

GETTING STARTED WITH GOOGLE DOCS

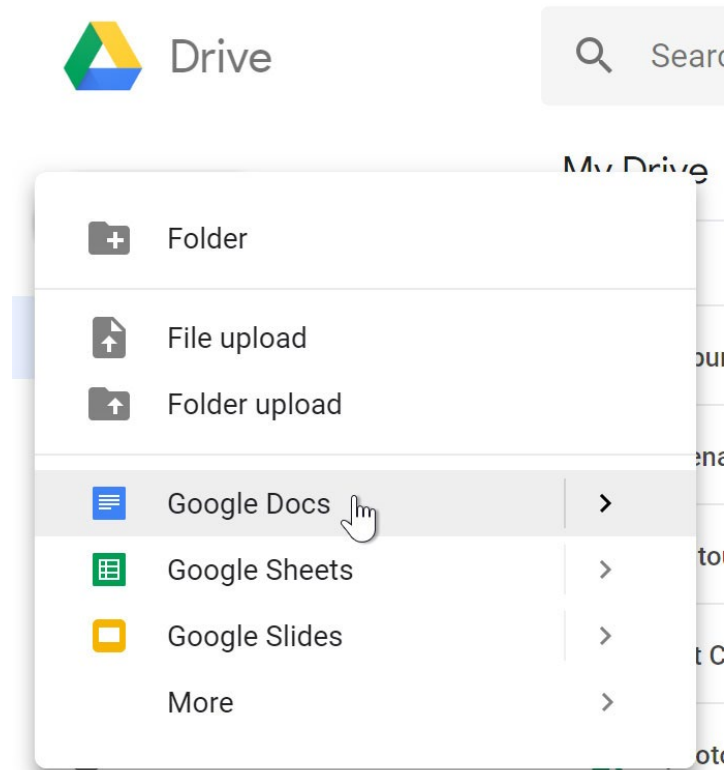
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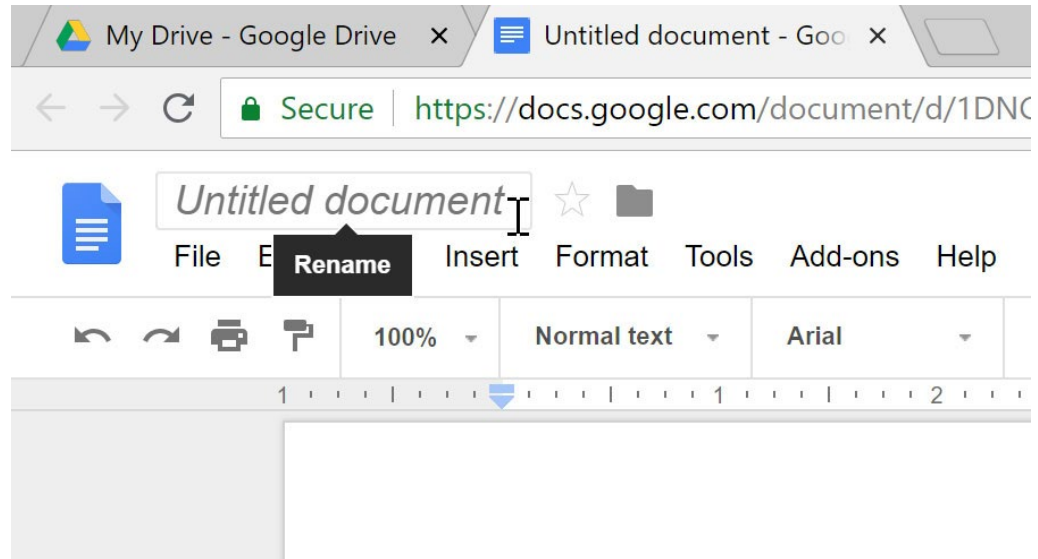
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TO CREATE A NEW FILE

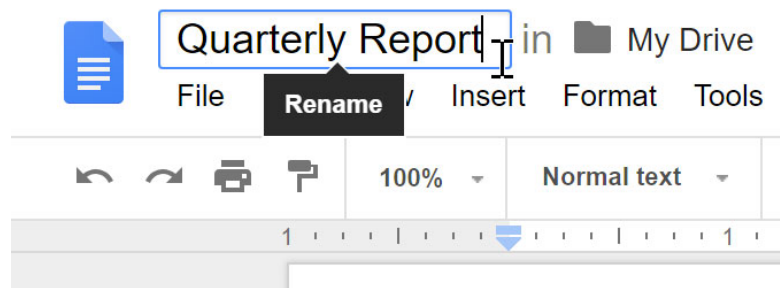
1. From Google Drive, locate and select the **New** button, then choose the type of file you want to create. In our example, we'll select **Google Docs** to create a new **document**.



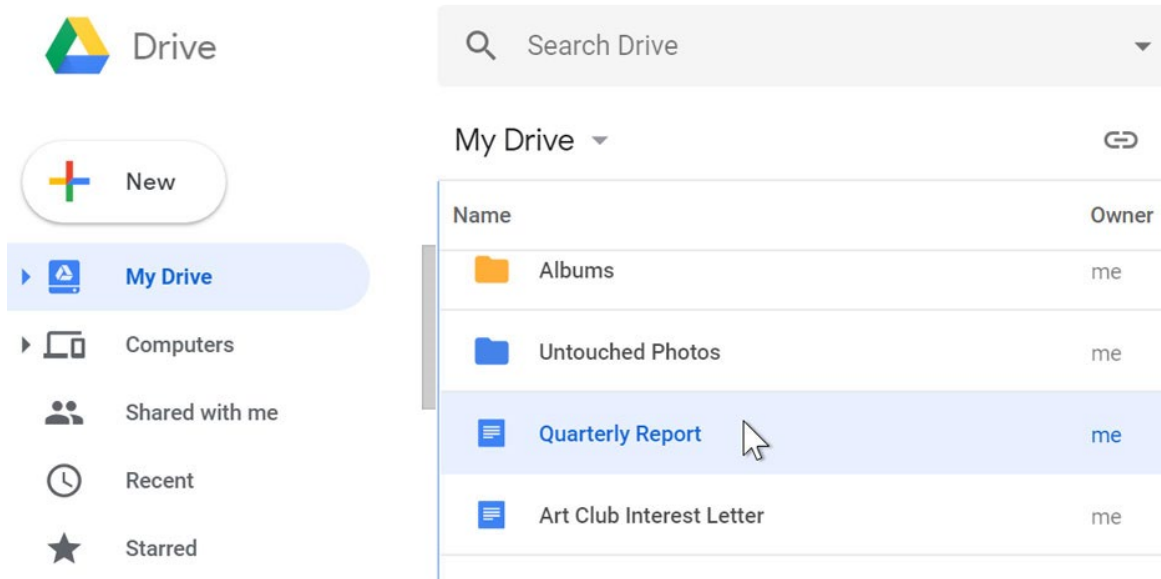
2. Your **new file** will appear in a **new tab** on your browser. Locate and select **Untitled document** in the upper-left corner.



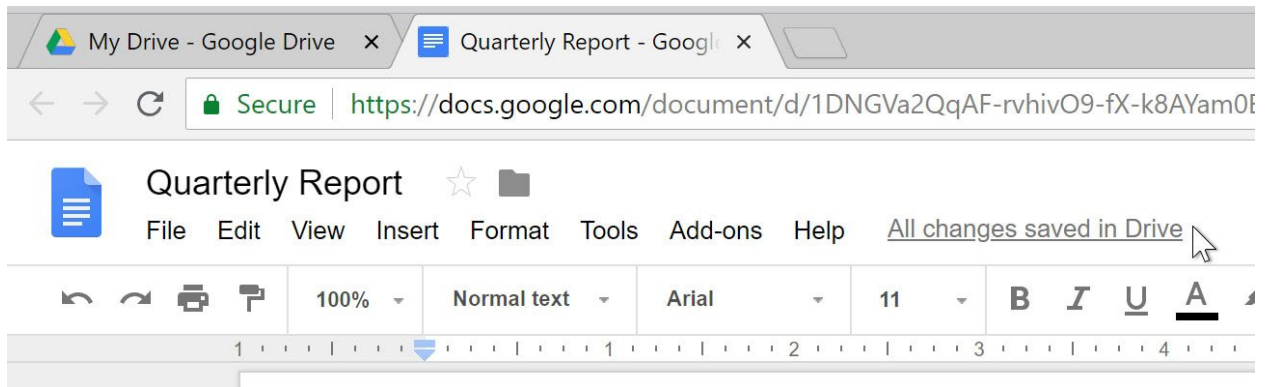
3. The **Rename** dialog box will appear. Type a **name** for your file, then click **OK**.



4. Your file will be **renamed**. You can access the file at any time from your Google Drive, where it will be **saved** automatically. Simply double-click to open the file again.

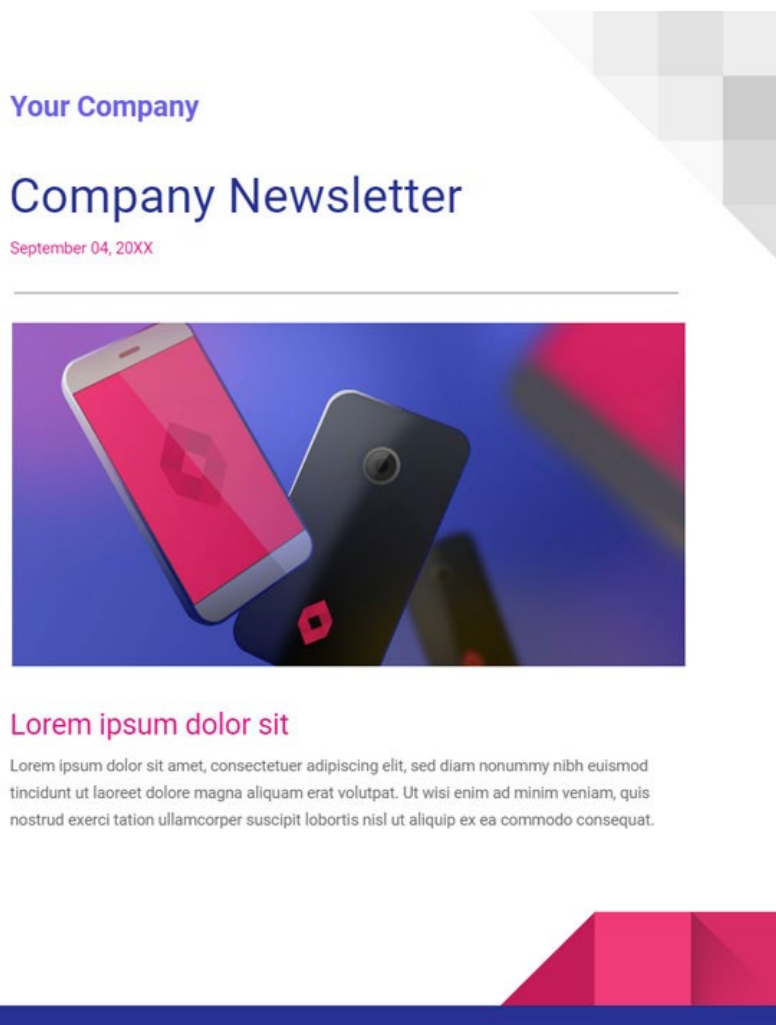


You may notice that there is no **Save** button for your files. This is because Google Drive uses **autosave**, which automatically and immediately saves your files as you edit them.



USING TEMPLATES

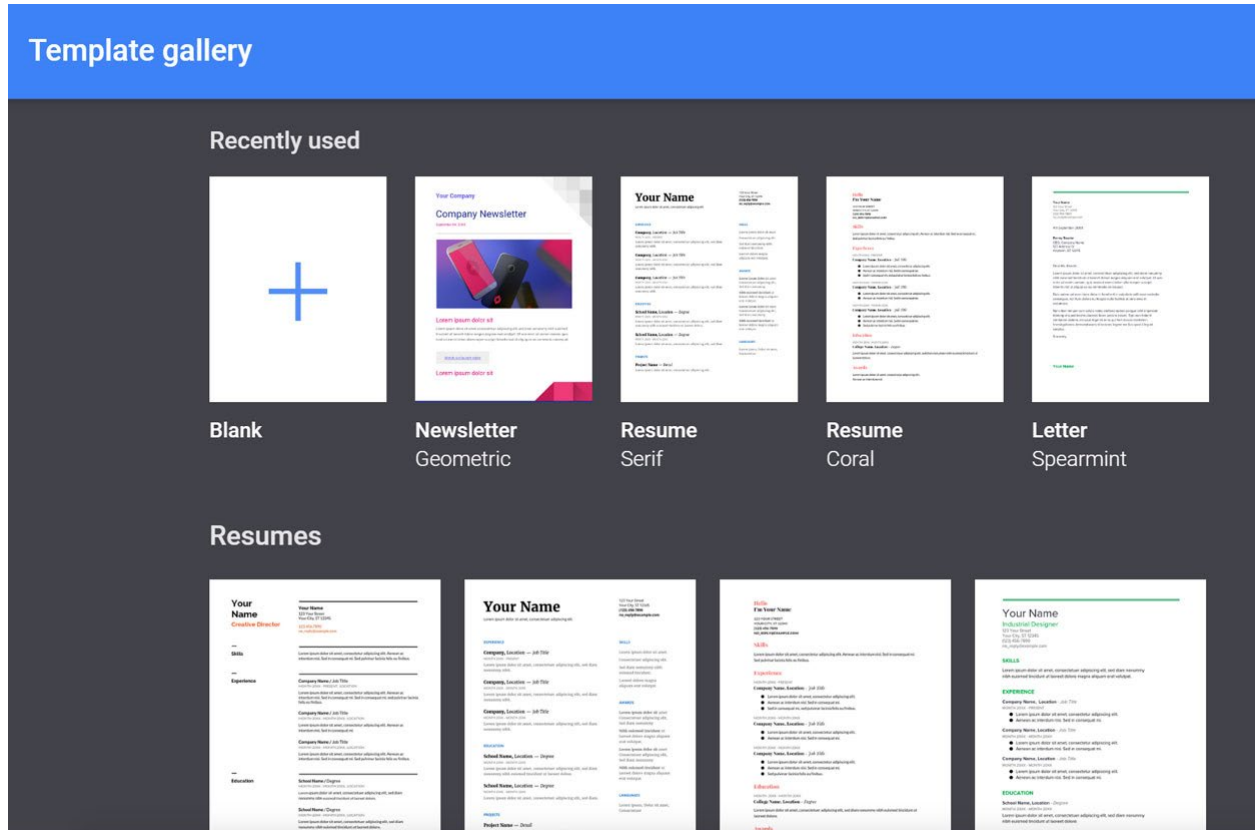
A **template** is a pre-designed file you can use to quickly create new documents. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project. Most templates are designed to help you create specific types of files. For instance, you could use a template to quickly create a **resume** or **newsletter**.



You can find a wide selection of templates in the [Google Drive Template Gallery](#).

