





Switching to Docs from Microsoft Word

Differences at a glance

In the past, you might've used the consumer (such as Microsoft® Office® 2013) version of Microsoft Word® outside of work. Now that you're using G Suite, you'll find many similar features—and several additional benefits—when you use Google Docs.



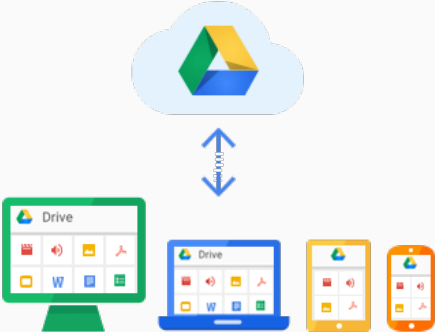

Feature	 In Word Based on Office 2013	 In Docs
Real-time collaboration	<ul style="list-style-type: none"> • Add collaborators* • See changes as they occur* • Add and reply to comments* • Chat within the document in real-time* <p><i>*Word Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Add collaborators • See changes as they occur • Add and reply to comments • Chat within the document in real-time • Suggest edits
Share your document	<ul style="list-style-type: none"> • Email a copy as an attachment • Share a link in an email or chat window* • Publish on the web* <p><i>*Word Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Email a copy as an attachment • Share a link in an email or chat window • Publish on the web • Share directly in Docs • Insert your Docs file in an email • Embed in Google Sites
Set sharing access	<p>2 sharing access levels*</p> <ul style="list-style-type: none"> • Recipients can only view (<i>view-only access</i>) • Recipients can edit (<i>full edit access</i>) <p><i>*Word Online only, requires Microsoft account</i></p>	<p>4 sharing access levels</p> <ul style="list-style-type: none"> • Can view (<i>view-only access</i>) • Can edit (<i>full edit access</i>) • Can comment • Is owner (<i>transfer ownership</i>)
Control sharing visibility	<p>3 ways to control visibility*</p> <ul style="list-style-type: none"> • Specific people • Anyone with the link • Public on the web (<i>searchable on the web</i>) <p><i>*Word Online only, requires Microsoft account</i></p>	<p>5 ways to control visibility</p> <ul style="list-style-type: none"> • Specific people or Google Groups • Anyone with the link • Public on the web (<i>searchable on the web</i>) • Anyone in your domain with the link • Your domain (<i>searchable in your domain</i>)
Version control	<ul style="list-style-type: none"> • Access detailed versions of your document • Revert to an earlier version • See who made which changes* <p><i>*Word Online only, requires Microsoft account</i></p>	<ul style="list-style-type: none"> • Access detailed versions of your document • Revert to an earlier version • See who made which changes



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Access your documents

You can access Docs on any computer, smartphone, or tablet. When you change or delete a Docs file from one device, the same change immediately appears on every device so you're always accessing the most up-to-date version.

	 In Word <i>Based on Office 2013</i>	 In Docs
On the web	<p>View documents saved in Microsoft OneDrive™ or Dropbox™ in Word Online, a scaled-down web version of Word, at office.live.com.*</p> <p>*Requires Microsoft account</p>	<p>View your Docs from any device with an Internet browser, anytime.</p> <ul style="list-style-type: none"> To see just your Docs, go to docs.google.com. To see all your stored files (including Docs, Sheets, and Slides), go to drive.google.com. If you don't have Internet access, you can still access Docs offline. 
On your computer	<p>Open Word documents from where they're saved on your computer.</p>	<p>If you've installed Google Drive for Mac/PC, go to the Drive folder on your computer to open your Docs.</p> 



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In Word

Based on Office 2013



In Docs

On your mobile devices

Install the Word app, then open, edit, or share a Word document stored in Microsoft OneDrive or Dropbox.

Install the Docs app, then open, edit, or share any file.



