

Creating a document in Google Docs

1. Log on with your e-mail address [firstname.lastname](#) the password is bea and your lunch number.
2. Click the square of dots to the left of your name. (If you are using a chrome book the colored triangle will be at the bottom of your screen on the launch pad).
3. When the icons come up- click google drive, a colored triangle
4. This is your google drive-- all of your work will be saved here
5. Click on new, it is a colored +
6. Click on google docs, it is beside a little blue square
7. A blank page will pop up
8. You can type in your document
9. Your work will be automatically saved in your google docs
10. Be sure to name your document, click on *untitled document* at the top of the screen, then rename. Create a name that will tell you what is in the file, maybe *spelling* or *report notes*.
11. When you go back to your google drive the new document will be there.
12. To open it, click on it!
13. You can also create folders for your work, maybe a folder for spelling, one for science and one for writing.
14. Click on *create*, then click on *folder*, choose a new folder and give it a name. Then you can drag your documents to the folder.
15. If you click on the blue box in the left corner you will see all of your documents!
16. Click on **Insert** to add special symbols or drawings.
17. Click on **Tools** to find spell check.
18. On the bottom left of your screen you will see the explore icon. Click on the icon and a side bar will appear. Type in your subject and click enter. You will then be able to



Explore

click *all* for information, click *images* for pictures. You can now drag and drop an image onto your document. If you click the picture it will appear in another screen, just click *insert* at the top of the page and the picture will move to your document.

19. Click on Insert, then *table*, then you can insert a table to create columns or squares.
20. Add-ons can be downloaded from the Google add-on menu, I have added several, clip art and the thesaurus are favorites.