

Get Started!

1. Go to Google Docs <https://www.docs.google.com>
2. Log in to your Google account *Note:* If you do not already have a Google account, you'll need to create one

Creating a new document

1. once logged in: Look for the *start new document* box
2. Choose document type In this case, you'll want to choose the *blank* document type

Title and Write Your Document

1. To name your document: Click *untitled document* in the top-left corner of the page
 - 1.a. In the box that opens: Enter your document title
2. Type your document! * Google Docs has many of the same customization features as Microsoft word

Saving your file

1. Saving as Google Doc file: Google Docs automatically autosaves your file every few seconds, so there's no need to ever worry about losing a document!
2. Saving as an MS Word file: Click the *file* menu at the top of the page, choose the *download as* option, and select the first option - *Microsoft Word (.docx)*

It's that easy!



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