



Switching to Docs from 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. You'll find many similar features, such as text formatting and tables, and additional benefits when you use Google Docs.

Get Docs: docs.google.com [Android app](#) | [iOS app](#)

Feature	In Word <i>Based on Office 2013</i>	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 access levels*</p> <ul style="list-style-type: none"> • View only • Edit access <p><i>*Word Online only, requires Microsoft account</i></p>	<p>4 access levels</p> <ul style="list-style-type: none"> • View only • Edit access • Comment only • Owner (<i>can 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>6 ways to control visibility</p> <ul style="list-style-type: none"> • Specific people or Google Groups • Anyone with the link • Anyone in your domain with the link • Everyone in your domain (<i>searchable in Drive</i>) • Public on the web (<i>searchable on the web</i>) • Set sharing expiration dates
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
Work with Word files	Open your document in Word	<p>3 ways to work with Word files</p> <ul style="list-style-type: none"> • Convert Word files to Docs files in Drive • Open Word files directly in Drive (without installing Office) and save them to Drive • Open Word files in Office and save them to Drive

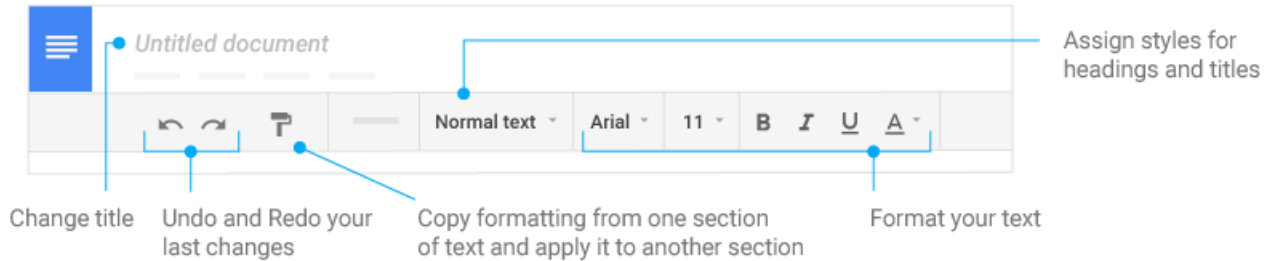


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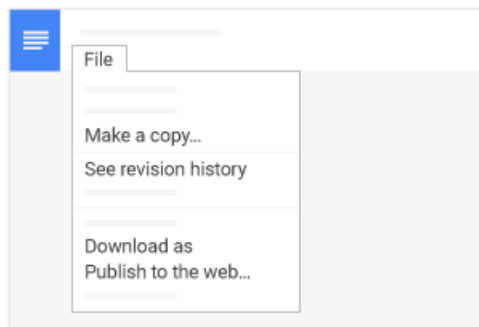
Work with documents

Your most important Word features exist in Docs, too.

1 Edit and add styles to your text.

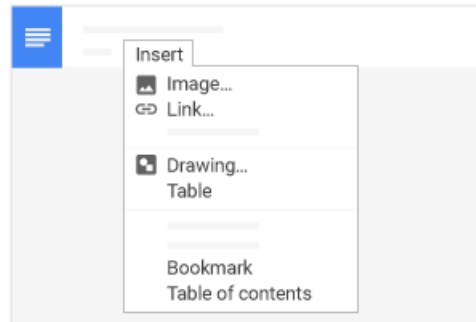


2 Work with different versions and copies of your document.



- Make a copy**—Create a duplicate of your document.
- 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 Word or PDF.
- Publish to the web**—Publish a copy of your document as a webpage, or embed your document in a website.

3 Enhance your document by adding features.



- Image**—Insert an image from your computer, the web, Drive, and more.
- Link**—Add a link to a webpage or a header or bookmark in your document.
- Drawing**—Create pictures, flowcharts, diagrams, and more.
- 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).