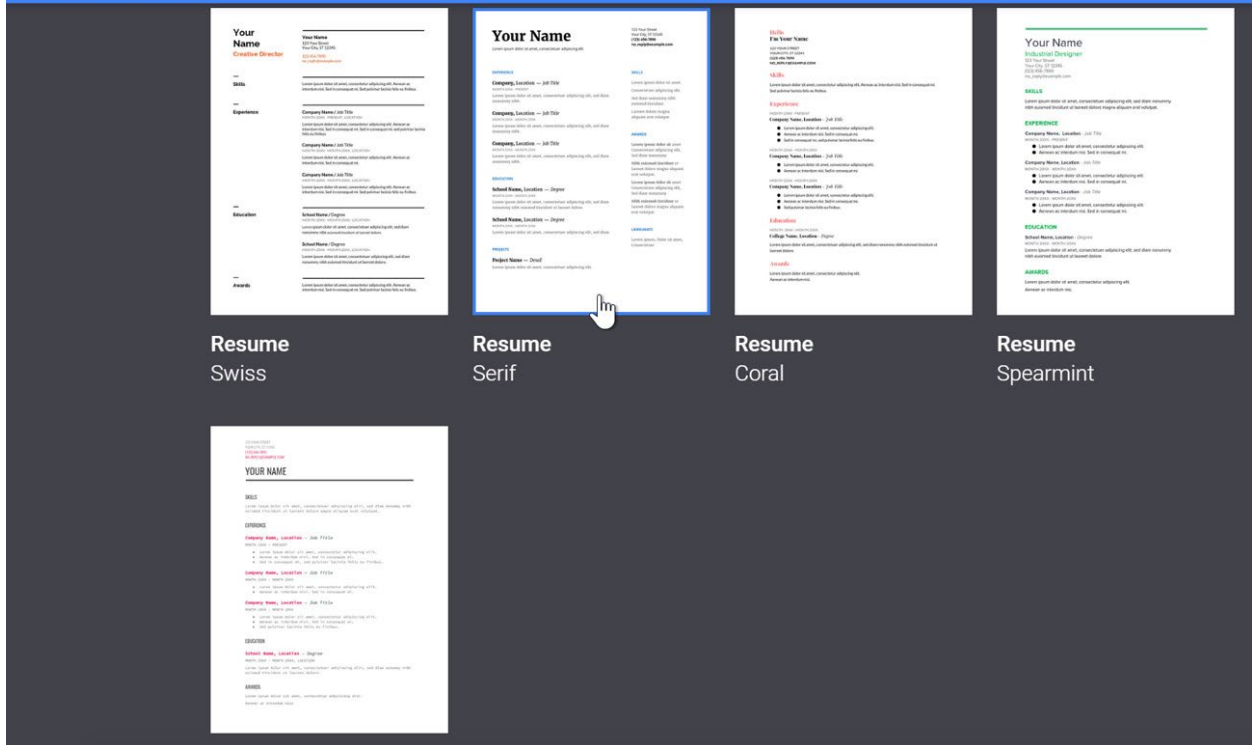
To use an official Google template:

1. Navigate to the [template gallery](#).



2. When you've found a template you want to use, click the **template** to select it.

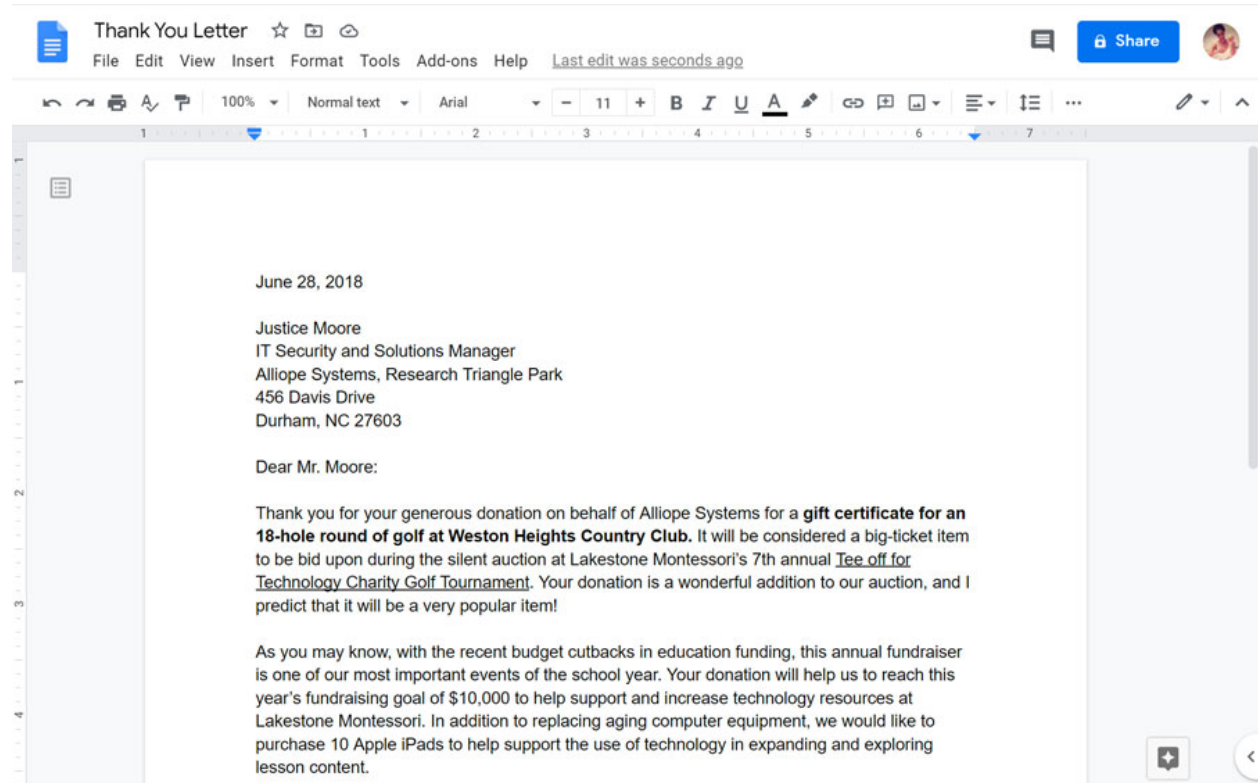
Template gallery



3. A new file will be created with the selected template. You can then customize the file with your own information.

THE GOOGLE DOCS INTERFACE

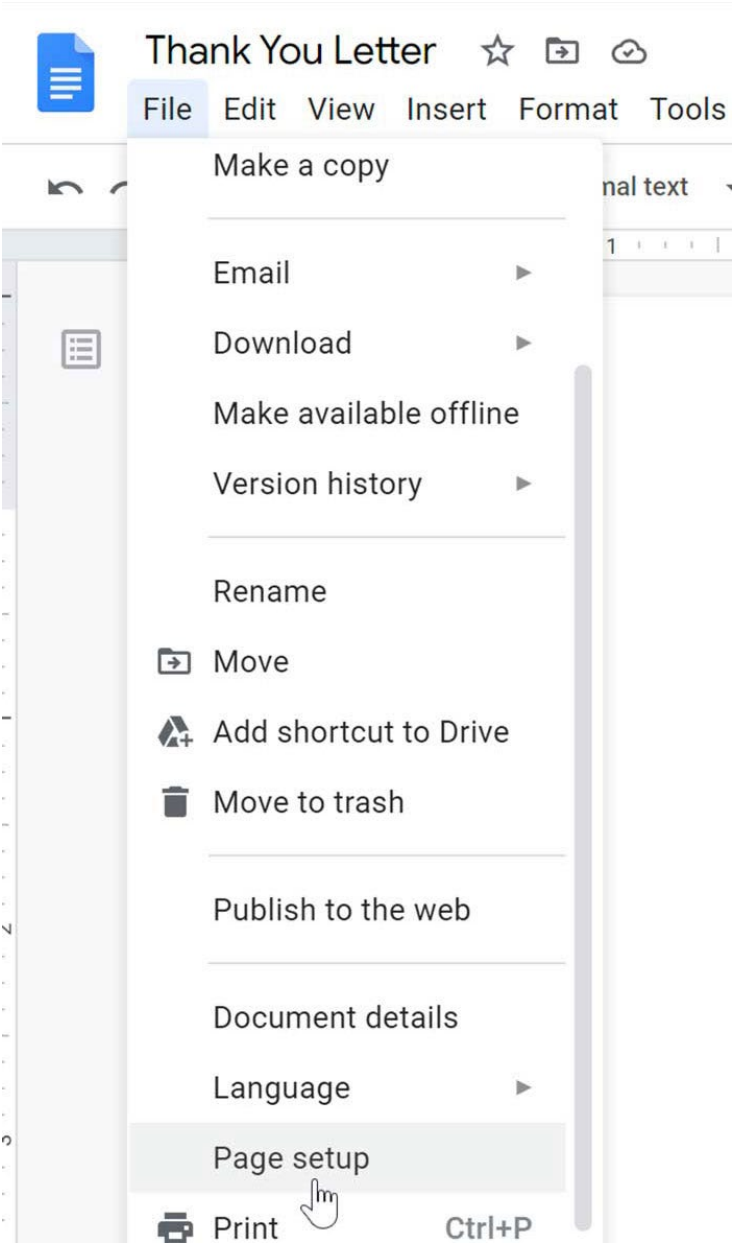
The Google Docs **interface** includes the **toolbar** at the top of the screen, as well as the document itself. It allows you to **type** and **modify text**, in addition to **sharing** a document with others.



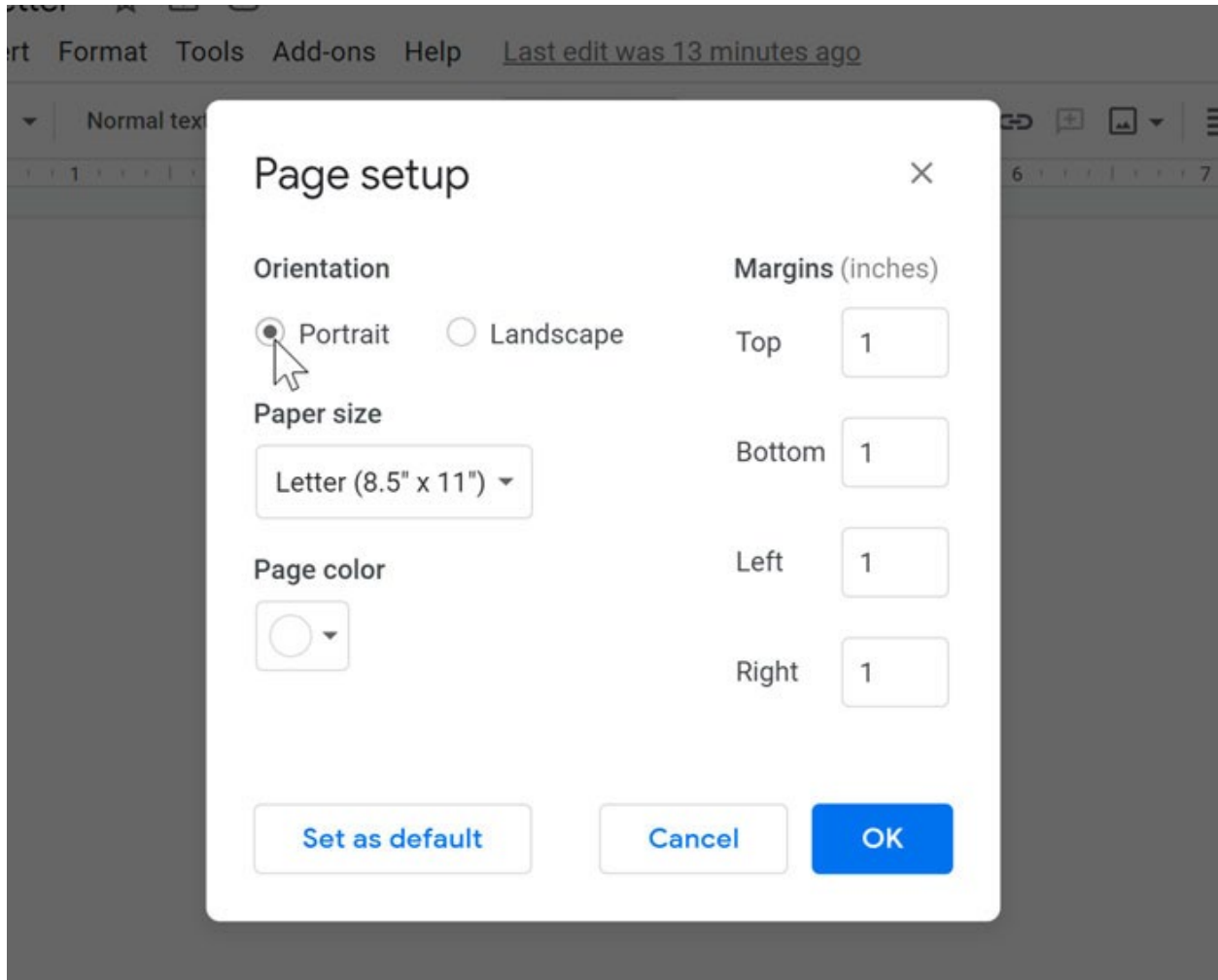
PAGE SETUP OPTIONS

When you first create a Google document, you may want to change **page setup** options like **page orientation**, **margins**, or **paper size**, depending on the type of document you are creating. You can access these options by clicking **Page setup** in the **File** menu.

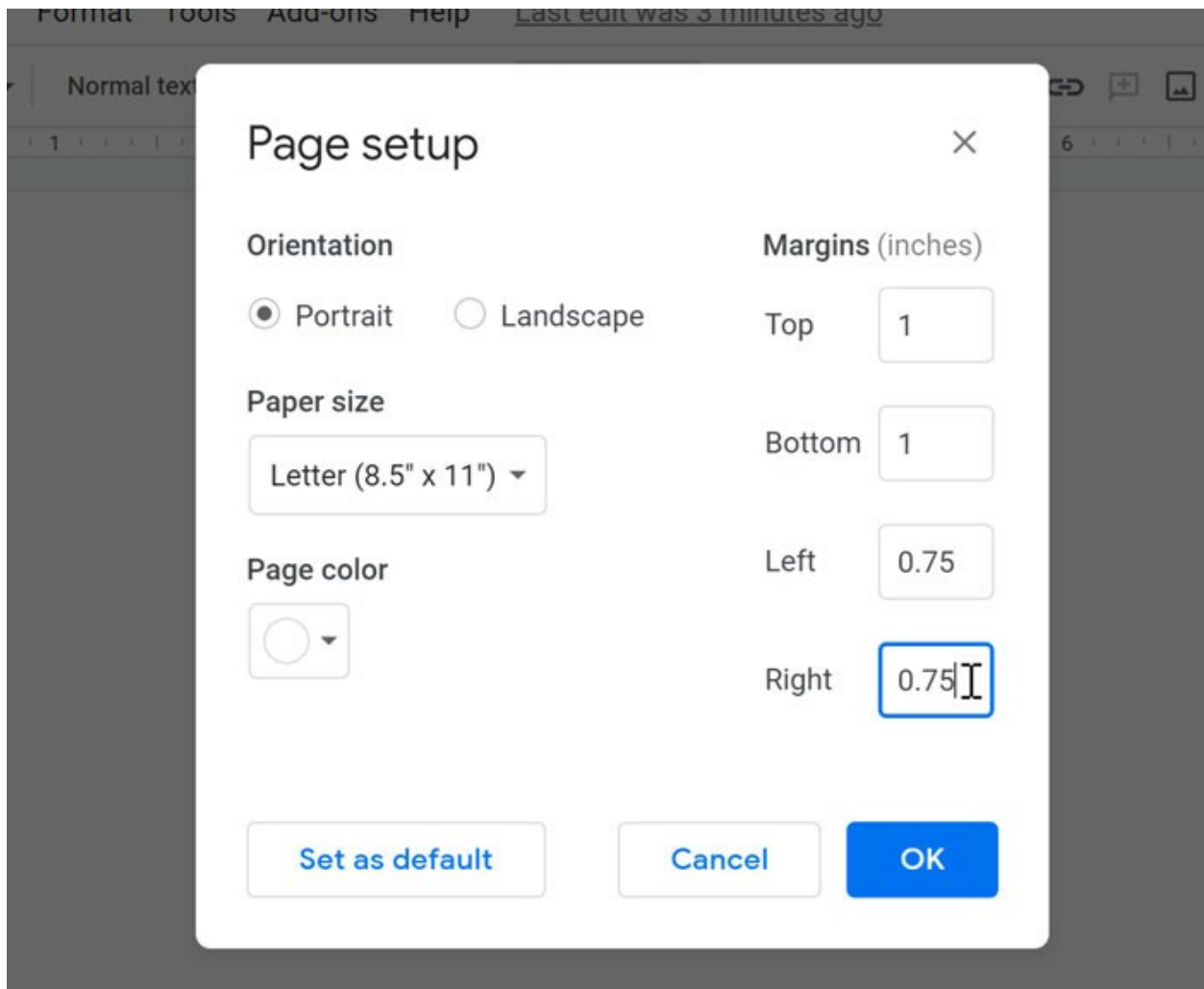
In the **Page setup** dialog, you can customize several options:



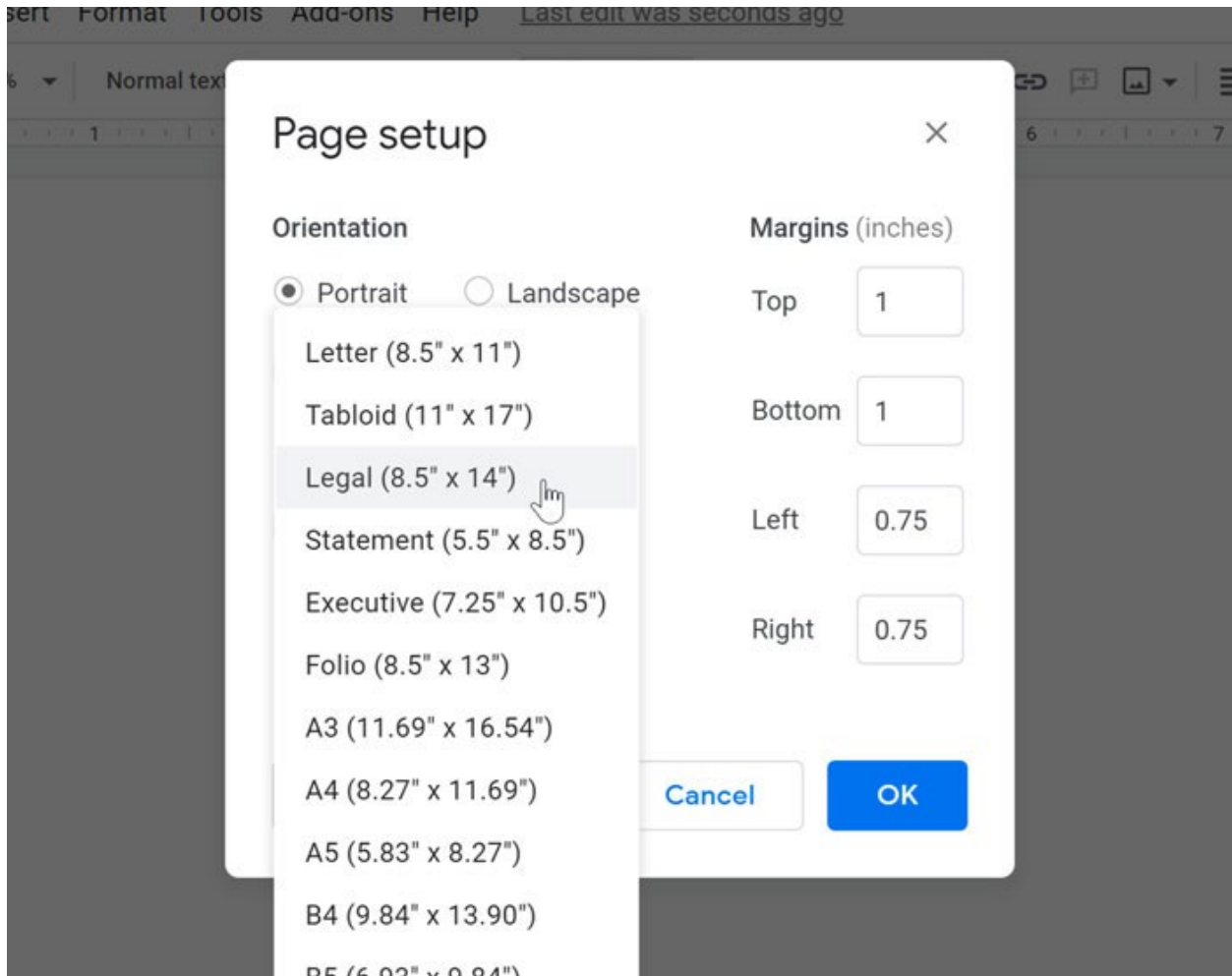
- **Page orientation** is whether your page is oriented in portrait or landscape format. **Landscape** format means the page is oriented **horizontally**, while **portrait** format means it is oriented **vertically**.



