

## How to use Google Docs

These resources have been made alongside an Expert by Experience.

Thank you to the Good Things Foundation for funding the creation of these resources.





To use **Google Docs** you will need a Google account.



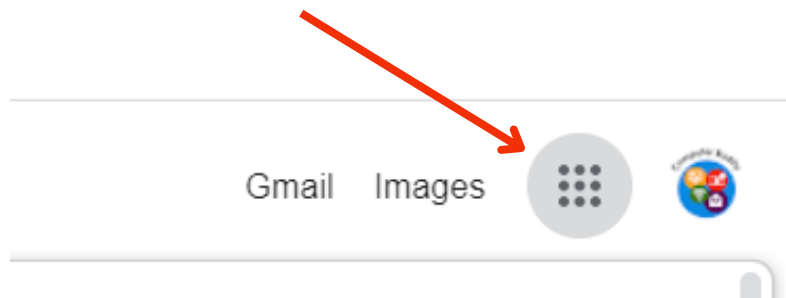
On Google Docs, you can create and edit documents for free.

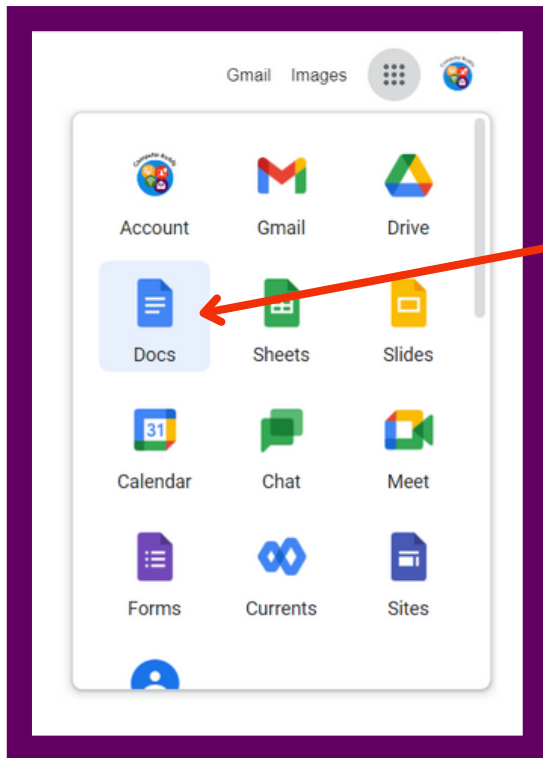


**Step 1**  
Go to Google.

## Step 2

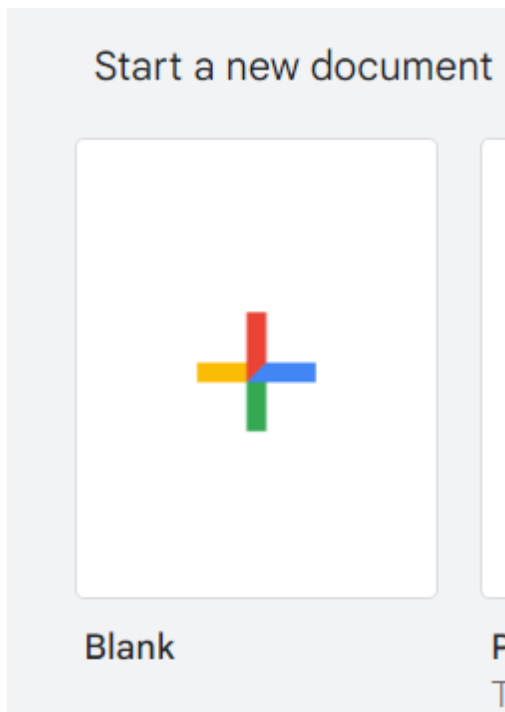
Click on the dots in the right corner of your screen.





### Step 3

Click on 'Docs'.

