LOG IN TO YOUR GOOGLE ACCOUNT

Best use is with a PC or a Mac. On an iPad, iPhone, or Android, go to the Apps Store or Play Store and download Google Docs.

If you do not have a Google account, we recommend making one even if you do not wish to change your main email address.

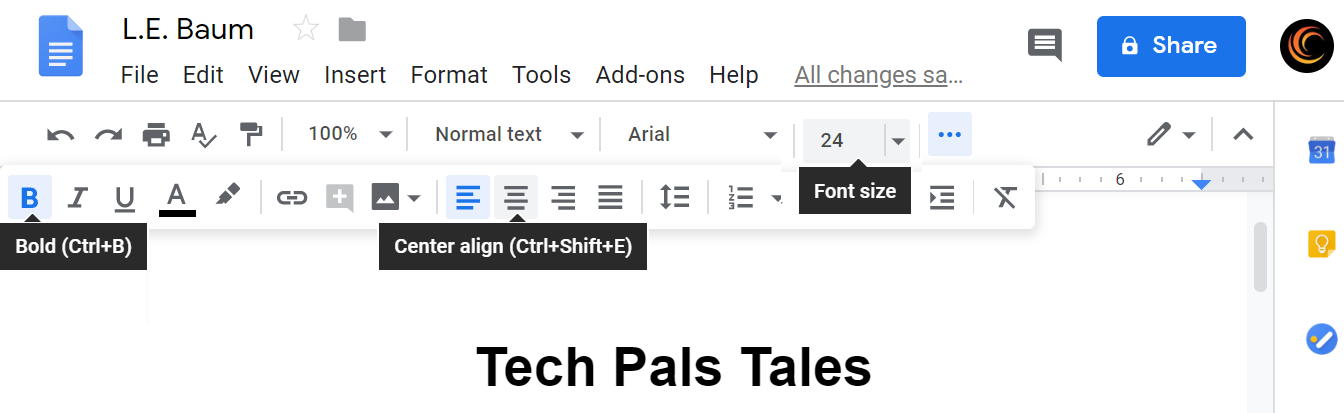
It’s nice to even have two email addresses, one for real emails and the other for coupons and subscriptions and junk mail

1. Go to Google Docs by typing google docs into a search bar and selecting the top pick
   1. Or go to docs.google.com
2. If prompted, click on for personal use
3. When prompted, sign into your google account,
   1. If you want to learn google docs without creating a google account you can login with our account for Frasier Meadows

Email: [TechPalsFM@gmail.com](mailto:TechPalsFM@gmail.com)

