

## Editing Google Documents

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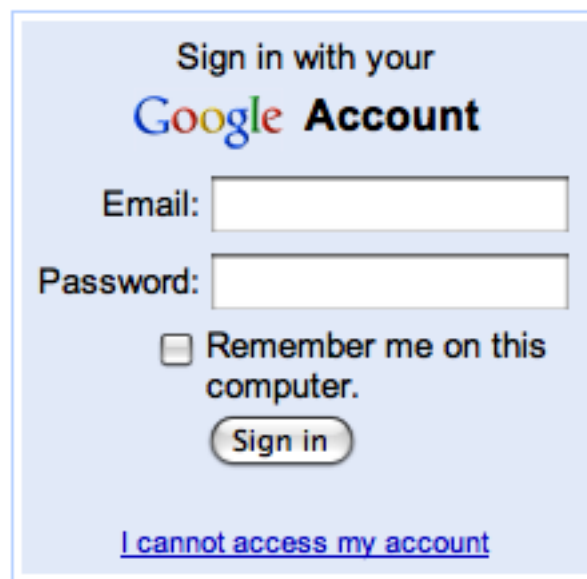
This guide explains how to update editable areas of your website which use the Google Documents service.

### Go to the Google Website



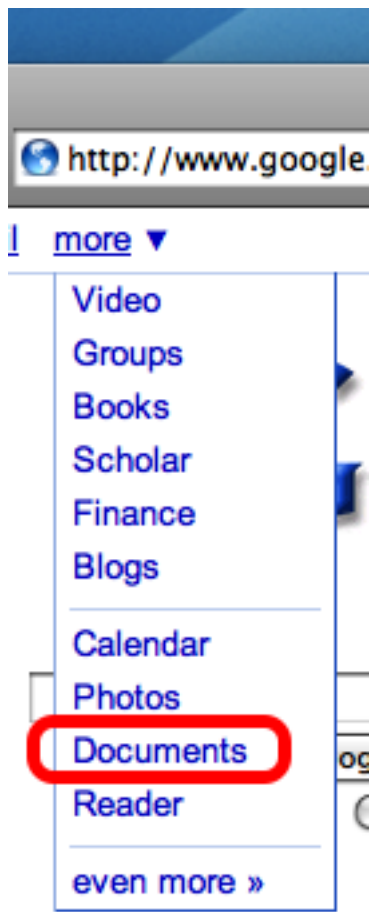
Using your favourite web browser go to [www.google.co.uk](http://www.google.co.uk)

### Sign-in to your Google Account

A screenshot of the Google Account sign-in form. The form is titled 'Sign in with your Google Account'. It contains two input fields: 'Email:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me on this computer.' and a 'Sign in' button. At the bottom of the form is a link that says 'I cannot access my account'.

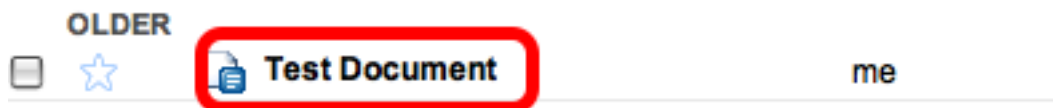
Using your main website email address (e.g. enquiries@yourdomain.co.uk), and the password supplied by **Kingsbridge Design**, log-in to your Google Account.

## Go to Documents



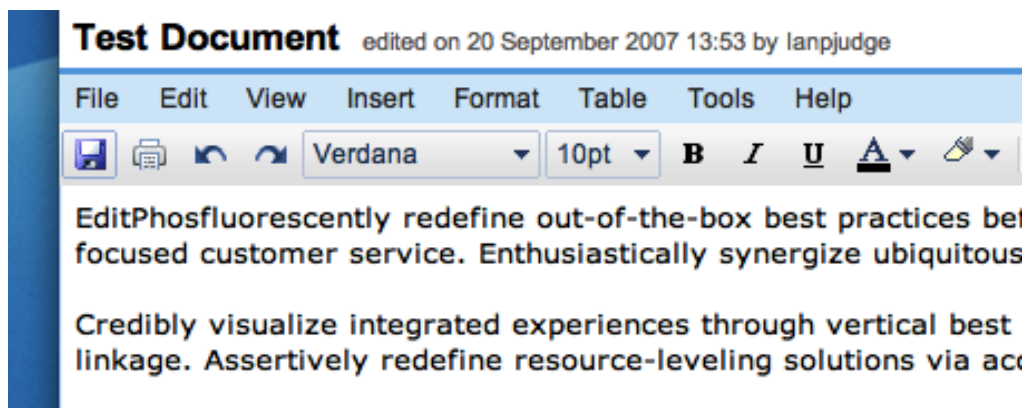
In the 'more' menu select 'Documents'

## Choose Document



Select the document you wish to edit (opens in separate window).

