

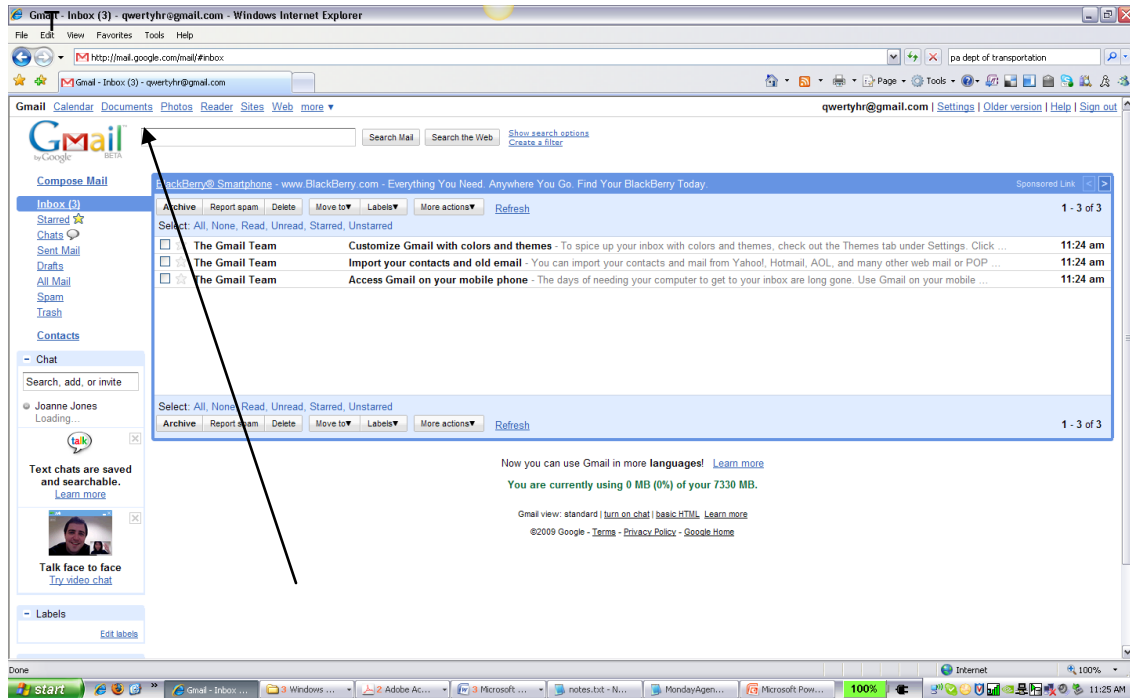
Creating Files with GoogleDocs

Technology Task – Creating Files with GoogleDocs

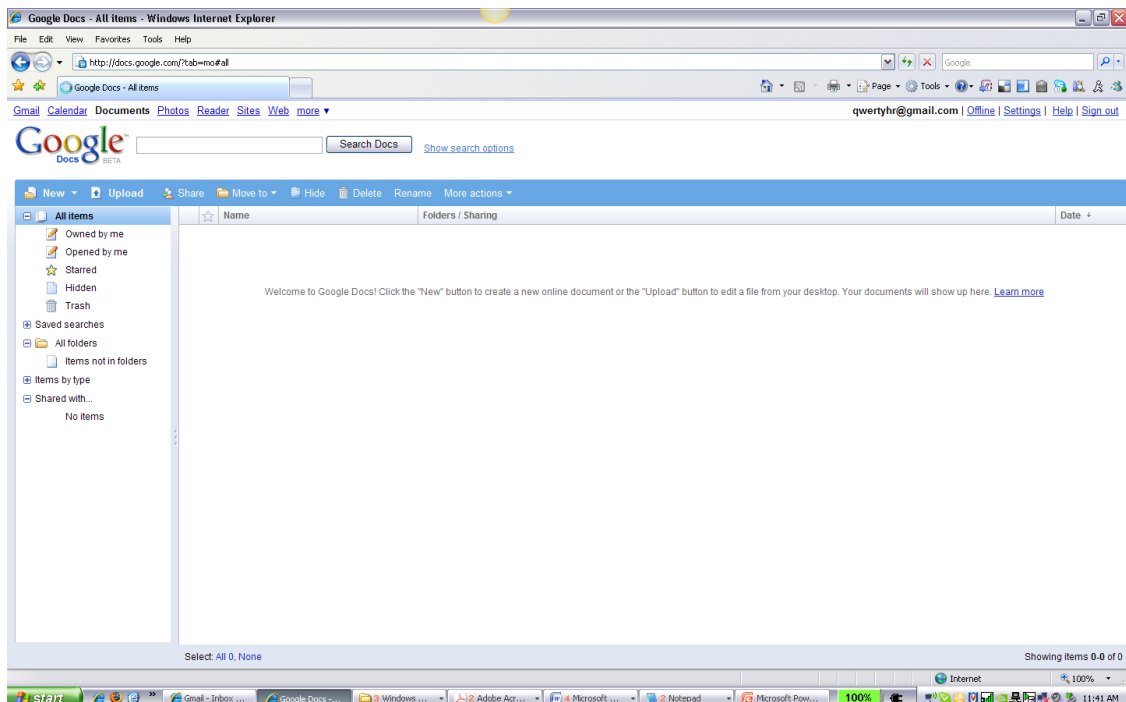
1. Open a Firefox or Internet Explorer Web browser. In the URL box,

<http://docs.google.com> and hit enter. OR

From the gmail interface, click on **Documents**.