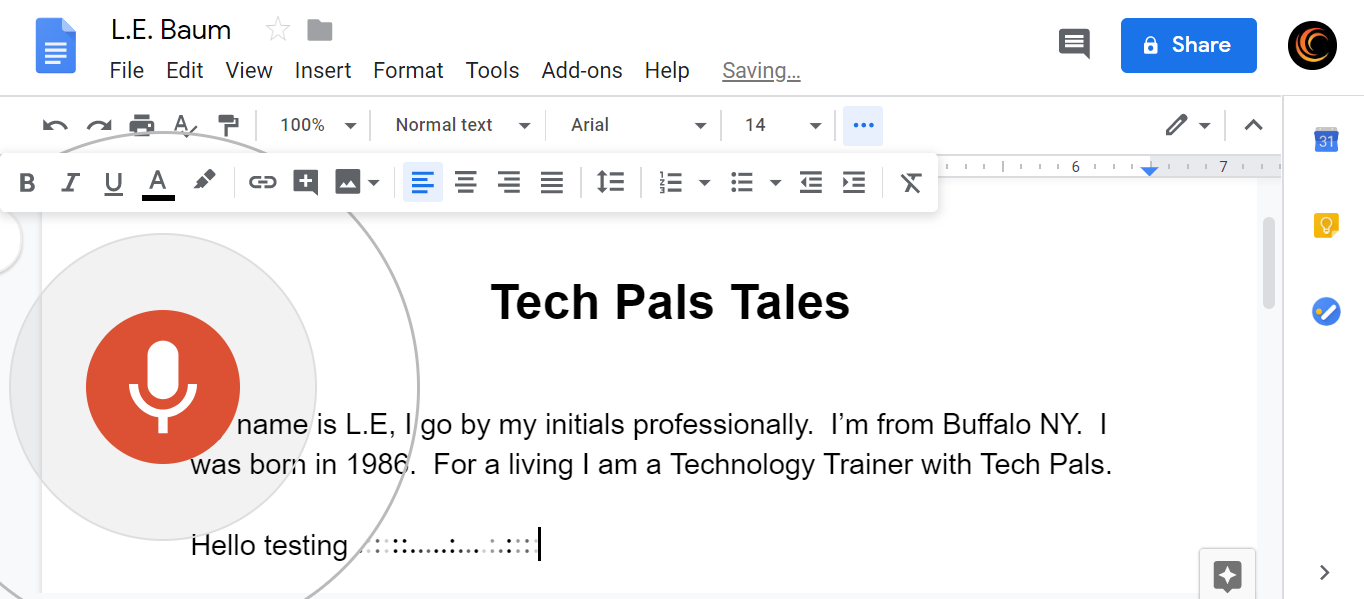
Password: In33dtechpals

1. Click the colorful plus sign to create a new document
2. In the top left, you can give the document a name. Click on where it says untitled document. It will become highlighted and you can type in a new title. For this exercise, type in your name.
3. Click in the document page to start typing in the document.
4. Type Tech Pals Tales
5. You can format this text to be a heading. You can use the icons depicted below to change the size, the font (to Bold) and center it.

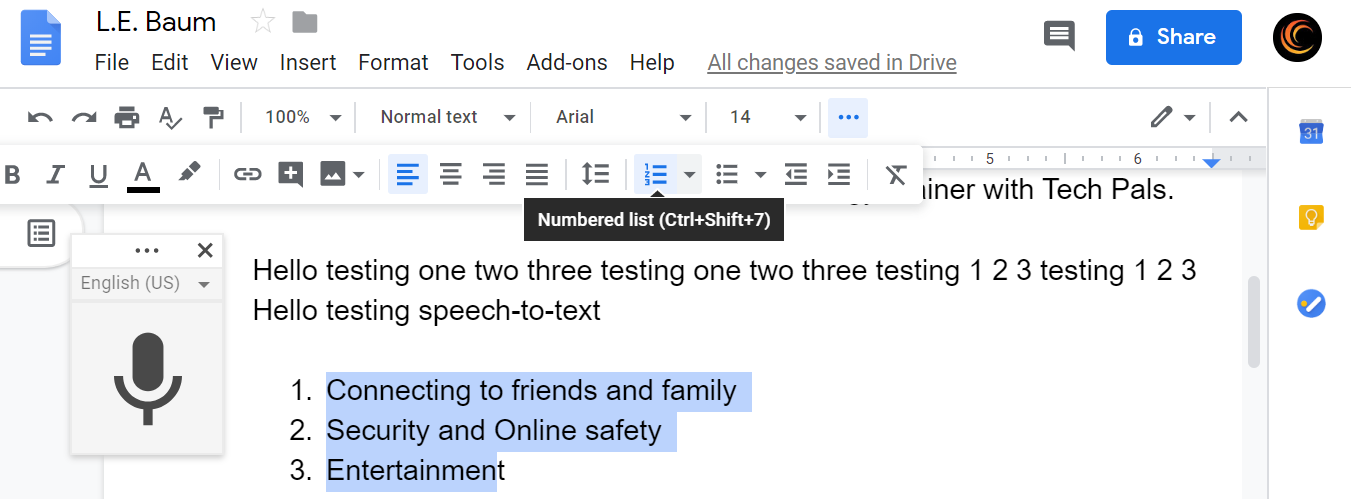


*You may not be able to see all of these icons depending on the size of your screen. If you can not see the icons, look for the three horizontal dots icon and click it for more.*

