How To Type Using Google Docs <u>NOT</u> Microsoft Word:

- 1. Log into your google email.
- 2. Click the squares at the top right.



3. Click "Drive".



4. Click "New"



- 5. Click "Google Doc"
- 6. Font needs to be Times New Roman.
- 7. Font Size needs to be 12.

8. Line spacing needs to be double.

How To Get To These Things:

1. You go to the top of the page and beside "Normal Text" you will see:

"Font" Click Times New Roman.



2. Beside "Times New Roman" you will find "Font Size". Click "12"



3. Hover over Line Spacing click: "double".

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