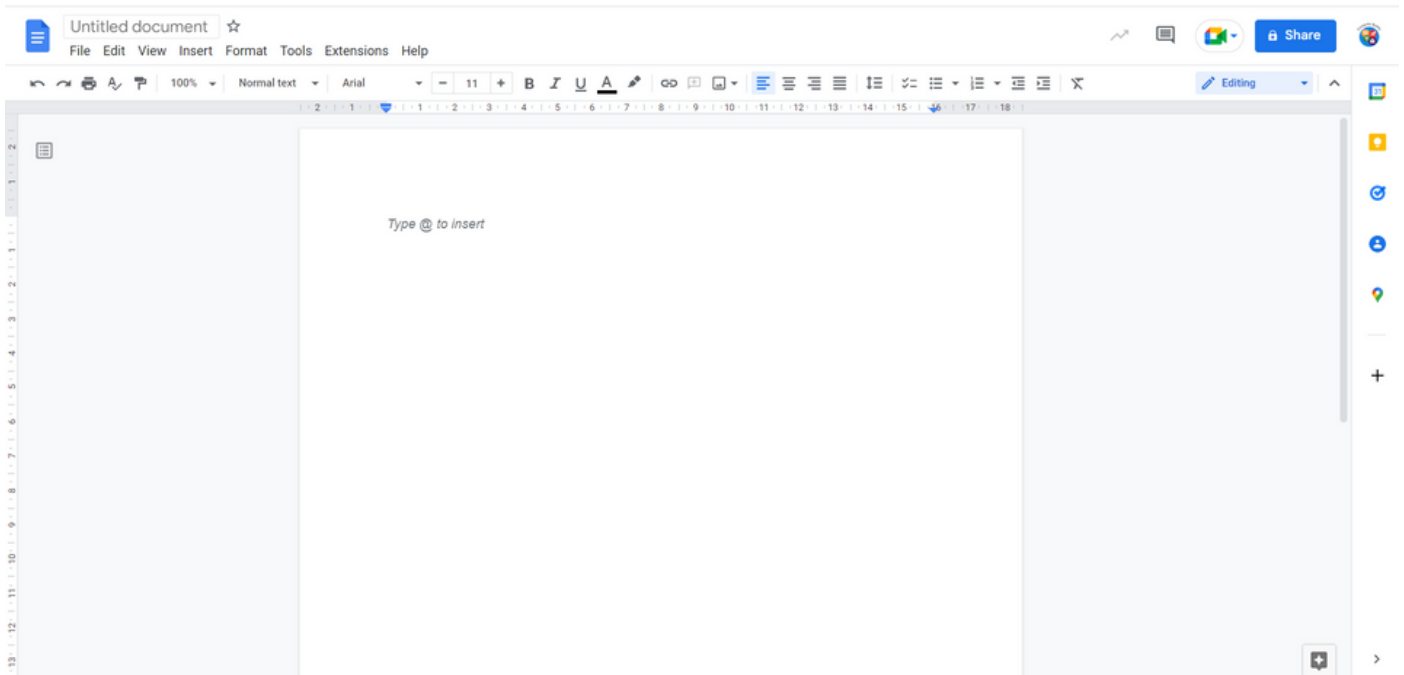


### Step 4

Click on the Blank document. It will look like this.

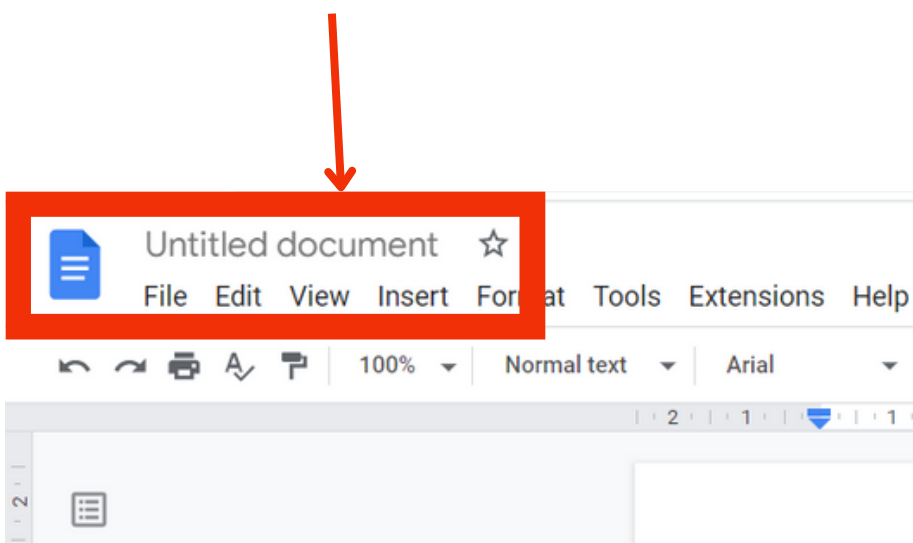
## Step 5

This is your document.



