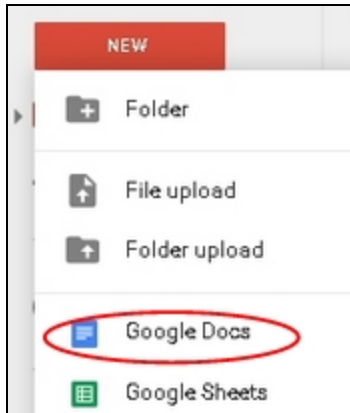


Creating and Editing Documents in Google Docs

Access Google Docs either through the Docs site (<http://docs.google.com>) or through Google Drive (<http://drive.google.com>).

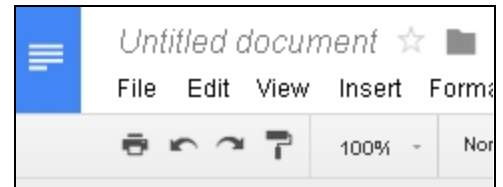


Creating a New Document:

If you enter from Drive, click the red “New” button, then Click “Google Docs”

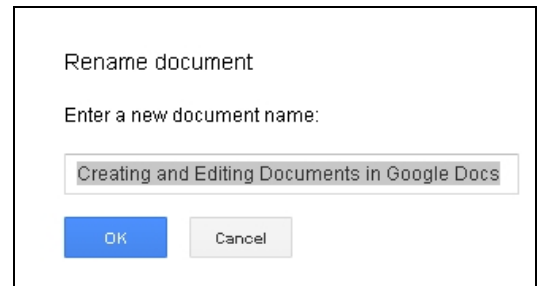
Titling a Document

Google Docs automatically save every three seconds. But users must title the document to find it later.



When the new document opens, click on the italicized “Untitled Document” in the upper left corner of the screen.

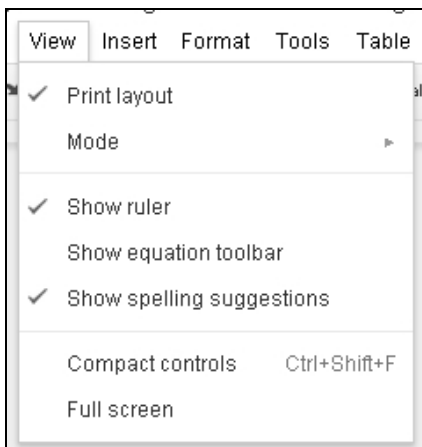
This will open a box that will allow you to name the document. Click the blue “OK” button when you’re done.



Adding and Formatting Text

The toolbar along the top of the screen will allow you to complete the same functions you’re used to from word. “**Format**” allows you to change the appearance of your font, line spacing and indenting.

Directly below the Format menu is another vertical toolbar that lets users choose font style, font, font size and more.



The **View** Toolbar allows users to adjust what they view in docs. Choose to view different layouts and toolbars, including an equation toolbar, which allows teachers and students to create and record equations and mathematical functions in Docs.

