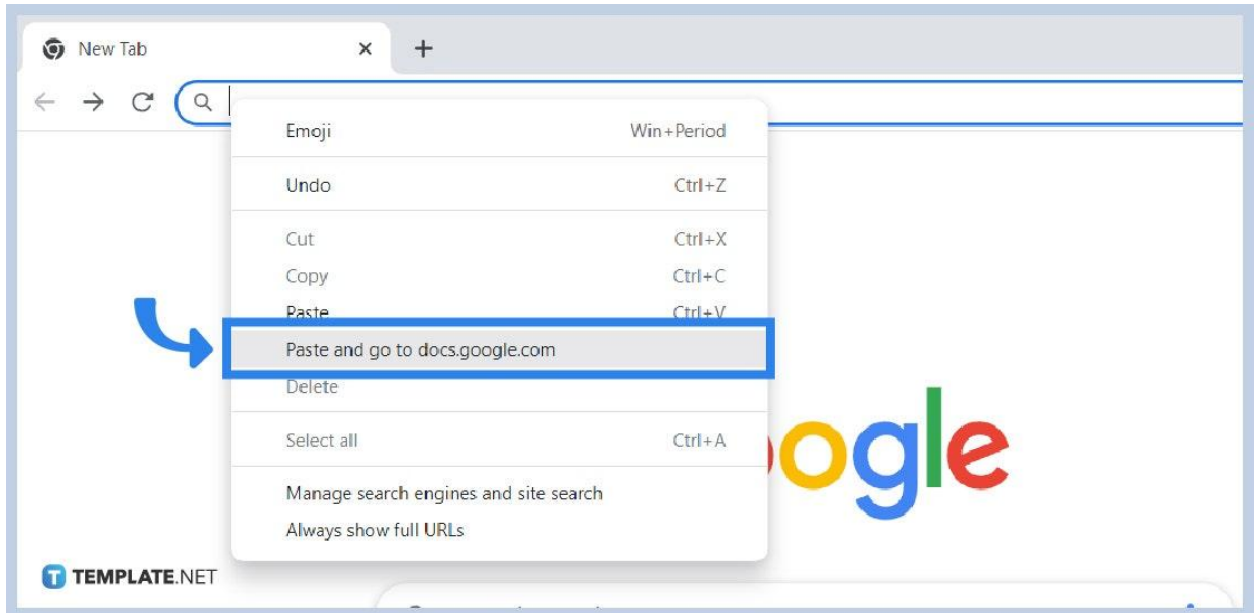
# How to Create a Google Docs

The very basic thing you need to learn before exploring Google Docs is to create a simple Google Docs file. This tutorial will guide you every step of the way on how to create a Google Docs.



# How to Create a Google Docs

## Step 1: Turn on Your Computer and Visit [Docs.google.com](https://docs.google.com)

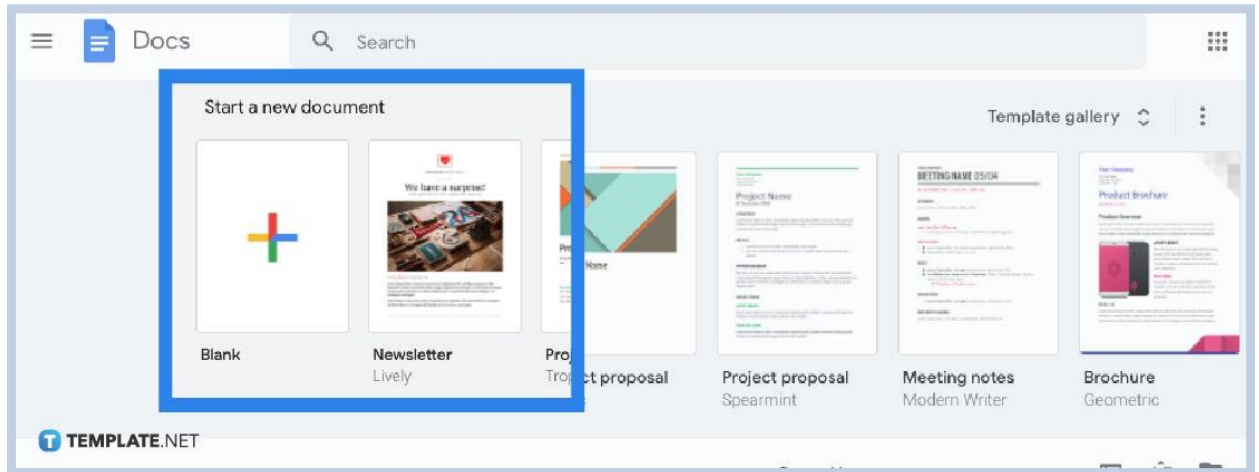


Can't visit Google Docs? You can only visit, create, and edit a variety of files there if you have a Google account. Simply sign up and sign in to your account until you can access and edit all sorts of documents in [Google Docs](https://docs.google.com).