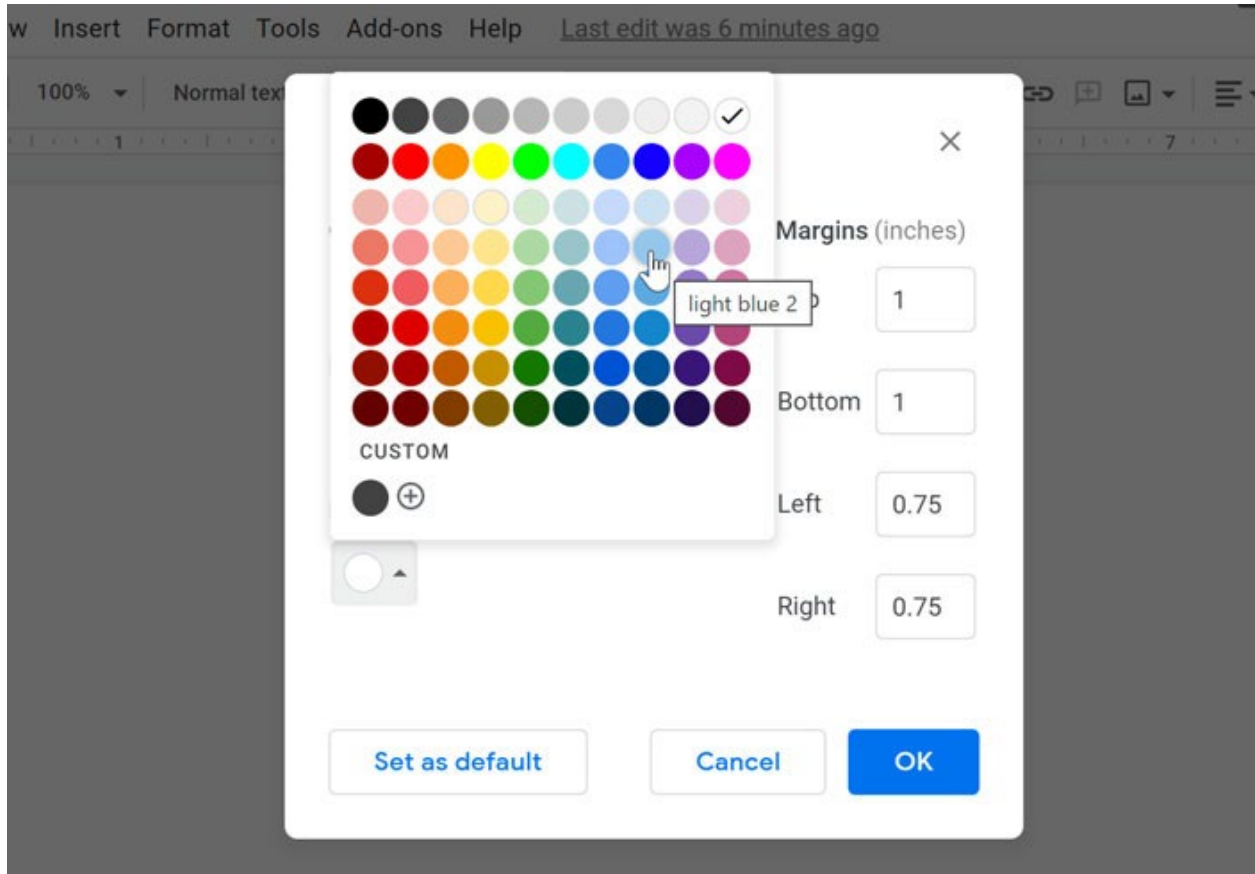
- **Page margins** are the gaps between the body of the document and the edge of the page.



- **Paper size** lets you change the dimensions of the page. This is particularly useful if you are printing the document on a custom paper size.



- **Page color** is the background color of the document. This may be useful as a decorative option if you plan on publishing your document on the Web.



TO INSERT TEXT

1. Locate the **insertion point**, which is a blinking vertical line. In a blank document, this will be near the top-left corner of the page. If the document already has text, you can click in different parts of the document to move the insertion point.
2. When you begin typing, the text will appear next to the insertion point.

June 28, 2018|

TO SELECT TEXT

Before you can move or format text, you'll need to **select it**. To do this, click and drag your mouse over the text, then release the mouse. A **highlighted box** will appear over the selected text.

Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

TO DELETE TEXT

There are several ways to **delete**—or remove—text:

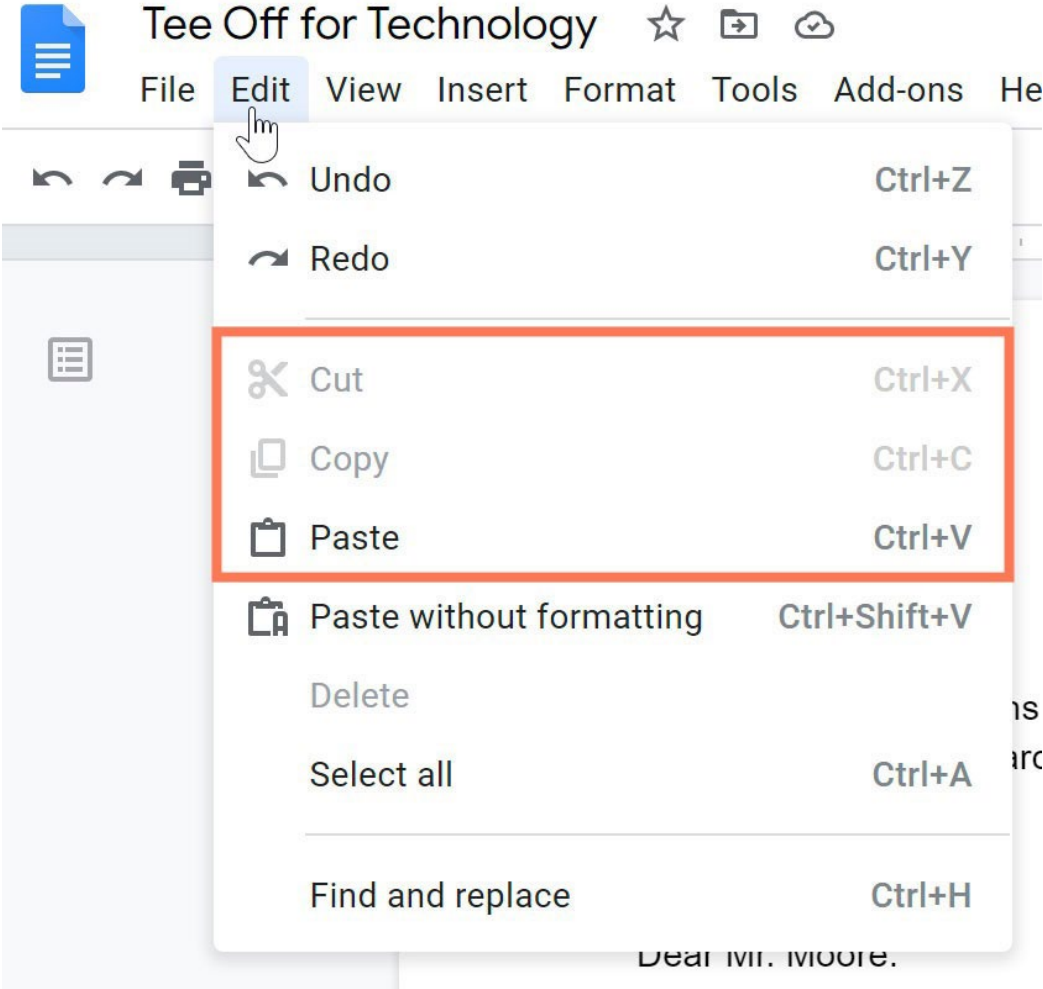
- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- Select the **text** you want to remove, then press the **Delete** key.

If you select text and start typing, the selected text will automatically be deleted and replaced with the new text.

COPYING, CUTTING, AND PASTING TEXT

You may find that sometimes it's easier to **copy and paste** text that repeats often in your document. Other times, there may be text you want to move from one area of the document to another, in which case you'll need to **cut and paste** or **drag and drop** the text.

The copy, cut, and paste commands are found in the Edit menu. Google Docs also uses **keyboard shortcuts**—or a combination of keys—to perform a variety of commands. We'll talk more about these shortcuts below.



To copy and paste text:

1. Select the text you want to copy.

Justice Moore
IT Security and Solutions Manager
Alliope Systems Research Triangle Park
456 Davis Drive
Durham, NC 27603

2. Press **Ctrl+C** (Windows) or **Command+C** (Mac) on your keyboard to copy the text.
3. Place your insertion point where you want the text to appear.

Thank you for your generous donation on behalf of | for a **gift certificate for an 18-hole round of golf at Weston Heights Country Club**. It will be considered a big-ticket item to be bid upon during the silent auction at Lakestone Montessori's 7th annual Tee Off for Technology Charity

4. Press **Ctrl+V** (Windows) or **Command+V** (Mac) on your keyboard to paste the text. The text will appear.

Thank you for your generous donation on behalf of Alliope Systems | for a **gift certificate for an 18-hole round of golf at Weston Heights Country Club**. It will be considered a big-ticket item to be bid upon during the silent auction at Lakestone Montessori's 7th annual Tee Off for

To cut and paste text:

1. Select the text you want to copy.

which participants will place their final silent bids for items, and then recognition of our generous donors and announcement of the tournament and auction winners will take place during the meal. We hope you can make it and thank you, once again, for your donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction. At the close of the evening, our chorus, The Warblers, will perform a song of appreciation for our guests.

2. Press **Ctrl+X** (Windows) or **Command+X** (Mac) on your keyboard to cut the text.
3. Place your insertion point where you want the text to appear.

donors and announcement of the tournament and auction winners will take place during the meal. At the close of the evening, our chorus, The Warblers, will perform a song of appreciation for our guests.

|

Sincerely,

Olenna Mason
(919) 555-2425
lakestone.omason@gmail.com

4. Press **Ctrl+V** (Windows) or **Command+V** (Mac) on your keyboard to paste the text. The text will appear.

donors and announcement of the tournament and auction winners will take place during the meal. At the close of the evening, our chorus, The Warblers, will perform a song of appreciation for our guests.

We hope you can make it and thank you, once again, for your donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction. |

Sincerely,

Olenna Mason
(919) 555-2425
lakestone.omason@gmail.com

To drag and drop text:

1. Select the text you want to move to another place in the document.

Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

2. **Click and drag the text** to the location where you want it to appear. The cursor will have an insertion point under it to indicate you're moving text.

Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

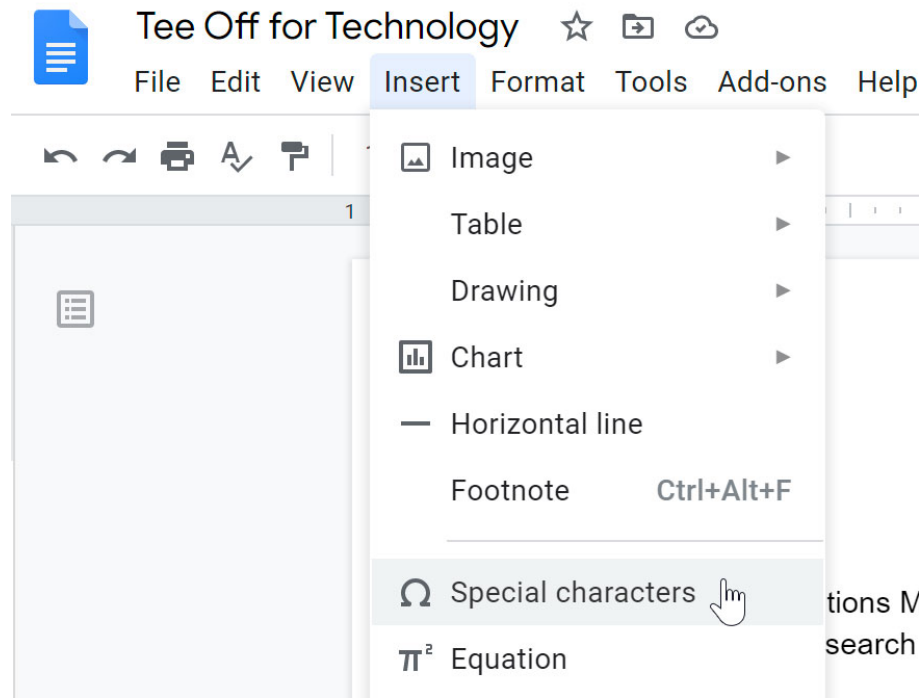
3. Release the mouse button, and the text will move to the new location.

As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at Lakestone Montessori. In addition to replacing aging computer equipment, we would like to purchase 10 Apple iPads to help support the use of technology in expanding and exploring lesson content.

TO INSERT SPECIAL CHARACTERS

Google Docs offers a large collection of **special characters**. They are useful when writing equations, and they can serve as decorative accents as well.

1. Place the insertion point where you want to insert a special character.
2. Click **Insert**, then select **Special characters**.