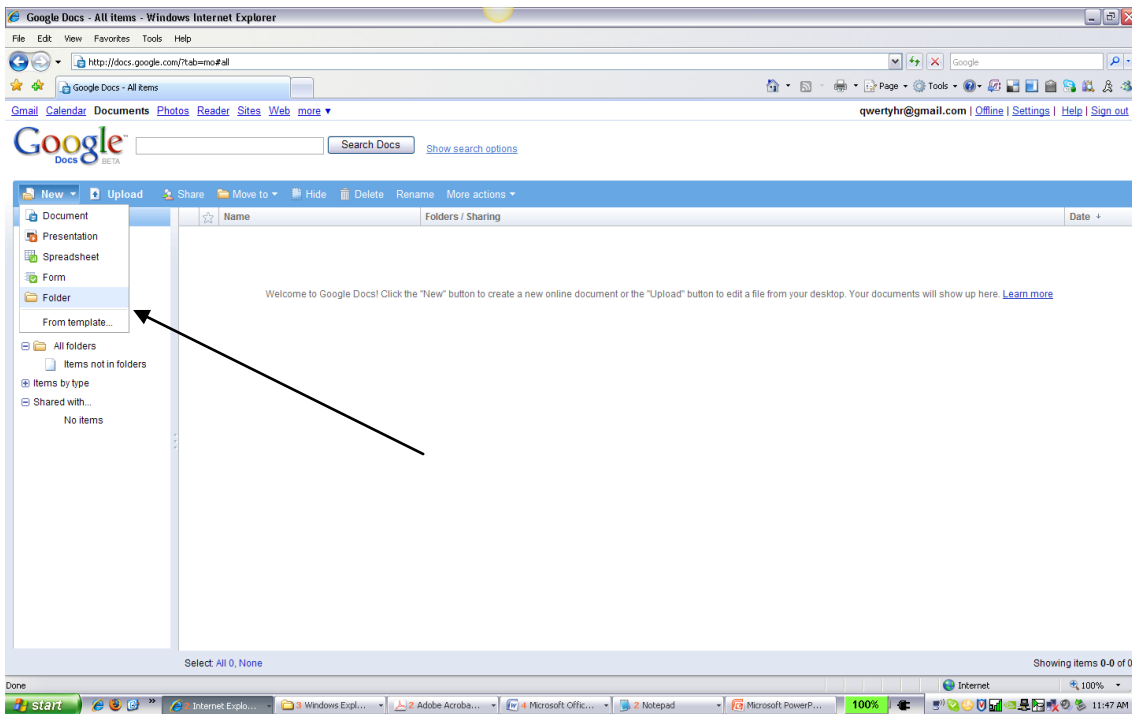


2. The GoogleDocs interface will open.

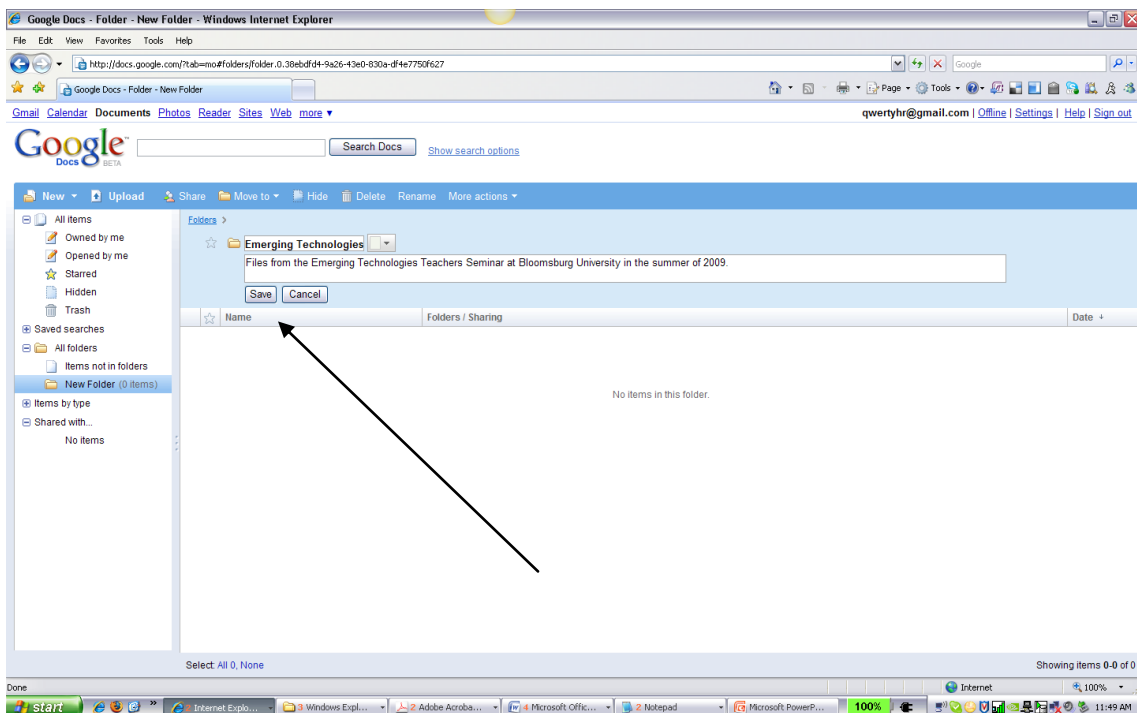


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3. Click on **New**. Then click on **Folder**.