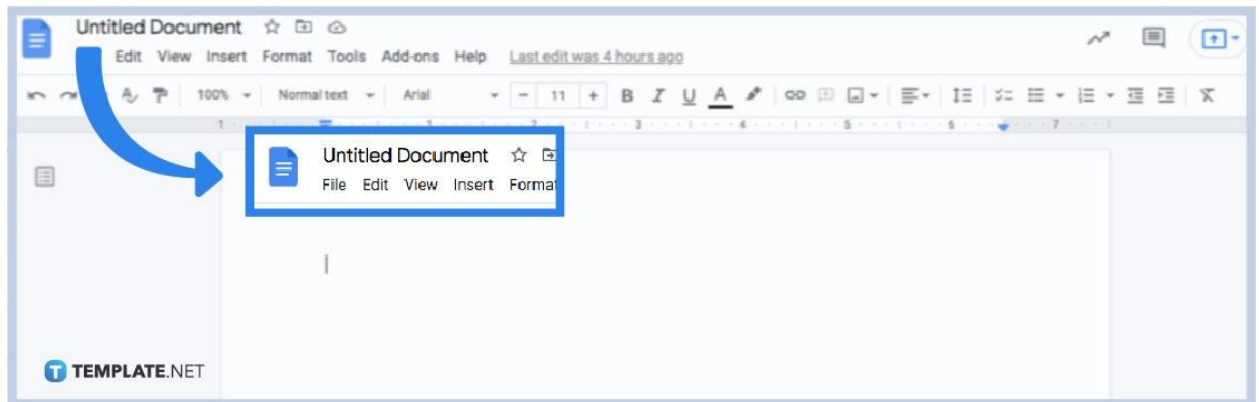
You need an official Google account to use Google Docs.

## Step 2: Click Blank to Create a New File



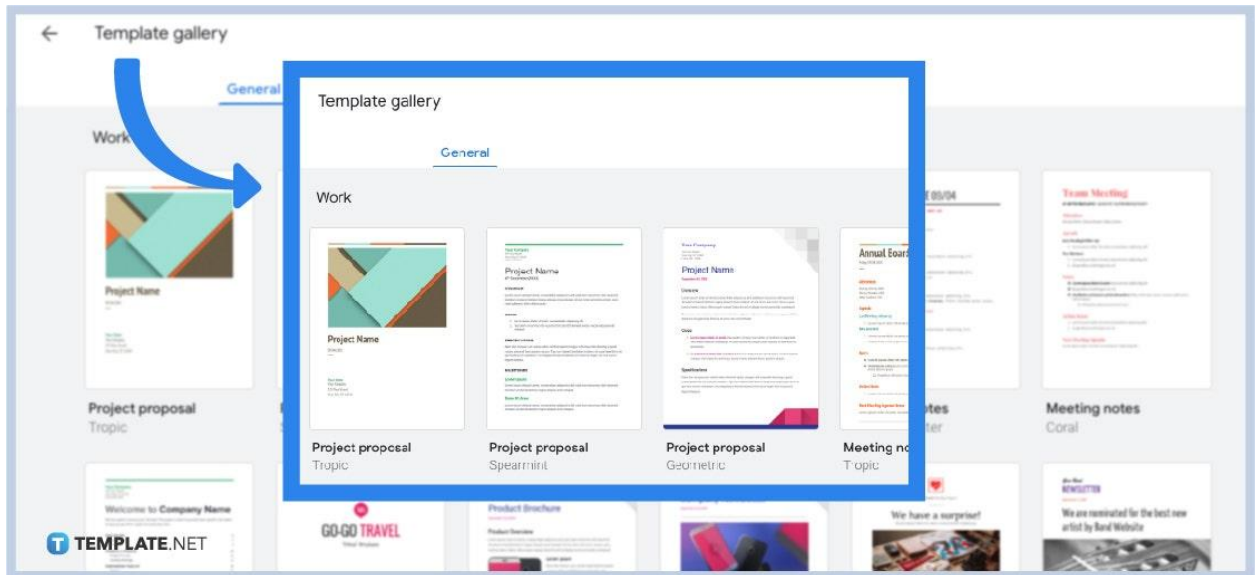
“Blank” is found on the top left corner of your screen and below “Start a new document.”