3. The **Insert Special Characters** dialog box will appear.

Insert special characters



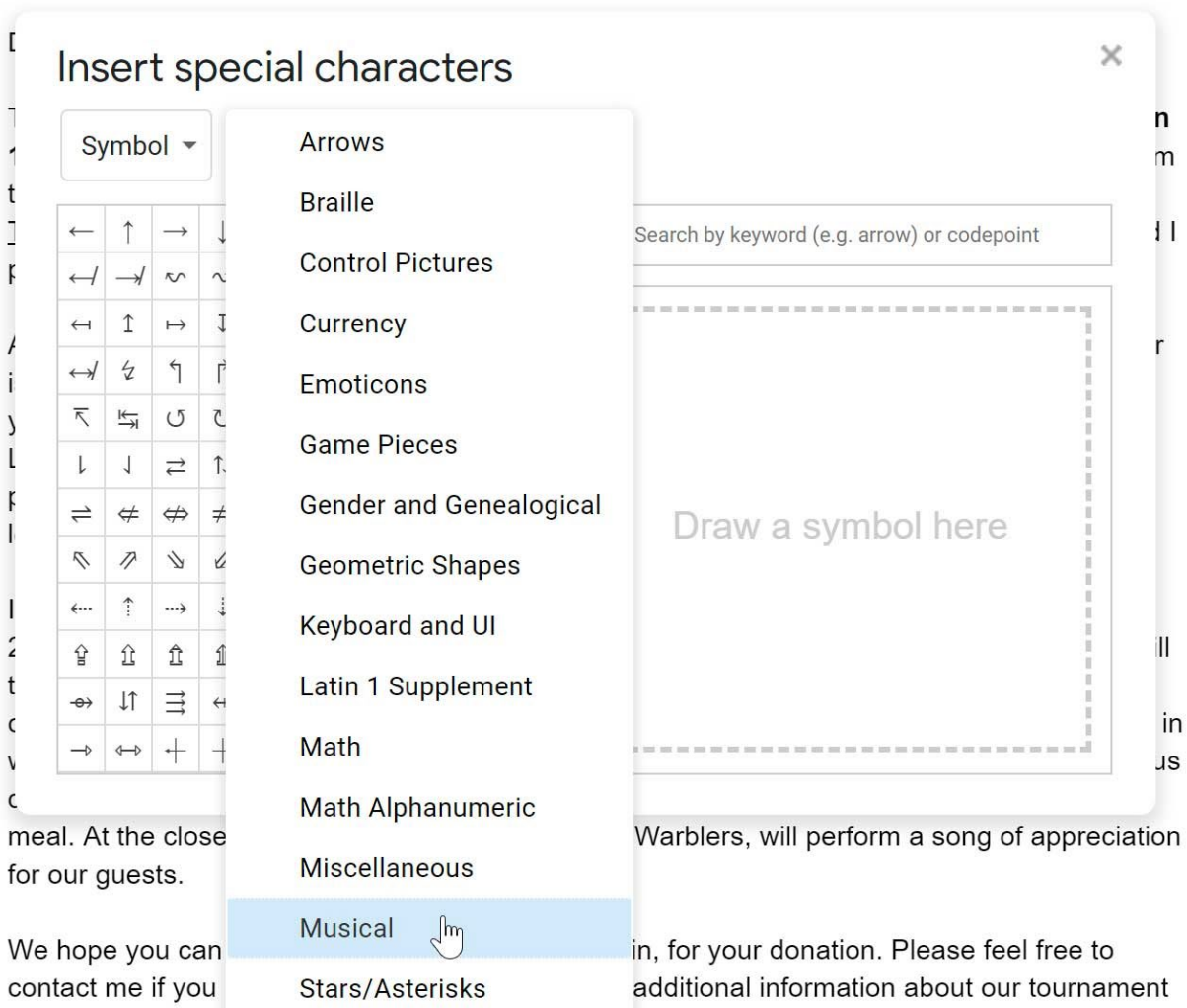
Symbol ▾ Arrows ▾

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🔍 Search by keyword (e.g. arrow) or codepoint

Draw a symbol here

4. Use the drop-down arrows above the character grid to **browse groups of symbols**. In our example, we are browsing for musical symbols to add to our document.



5. Click the desired symbol to insert it into your document.

Insert special characters



Symbol ▾ Musical ▾

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Search by keyword (e.g. arrow) or codepoint

BEAMED EIGHTH NOTES
U+266B

Draw a symbol here

6. The symbol will appear in your document.

donors and announcement of the tournament and auction winners will take place during the meal. At the close of the evening, our chorus, The ♪|Warblers, will perform a song of appreciation for our guests.

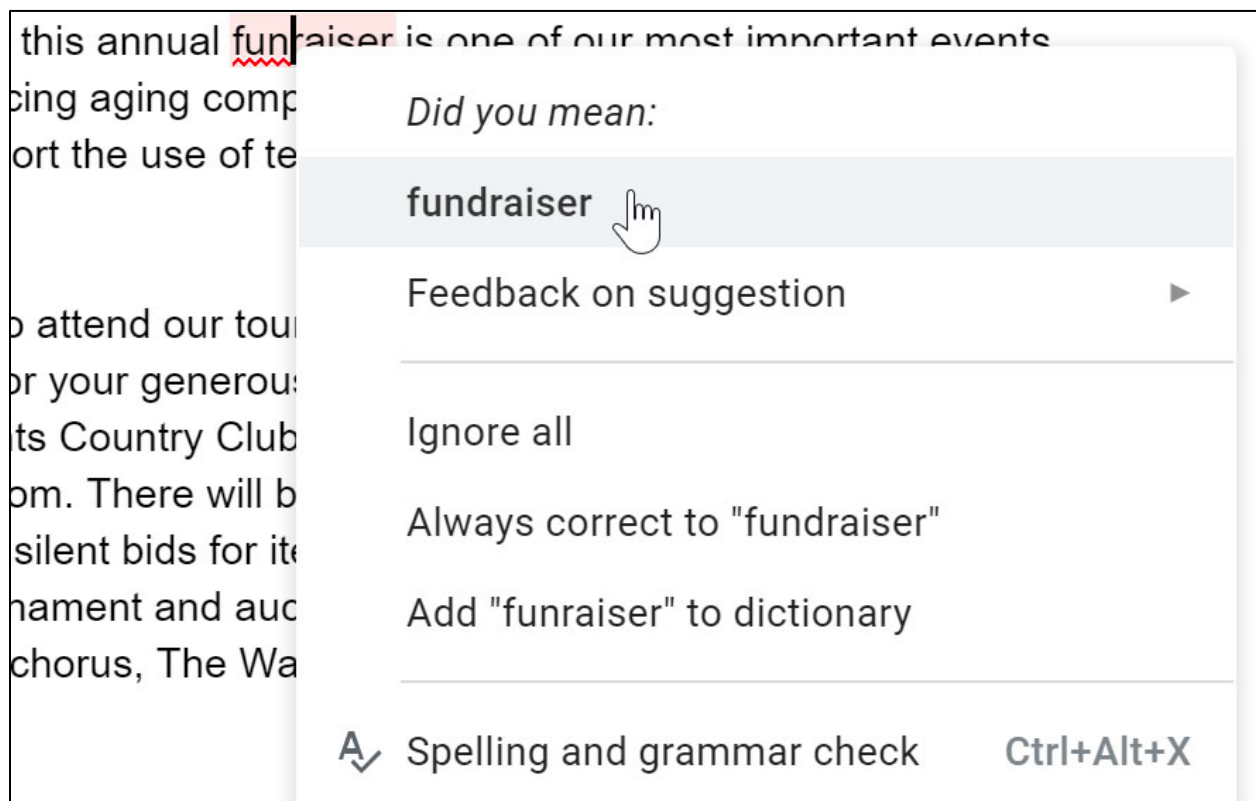
SPELL CHECK AND SUGGESTED SPELLING

By default, Google Docs will automatically check for misspelled words and make **suggested spellings**. Words with spelling suggestions are **underlined in red**.

As you may know, with the recent budget cutbacks in education funding, this annual funraiser is one of our most important events of the school year. Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at

To use suggested spelling:

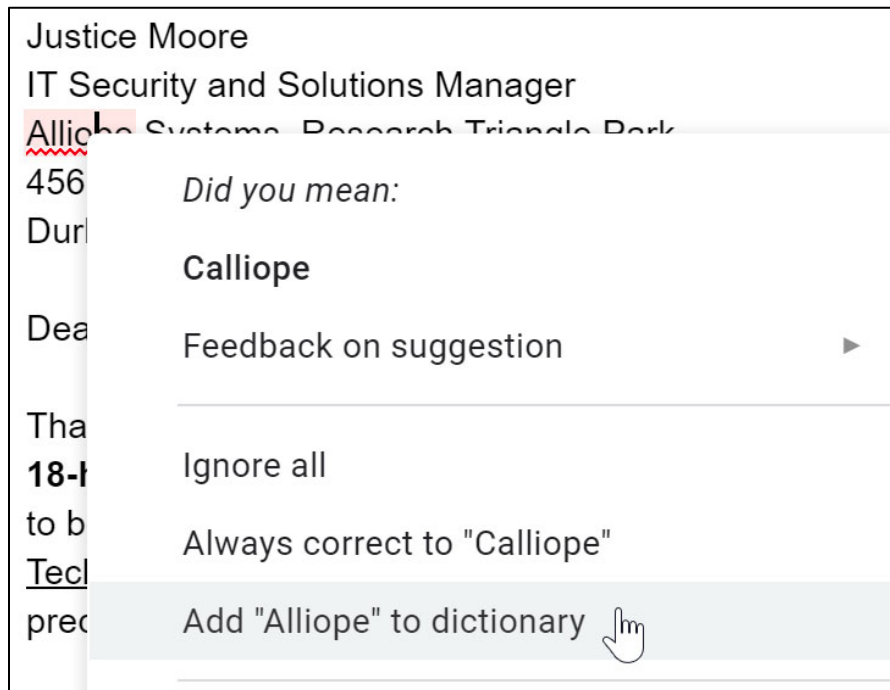
1. Right-click an **underlined word**. A drop-down menu with suggested spellings for the misspelled word will appear. Select the correct spelling from the list.



2. The correct spelling will appear in place of the misspelled word in the document.

As you may know, with the recent budget cutbacks in education funding, this annual fundraiser is one of our most important events of the school year. Your donation will help us to reach this year's fundraising goal of \$10,000 to help support and increase technology resources at

Occasionally, Google Docs will suggest spellings for a word it does not recognize, like the name of a person or a company. If you are certain of the spelling, you can add the word to the dictionary. Once you add a word to the dictionary, Google Docs will keep the spelling of the word.

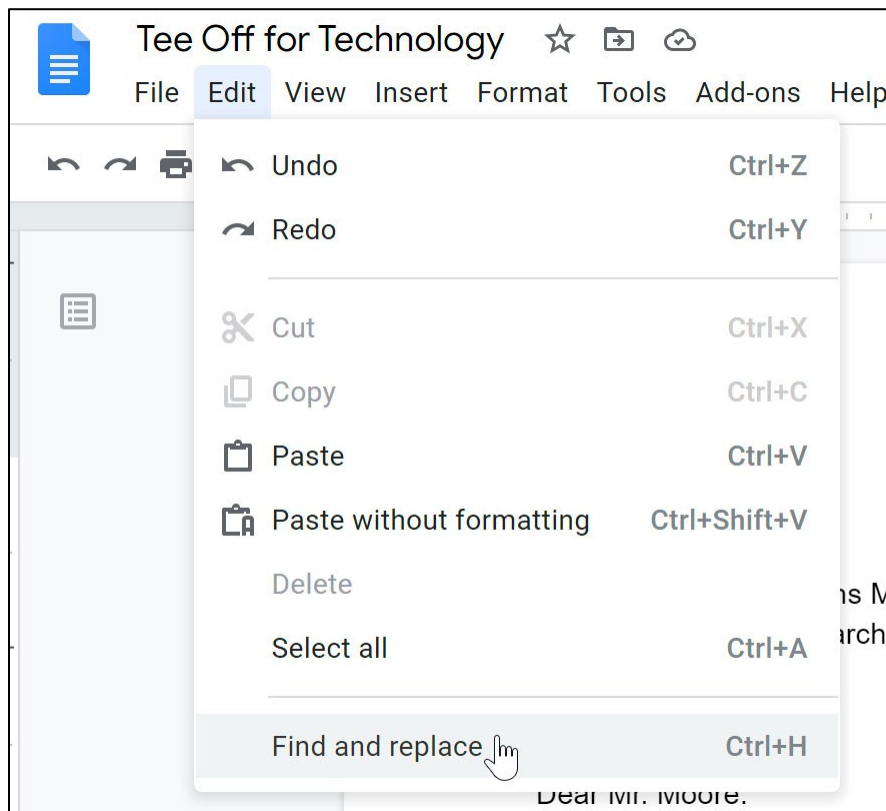


USING FIND AND REPLACE

When you're working with longer documents, it can be difficult and time-consuming to locate a specific word or phrase within the document. Google Docs can automatically search your document using the **find** feature, and it even allows you to change words or phrases using the **replace** feature.

To find text:

1. Click **Edit**, then select **Find and replace**.



2. The **Find and replace** dialog box will appear.
3. Type the text you want to find in the **Find** field. The **number of times** the word appears in the text will appear in the Find field, and each appearance will be **highlighted** throughout the document.

18-hole round of golf at Weston Heights Country Club. It will be considered a big-ticket item to be bid upon during the silent **auction** at Lakestone Montessori's 7th annual Tee Off for Technology Charity Golf Tournament. Your donation is a wonderful addition to our **auction**, and I predict

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Find and replace



Find

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1 of 4

Replace with

Match case

Match using regular expressions [Help](#)

Ignore Latin diacritics (e. g. ä = a, E = É)

Replace

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We hope you can make it and thank you, once again, for your donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent **auction**.

4. If the word appears more than once, you can click the **Prev** and **Next** arrows to jump to the next appearance. When the word is selected, the highlight will darken and pulsate briefly.

18-hole round of golf at Weston Heights Country Club. It will be considered a big-ticket item to be bid upon during the silent auction at Lakestone Montessori's 7th annual Tee Off for Technology Charity Golf Tournament. Your donation is a wonderful addition to our auction, and I predict

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Find and replace ×

Find 2 of 4

Replace with

Match case

Match using regular expressions [Help](#)

Ignore Latin diacritics (e. g. ä = a, E = É)

[Replace](#) [Replace all](#) [Previous](#) [Next](#)

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We hope you can make it and thank you, once again, for your donation. Please feel free to contact me if you have any questions or would like additional information about our tournament or silent auction.

5. Click X to close the dialog box.

Find and replace

Find 2 of 4

Replace with

Match case

Match using regular expressions [Help](#)

Ignore Latin diacritics (e. g. ä = a, E = É)

To replace text:

1. Click **Edit**, then select **Find and replace**. The **Find and replace** dialog box will appear.
2. Type the text you want to find in the **Find** field. Type the text you want to replace it with in the **Replace with** field.
3. Click **Next** or **Prev** and then **Replace** to replace text. If you want to replace all occurrences of the text within the document, click **Replace all**.

Find and replace ×

Find 2 of 4

Replace with

Match case

Match using regular expressions [Help](#)

Ignore Latin diacritics (e. g. ä = a, E = É)

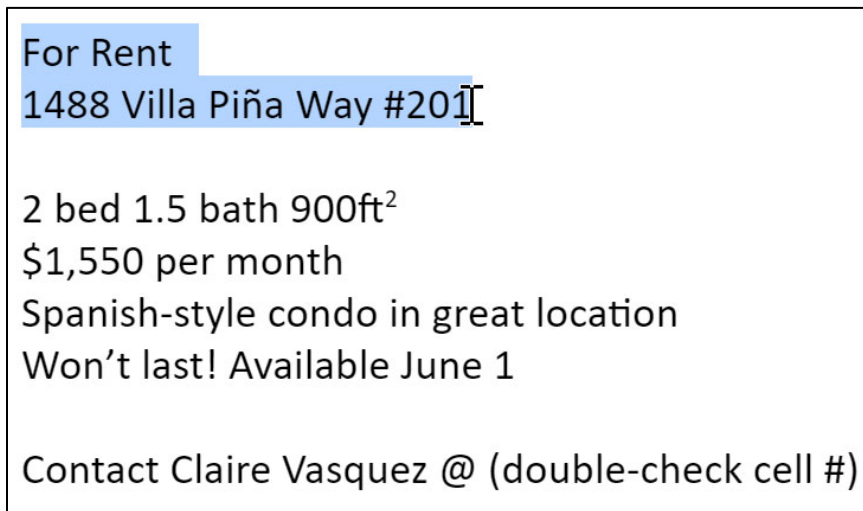
THE TOOLBAR SHORTCUT MENU

Google Docs offers a variety of text formatting options you can use to **modify the look and feel** of your document. These options are located in the **Toolbar Shortcut menu**. In the following lesson, you'll learn how these options can help enhance your document's appearance.

