

Module Three

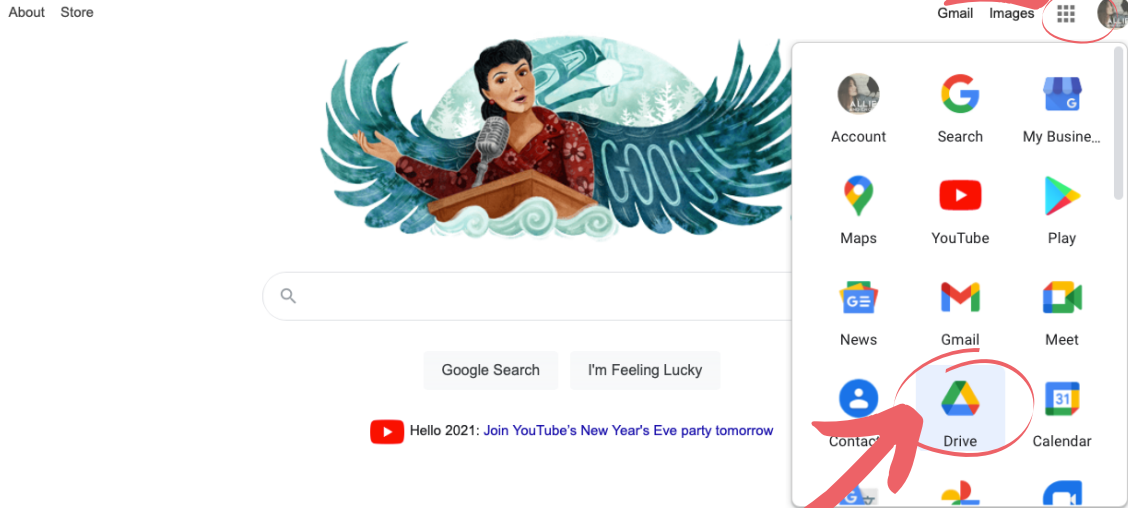


Google Documents

How To Get To Goggle Docs:

Step One : Go to Google.com

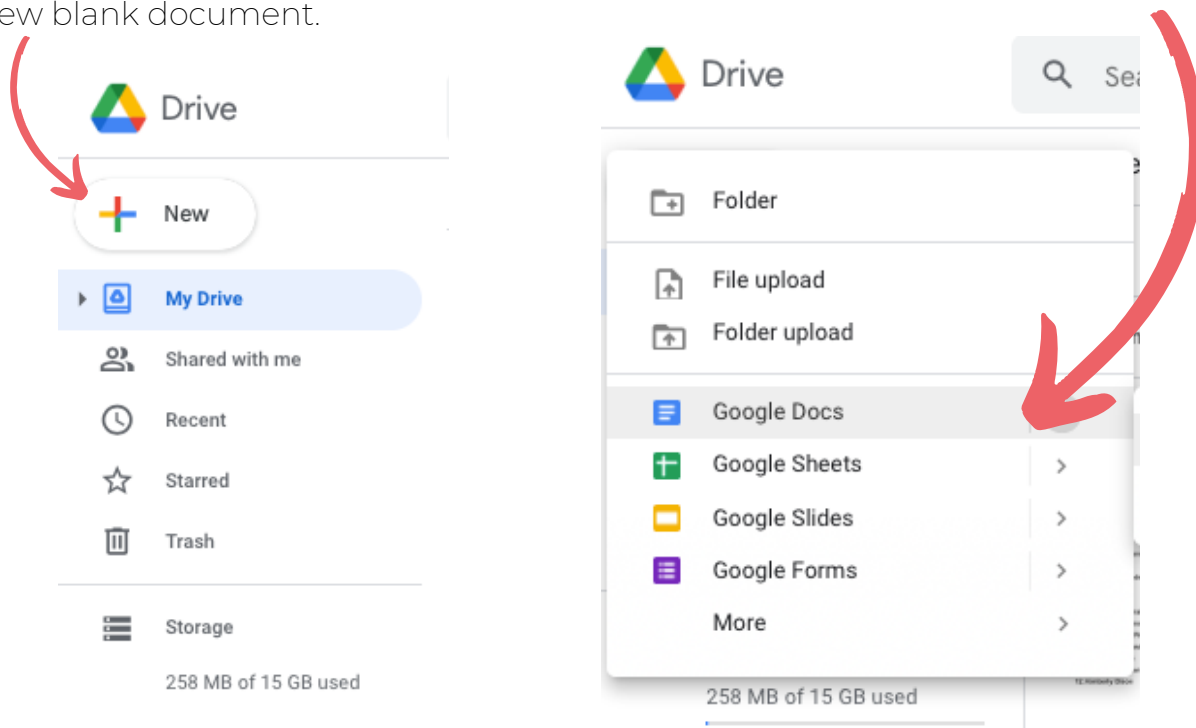
Step Two : Click the waffle at the top right side



Step Three : Click one the "Drive" icon

Once you are in your Google Drive, you will see the home page where all of your documents and files will be.

