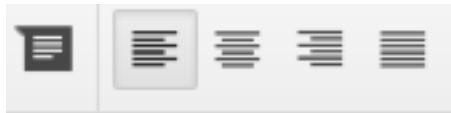# Using Google Docs

1. Log into your New Haven e-mail.

2. Click on *docs* or the doc icon.

3. On your Google drive, click on the red *Create* button on the left and choose the docs icon to make a new word processing document.

4. Give your untitled document a name by clicking on *untitled* in the top left hand corner. Name your document by typing in a name you will easily recognize later.

5. Put your name and period on the top right hand corner of your document by using the *justify right feature*.

6. Put a title on your document by choosing the *justify center* feature. You may choose to use the heading feature by pulling down one of the heading choices from the text menu.

7. Be sure to choose the *normal text* for the body of your paper. For example, choose: Arial, Times New Roman, or Helvetica. Use 11 or 12 point font for the body of your paper. Begin typing your document by clicking on the *justify left* feature.

8. You can spell check your document by selecting the text underlined in red and holding down the right part of the track pad. The spell checker will give you the correct spelling of the word. Replace your misspelled word with the correct one.

9. Your Google.docs automatically saves. You can open your document at a future time by clicking on the document name in your Google Drive.

10. File your Google document by clicking on the *Create* button on the left and choosing folder. Name your folder. Now drag your document into the folder or check the document name and click on the *move* feature. Now choose the folder you want it moved to.

11. You can also share your document by clicking on the blue *Share* button on the top right and putting in the e-mail address of the person you would like to receive your document. You can allow this person to edit your document or to simply view it.

Dave Forrest - Dec. 3, 2013