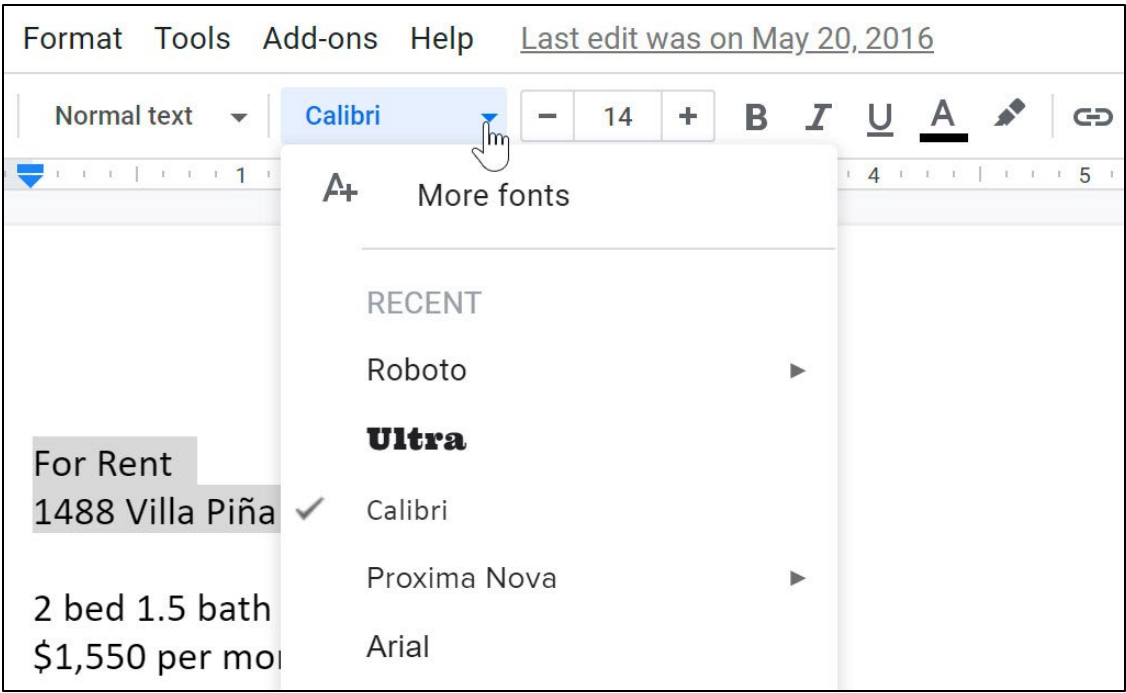


To change the font:

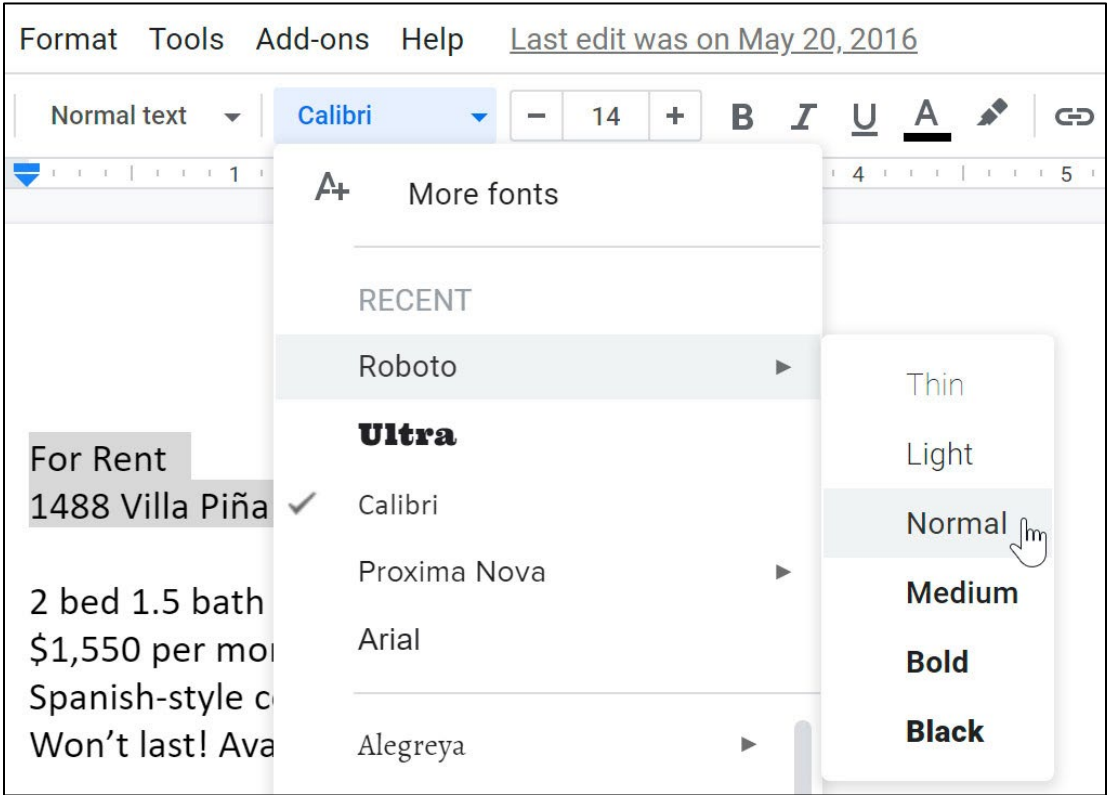
1. Select the text you want to modify.



2. Click the **Font** drop-down arrow on the toolbar. A font menu appears. The name of each font has been formatted to look like the style it describes.



3. Select the **font** you want to use. In our example, we'll hover over Roboto and select Normal font.



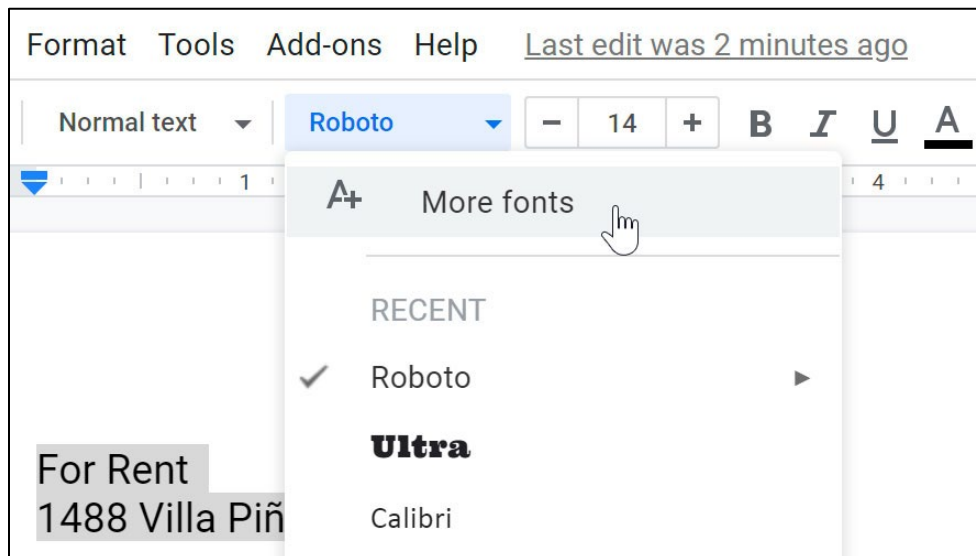
4. The selected text will change to the **new font**.

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)

If you don't see the font you're looking for—or if you would like more fonts to choose from—Google Docs allows you to add additional fonts to the Font drop-down menu. Click **More fonts** from the Font drop-down menu to open the **Fonts** dialog box.



To change font size:

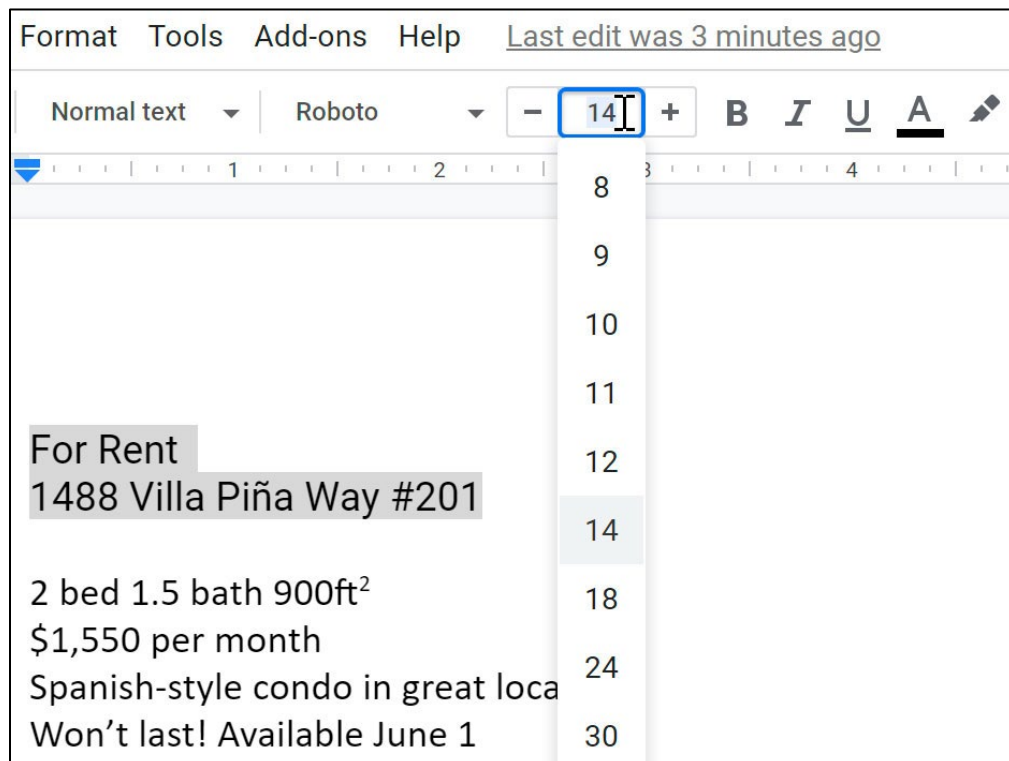
1. Select the text you want to modify.

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

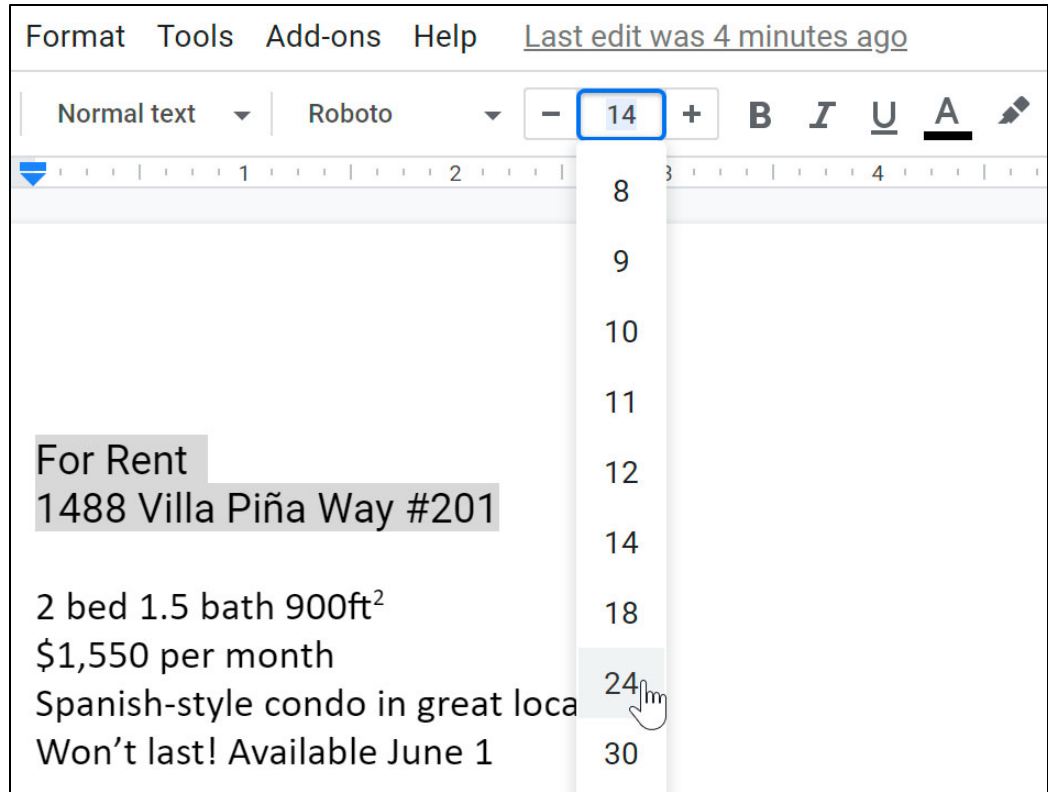
Contact Claire Vasquez @ (double-check cell #)

2. Click the **Font size** box from the toolbar. A drop-down menu of font sizes appears.

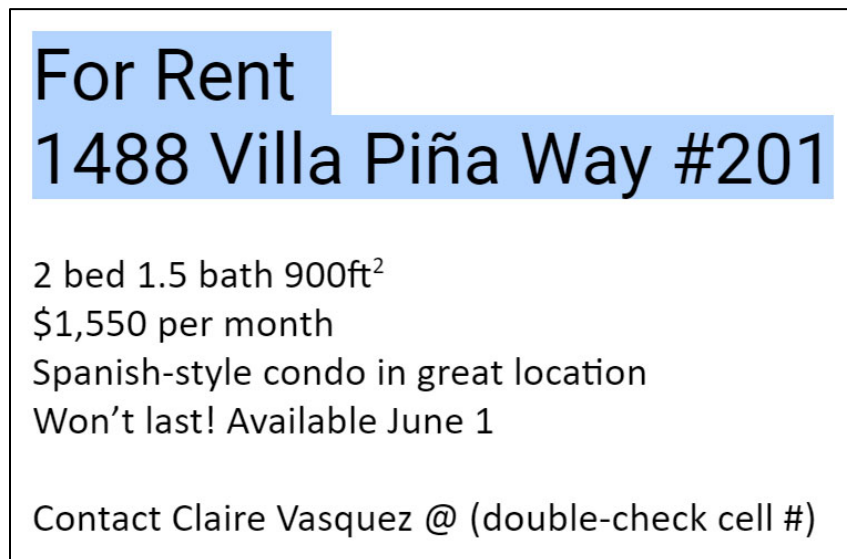


The screenshot shows a text editor interface. At the top, there is a menu bar with 'Format', 'Tools', 'Add-ons', and 'Help'. Below the menu bar is a toolbar. The 'Normal text' dropdown is set to 'Normal text', and the font family is 'Roboto'. The font size dropdown is open, showing a list of font sizes: 8, 9, 10, 11, 12, 14, 18, 24, and 30. The current font size is 14. The text in the editor below the toolbar is the same as in the previous image, but the font size is now 24. The text is: 'For Rent', '1488 Villa Piña Way #201', '2 bed 1.5 bath 900ft²', '\$1,550 per month', 'Spanish-style condo in great loca', and 'Won't last! Available June 1'.

3. Select the **font size** you want to use. In our example, we'll change the font size to 24 to make it larger.

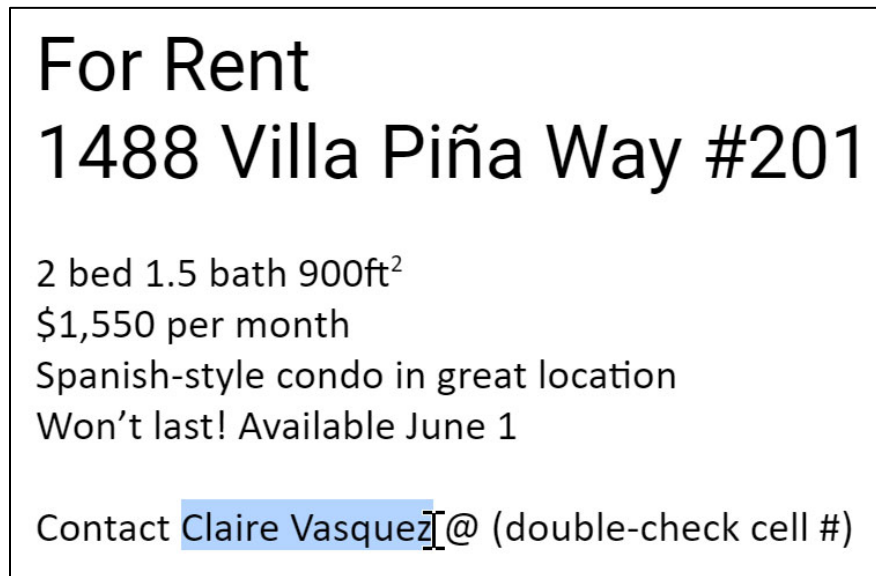


4. The text will change to the **new font size**.

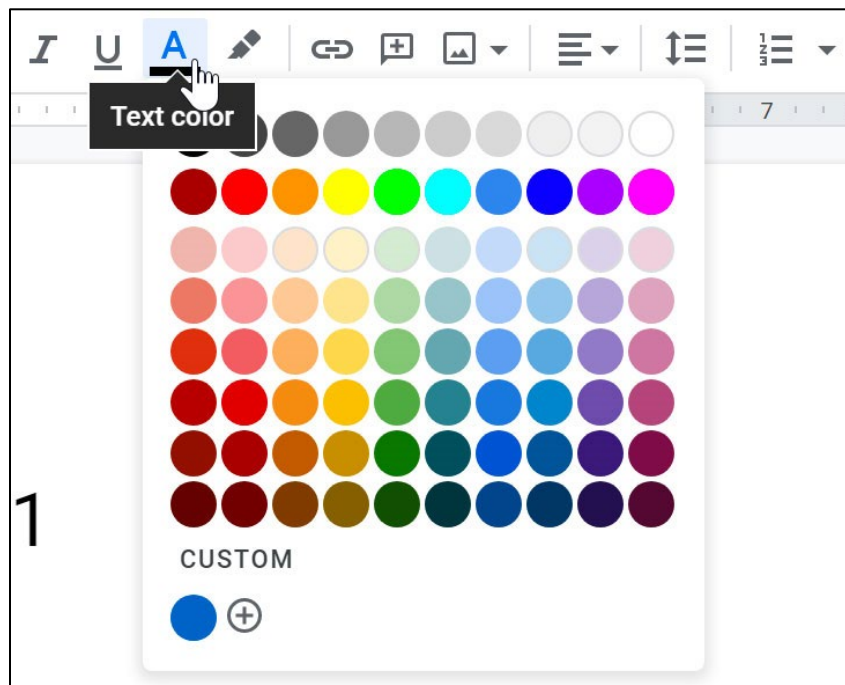


TO CHANGE TEXT COLOR:

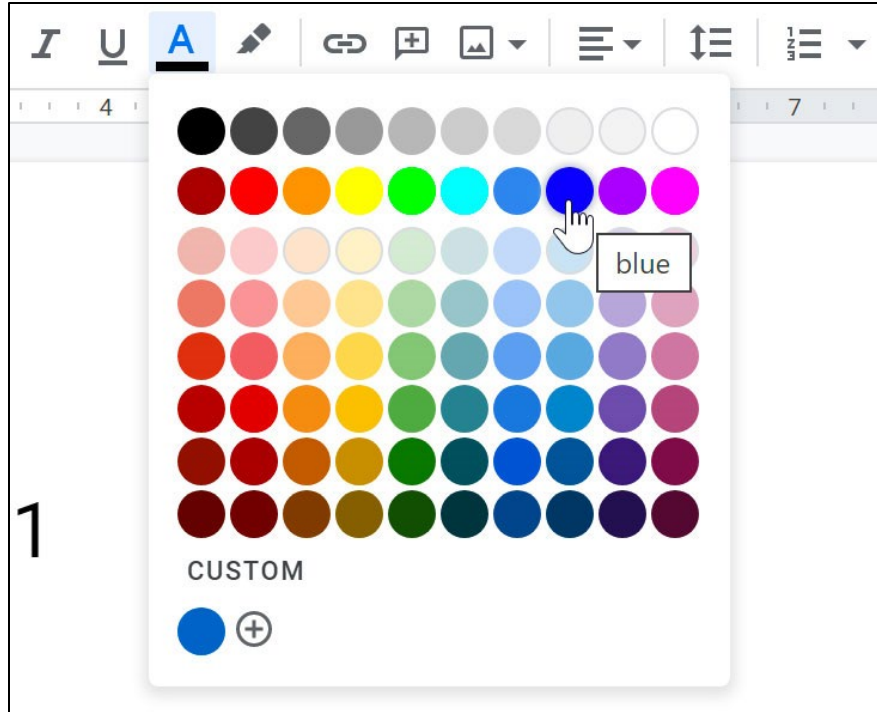
1. Select the text you want to modify.