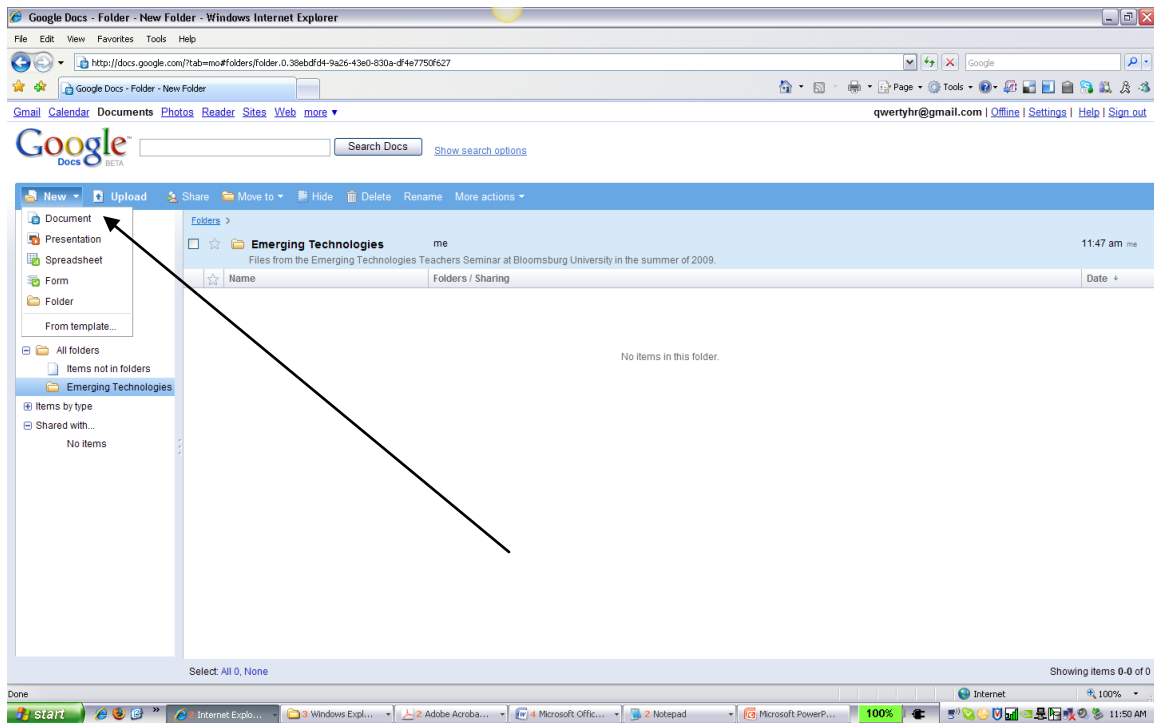


4. Create a name for your folder and add a description. When finished, click on **Save**.