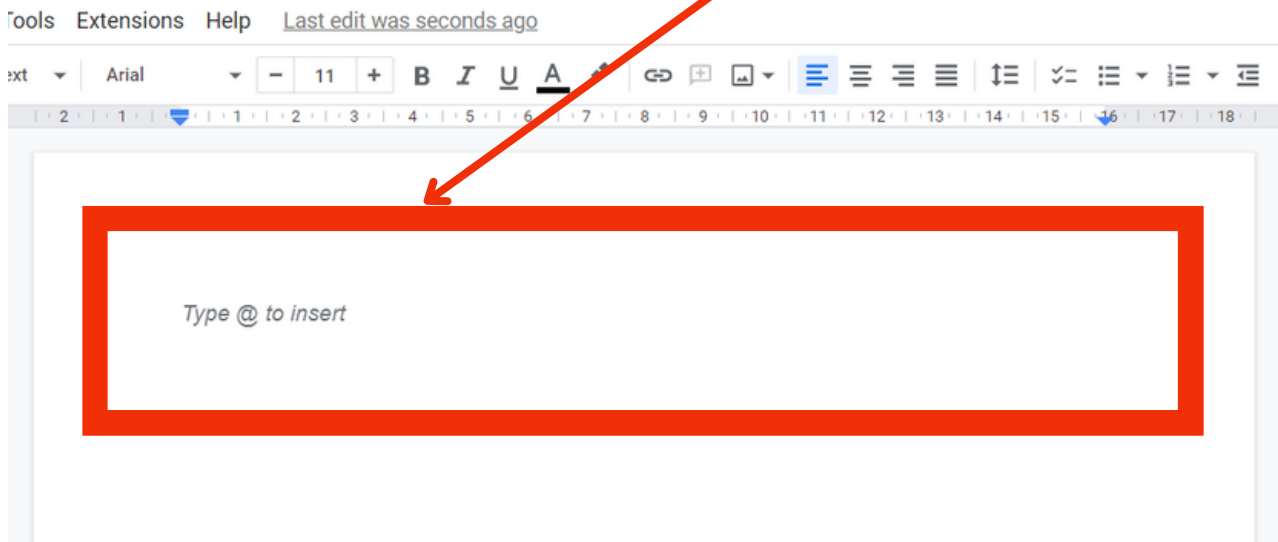
To change the title of your document, click here where it says 'Untitled document'.

Here is where you type in your title.



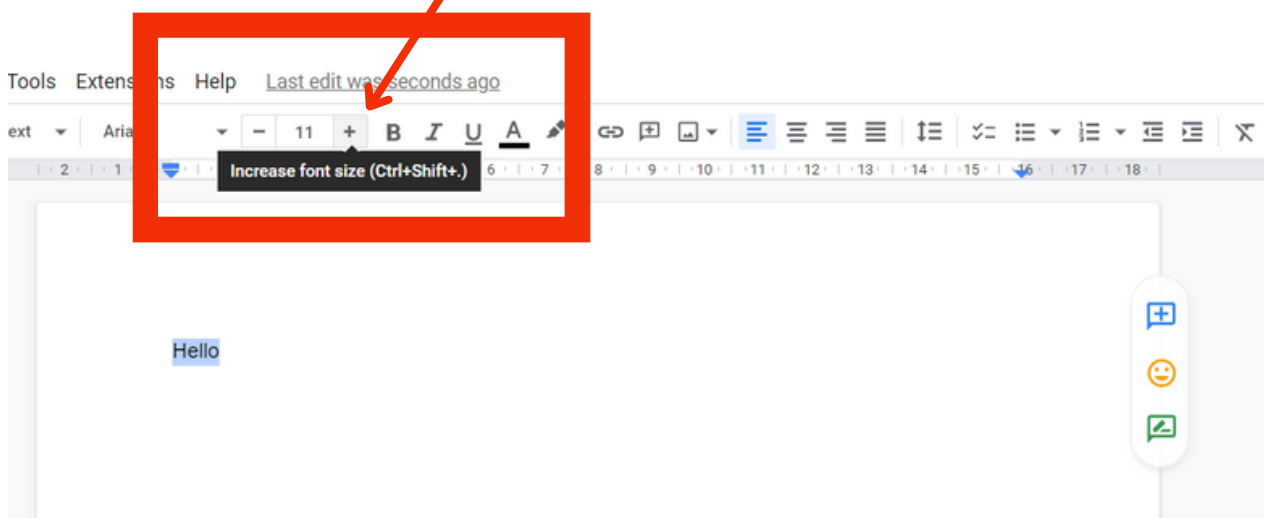
## Step 6

To start typing in your document, click here.