## Edit Document Text\*



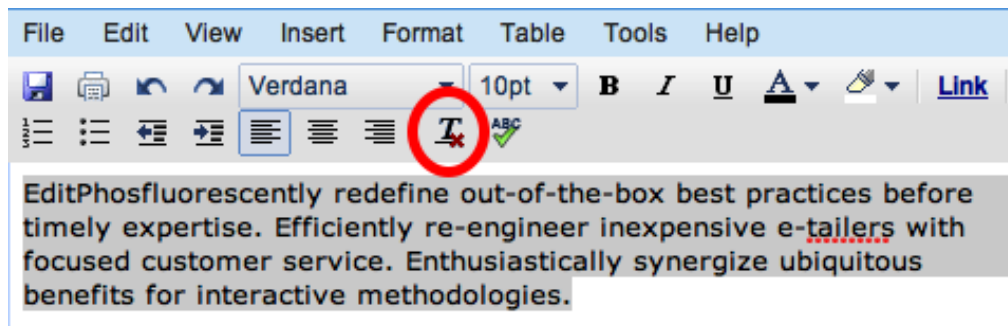
Add to text, or replace sections by selecting text and over-writing.

### \*Important Notes

Try not to format the text, as doing so can mess up the formatting of your website.

If you are copying and pasting text from another program (i.e. Microsoft Word etc.), please read the next section.

## Copy and Paste Text

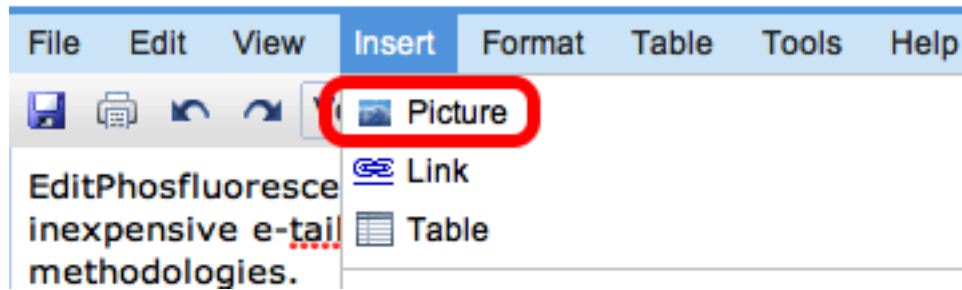


If you copy and paste text from another program (i.e. Microsoft Word, Apple Pages etc.) the copied text will include 'hidden' characters which can effect the formatting when pasted into a Google document. The following solutions allow you to paste 'plain' text into your Google Document.

### Solutions include:

- 1) Paste copied text into 'Notepad', then copy and paste from 'Notepad' to your Google Document (Apple users can use 'TextEdit').
- 2) Use a free program such as [PureText](#) (or [Plain Clip](#) for Apple) which allows you to paste clipboard text as plain unformatted text.
- 3) Select pasted text in your Google Document, then click the 'Remove Formatting' button (circled above) - **Note that this method is not always successful!**

