

## Using Google Docs

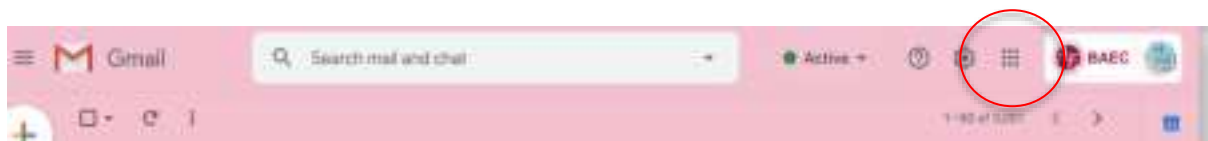
### 1. On your PC

Load your browsing software and login to Gmail

If you are using a Desktop or Laptop, ideally download Google Chrome, or use whatever browsing software you have available to you.

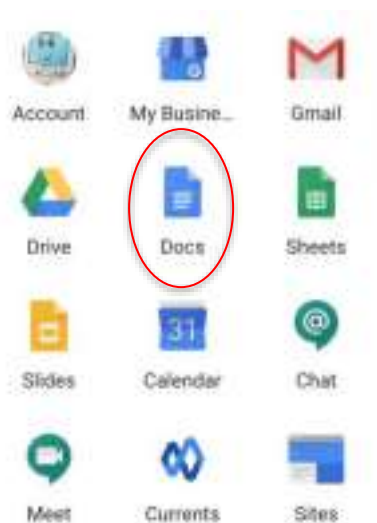
From the Google browsing screen select Gmail (usually top right-hand corner) or go to gmail.com Login to your account using your BAEC/gmail address and password.

Once you can see your emails click on the nine dot Apps button at the top right of your screen.



Google Apps

Click the Google Apps and look for Docs. There are many icons to choose from and you may have to scroll right down to find Docs



Once Docs is open, you will be presented with various templates. Click the large + symbol for a new Blank document.



## Using Google Docs



If you are used to Word Processing this screen will look familiar to you. You have a toolbar across the top of the window where you can make text enhancements. Go to Insert for a drop-down menu where you can choose images and tables, etc. Go to Format for a drop-down menu where you have more enhancements and to format tables and images. Or you can just start typing in the large white page area.

Your document will automatically be saved to your Drive as “Untitled Document”. To give it a more meaningful name click into the Filename (where it says Untitled Document) It will guess the title should be the first few words of your document, but you can override if you wish.

There are several ways to find your documents. If you are in Docs, click the Blue Docs Icon to the left of your document title. This will take you to a page that shows recent Docs and you can create a new document. Alternatively, go to the Apps button (9 dots, top right of the screen) and go to Drive. This will show you all your documents saved on the Drive, not just Docs.

## 2. On your Phone or Tablet

Download Google Docs from your App provider (Google Play, App Store). Tap the app and follow instructions for your particular piece of hardware. Note you can use Docs across all hardware you have. As files save to the Google Drive (cloud) rather than your computer, they are accessible from anywhere you have internet access on your PC, laptop, tablet, and phone.