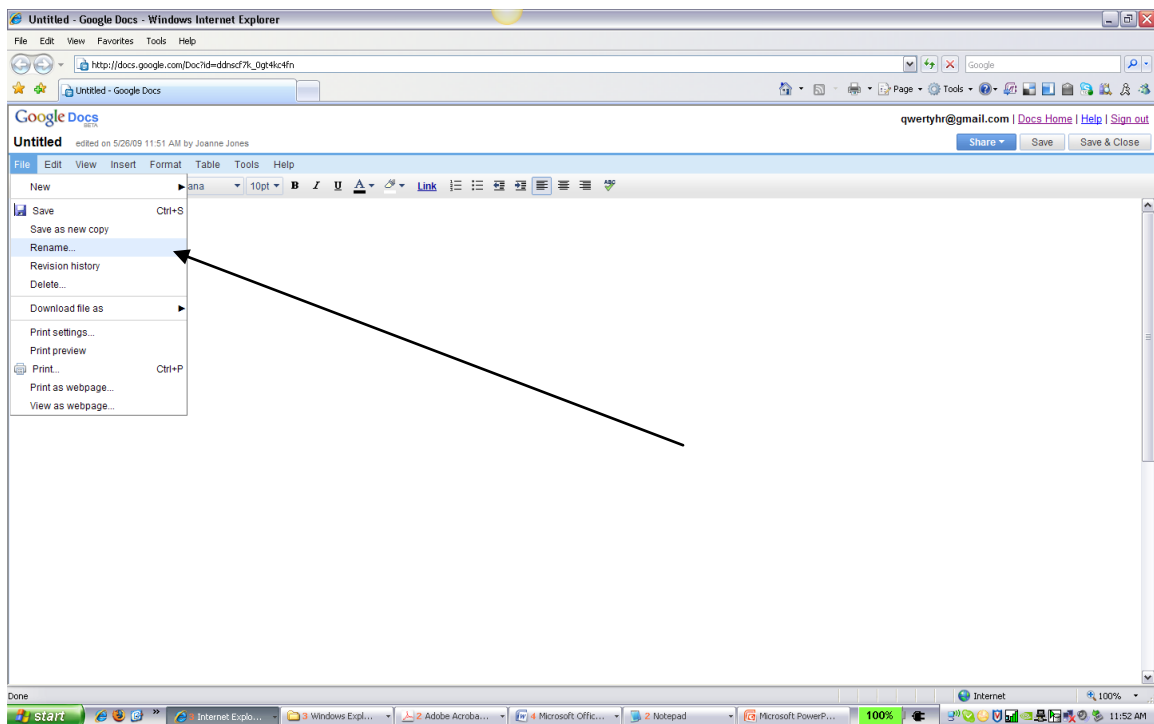


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5. Now click on **New** and then **Document**.

