

Creating your Google Doc



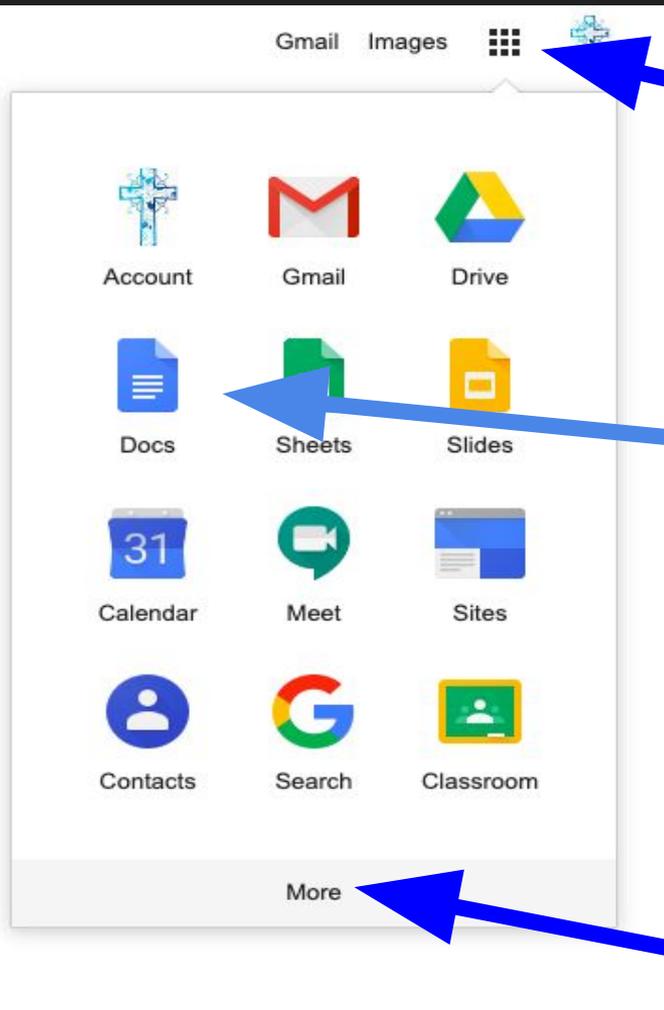
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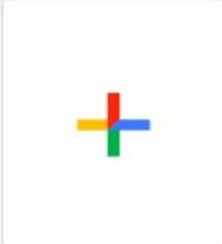
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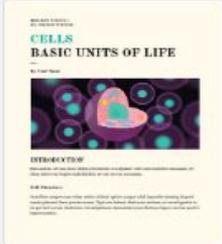
From this page you can choose to start a blank document or pick from a template provided for you.

Docs Grid icon G Suite

Start a new document Template gallery



Blank



Essay
Paperback



Report
Simple



Report
Luxe



Report
MLA



Book report
by Reading Rainbo...

Recent documents Owned by anyone Grid icon AZ icon Folder icon

• My Grade Science Book to be completed by Tuesday Teacher

• Document to show grade level

• To be used when the book is finished reading (or in between) classes I have one

• I will keep drinking and adding to the list. Please feel free to add some too! Teamwork makes the DREAM WORK!

2019-03-03 10:00:00

• **Project 1**

• **Project 2** (Mrs. Hillart, Currie)

• **Project 3** (Mrs. Hillart, Currie)

Click on the plus sign to start a new document.

