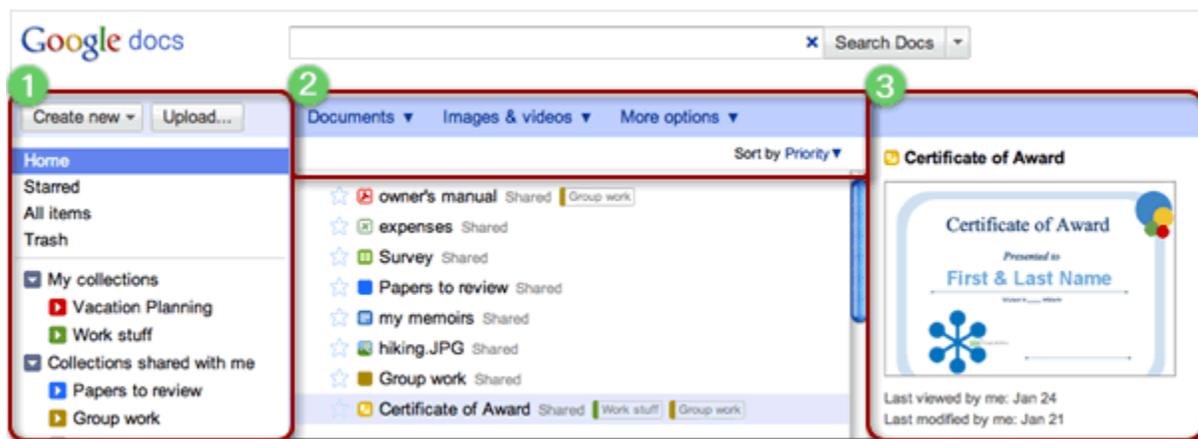




What's new in Google Docs?

## A new and improved *Documents List*

Google Docs already lets you upload, store, and share all types of files on the web, including PDFs, Word files, images, videos, and more. Now, we're rolling out a new *Documents list* that makes it easier to find, explore, and share these files. Here's a look at what's new...



### What's new at a glance

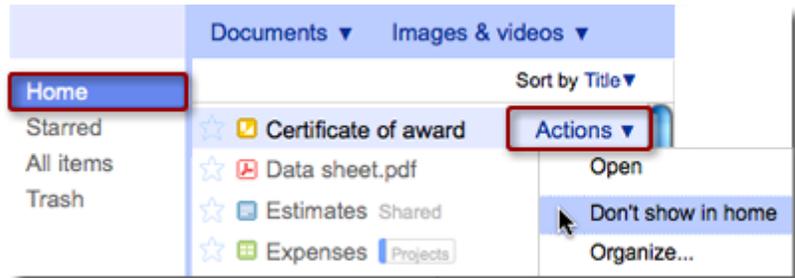
- 1 Organizing your docs
  - **New Home page** replaces All items as your main, customizable view.
  - **Folders are now called Collections** but they work just the same.
  - **Hiding docs works a bit differently** (choose "Don't show in Home").
  - **No more Hidden filter:** Instead, you find your hidden docs in All Items.
  - **No more check boxes!** Instead, there's a faster way to select and perform actions on docs.
- 2 Finding and filtering docs
  - **New Sort by Priority** option sorts your current list based on importance or relevance.
  - **New top-level menus** house filters that used to be at the left.
  - **New filtering by doc type** lets you separately list all your PDFs, images, or videos.
  - **New filtering by Visibility** lists docs based on who can access them.
  - **Search filters** replace the Search options form.
- 3 Previewing docs
  - **New preview pane** shows a doc's thumbnail, shared settings, and collection memberships.
  - **Play videos directly from the preview pane**, rather than having to download them.
  - **New photo viewer** can play a collection of images in a slide show.

Now for some details...

## New customizable Home page (and no more Hidden filter)

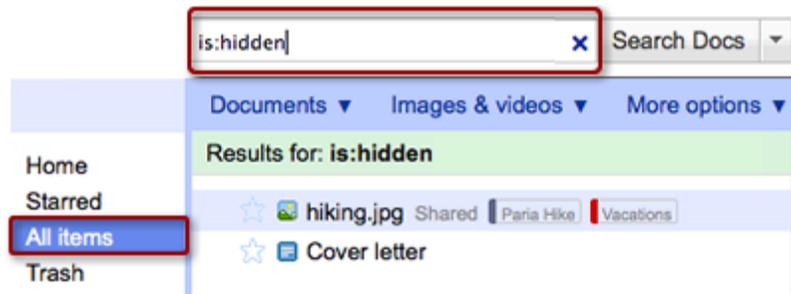
**Previously in Google Docs**, you viewed all the docs you cared about in All Items, hiding any that you didn't want listed there. To see your hidden docs, you clicked a Hidden link in the left navigation area. In the new Documents list, you...

