**Using Google Docs**

**Setting Up Google Folder**

1. Open up **Google** on your internet browser.
2. In the top right hand corner, click on the **Sign** **In**.
3. Sign in using your **Gmail account** and **password**.
4. Once logged in, at the top, click on **Drive.**
5. You are now on **Google Drive**. From here, you can create anything from a Word Document to a Spreadsheet to a Presentation.
6. To the left, click on the **Create** button. Choose which kind of file you would like to create. For our purposes, click on **Folder.**
7. Name that folder **Last Name English**
8. Once created, right click on the folder and go to **Share.**
9. Another screen will open and at the bottom where it says **Invite**, type in my email address – harrisd@peabody.k12.ma.us. Then hit **Done.**
10. Now everything you save in the folder will automatically come to me.

**Creating a Document**

1. Open your **Folder.** Make sure your folder is open otherwise it will not share with me.
2. Go to the left, click on the **Create** button. Choose which kind of file you would like to create. For our purposes, click on **Document.**
3. Now that you have opened the document, you have to make a few changes to be formatted properly.
	1. Change the size from **11 pt** to **12 pt**
	2. Change the font from **Arial** to **Times** **New** **Roman**
	3. Under **Format**, change the **Line** **Spacing** to **2.0**
4. Now you have properly formatted the document and may begin typing!