Google Docs

Open a New Document

From Drive, click New and select Google Docs. Click Untitled document in the top left corner and change the name of your file to something you will remember.

Align Text

Usually, paragraphs are left-aligned and titles are centered. Every new document will automatically start as left-aligned. To change alignment, highlight the text you want to change and use the alignment toolbar to choose how you want to align just that selection:

Line Spacing

To change the spacing between lines of text, select the text you want to change, then click the line spacing icon:
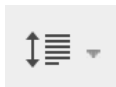
This will open a window that will allow you to choose between single spacing, 1.15, 1.5, or double spacing. You can also change this inside the Format menu.

Change Margins

Click File, then scroll down to Page Setup. A window will open that will allow you to adjust the size of your margins.

Format Fonts

Select the text you want to change (to change the font for the whole document, go to Edit→Select All) then use the font toolbar to change the font, its size or color, or make it bold, italic, or underlined.

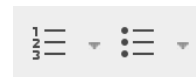| Arial	11	**B** *I* U A
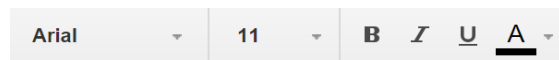
Insert an Image

Place your cursor where you'd like to insert the image, then click Insert→Image. A new window will appear that gives you many options for grabbing an image. Once you've found one, click Select and it will be placed in your document.

Create a List

Click one of these two icons to start either a numbered list or a bulleted list:

After your first item, press the Enter key to add a new item.

Cut, Copy, and Paste

Highlight the text you want to cut or copy, then go to the Edit menu and select Cut or Copy. Next, place your cursor where you'd like to paste the text, and select Paste (also in the Edit menu).

A shorter way to do this is to right-click (or command-click, on a Mac) after highlighting the text—the same commands will pop up on the right.

Google Docs

Headers, Footers, Page #s

Go to the Insert menu and choose Headers, Footers, or Page Numbers.

Insert Hyperlinks

Select the text you want to hyperlink, then click on the link icon:

When the window opens, paste the URL of the website you want to link to, then click Apply.

Insert a Table

Place your cursor where you'd like to insert the table, then click Insert→Table. A new window will appear where you can select the number of rows and columns you want. After you click these, your table will appear.

Check Spelling

When you spell a word wrong, a red squiggly line will appear under it. Right-click on it (in Windows) or command-click (in Mac) and choose another option from the list that appears. To check the whole document, click Tools, then Spelling, and a box will appear in the top right corner to go through each misspelled word.

Save to PDF

Under the File menu, select Download as and choose PDF Document. The PDF file will download automatically.

Use the Research Tools

To use all the research tools, begin by right-clicking on a word (in Windows) or command-clicking on the word (in Mac). Then in the window that appears, do the following:

To define a word: Select 'define (word)' and a panel will open up on the right with definitions.

To find a synonym: Select 'research (word)' and a panel will open up on the right with search results. Usually this will contain a link to a thesaurus, where you can browse synonyms for your word.

To add a footnote: Place your cursor where you'd like the footnote indicator (the little number) to go. Then click Tools→Research to open up the Research panel. Search for the article you want to cite. When you find it, choose which citation format you want in the drop-down menu:

Then, under the article summary, click Cite.
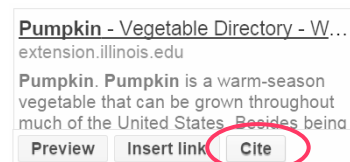
The citation will appear in the footnotes of your document.