How To Type Using Google Docs <u>NOT </u>Microsoft Word:
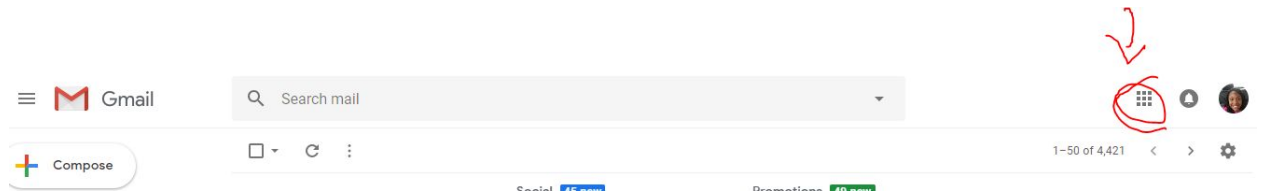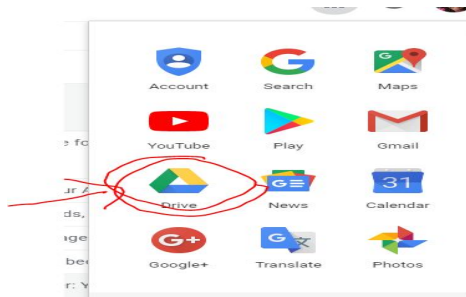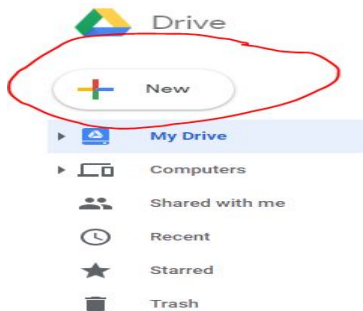
1. Log into your google email.

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.

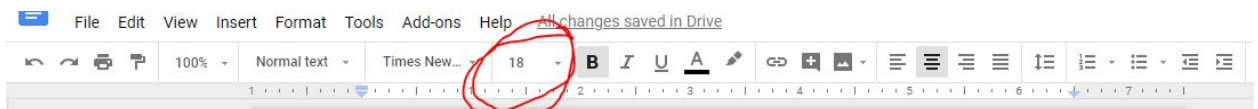8. Line spacing needs to be double.

How To Get To These Things:

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

"Font" Click <u>Times New Roman.</u>

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

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