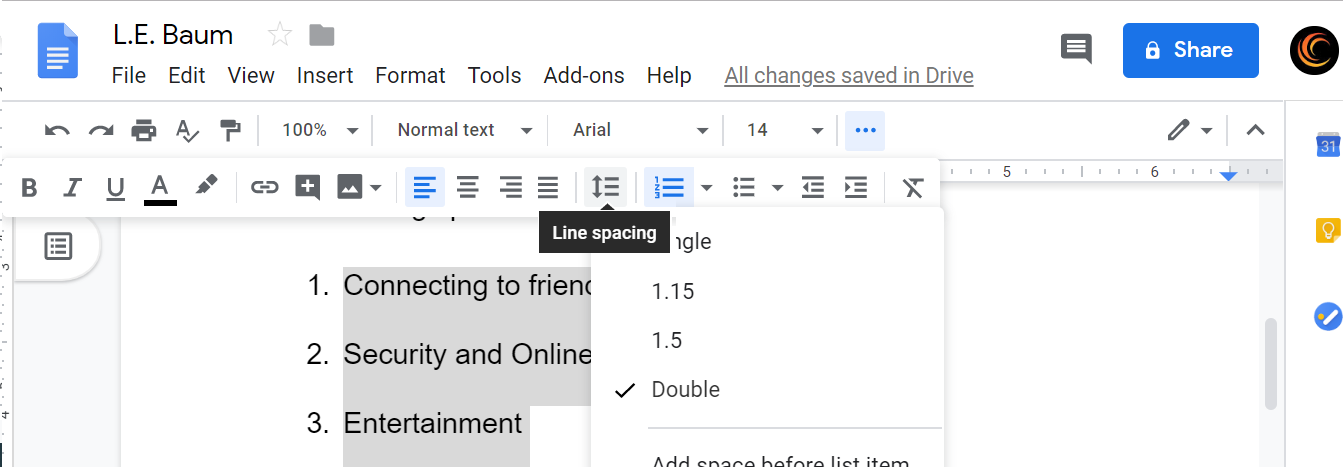
1. Type a sentence or two. Your name, where you are from, when you were born if you wish, what you did for a living,
2. Hit return to move to a new line
3. You can dictate to text. On a PC click ctrl shift S. On a mac, click command shift S. A red microphone icon will appear. If prompted, allow access to your microphone.



1. Start Talking! Say Hello, testing speech to text, testing one two. To end speech to text, click on the red microphone icon.
2. Talk to your device about what your 3 favorite workshops has been, what you learned.
3. Notice as you type if any words become underlined in red. This means it is spelled wrong. On a PC - right click. On a mac - two finger click. A list of suggested correct spellings will appear. Select the correct spelling and it will automatically change.
4. Take your mouse and spend some time hovering over the various icons, waiting for the text to appear that tells you what the icon does. If you are familiar with Word, Google Docs is very similar.
5. Highlight some of your text and press the various icons. Locate the Font size, Bold, Center, Left Justified, Undo (Back), Numbered list.
6. In your document, go to your list of favorite workshops, separate them with a new line hitting enter.
7. Highlight the lines of the workshops and select and click on the numbered list button that looks like three stacked lines with 1, 2, 3, stacked numbers.