View your favorite docs on a **new Home page**. Initially, this page lists all your available docs. To hide a doc from this list, point or click to the right of the doc's name. Then choose **Don't show in home** from the Actions menu.



### View hidden docs in All Items:

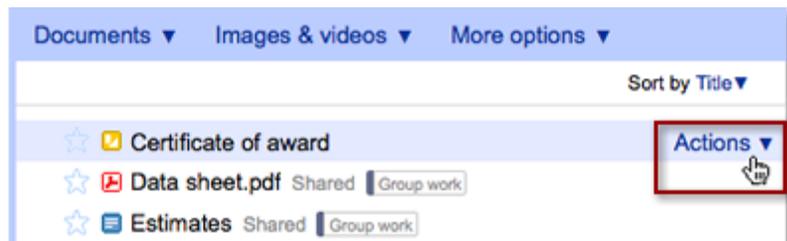
Go to All Items, which now lists all your docs—including those you've hidden. Either search for the doc by name. Or to see all your hidden docs, type `is:hidden` in the search box.



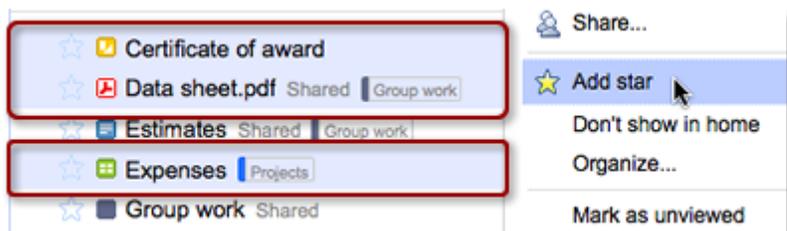
## Easier way to perform bulk actions (no more check boxes)

**Previously in Google Docs**, you had to check a doc's box and choose from a More Actions menu to perform an action on it, such as hiding it. You had to check several docs to hide them all at once. Check boxes are now gone. Instead...

**Select a doc** by clicking (or just pointing) to the right of its name. Then choose an action from the **Actions** menu that appears.

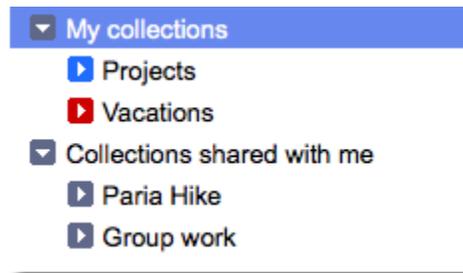


**To select several docs at once**, click the first doc you want to select. Then **Shift-click** a doc further down to select the intervening range. **Ctrl-click** (Cmd on a Mac) to add individual docs to the selection. Choose an action to perform on the selected docs from the list that appears to the right.



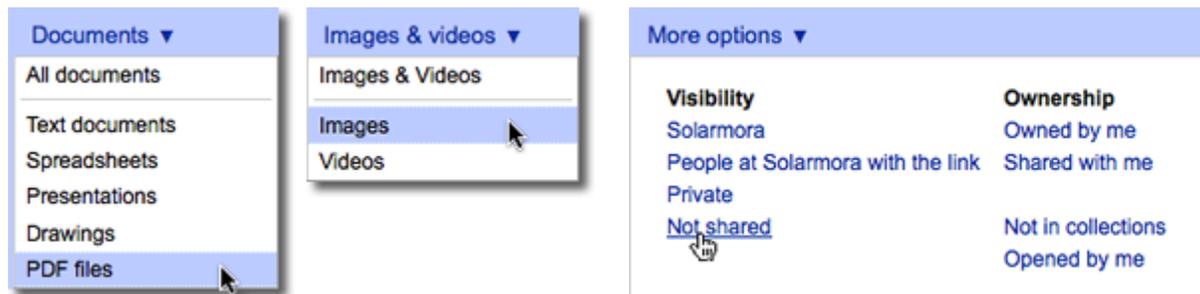
## Folders are now called Collections

The folders where you organized your docs are now called *collections*. As before with folders, collections can be nested in a hierarchy, a doc can live in multiple collections making it easy to find it from any relevant association, and of course, collections can be shared just like you can share docs.



