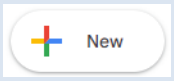
Using Google Docs

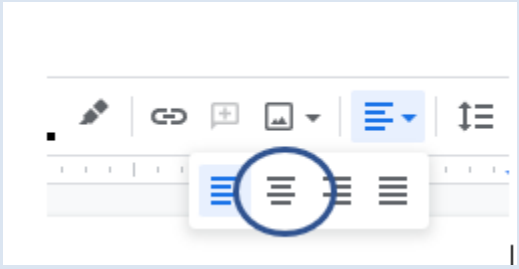
1. Log into your MYPCC account
2. Open 'Drive' triangle on top right-hand side next to your email 
3. On the left side of the page click on the '+ new' sign 

4. Click on 'Google Docs'
5. On the top left of the page it says 'Untitled Document'. Click there and add a title
6. Click on the document and type on the top left side: (1) your name, (2) name of class, (3) date, (4) teacher

   Ex:
   Linh Vu (student's name)
   ESOL 162 (class)
   5/28/2023 (date)
   Sarah Bailie (teacher's name)

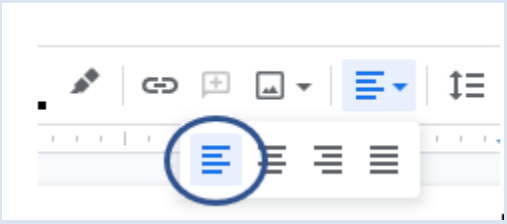
7. Then type the title, highlight it and click on the center icon in the bar above.





8. Press return (twice), and make sure your document is aligned to the left when you begin typing.



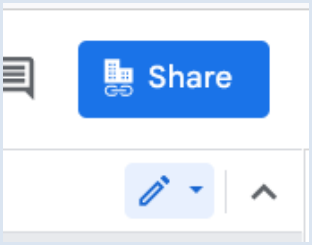


9. At the beginning of each paragraph press ‘tab’ to indent it.

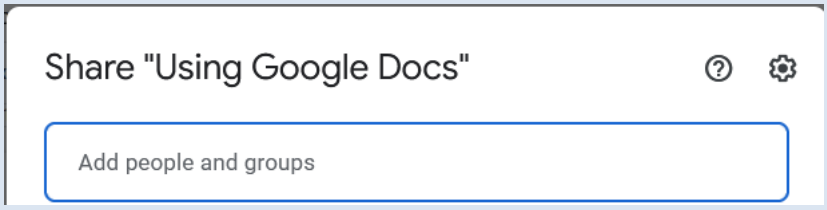
10. Double space your essay by using the line spacing icon in the bar above.



11. When you are done, click the blue ‘Share’ button at the top right.



12. Where it says ‘Add people and groups’ add your teacher’s email.



13. Finally, click ‘Send’ to share your document with your teacher.