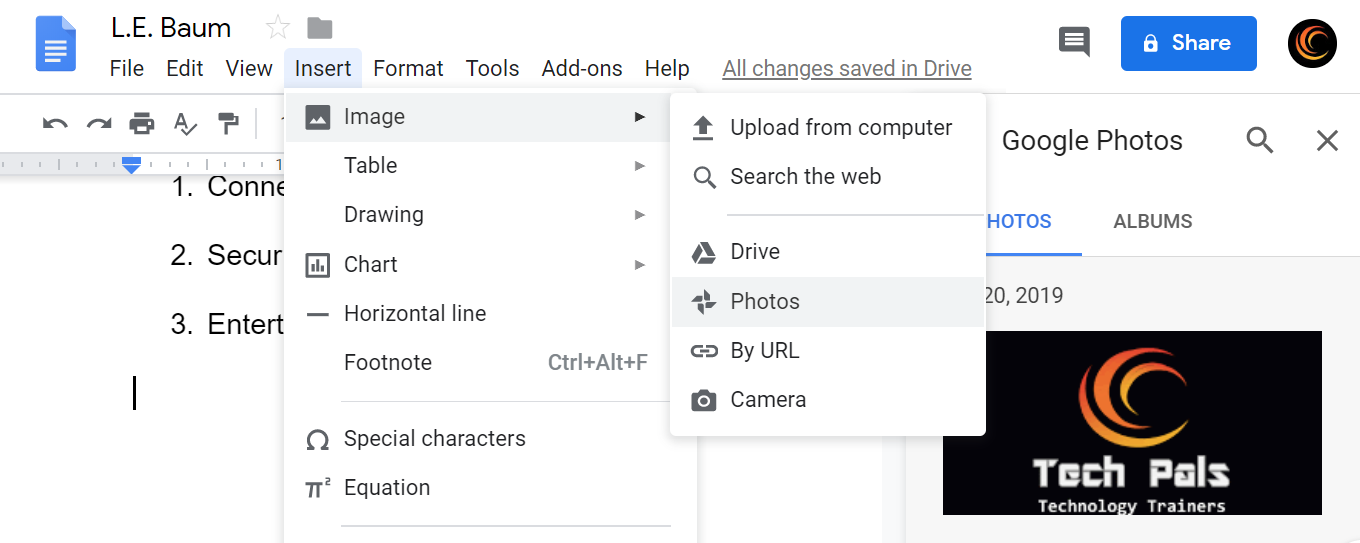


1. You can adjust the line spacing by clicking on the icon to the left of the numbers with the three stacked lines with up and down arrows. Change it to double spaced.