## New top-level menus and filtering options

**Previously in Google Docs**, there were several links at the left of your Docs list where you filtered your list by doc type or ownership—spreadsheets, presentations, docs you own, and so on. Plus, you could list all your uploaded docs, but you couldn't list individual file types. In the new Documents list...



**New top-level navigation menus** house several filters that used to be at the left of your Docs list. They also include new filters for listing PDFs, images, or videos.

Under **More options**, you'll find some ownership filters that used to be at the left of your Docs list. In addition, new **Visibility** filters list docs based on who has access to them.

## New ways to target your searches

**Previously in Google Docs**, you could search for docs based on specific attributes (say, to find all presentations owned by you) by clicking a Search options link, which opened a form with various search criteria. The **Search options** link is now gone. Instead...

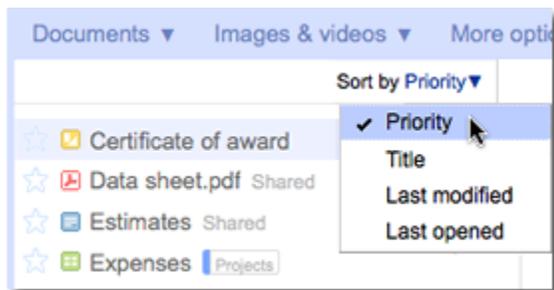


**You narrow down your search** by adding multiple filters to your search bar (choosing them from the filter menus shown above). As before, you can also use search operators, such *is:starred* or *from:me*.

**Looking for a template** instead of one of your docs? To search public templates instead of your Docs list, look for a new drop down on the Search Docs button.

## New sorting by Priority

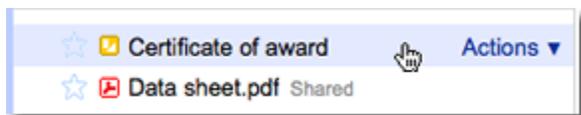
Your Document list got smarter, as well. There's a new **Sort by Priority** option, selected by default, that lists your docs based on their importance or relevance. (We use a variety of signals to determine important docs, including which ones you open or make changes to). Of course, you can still sort alphabetically by Title, or by the date docs were last modified or opened.



## Preview docs and videos in the new Preview pane

**Previously in Google Docs**, you had to open a doc to see its contents, or to find out anything else about it such as who it was shared with. **In the new Documents list**, you...

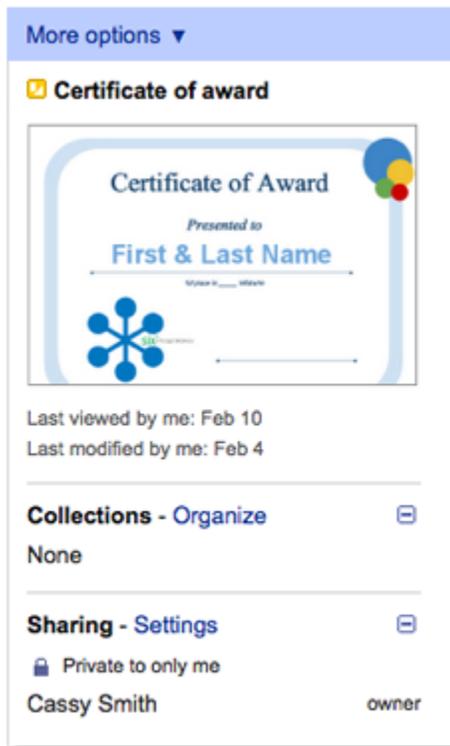
**Select a doc to preview its contents.** Just click to the right of its name....



... and a Preview pane appears that shows:

- A thumbnail of the doc's contents
- Which collections it's in
- Who it's shared with

If it's a video, you can even play the video in the preview pane, without having to wait for it to download.



## Preview images as thumbnails or in a slide show

Previously in Google Docs, you had to click and open an image to view it, and you could only see one picture at a time. In the new Documents list...

1. Choose the **Images** filter (or **Images & videos**) to see thumbnails of all available images.
2. Click an image's magnifying glass to launch a player for viewing the images in a slide show.