Step Four : Click the " + New " icon at the top left and select "Google Docs" to open a new blank document.

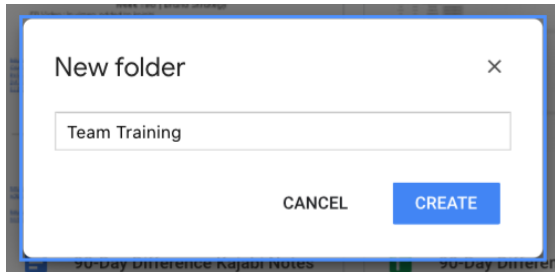


Google Documents

Organizing Your Docs

Click the "+ New" icon at the top left and select "Folder" to create a new folder where you can keep specific documents all together.

You can also share folders with other people, or just use them to keep your own stuff organized.



When you click "Folder" it will immediately prompt you to create a name for that folder, then you just click "Create"

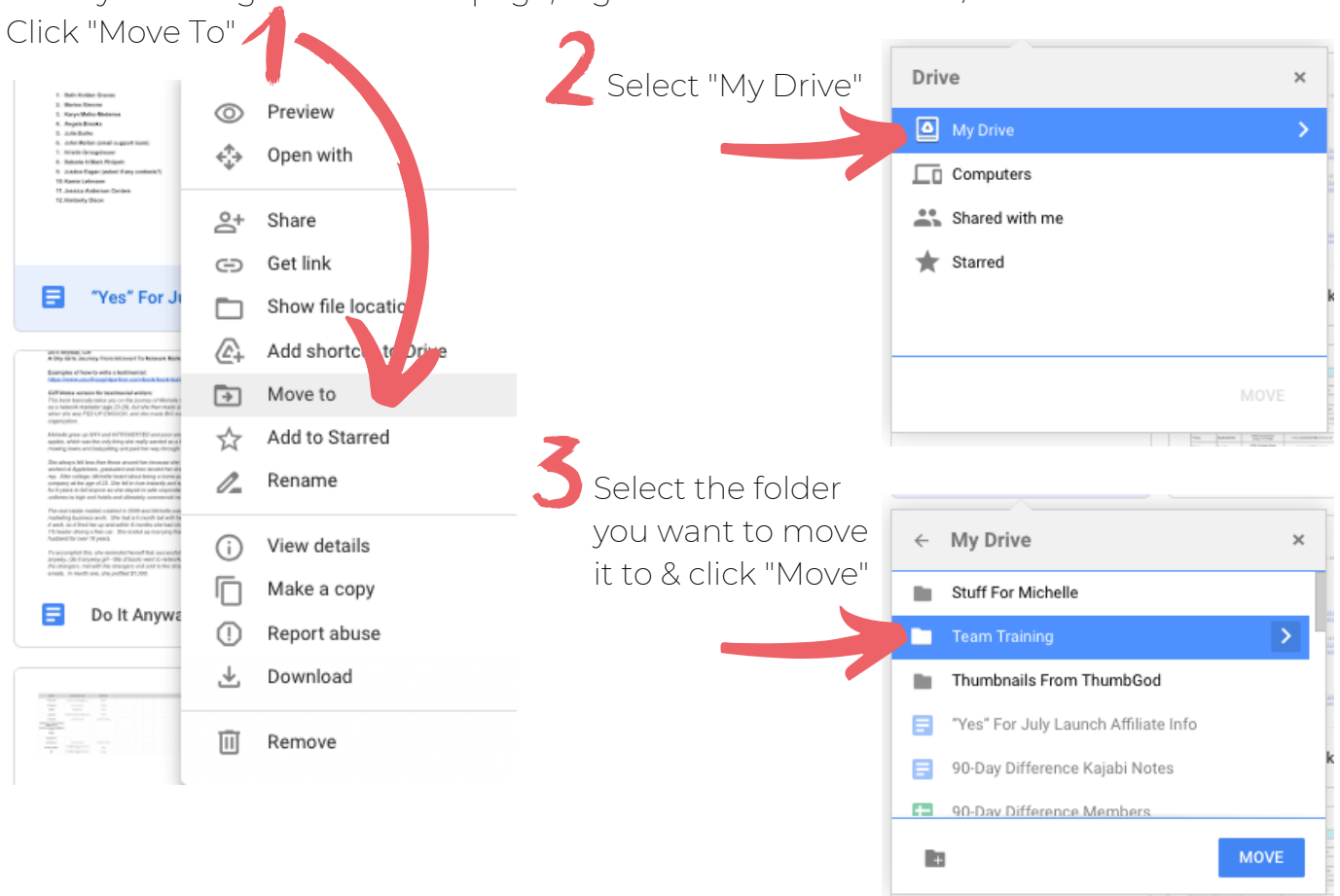
Once you have created your folder, double click on it & it will open.