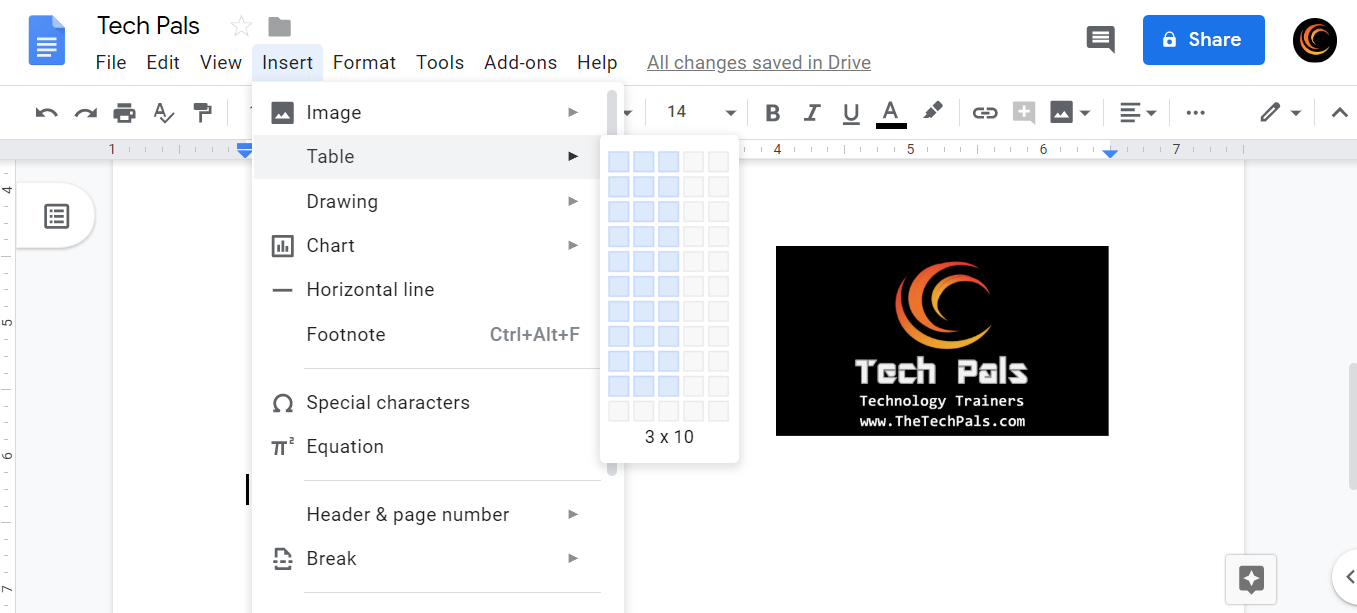


1. Go to the Insert tab. You can insert images into your document. You can add the images from images saved on your computer, your cloud, google photos, photos, or can take a picture. Try exploring inserting an image from your cloud photos that we backed up last week and added to the cloud.

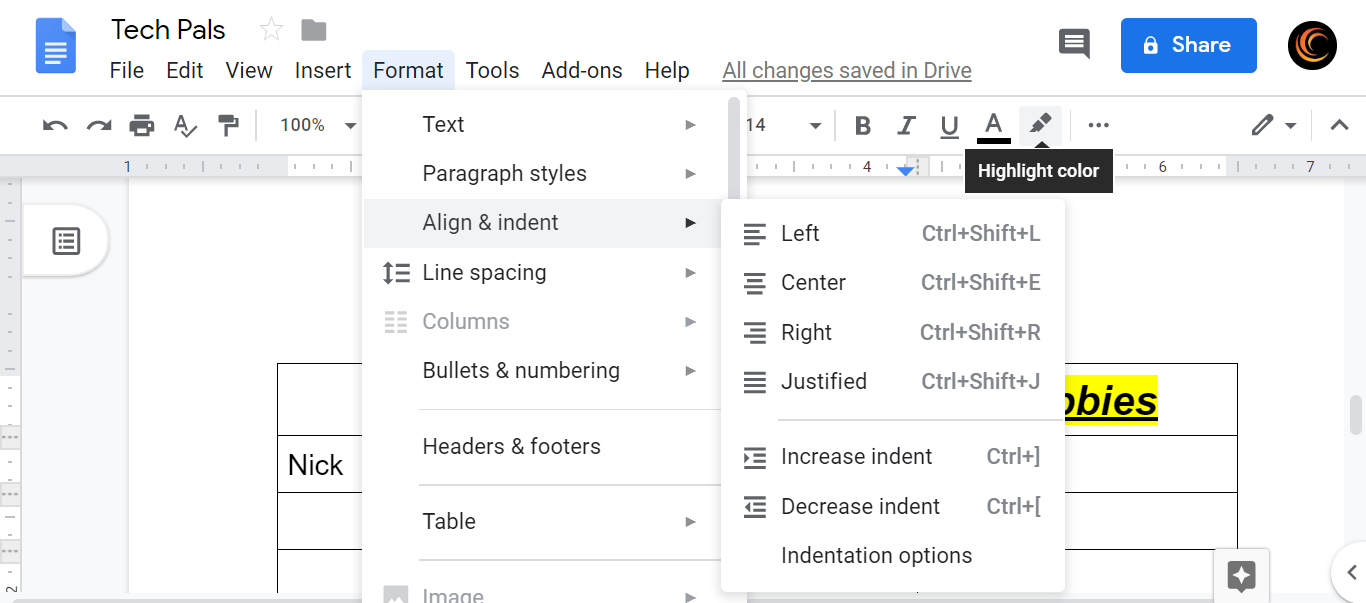
*If you are using our TechPalsFM google account, the photos stored in photos are not your cloud stored photos.*



1. Select an image of yourself (or of anything) and insert the photo. The photo will be inserted where the text cursor is and will be inline with the text unless you select wrap text, which will leave the image fixed on a position in the page.
2. You can resize the image by clicking on the arrows in the corners, If you attempt to resize the images by clicking on the side arrows, it will distort the image by stretching it out without keeping proportions.
3. Go to the insert tab and scroll down and select page break, this will take you on to a new page.
4. Go to the insert tab and select table
5. You can choose how many columns and rows by moving the mouse alone. Try to select a 3 by 10



