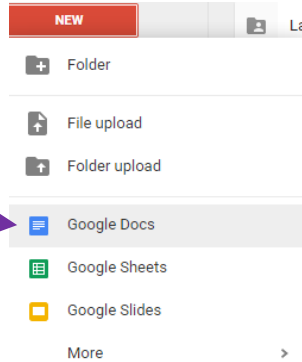
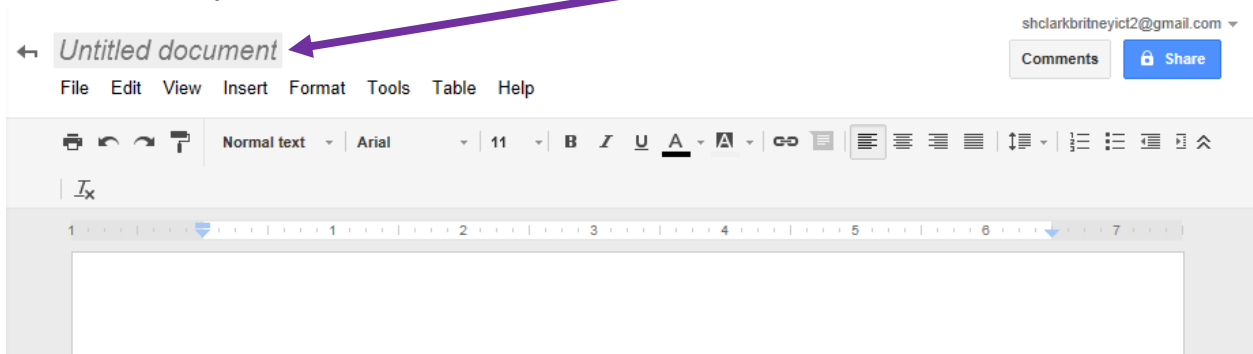


Setting up your Essay in Google Doc on Google Drive

1. Open Internet Explorer and navigate to www.Google.com
2. Sign into your Google Account
3. Select **Drive** at the top of the Google window
4. Click **NEW**
5. Choose **Document**



6. Which opens an Untitled Document...Double click on the words **Untitled Document** and title it **LastName(s) Essay**



7. File>Page Setup
 - All Margins .75"
 - Orientation set to Portrait
 - OK

8. Set line spacing to **double**



9. Now you are ready to start your essay!