2. Click the **Text color** command from the toolbar. A drop-down menu of **text colors** appears.



3. Select the circle of the text color you want to use. In our example, we'll choose blue.



4. The text will change to the **new color**.

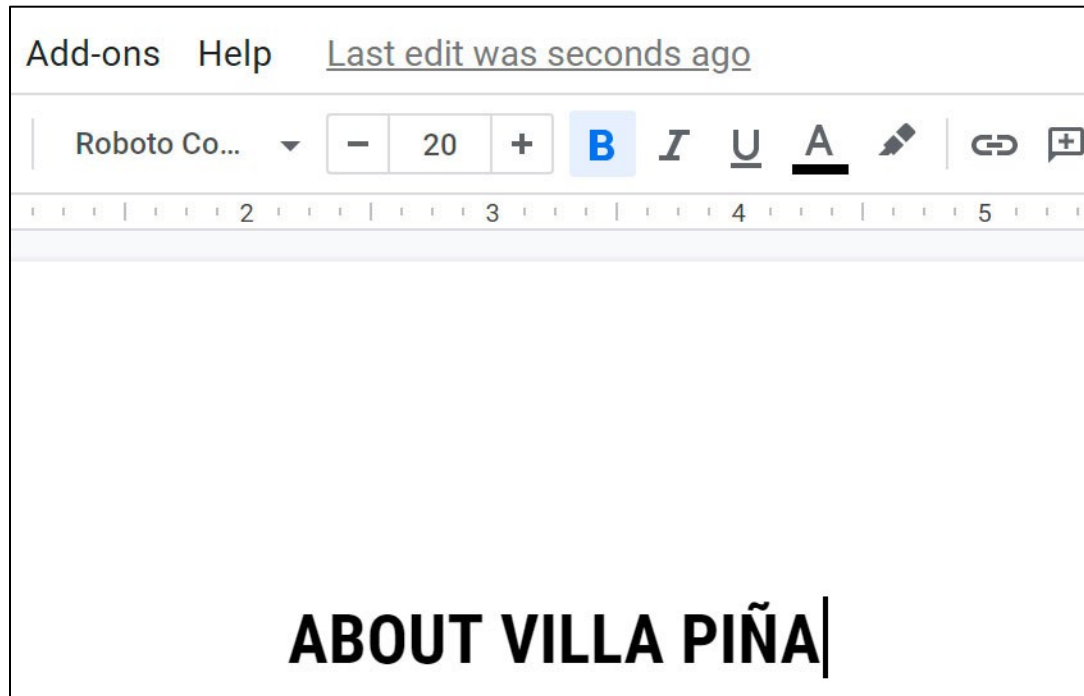
For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact [Claire Vasquez](#) @ (double-check cell #)

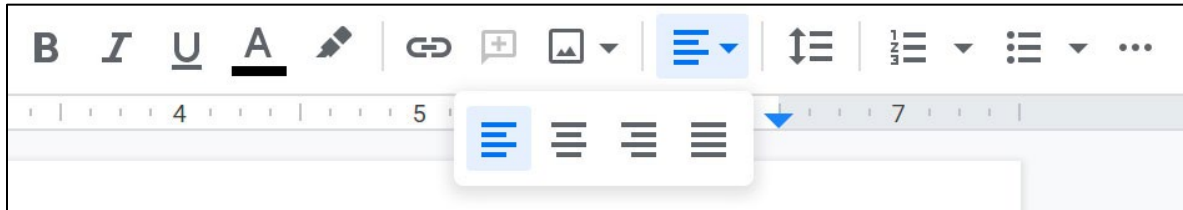
To use the bold, italic, and underline buttons:

1. Select the text you want to modify.
2. Click the bold (**B**), italic (*I*), or underline (U) button from the shortcut toolbar.



TO CHANGE TEXT ALIGNMENT

There are four **alignment buttons** in Google Docs that you can choose from the **Align** drop-down menu.



- **Left align:** Aligns all selected text to the left margin
- **Center align:** Aligns text an equal distance from the left and right margins
- **Right align:** Aligns all selected text to the right margin
- **Justify:** Text is equal on both sides and lines up equally to the right and left margins; many newspapers and magazines use full justification

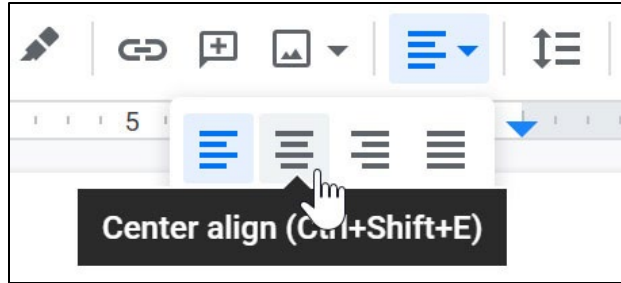
1. Select the text you want to align.

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact [Claire Vasquez](#) @ (double-check cell #)

2. Click the desired **alignment button**.



3. The text will realign.

For Rent

1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact [Claire Vasquez](#) @ (double-check cell #)

LINE AND PARAGRAPH SPACING

In Google Docs, line spacing is measured in **lines**. For example, when text is **double spaced**, the line spacing is **two lines** high. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

To format line spacing:

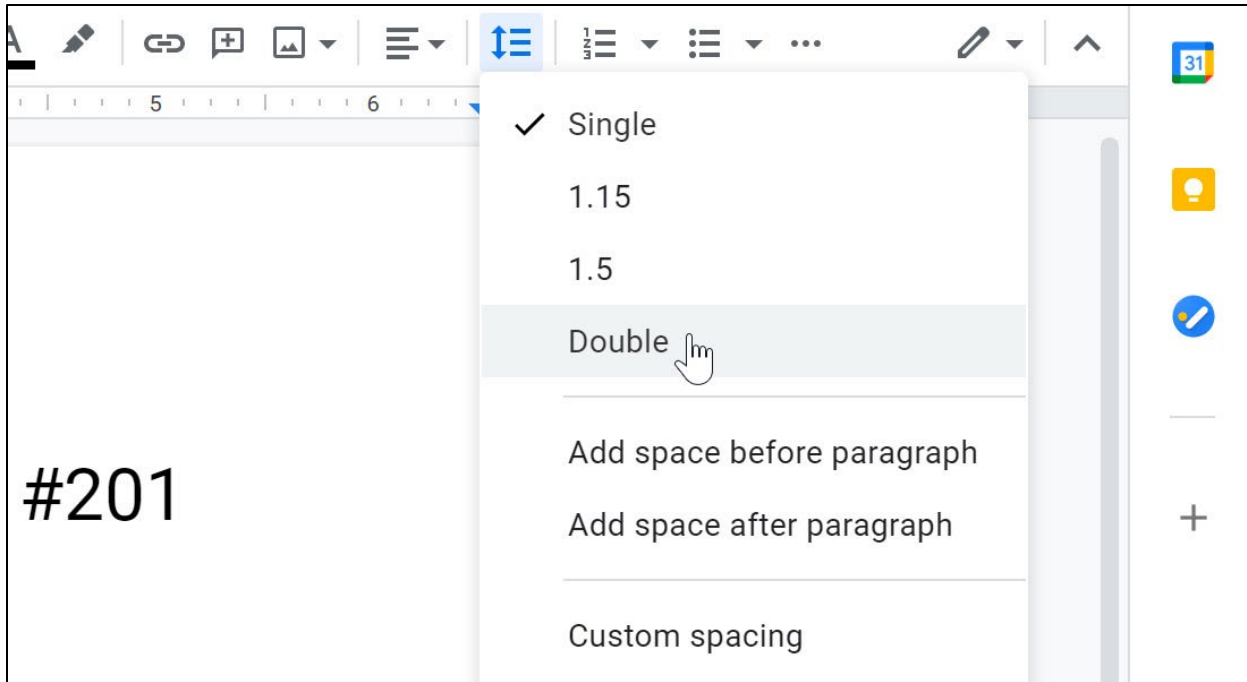
1. Select the text you want to format.

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 11

Contact [Claire Vasquez](#) @ (double-check cell #)

2. Click the **Line spacing** button, then select the desired **line spacing option** from the drop-down menu. You can also click **Custom spacing** to fine-tune the spacing.



3. The line spacing will adjust in the document.

For Rent
1488 Villa Piña Way #201

2 bed 1.5 bath 900ft²

\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact [Claire Vasquez](#) @ (double-check cell #)

Paragraph spacing

Just as you can format spacing between lines in your document, you can choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs is another way to help to make a document easier to read.

To format paragraph spacing:

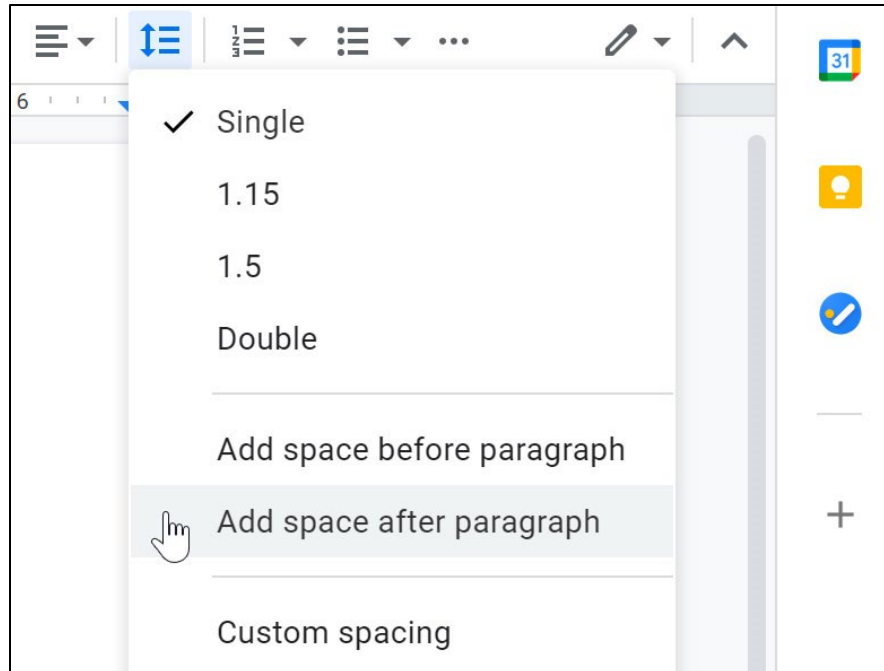
1. Select the text you want to format.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.]

For more information, visit us online:

www.villapinacondos.com

2. Click the **Line spacing** button.
3. Select **Add space before paragraph** or **Add space after paragraph** from the drop-down menu. You can also click **Custom spacing** to fine-tune the spacing.

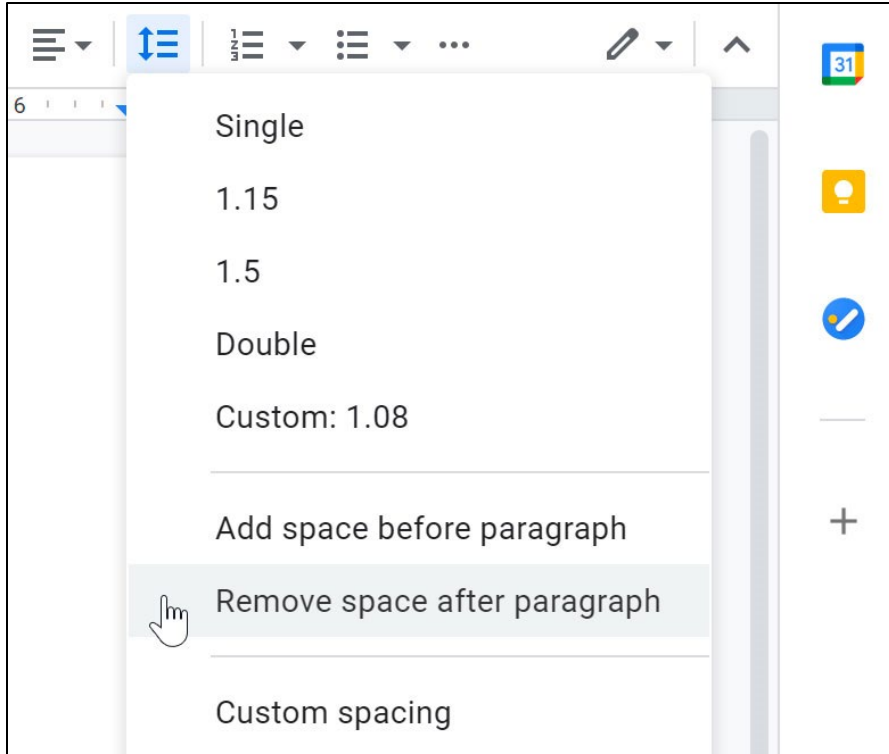


4. The paragraph spacing will adjust in the document.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

To remove paragraph spacing, click the **line spacing** button, then select **Remove space before paragraph** or **Remove space after paragraph**.



HYPERLINKS

A **hyperlink** is a link to a **web address** (or **URL**). If you want to include a web address in your Google document, you can format it as a hyperlink for someone to click. The hyperlink will then open the webpage in a new browser window.

To insert a hyperlink:

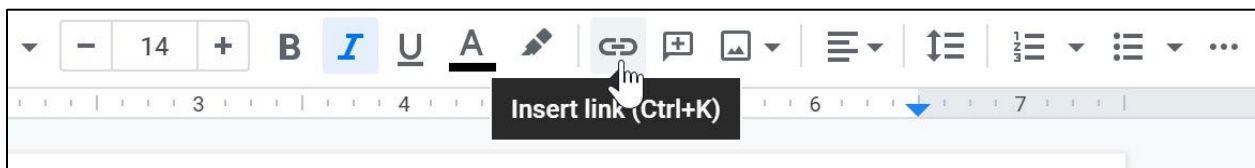
Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be <http://www.apple.com/ipad> and the display text could be **Apple iPad**. When you're creating a hyperlink in Google Docs, you'll be able to choose both the address and the display text.