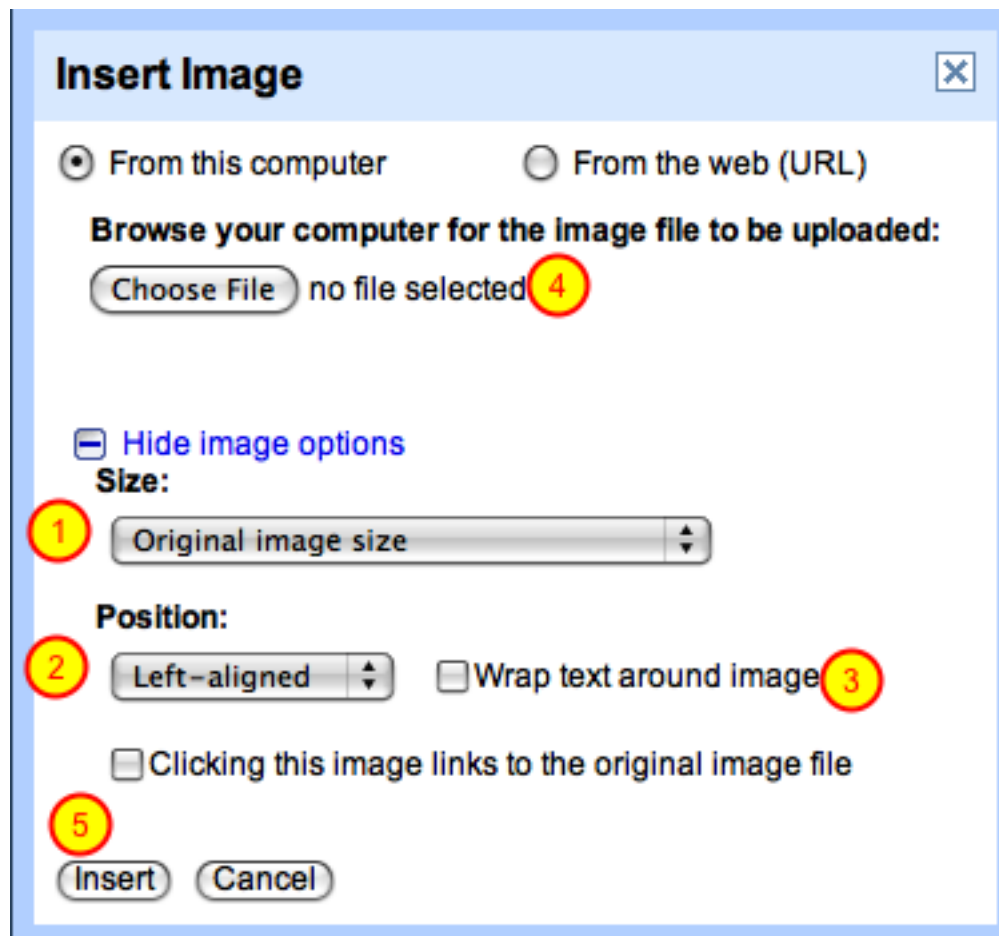
## Inserting Pictures - Step 1



First of all, make sure that the picture you are uploading is a suitable size\* (i.e. 100-300 pixels wide). Put the cursor where you wish to insert the picture, then select 'Picture' from the 'Insert' menu.

\*Please see 'Re-sizing Photos in Windows XP' in the [support section](#) at **Kingsbridge Websites** for more information.

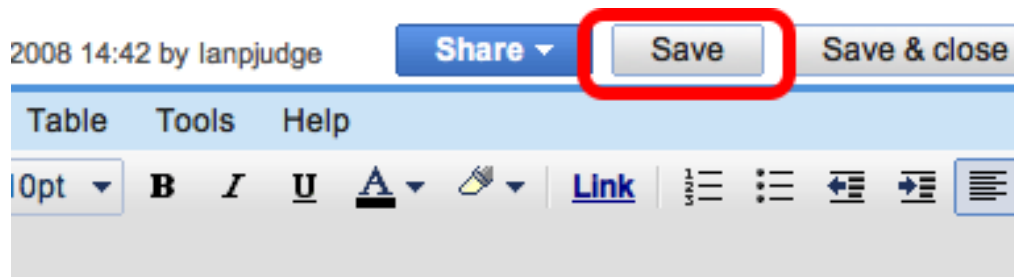
## Inserting Pictures - Step 2



- 1) Click the 'Show image options' icon. Leave the default setting of 'Original image size'.
- 2) Select left or right aligned from the drop-down menu.
- 3) Tick the 'Wrap text around image' option if required.
- 4) Click the 'Choose File' button to select your picture.

5) Click the 'Insert' button to upload.

## Save



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d into plain text. All formatting such as bold, italics,  
or other graphic information will be stripped away. Clip

When you have finished editing your document, click the 'Save' button to update the linked content on your website.