You can create a new document from inside that folder, and then it will automatically save that document to that folder.

If you start a document outside of the folder and later want to add it to a specific folder, follow these steps:

From your Google Drive homepage, right click that document/ file

Click "Move To"

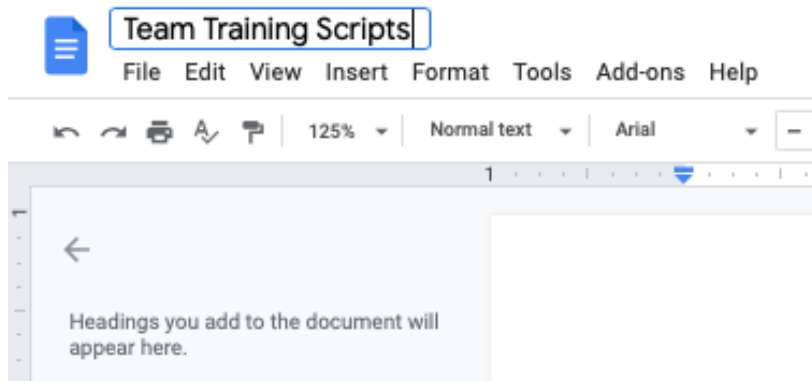


Google Documents

Formating & Editing Your Doc

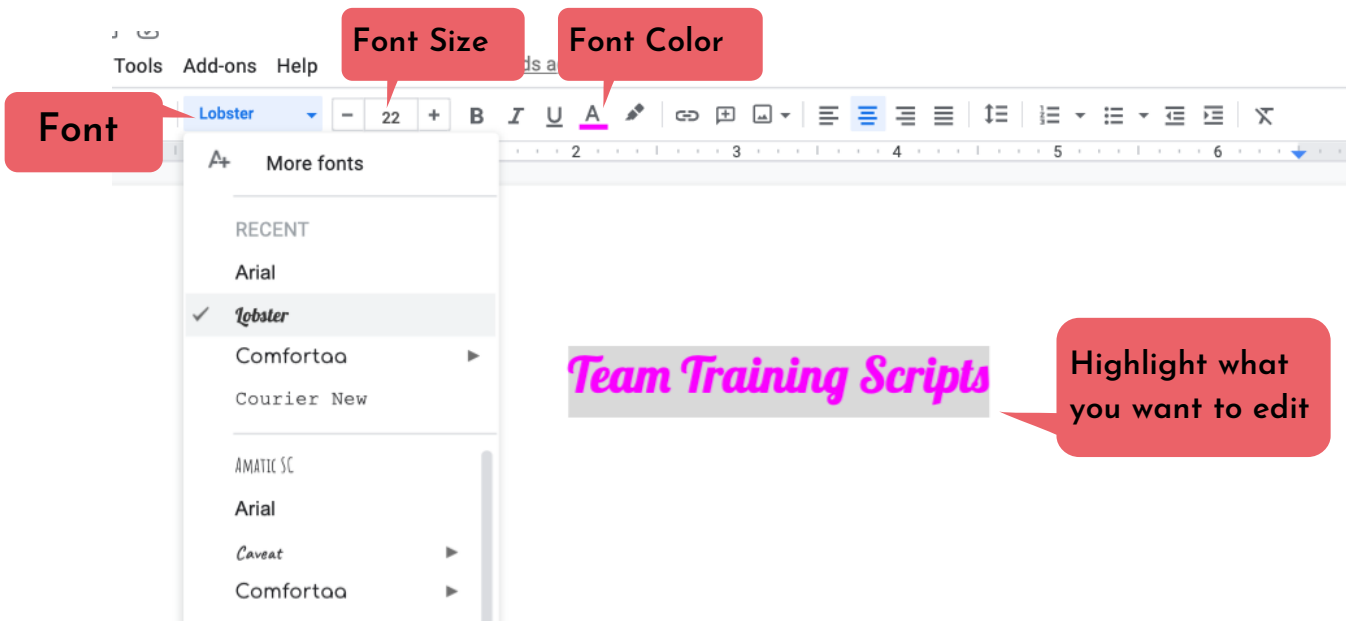
When you start a new Document, there are tons of formatting tools and options so you can make it look exactly how you want.