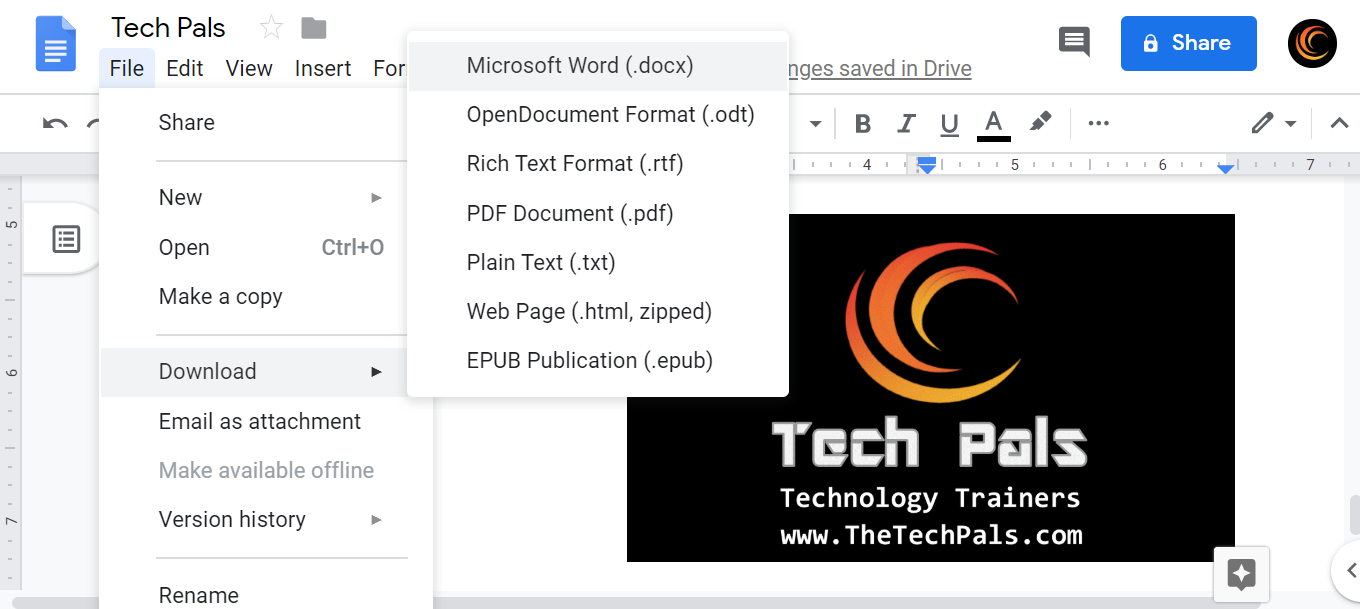
1. Select the top row and in the first top left box type Name, in the next box birthday, and in the next box, type hobbies.
2. Highlight the top row to Format the heading line. While the top row is highlighted, try to change the Font to size 20 by entering the number 20. Try to Bold the heading by pressing the **B** icon. Make it in Italics by selecting the***I***icon. Underline the document by selecting the **U.** And center the heading (you may have to go to the align drop down box to see the center options, or find it under format)