## Step 3: Name Your Document’s Title and Start Writing



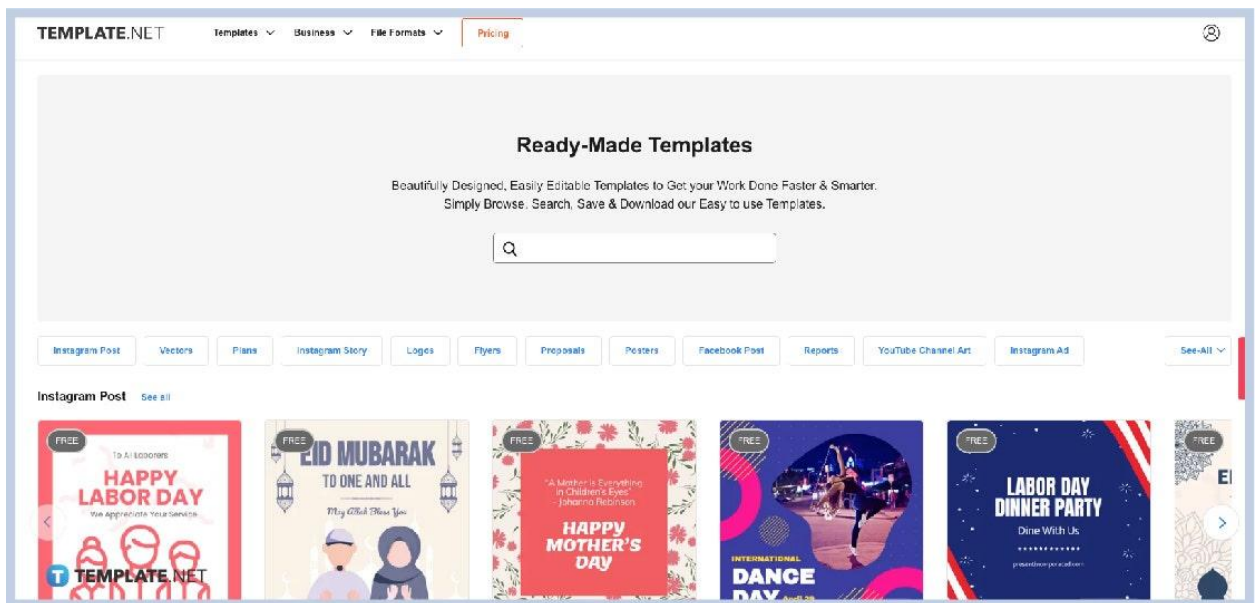
Begin writing your document’s name until you can write further. Explore Google Docs’ tools as well to edit and format your document. The best part is your work will be saved automatically. You can also learn [how to add/delete a page in Google Docs](#).

## Step 4: Create Different Documents with Google Docs' Template Gallery



On the right side of “Start a new document,” you can find “Template gallery” which lets you build proposals, [brochures](#), newsletters, agreements, policies, letters, and more types of documents. They are even categorized by work, sales, legal, human resources, freelancer engagement, personal, etc.

## Step 5: More Templates for Grabs on Template.net



For more examples of documents and customizable templates in Google Docs format, visit [Template.net](http://Template.net).

## **FAQs**

### **Why should you choose Google Docs?**

Google Docs is an easy-to-use tool to make and customize text documents without any software needed, and you can even allow more people to work on one document in real-time, view what they edited, and automatically save your work.

### **How do I share a Google Doc?**

The steps in sharing a Google Doc are as follows:

1. Click “New” to make a new file or “My Drive” to choose any document you have already made.
2. Then, click “Share” so you can type in the email addresses of the people you want to share the document with. You may also alter your recipients’ editing permission in the process.
3. Then, tap “Notify people,” and write your message.
4. Finally, click “Send.”

### **Can I make a Google Doc for free?**

Google Docs is basically a free online document generator and editor tool, which you can also access via mobile.

### **How do I convert Word into Google Docs?**

To convert Word into Google Docs, the steps are as follows:

1. Open your Google Drive and tap “New.”
2. Then, head to “File upload.”

3. Choose “Word doc” and hit “Open.”
4. Once the file is uploaded, double-click that file.
5. Select “Open with,” and hit “Google Docs.”

## **How do I access Google Docs offline?**

Access Google Docs offline by following these steps:

1. Turn on your Google Docs’ offline access by opening your Google Drive first.
2. At the top right side, hit “Settings.”
3. Then, turn on “Offline setting.” That way, you can already work offline on your Chrome browser to access Google Docs and even Slides or Sheets.