How to use your Google Docs

1. Sign in to Google
2. Locate the Google apps icon in the upper right-hand corner of the Google homepage.
3. Select Docs from the options to open up your Google Docs. Alternatively, you can simply navigate to docs.google.com.
4. Your Google Docs homepage has several features:
   a. Start New Document
      i. You can choose to start with a blank document or choose from google vast library of templates.
   b. Recent Documents
      i. A brief preview of different documents you’ve used recently will appear here for your convenience.
   c. Sorting Documents
      i. You are able to sort your documents by ownership, you can select this at the top of the recent documents section. You can select from documents owned by anyone, owned by yourself, or owned by only others.
      ii. You can also sort by last opened by me, last modified by me, last modified, and tile and that is under this symbol

5. To create a new Google document simply select the template you want or select a blank document. This will open up a new window with your new project.
6. If you already have a document you want to edit, simply open your desired document to start your work.
7. Editing Your Document
   a. Navigation Bar Starting Left to Right
      i. We have your undo and redo arrows, these are used to revert any mistakes you made while the document has been open.
      ii. We then have the print button this is used to print out your documents
      iii. Also, we have the grammar check button, used to check if your work makes grammatic sense
      iv. There is also the paint format tool that converts the whole amount of selected text to the same format
v. Next is the zoom feature, this allows you to zoom in a different interval

vi. There are also tools to help you edit your text whether that be text font, size, color, or even bold, underline, italic, and highlight color.

vii. There is also functionality to add links, comments, and pictures.

viii. Finally there is also text formatting features, that are either aligning text, spacing between lines, and bullet points.