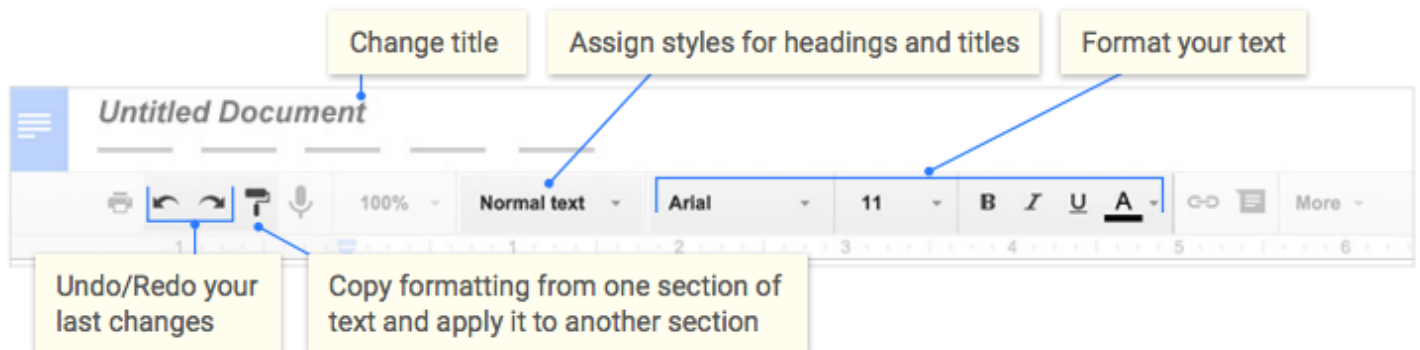


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Work with documents

Your most important Word features exist in Docs, too.

1 Edit and add styles to your text.



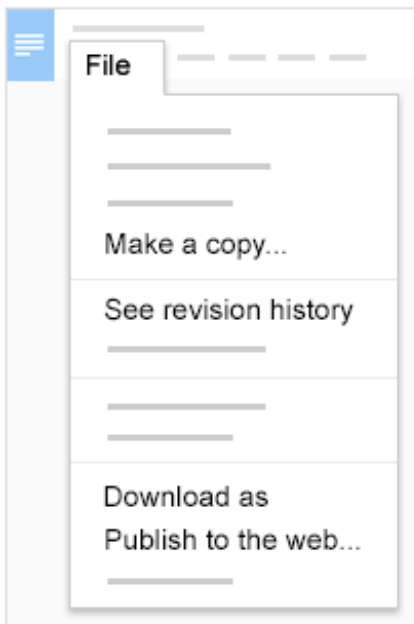
2 Work with different versions and copies of your document.

Make a copy Create a duplicate of your document. This is a great way to create templates.

See revision history See all the changes you and others have made to the document, or revert to earlier versions.

Download as Download your document in other formats such as Microsoft® Word® or PDF.

Publish to web Publish a copy of your document as a webpage, or embed your document in a website.





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3 Enhance your document by adding features.

Image Insert an image from your computer, the web, or Drive.

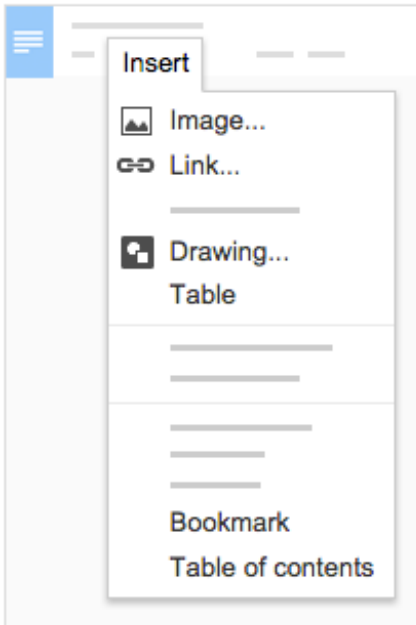
Link Add a link to another page or to a header or bookmark in the same document.


Drawing Create pictures, flowcharts, diagrams, and more in your document.

Table Select the number of columns and rows to create a table.

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, 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	—	—	—	—



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5 Collaborate with your team in real-time.

The image shows a portion of the Google Docs interface with several callout boxes explaining key collaboration features:

- View comment history**: Points to the 'Comments' button.
- Share with your team**: Points to the 'Share' button.
- Chat with other people viewing the document**: Points to the chat icon.
- Insert comments**: Points to the comment icon.
- Make changes directly in the document**: Points to the 'Editing' option in the dropdown menu.
- Propose edits to the document. Your suggestions won't change the original text until the document owner approves them.**: Points to the 'Suggesting' option in the dropdown menu.

The interface elements shown include the 'Comments' and 'Share' buttons, a chat icon, a 'More' dropdown, and an 'Editing' dropdown menu with options for 'Editing' (Edit document directly) and 'Suggesting' (Edits become suggestions).



