

FORMATTING A WRITING DOCUMENT IN GOOGLE DOCS

 Click on Google Docs in the left bottom of your screen

 Click on Create new document

Or if you do not have the Google Docs icon click on the collection of dots by your name in the right

  [loni.stu](#)

hand corner

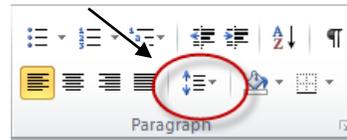


Choose Google Drive then click on create 
Choose document

Click on *untitled document* and give your document a Title – click OK

Before typing anything, change the settings to the following—

-  12 pt font
-  Arial or Times New Roman only—no italics, no bold
-  Double space
—click this icon and choose **Double**

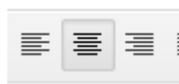


Type the heading

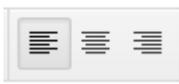
-  Your first and last names (hit enter)
-  Your teacher's name (hit enter)
-  Class title and period (hit enter)
-  Date the assignment is due (hit enter)

Type the title

-  12 pt font

-  Centered
-  Same font as heading (Times New Roman or Arial)
-  Do not bold, underline, italicize, or use all caps
-  Hit enter once

Type the essay

-  Take it off of centering
-  Same fonts as heading and title
-  Hit tab -- to indent paragraphs
-  Type first paragraph—when done hit enter one time
-  Hit tab
-  Type second paragraph . . . and so on

When you finish typing

- ✚ Read over the essay for errors such as spelling mistakes and run –on or fragmented sentences.

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Can edit ▾

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Send

Click the blue SEND button.

Your essay should follow the format of the example below.

Joe Smith

Ms. Strong

English 7 Period 1

October 4, 2013

Pericles

Heading double-spaced with all of the correct information.

Title is same size as everything else. No bold, underline, italics, or all caps.

Tabs are used for new paragraphs

Pericles was born in 495 B.C. in Athens. As a nobleman and a statesman, Pericles became a popular leader when Athens was at its most powerful between 440 B.C. and 430 B.C. In Pericle’s honor, that period of time was called the “Periclean Age.”

It is said that Athens became a powerful city under Pericle’s leadership.

Although his opponents didn’t like him, the poor people . . .