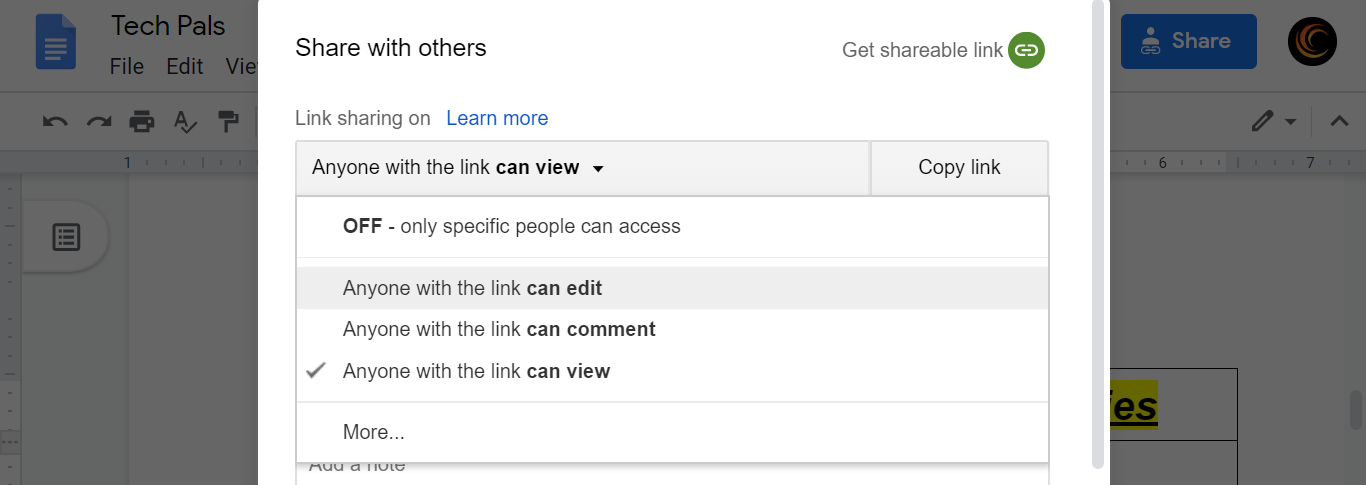
1. Select the top row and change the background color by selecting text highlighting. Change the highlighting to Yellow.
2. You can change the color of the text by selecting the underlined A icon.

There is much more table formatting that can be done in Google Sheets (Google’s version of Excel). In Docs you can create a basic table.

1. Now download the document into any format you wish. (You can type up a document of a Mac without Microsoft Office, and download it and share it as a word or pdf document.



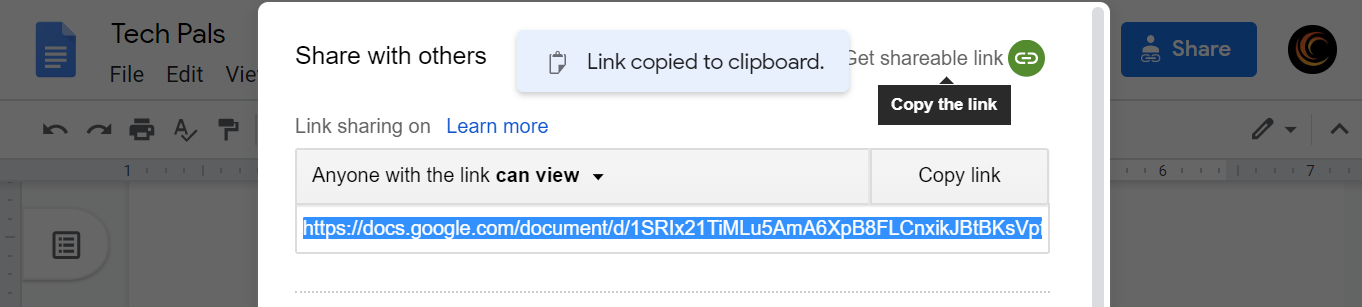
1. Try to share the document. You can find the share button in blue at the top right on under the file tab. The default setting is private. You can turn on shareable link, and by sending the link to someone, they can access the document. You can also select the type of access they have. They can view, they can view and comment, or view comment and edit. If you are sending around a scrap book, or a list of grandkids birthdays and hobbies, you will want to select share and edit.



1. Send the document to [Info@TheTechPals.com](mailto:Info@TheTechPals.com) by entering the email and then scrolling down to the blue send button at the bottom left.

***Anyone who is willing to provide a testimonial for a review, this is a good time and place to let us know and let us know what you think, we will provide an extra 15 minutes of 1:1 time to anyone who can help us grow by providing a review and photo - Ask us for details at the end on how and where to make the review***

1. Alternatively, you can get a link by turning shareable link on and copying it. You can then paste the link by using paste to share the document.



End Google Docs tutorial