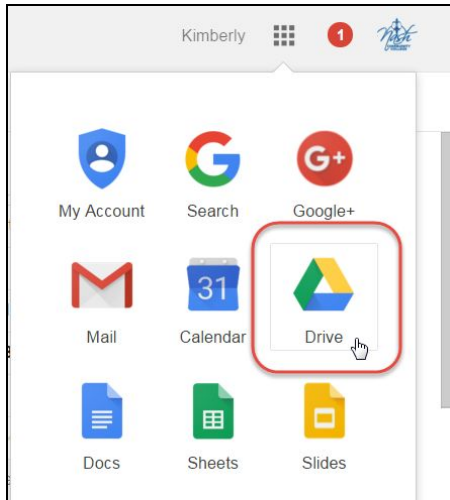
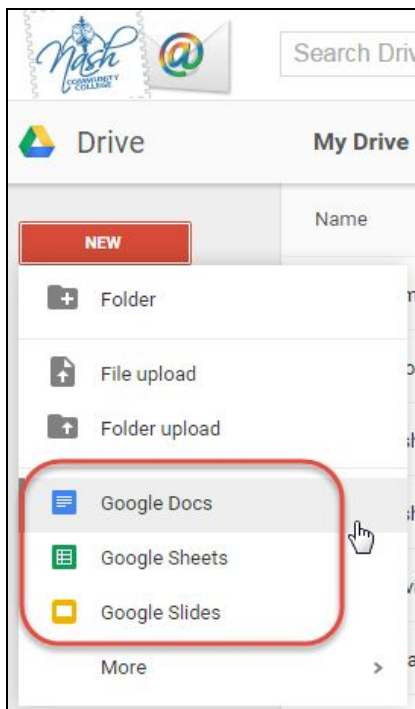


How to Create a Google Document

1. Log into your Student Email account
2. Click the Google Apps icon in the upper right corner of your Student Email screen and select Google Drive

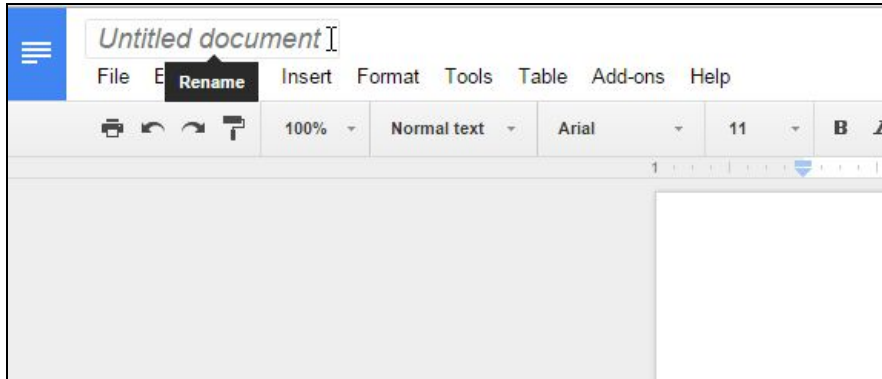


3. In your Google Drive, click the New button in the left sidebar and then select Google Docs

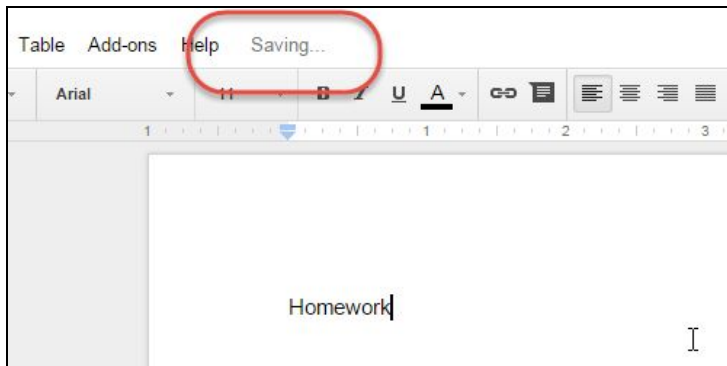


Note: Google Docs is the equivalent to MS Word. You can also create Google Spreadsheets and Google Slides which are equivalent to MS Excel and MS PowerPoint.

