

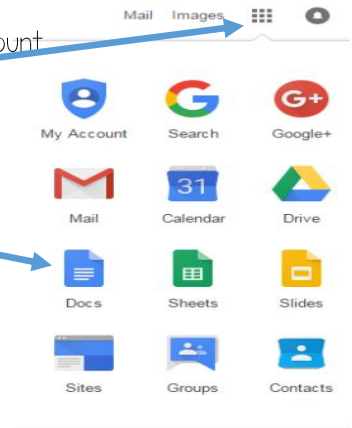
Google Docs: Teaching 21st Century Kids to Publish!

Teaching elementary students how to access Google Drive to publish work in an innovative way using Google Docs!

Your Google Drive

Before doing anything with Google Docs, be sure you have previously created a Google Account and have access to the various Applications in your Google Drive.

1. Click on the 'waffle' to expose your Apps.
2. Open Docs to begin a new document!



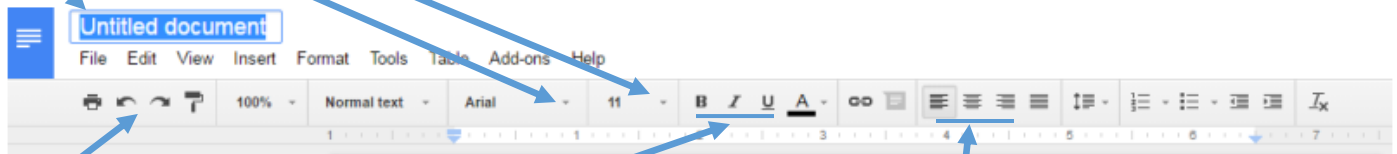
3. Start a new document.



Getting Started

To start typing work, let's get a little familiar with the toolbar at the top of Google Docs.

1. Click in this box to give your work a title.
2. Change your font style by clicking the drop down arrow and choosing a font you like.
3. Change the font size to one that is appropriate for your task.



4. Click the 'undo' arrow to go back in case you make a mistake or the 'redo' arrow to move one step forward.

5. Click **B** for **BOLD** font, *I* for *italic* font, U for underlined font.

6. Click any of these to make your font align **LEFT**, align **CENTER** or align **RIGHT**.

*After you have renamed your Doc and set the above parameters – you are ready to type!

Publishing Your Work


After you have finished typing your work, you have a few options...

Share With Your Teacher

1. Click **FILE**
2. Click **SHARE...**
3. Type in the names or email address of who you want to send to
4. Add a "note" if you like.
5. Click **SEND**
6. All Done!!



Print Document

1. Click **FILE** or 
2. Click **PRINT**.
3. Verify printing destination.
4. Click **PRINT**.
5. All Done!

Google Drive- <https://www.google.com/drive>