## Step 7

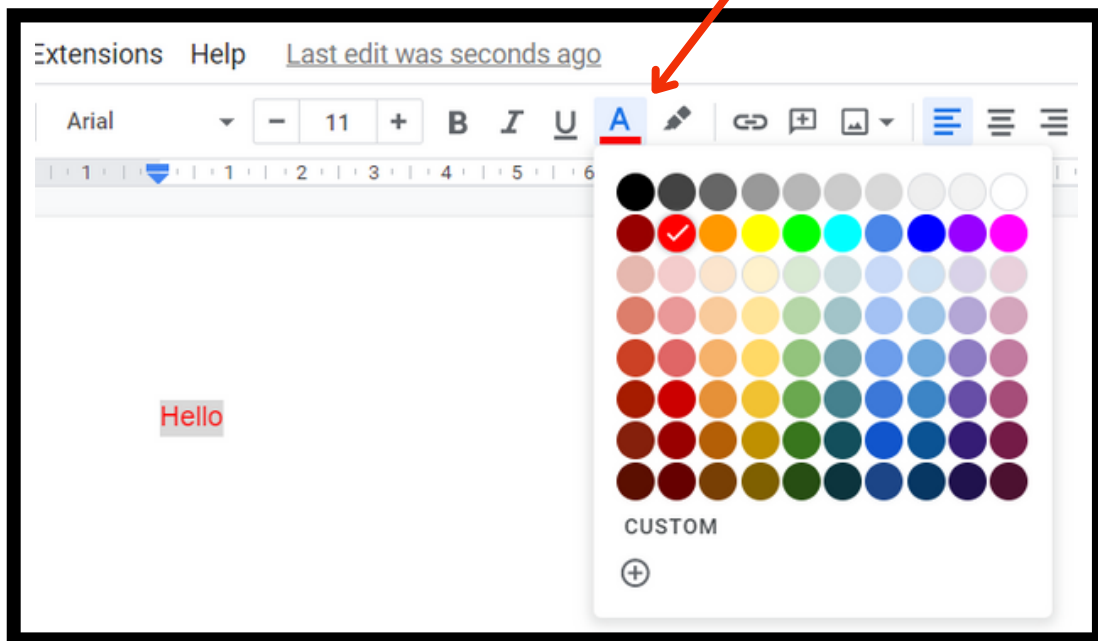
To make the text bigger, you need to highlight the text. Then click on the + button.



## Step 8

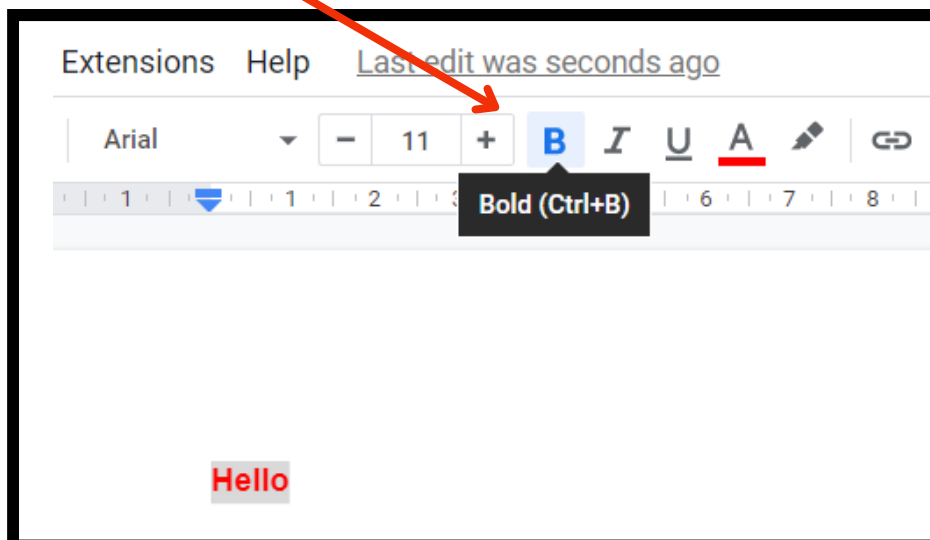
To change the colour of your text, highlight the words. Then click on the A button. This is the button to change colours.

