Google Docs Has Templates

Google Docs Now Has Templates!



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If you need to create a document in a hurry and need a few more bells and whistles that plain vanilla Google Docs then you are going to go to your happy place with Google Docs new templates.

There are hundreds of templates for documents, spreadsheets, and presentations. This document is using a template called Red Block Newsletter.

The picture is of a wall cloud taken by my friend BJ. You can find more of his pictures on Flickr - just search for the username homer4k.

At this point you access the templates from the New Features link at the top of the docs page but I am confident it This creates endless opportunity for you to modify the templates and create a set for your class, company, club, church - whatever and then store them in a central place for easy access.





To use a template, go to the Google Docs homepage and sign in. Click the new features link at the top of the page and browse the templates. You can choose to wander through all templates, narrow it down according to application, and narrow it down even further to usage category.

Choose a template and it will open up in Google Docs as a "copy of template name" Make your changes, rename it and you are done!

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will be incorporated into the document tool bars before long.

You will find templates in the documents section for letterheads, business plans, resumes, recipe cards, research papers, corporate calendars and so much more. You can customize everything with your company logo and photos.

As with the documents and presentations, there are over a hundred templates for spreadsheets including timesheets, grading pages, amortizations schedules, budget planners, sudoku creators, calendars and more.

Go. Now. Play.