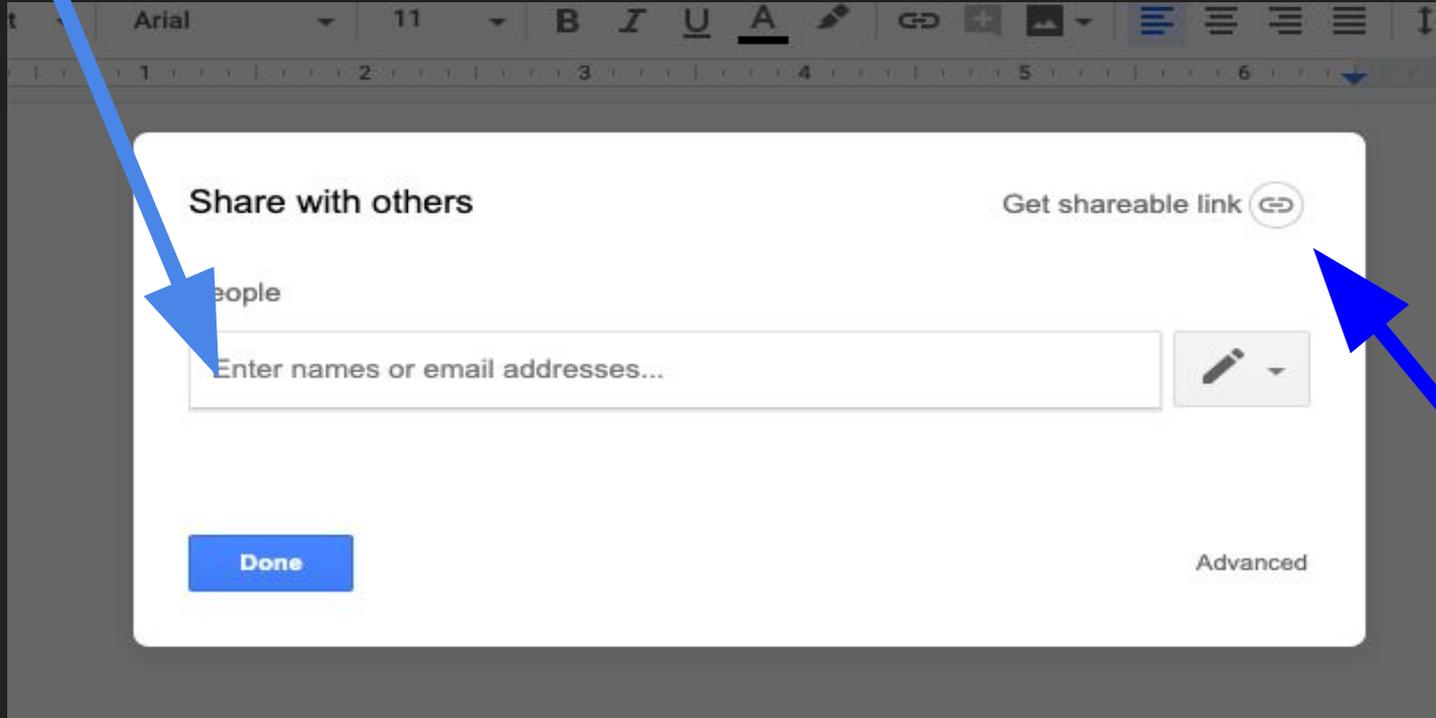
The screenshot shows the Google Docs interface. At the top left, the word "Docs" is visible. To its right is a search bar with a magnifying glass icon and the word "Search". Further right is a grid icon and the text "Suite". Below this is a section titled "Start a new document" on the left and "Template gallery" on the right. The "Start a new document" section contains six options: "Blank" (represented by a plus sign), "Essay Paperback" (with a cover titled "CELLS BASIC UNITS OF LIFE"), "Report Simple" (with a cover titled "SCIENCE LAB REPORT"), "Report Luxe" (with a cover titled "REPORT TITLE"), "Report MLA" (with a cover showing text), and "Book report by Reading Rainbo..." (with a cover titled "Book Report"). A large blue arrow points from the top text to the plus sign in the "Blank" option. The "Template gallery" section contains a vertical ellipsis icon. Below these sections is a "Recent documents" section with the text "Owned by anyone" and a dropdown arrow. To the right of this are icons for list view, sort by name, and folder view. The "Recent documents" section shows three document thumbnails with some text visible on them.

Use the toolbar to edit your document just as you would in Microsoft Word.



To Share a document with your students or colleagues, click on the “share” button.

You can share the document by entering the emails of those you wish to share with.



You can also copy the link and post the link to the body of an email or your Google Classroom for instant access.