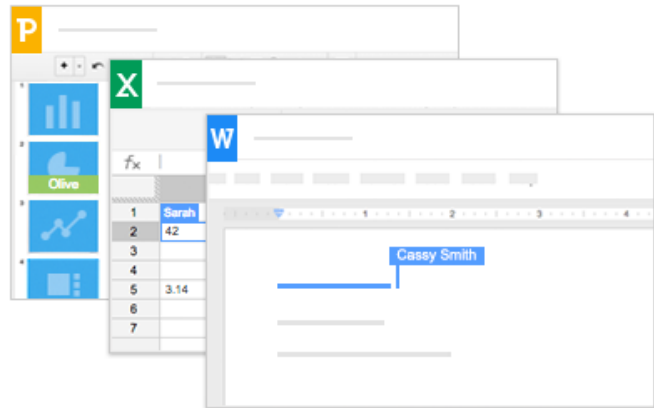
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Do more with Docs

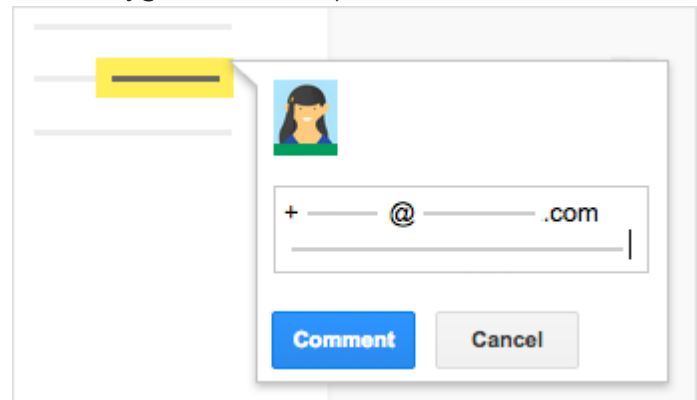
- 1 Work on your document when you're offline. [Learn more](#)



- 2 Edit Microsoft Office® files on any device, without installing Office. [Learn more](#)



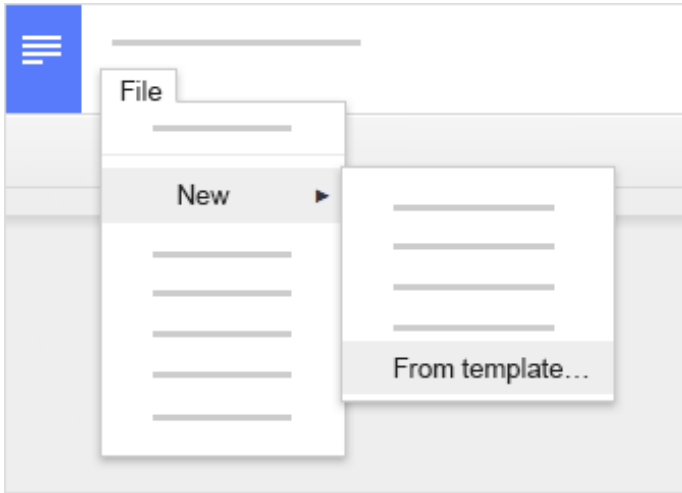
- 3 Get targeted feedback on a section of your document and send an email notification. In the comment text, type the plus (+) sign and an email address (such as "+cassy@solarmora.com"). [Learn more](#)



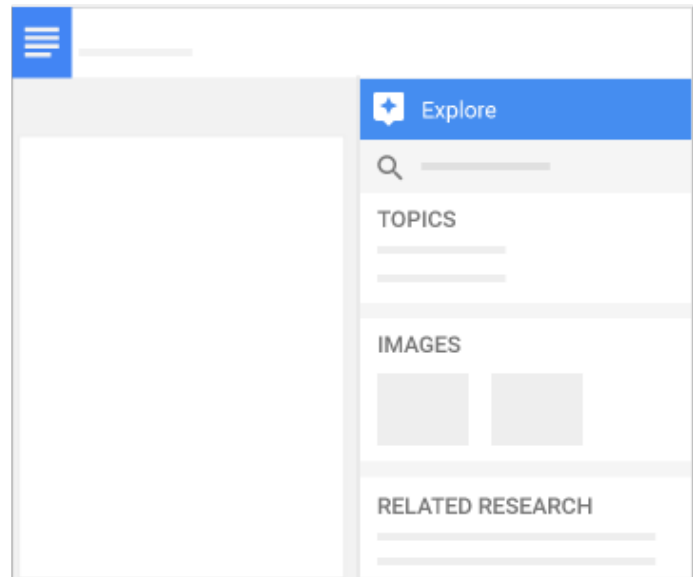


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4 Make your documents consistent with templates. [Learn more](#)



5 Find a citation using the Explore tool's Google-powered search. [Learn more](#)



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