

GOOGLE DOCS WORKFLOW FOR WRITERS

⚙️ PREPARATION

- 📁 Create a new folder for your project.
- 📄 Create a template with your styling and layout preferences.
- 📄 Decide on document naming convention (recommended: **TITLE-DRAFT-DATE**): _____
- # Decide on meta-data convention: _____
- ⚠️ Decide if you'll work: IN ORIGINAL DOCUMENT / IN DRAFT COPY.
- 📅 Decide on backup routine: _____
- 📊 (optional) Track your writing using Google Writing Tracker or Track My Words.

💡 BRAINSTORM & RESEARCH

- 📄 Create a new document (within your project 📁) for your notes.
- 🖼️ Import images (**Tools > Research > Images**) for inspiration.
- 👤 Use Google Draw (**Insert > Drawing**) to quickly sketch ideas and mind-maps.

✍️ FIRST DRAFT

- 📄 Create a new document (within your project 📁) for your manuscript.
- 📄 Live write to engage with your readers.
 - 🔗 Click **Share > Get link**. Make sure you select 'Can view' or 'Can suggest' from the dropdown; the latter will allow readers to add comments.
 - ✉️ Send an email to your list with the link, letting them know how they can watch you write live.
 - 📢 Share the link on social media ('Can view' for Twitter, Facebook, etc.)
 - 💬 Chat with your followers as you write. They will need to click your user icon at the top of the page and log in using their Google account.

📄 SECOND DRAFT

- 📄 Save First Draft for later reference.
 - 📄 **File > Make a copy**.
 - 📄 **File > Download as... > Microsoft Word (docx)**. This format will preserve all comments.
- ✉️ Let your list know of your progress, share link, thank commenters and chatters by name.
- ✍️ Go through all comments and make edits.

💎 FINAL DRAFT

- 📄 Save Second Draft for later reference.
 - 📄 **File > Make a copy**.
 - 📄 **File > Download as... > Microsoft Word (docx)**.
- 👁️ Use Reading mode to read through your manuscript (on mobile if you can).
- 🔗 Share link with beta readers and proofreaders.
- ✍️ Go through all comments and make edits.
- 👏 Add acknowledgements, thanking readers and commenters.

📄 PUBLICATION

- 📄 Save Final Draft for later reference.
 - 📄 **File > Make a copy**.
 - 📄 **File > Download as... > PDF**.
 - 📄 **File > Download as... > Microsoft Word (docx)**.
 - ☑️ Upload to KDP.
- 📄 Copy and paste or export to an app that converts to EPUB (Scrivener, Pages, Open Office + Writer2ePub, iBooks Author...)
 - ☑️ Upload to iBooks, Nook & Kobo.
- 🔍 Create sample preview for your website or mailing list.
 - 📄 **File > Make a copy**.
 - 🗑️ Working in the copy, delete anything you don't want to appear in your sample.
 - 🔗 Add link to sales/download page for your book at the end.
 - 👤 Add footer with your copyright and website information.
 - 📄 **File > Download as... > PDF**
 - ☑️ Upload to Google Drive.
 - 🔗 Link/upload/embed in website.
- or...
 - 📄 **File > Publish to the web... > Embed**. Copy and paste the embed code into your website or blog.
 - ✉️ Send to mailing list.
- 🔧 Make notes and refine your workflow.