To start, give the document a name by clicking the box at the top left that says "Untitled Document" and name your document.

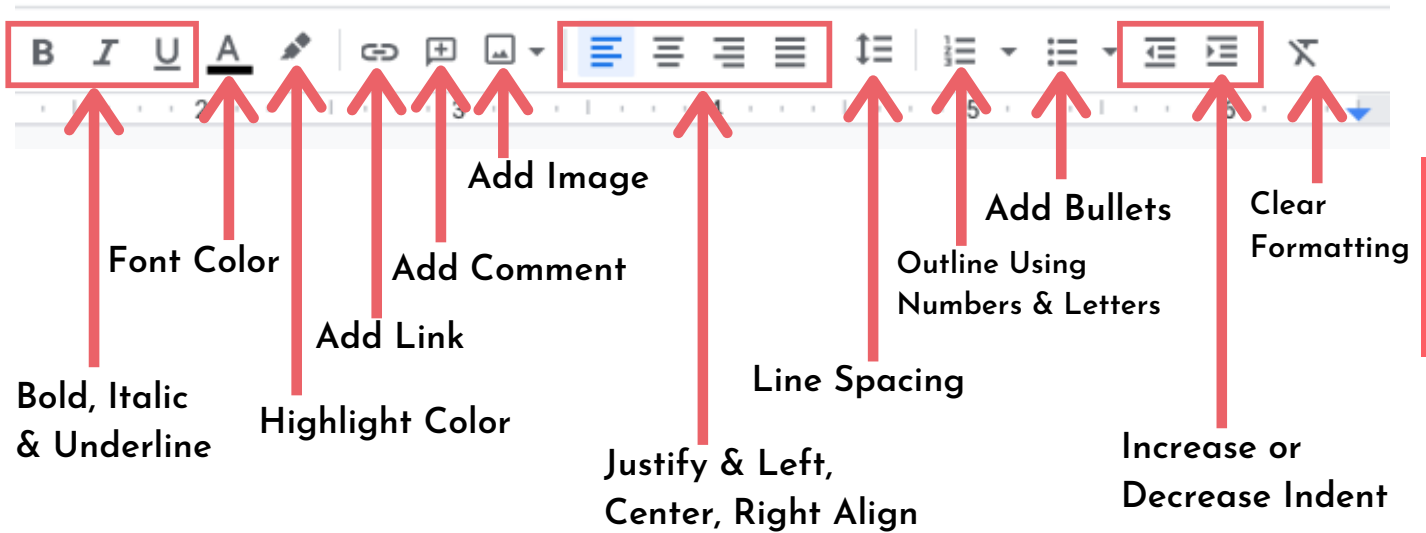
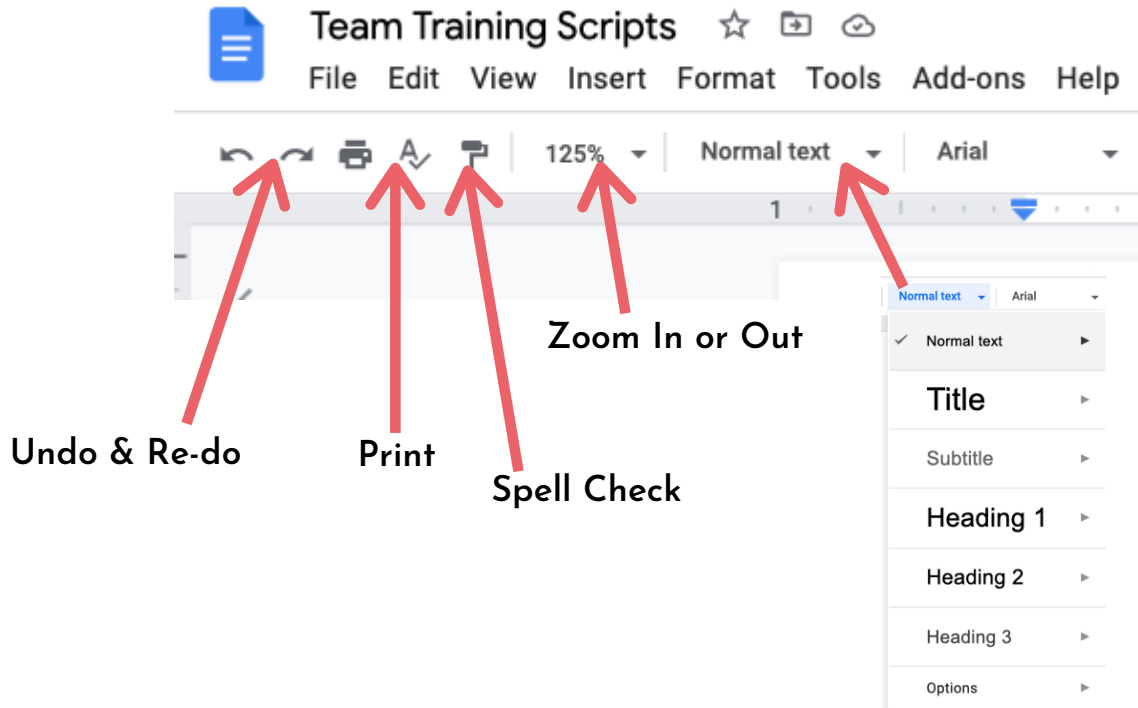