1. Select the text you want to make a hyperlink.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:
www.villapinacondos.com

2. Click the **Insert link** button, or right-click the selected text and click **Link**.

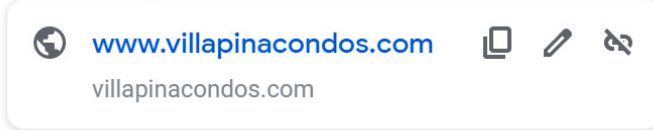


3. The **Edit Link** dialog box will appear. In the **Text** field, the selected text will appear. You can modify this text if you want.
4. Type the address you want to link to in the **Link** field. Google Docs may automatically fill in this field if the text you've selected looks like a URL.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:

www.villapinacondos.com



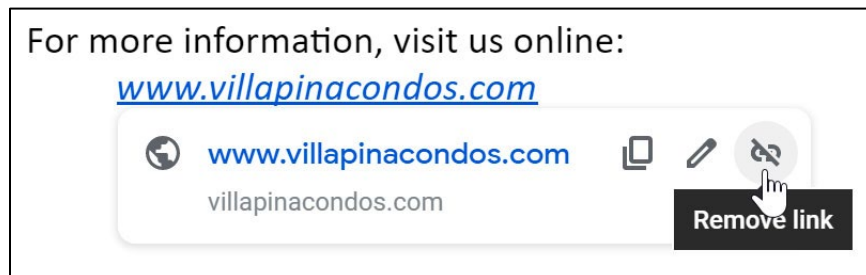
5. Click **Apply**. The text you selected will now be a hyperlink.

Private but centrally located, historic Villa Piña is just moments from fine dining, shopping, and public transportation. Enjoy the best of both worlds at Villa Piña—the beauty of nature and the culture of a vibrant neighborhood.

For more information, visit us online:

www.villapinacondos.com

6. Click the **link** to view the URL.



If you want to change or remove the hyperlink, click the link and select **Change** or **Remove** from the options that appear below the hyperlink.

INDENTING TEXT

In many types of documents, you may want to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another.



To indent using the Tab key:

A quick and common way to indent is to use the **Tab** key. This will create a first-line indent of a half-inch.

1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



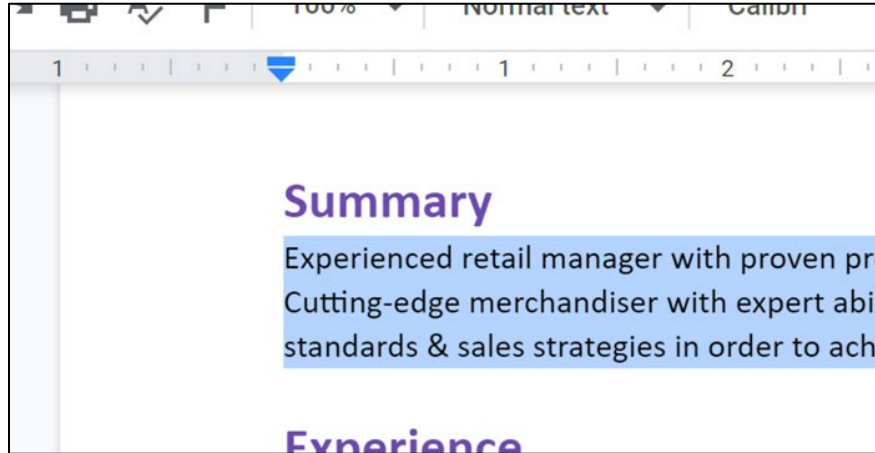
2. Press the **Tab** key on the keyboard. The text **in the first line** will move to the right by a half-inch.



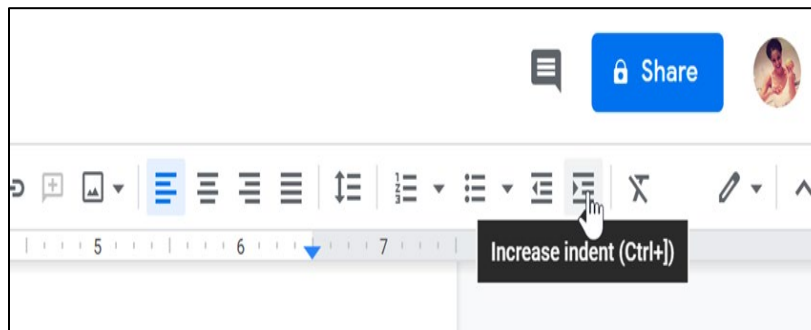
To indent using the Indent shortcut buttons:

If you want to indent all lines in a paragraph, you can use the **Increase indent** and **Decrease indent** shortcut buttons.

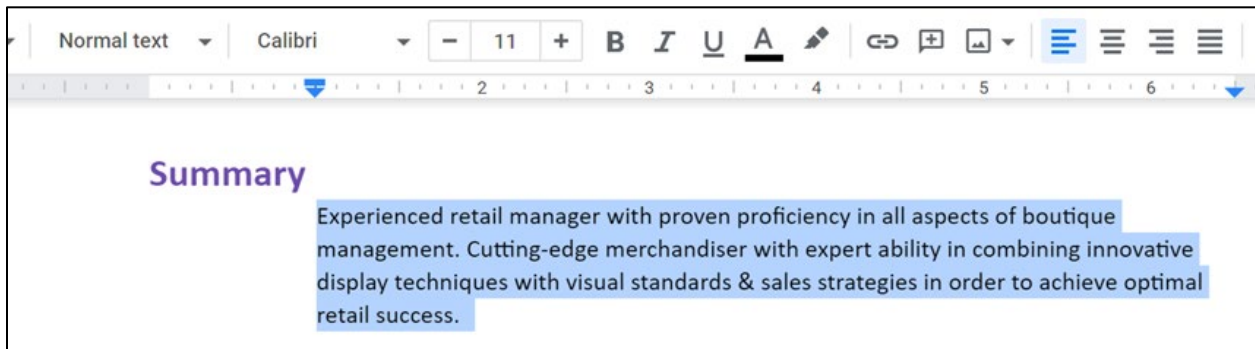
1. Select the text you want to indent.



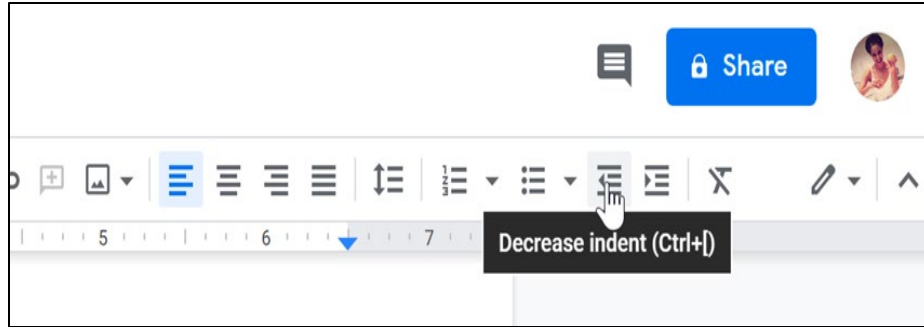
2. Click the **Increase indent** shortcut button to **increase** the indent by increments of a **half-inch**.



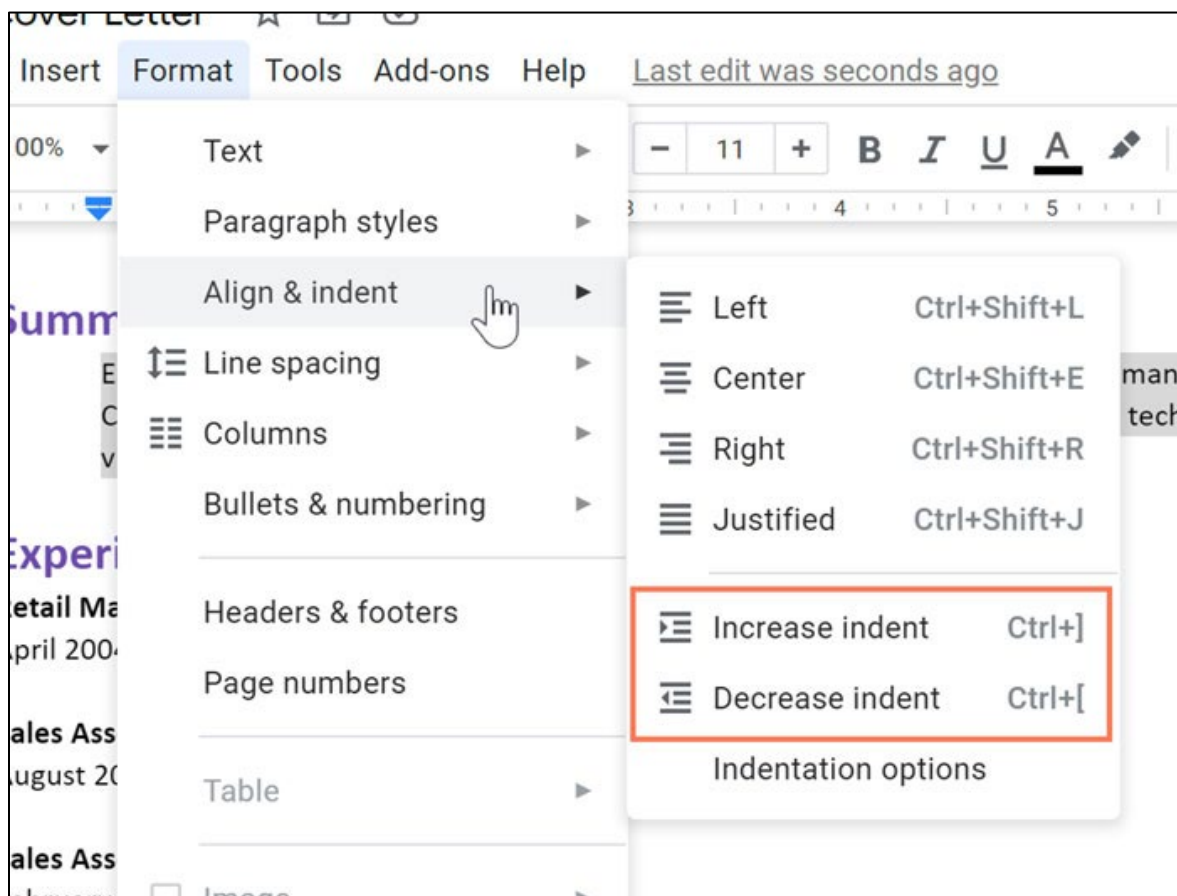
3. All lines of the paragraph will indent.



4. Click the **Decrease indent** shortcut button to **decrease** the indent by increments of a **half-inch**.

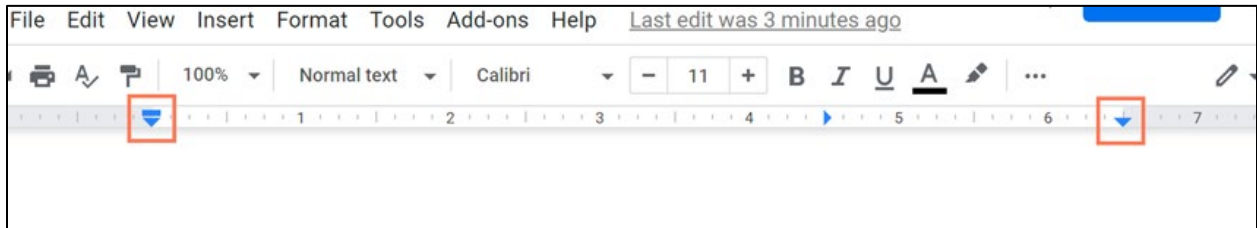


You can also click **Format** from the toolbar. Then, hover over **Align & indent** to locate the **Increase indent** and **Decrease indent** commands.

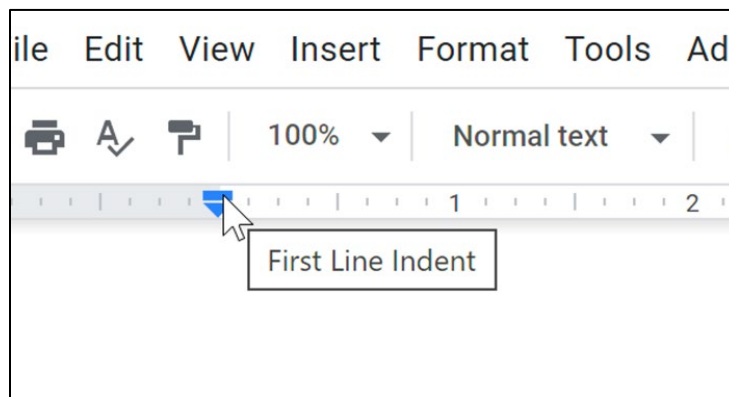


CUSTOMIZING INDENTS

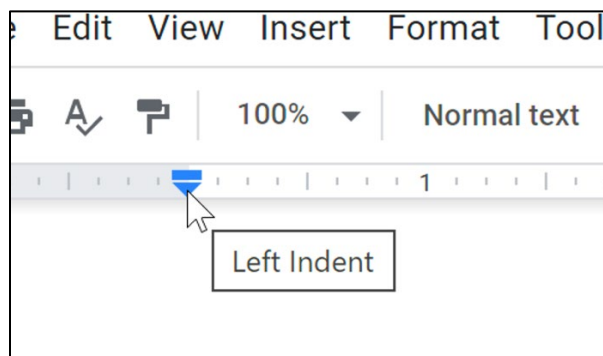
You can use the **three indent markers** and the **Ruler** to create **custom indents** that are larger or smaller than the Tab key's default half-inch indent. When you move the indent markers, the Ruler provides a **blue guide line** to help you see where the indent will appear.



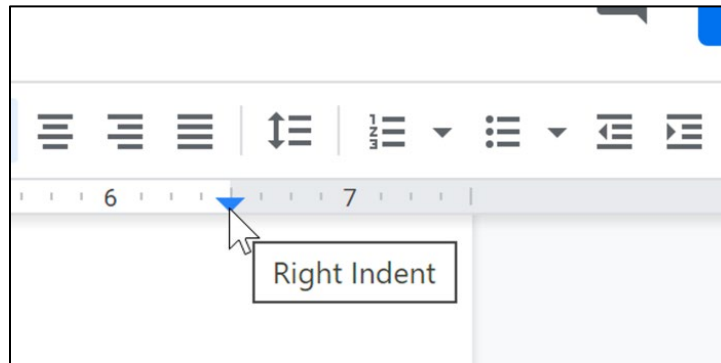
- **First Line Indent marker:** Adjusts the first-line indent of a paragraph



- **Left Indent marker:** Moves in unison with the First Line Indent marker to indent all lines in the paragraph

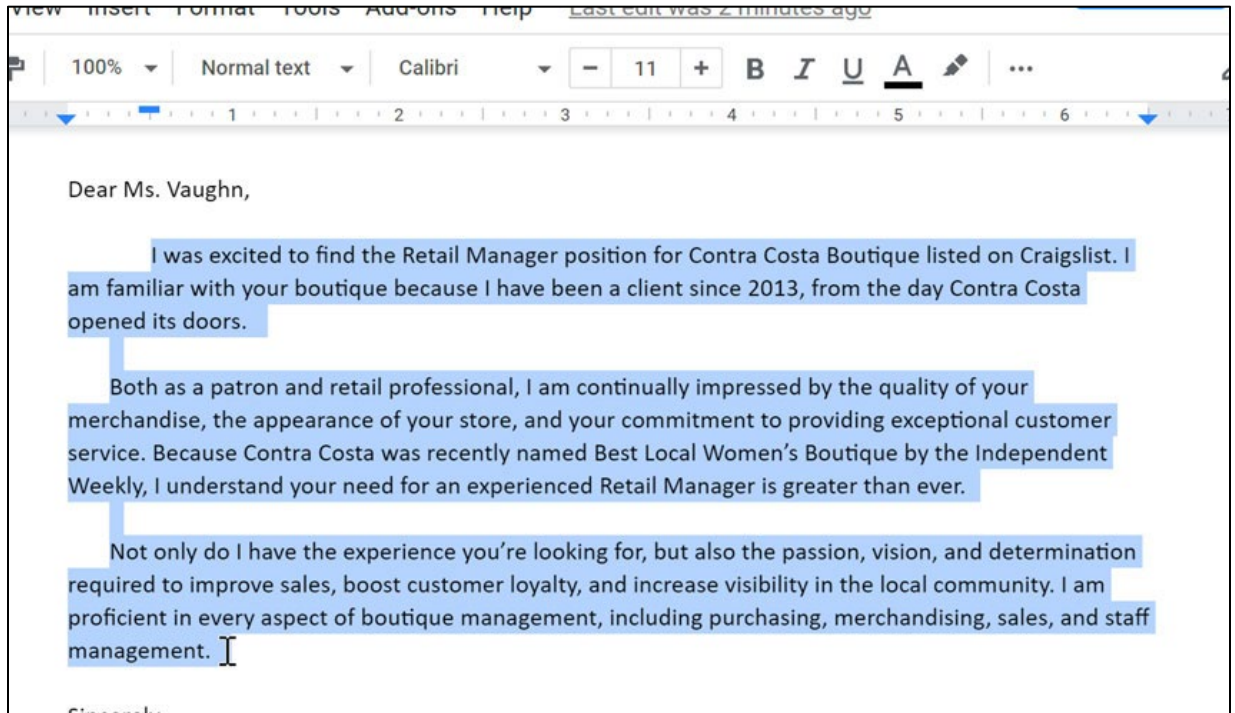


- **Right Indent marker:** Increases or decreases the right indent by moving all lines of the paragraph from the right margin