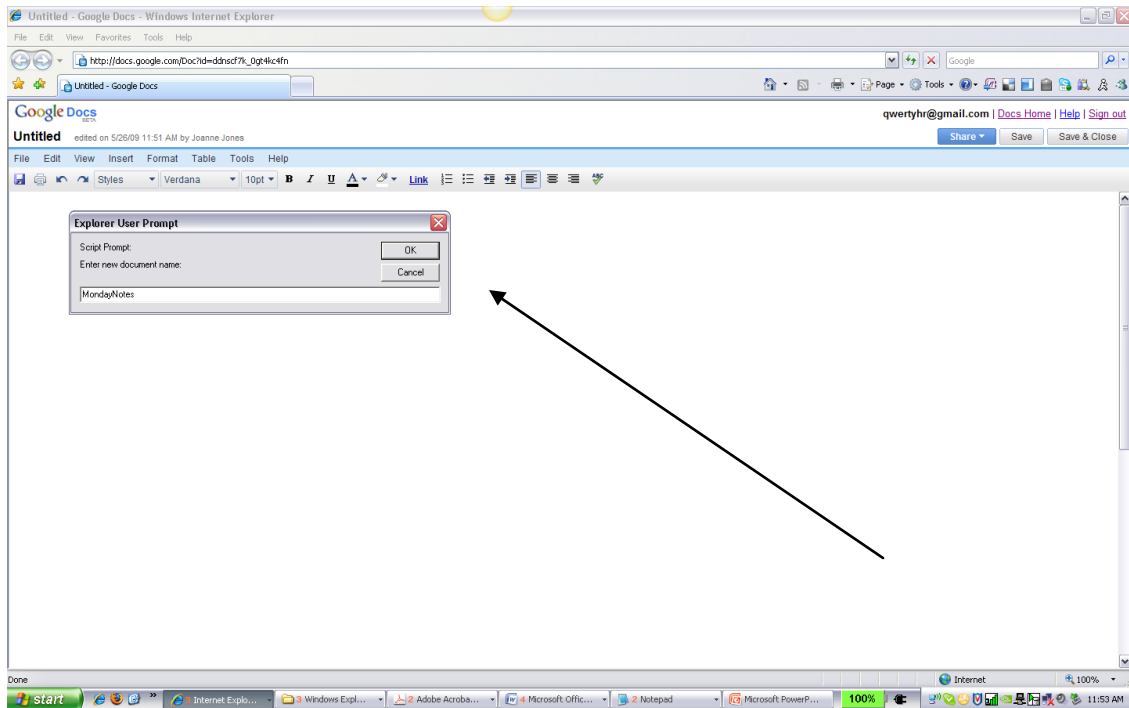


6. Click on **File** then **Rename**.

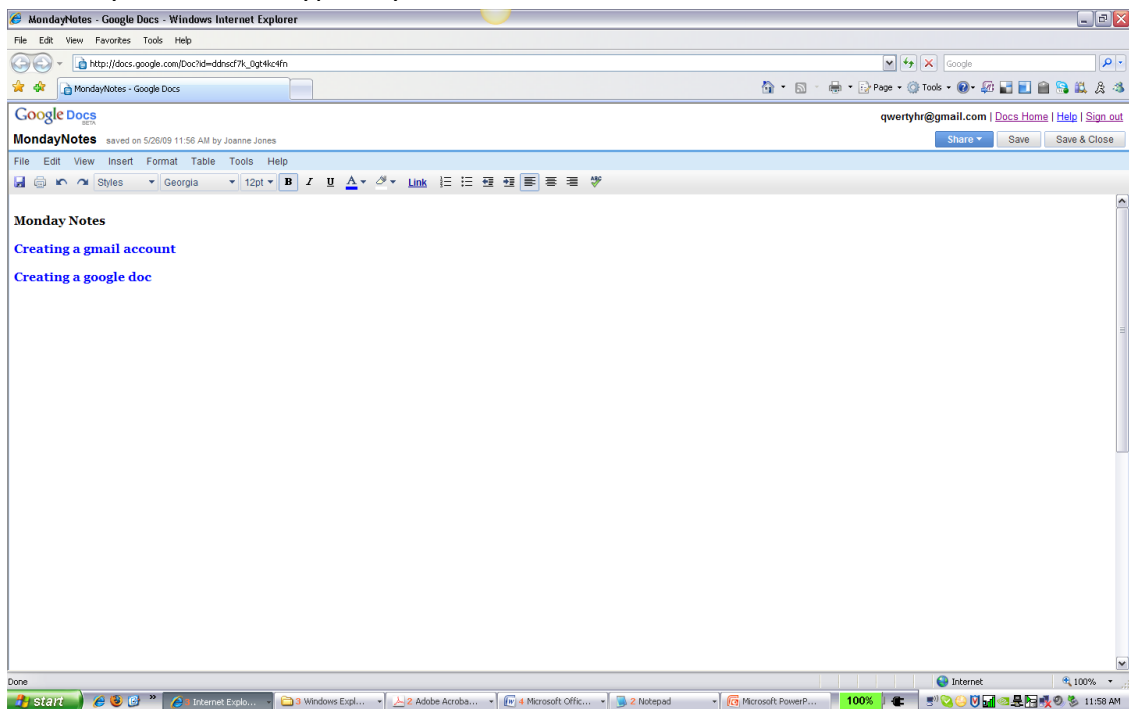


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7. Name the document **MondayNotes**. Click on **OK**.

