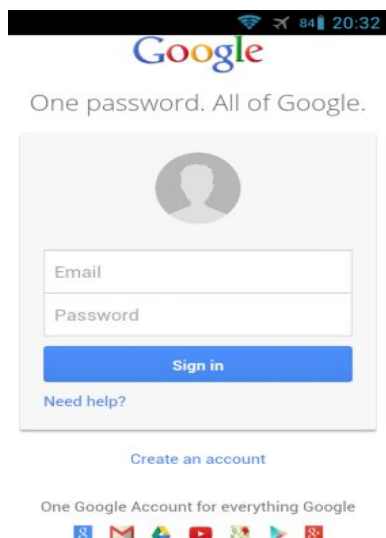


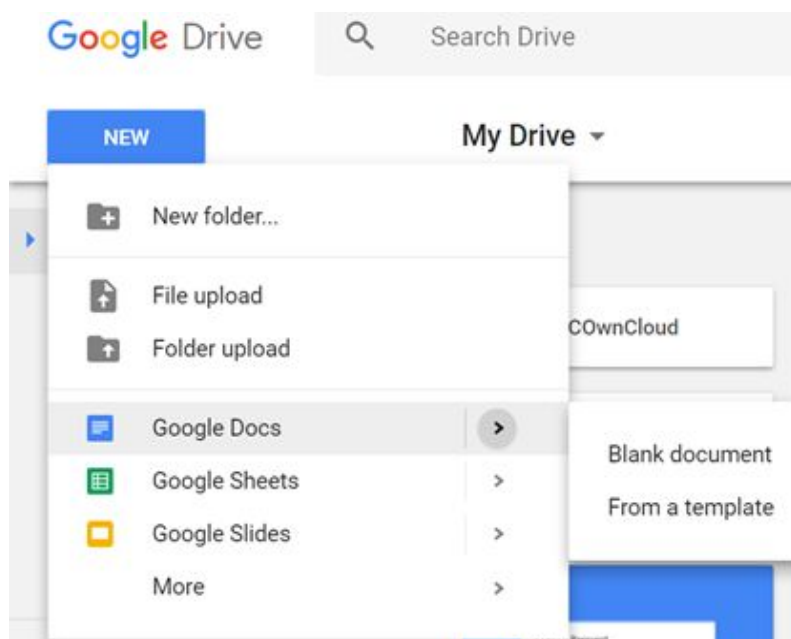
Using Google Docs



To claim your Putnam City Schools account:

1. Email: 1st initial, 2nd initial, entire last name, last two digits of birth year @putnamcitystudent.org
2. Password: pcschools OR your current password
3. Remember your password! Put into your phone. There are several apps that will protect your passwords.

Creating a New Document:



1. Click on blue “new button.”
2. Highlight “Google Docs.”
3. Highlight “Blank document.”

A. Naming your document:

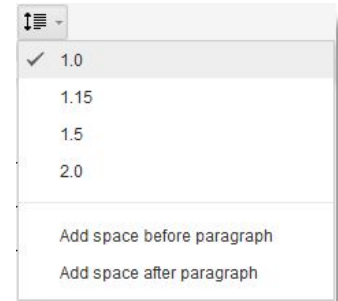
1. Click on “Untitled document” in the top left corner of the document.
2. Name your document “ Last name, First Name Hour”
3. Example: Slay, Jill 1st

Using Google Docs



B. Formatting in Google Docs:

1. Make sure the font is Times New Roman or Arial (default)
2. Change size to 12 point font
3. Make sure the margins are 1" (default)
4. Make sure Line spacing is on double.
5. Add page numbers. Insert, page number, choose the top right corner, add your last name to the left of the 1. (Example; Slay 1)
You only have to do it on the first page.



6. On the first page, add your heading:

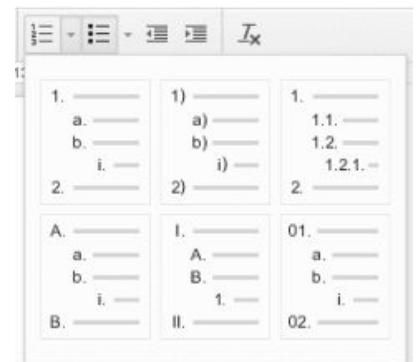
Name	Jill Slay
Teacher	Ms. Lee
Class/Hour	English IV/1st
Date	15 February 2016

7. Add a Title, center the title, hit enter and then go back to left justified.
8. Create an Outline.

Click on the numbered list icon and choose roman numerals.
Type your Thesis Statement on I.
Type your Topic sentence (with a transition) on II.
Hit "Enter" "Tab" to get the A. and type your first piece of evidence. (Add citation if you want to help you keep track)
Continue until you complete your outline.