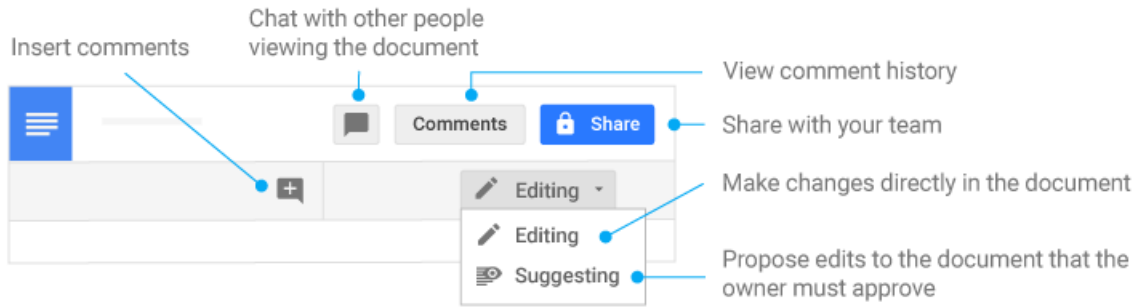
4 Click **Share** to share your document and then choose what collaborators can do. They'll also receive an email notification.

	Share or unshare	Edit content directly	Suggest edits	Add comments
Can edit	✓	✓	✓	✓
Can comment	—	—	✓	✓
Can view	—	—	—	—



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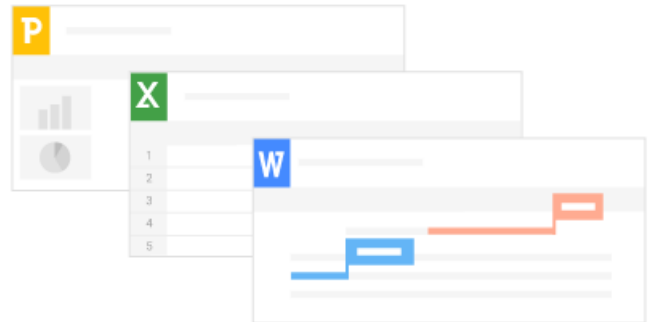
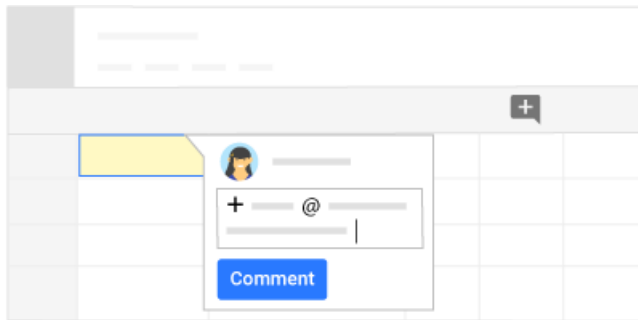
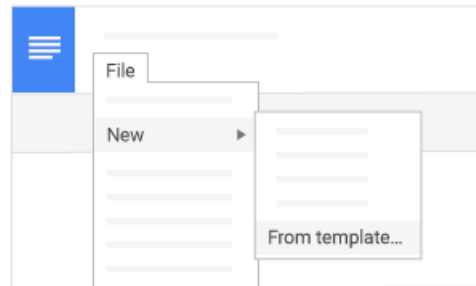
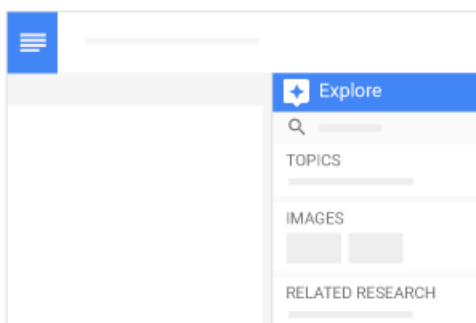
5 Collaborate with your team in real time.





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Do more with Docs

1 Work on your document when you're offline.[Learn more](#)**2 Edit Office files on any device, whether or not you have Office.** [Learn more](#)**3 Assign tasks by tagging people in comments.**[Learn more](#)**4 Make your documents consistent with templates.** [Learn more](#)**5 Find and add citations with the Explore tool.**[Learn more](#)**6 Import and convert Word documents to Docs.**[Learn more](#)