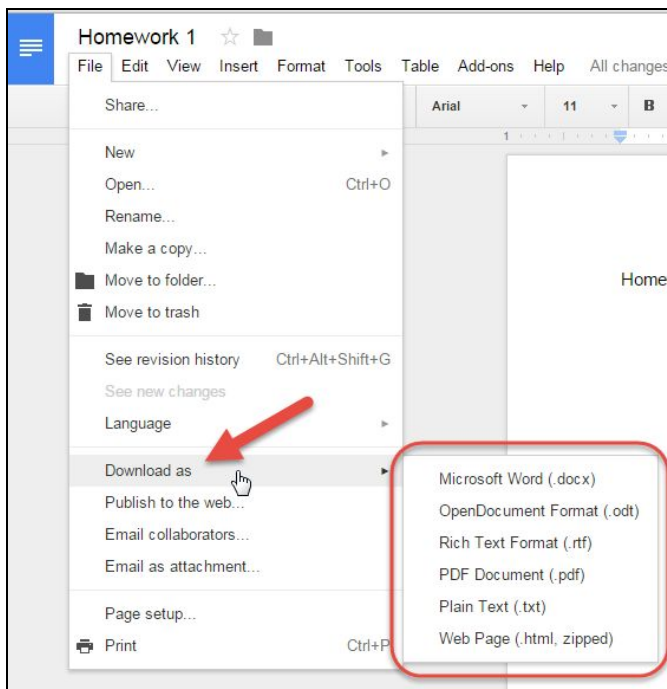
4. To change the filename of your new Google Doc, click the Untitled Document heading in the upper left corner and then delete and replace the text with your desired filename



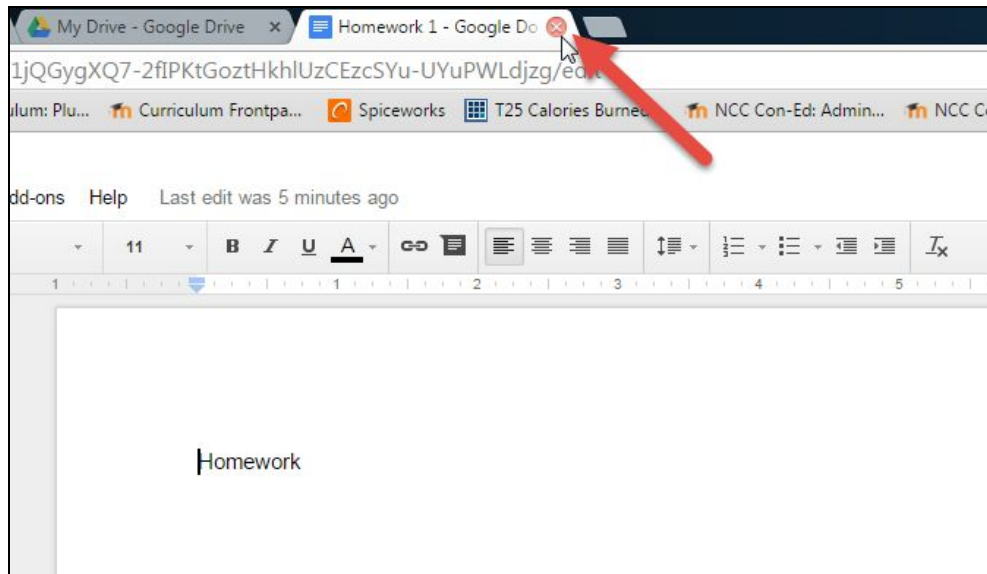
5. Google's Docs autosave feature will automatically save your document as you type



6. You can download your document in several standard formats, including MS Word and PDF



7. To close your document, simply close the browser tab containing the document



8. To re-open the document, simply click double-click its filename now listed in your Google Drive