9. Typing your paper.

At the beginning of each paragraph hit "Tab" one time to indent.
Do not hit "enter" at the end of each line. Only hit enter at the end of the paragraph and only hit it once.



Using Google Docs

10. Sharing: (you will do this after you have added your Works Cited Page.)

A. Select the blue Share button in the top right hand corner.

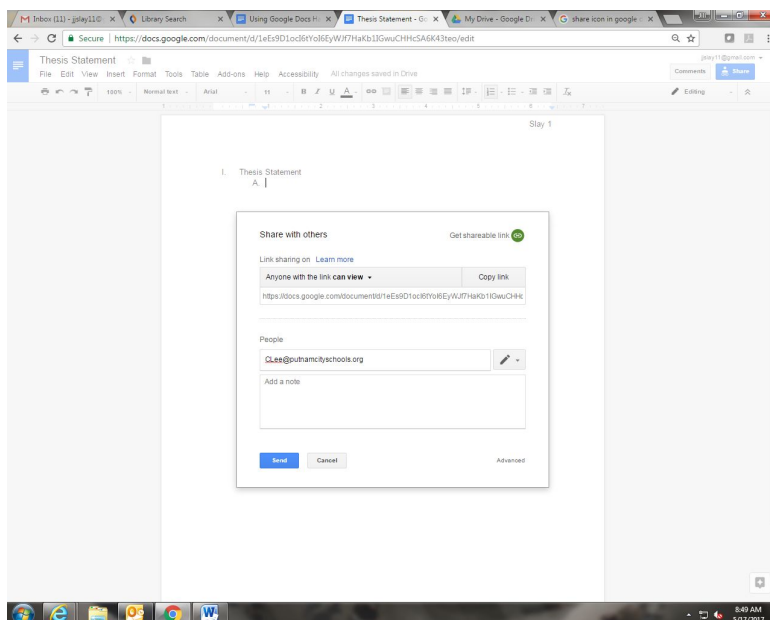
B. Type your teacher's email address in the bar.

C. Click on “advanced” in the bottom right hand corner.

D. Choose “Anyone with the link”

E. Click Send.

F. Double check that your teacher received it.



C. EasyBib

1. Sign in to EasyBib using your Google Log in.
2. Create a new project. Name it whatever your assignment is called. Ex: Sr Research Paper
3. Click “Bibliography.”
4. Enter your source information for each source under this project.
5. Once you have entered all of your source info, click Bibliography. Make sure all sources are listed there.
6. Choose Select All. Import to Google Docs.
7. It will create a new Google Doc with your Work Cited page properly formatted.
8. Hit CTRL+A to select all of your works cited page.
9. Hit CTRL+C to copy.
10. Open your research paper in Google Docs.
11. Go to the first line with no typing on it.
12. Hit CTRL+V to Paste it. Make sure the words “Works Cited” are centered. If not, center them. Make sure the fonts match type and size.
13. Hit CTRL+Enter to move your Works Cited to the last page of your document.

Using Google Docs

OUTLINE TEMPLATE

Rachel Cynthia Lee

Ms. Lee

English IV / 7th

26 January 2018

Boxing the Blues Away

- I. Depression affects most of the population, young and old, at some time, but recent research has shown that physical activity coupled with counseling improves depression without drugs. (this is the thesis for this paper)
- II. (this is the place for the topic sentence for the 1st topic)
 - A. (this is the place for the 1st piece of evidence from a source and its citation)
 - B. (2nd piece of evidence from a different source and its citation)
 - C. (3rd piece of evidence from a different source and its citation)
 - D. (4th piece of evidence if needed)
- III. (2nd topic sentence for the 2nd topic)
 - A. (1st piece of evidence from a source and its citation)
 - B. (2nd piece of evidence from a different source and its citation)
 - C. (3rd piece of evidence from a different source and its citation)
 - D. (4th piece of evidence if needed)
- IV. (same as above until all topics are covered)

Hints - Use "Tab" to move right and use "Ctrl + Tab" to move left. IF YOU DON'T USE THIS FORMATTING YOU WILL END UP WITH A MESS AND HAVE TO START OVER!!!!

Make sure all entries in the outline are COMPLETE SENTENCES and your paper will almost be finished. Just add transitions, explanations and a closing sentence to each paragraph.

Using Google Docs

14.