Then click on the colour you want.



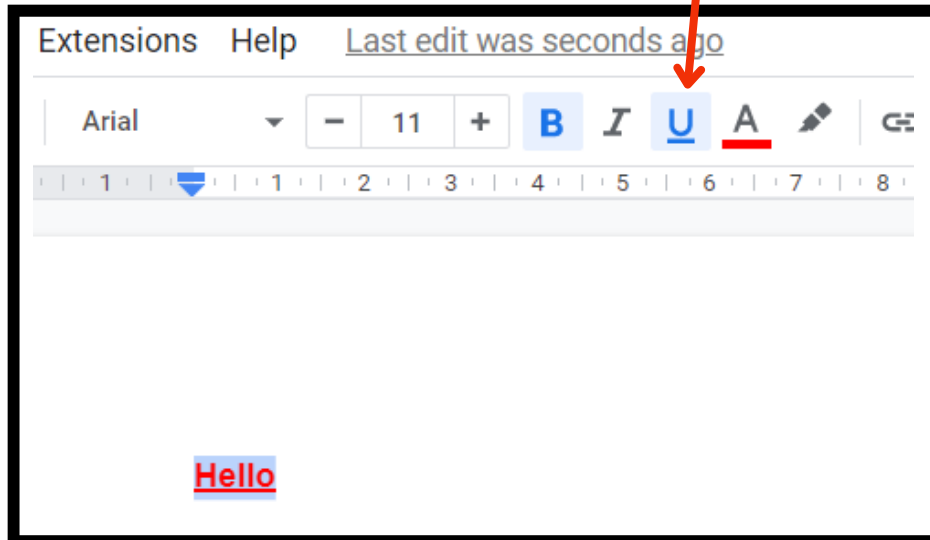
## Step 9

To make the text bold, first highlight the words. Then click the B button. This is the button to make words bold.



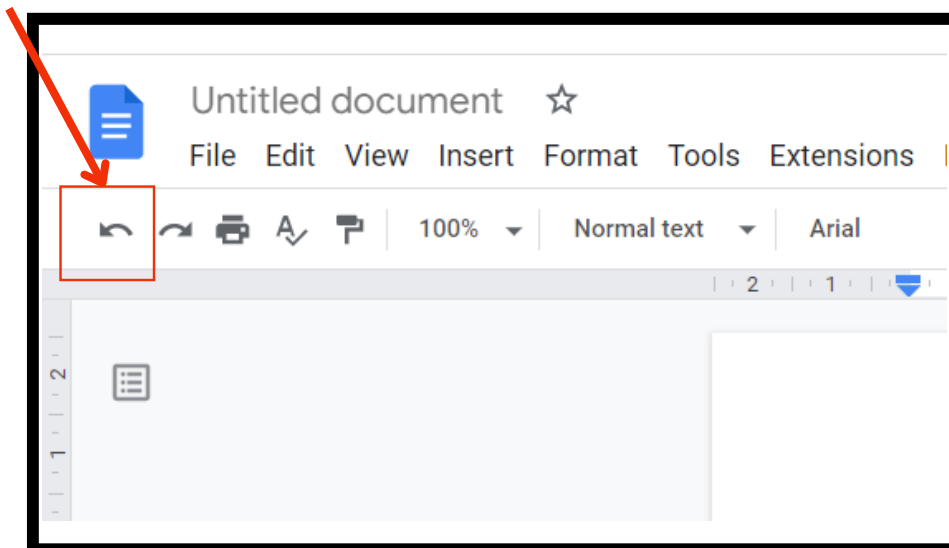
## Step 9

To underline a word, first highlight the word. Then click the U button. This is the button to underline words.



## Step 9

To undo something you have done, you can click this button.





For a video guide on how to do this, please visit the My Life My Choice website:  
[www.mylifemychoice.org.uk](http://www.mylifemychoice.org.uk)