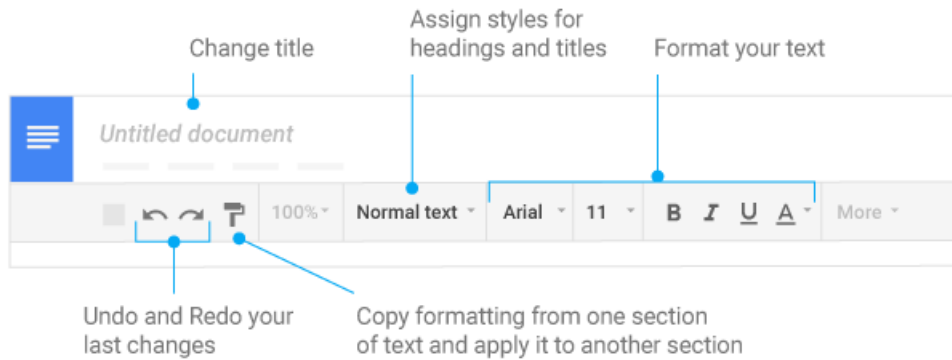


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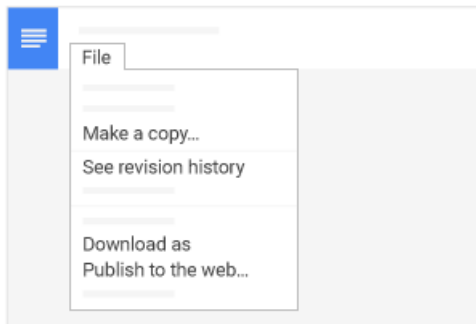
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Write reports, create joint project proposals, keep track of meeting notes, and much more. All changes are saved automatically.

1 Edit and add styles to your text.



2 Work with different versions and copies of your document.



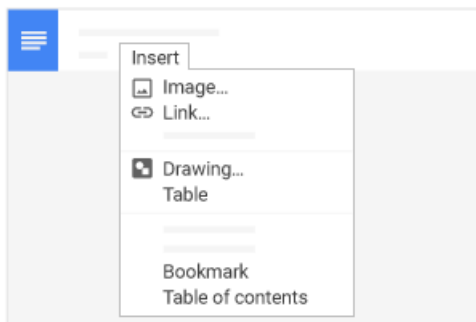
Make a copy—Create a duplicate of your document. This is a great way to create templates.

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

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3 Enhance your document by adding features.



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

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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).

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4 Click  to share your document and 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	—	—	—	—

5 Collaborate with your team in real time.