When you have your name, just hit Enter and it will save.

Start typing your information and you can edit the format using the toolbar across the top.



Google Documents



There are more tools and options in the menu bar under File, Edit, View, & so on.

If you are playing around with the different options and happen to click something that does something crazy to your document, just click the undo arrow (or Control Z on your keyboard) and it will undo whatever you did.



Google Documents

Formatting Recommendations

Only use cursive or fancy fonts for the titles or a few words.

For the body of the document, use a common font like Ariel that is easy to read. One of my favorite fonts is Montserrat Extra Light (that is the font of this text) ☺

When adding a link within your document, the easiest way for others to see it is a link to something is using the word "Click Here"

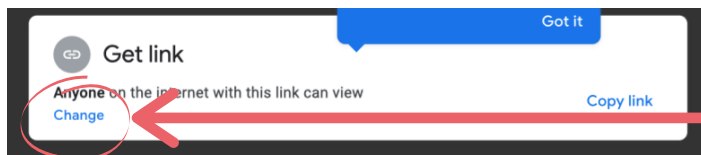
Example: If you want to check out a professional website Click Here and you can see how I have mine laid out.

Then you would highlight the words "Click Here" click the link  icon on the toolbar and add in the link to the website.

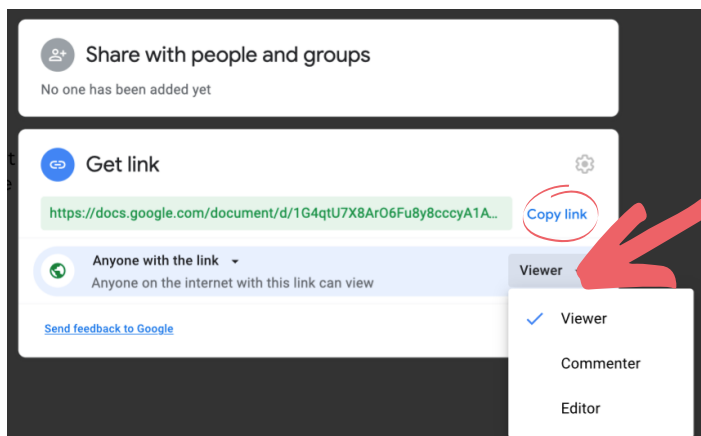


If you want to check out a professional website **Click Here** and you can see how i have mine laid out.

To share your document with others, click the blue "Share" button at the top right.



Before you copy the link, change it from "Anyone" to "Anyone with the link"



Decide whether you want them to be able to edit the document, be able to leave comments, or only view the document and change that accordingly.

Once those settings are set how you want, click "Copy Link", and paste the link wherever you are sharing it.