

Shafer Books Announces Release Of “Using Google Docs Like a Pro”

Book by Dan Shafer Explains Little-Known Capabilities in World's Most Widely Used Collaborative Word Processor

MONTEREY, Calif. - Oct. 2, 2014 - [PRLog](#) -- SHAFER MEDIA BOOKS

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Shafer Books Announces Release Of “Using Google Docs Like a Pro”

MONTEREY, CA, Oct. 2, 2014 -- Shafer Media Books announces the immediate availability of the book, *Use Google Docs Like a Pro* by Dan Shafer.

Aimed at Google Docs users with some experience using the program, this book offers some little-known tips and techniques for getting more out of Google Docs, the most popular and widely used collaborative word processing program in the world.

With this book, you'll learn how to use the files-and-folders approach to keeping track of documents, set preferences for your documents and the Google Docs environment (many of which are quite helpful once you know about them), and manage Tables of Contents, footnotes, and outlines. You'll also gain a clear understanding of how Google Docs interacts with documents that are stored in other popular formats such as PDFs and Microsoft Office, including how to import from and export to those supported formats.

Using Google Docs Like a Pro is being published using a lean publishing approach. This means the book is partially complete in this first release, which has a suggested price of \$2.99. In coming weeks and months, Shafer will continually add more content to the book, each time increasing the price. But anyone who buys the book at one price gets all future upgrades for the book free.

Buyers are also allowed to set their own price for the book. Although Shafer suggests a price of \$2.99 for this first release, buyers are free to buy it for as little as 99 cents. They can also increase their purchase price if they wish to do so.

How to Use Google Docs Like a Pro is the second book in the Shafer Media Books lean publishing series. Released earlier this year was *So You Want to Be a Writer!: Insights and Practical Tips from a 60-Book Author*, also by Shafer. Scheduled for release in the next six weeks are two additional titles: *The Power of I AM: A Guide to the Meditations, With 53 Audio Recordings*; and *Spirituality and Creativity: A Weekly One-Year Journal*, co-authored by Shafer's daughter, life coach Heather Shafer.

EDITORS: For a free review copy of any Shafer Media book, contact Dan by email at above address.

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