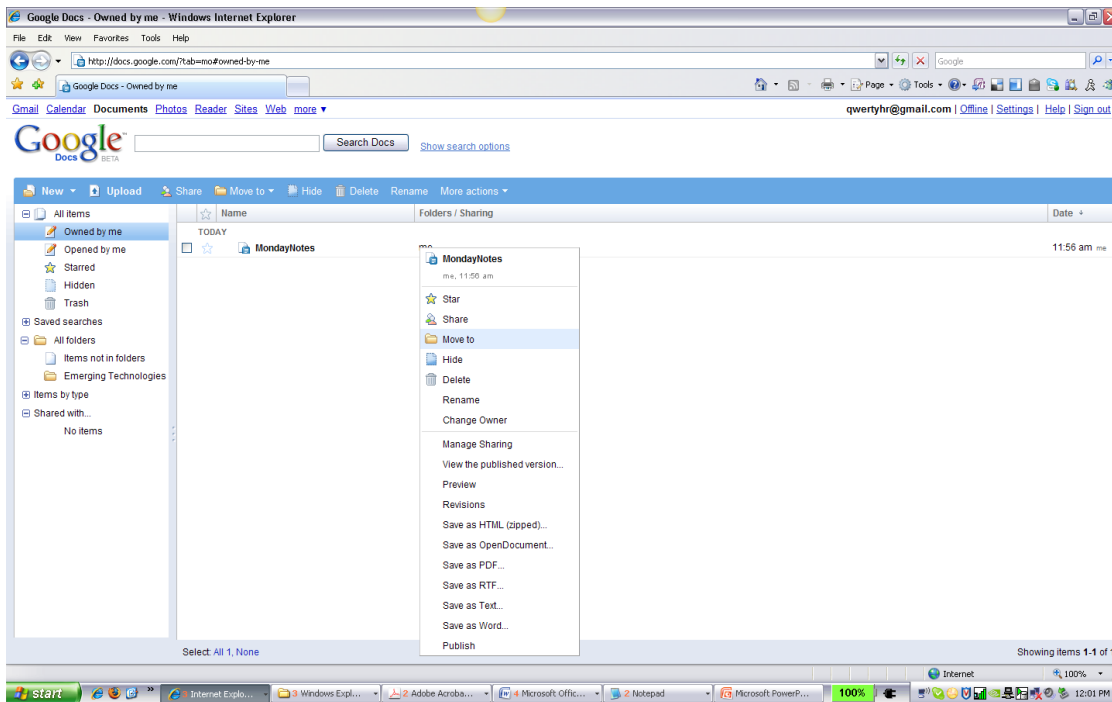


8. Format your text and type as you wish.

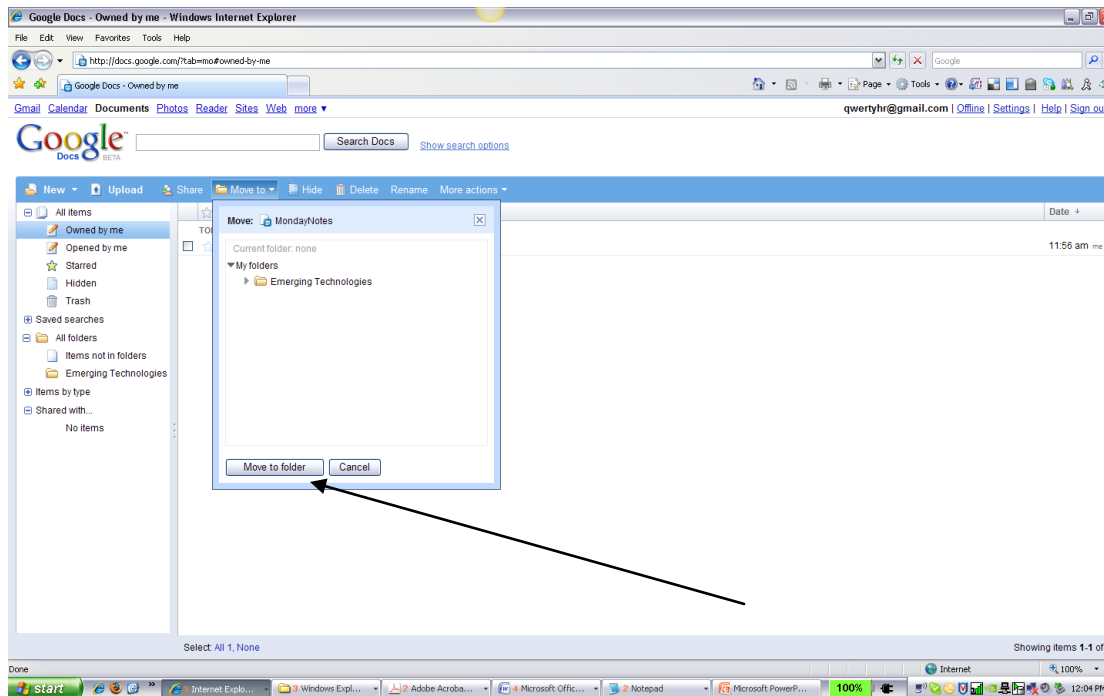


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9. Close **MondayNotes** document. This will bring you back to your username GoogleDocs interface. Right-click **me** under **Folders/Sharing** and click on **Move to**.



10. Click on **My Folders** and click on **Emerging Technologies**. Click on **Move to folder**.



11. Click on **File** and **Revision History** to see your changes to this document.

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