Open an Account in Google Docs
1. Open Internet Explorer
2. In the address window, type docs.google.com
3. Click on Create an account in the upper right corner.
4. Fill in the information on the right side of the screen. (You don’t have to put in your phone number, but be sure to click on the box next to “I agree. . .”)
5. Go to your e-mail to verify your account.
6. Click on the link that is sent to you in your e-mail.

Type a Paragraph in Google Docs
1. Open Internet Explorer.
2. In the address window, type docs.google.com
3. Sign in with your e-mail and password.
4. Click on the Plus Sign in the lower right corner.
5. Type your name.
6. Press enter to go to the next line.
7. Click on the center icon at the top.
8. Type the title of your paragraph.
9. Press enter to go to the next line.
10. Press the left align icon at the top.
11. Press the Tab key to indent the beginning of the paragraph.
12. Begin to type your paragraph, and DO NOT press the enter key again.
13. Remember to put your periods (. ) and commas (, ) next to the last letter of the word and make a space.

Save and Name a Document in Google Docs
1. Click on File at the top.
2. Click on Rename.
3. Give your document a title (Resume and Your Name) and click on OK.

Share a Document in Google Docs
1. Sign in to Google Docs and open your paragraph.
2. Click on Share in the upper right corner.
3. In the Invite People window, type Ms. Taylor’s e-mail address: dtaylor@buffalo.edu.
4. Click on Done.