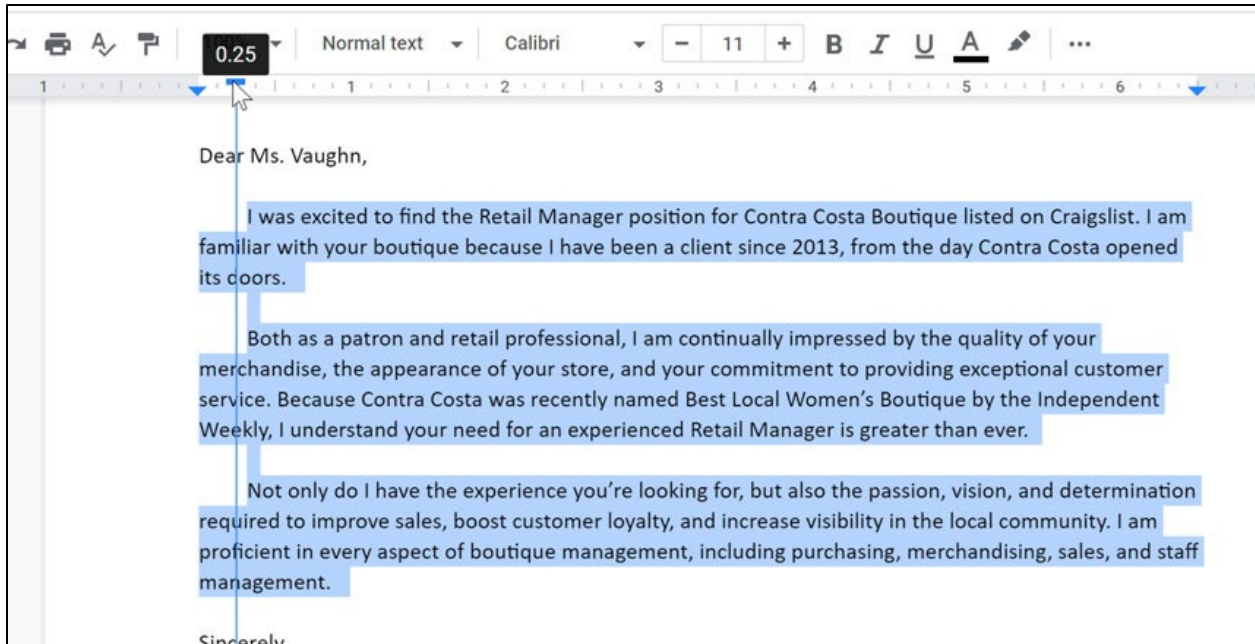
To customize indents with the Ruler:

1. Place the **insertion point** anywhere in the text or paragraph you want to indent (you can select one or more paragraphs).

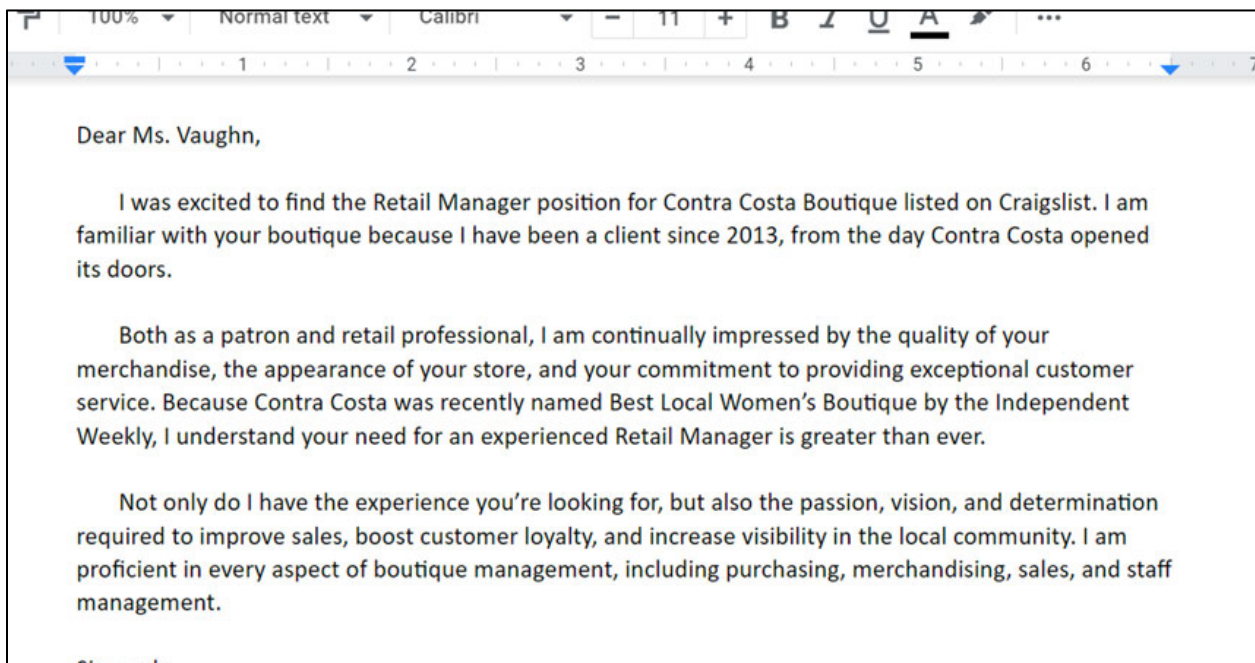


2.

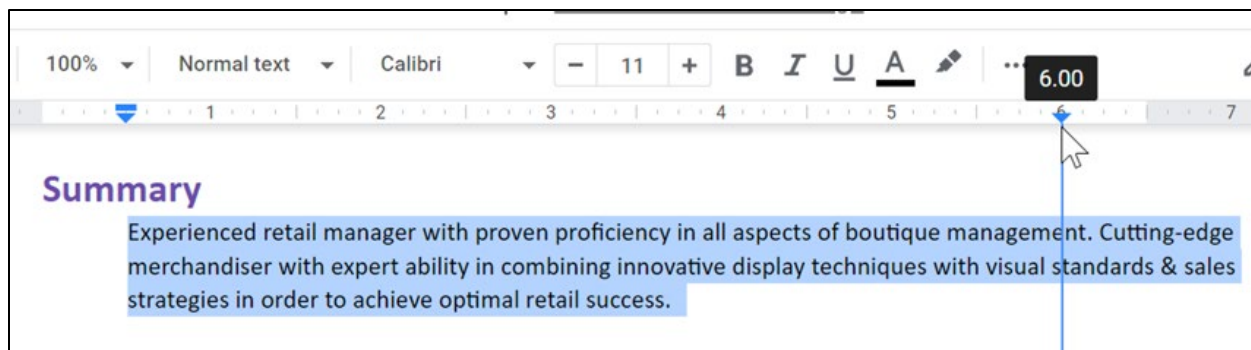
3. Click and drag the desired indent marker. As the marker moves, the blue guide line extends from the Ruler.



4. Release the mouse at the desired location. The text will indent.



To indent the paragraph on the right side, click and drag the **Right Indent** marker.



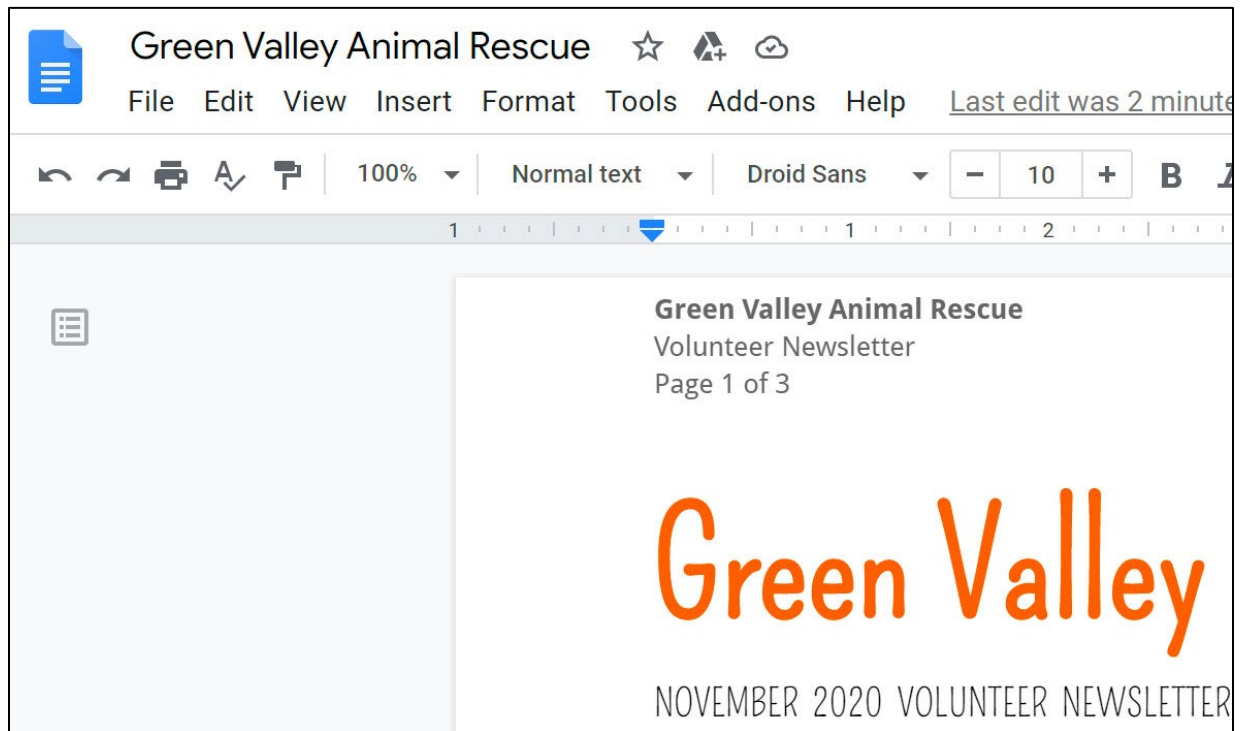
100% | Normal text | Calibri | - 11 + | **B** *I* U A | 6.00

Summary

Experienced retail manager with proven proficiency in all aspects of boutique management. Cutting-edge merchandiser with expert ability in combining innovative display techniques with visual standards & sales strategies in order to achieve optimal retail success.

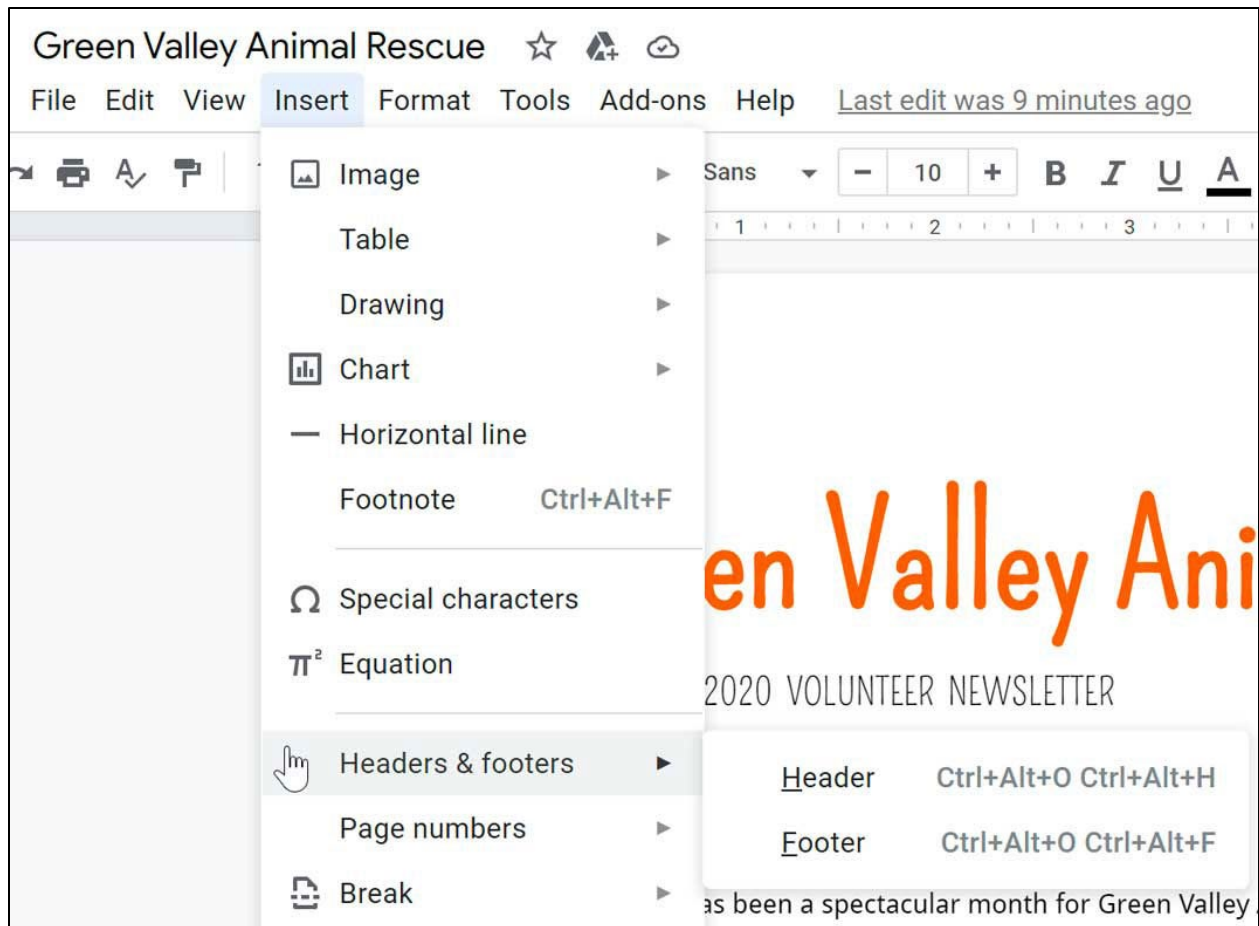
HEADERS AND FOOTERS

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Text entered in the header or footer will appear on **each page** of the document.

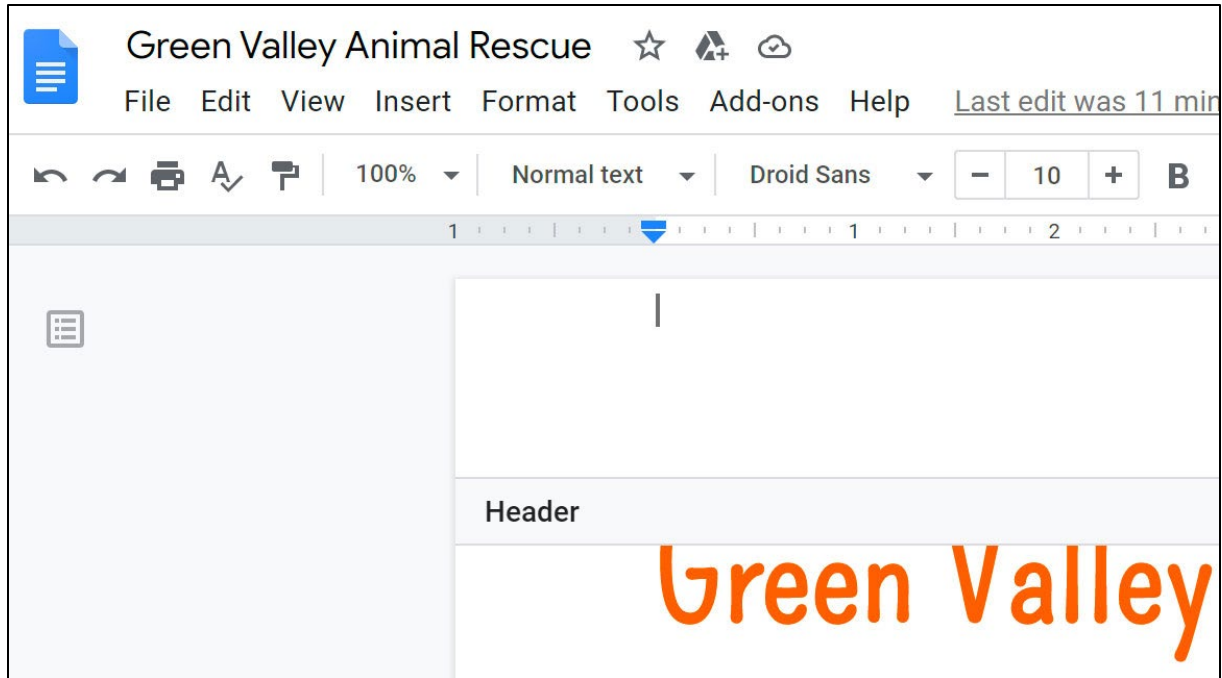


To insert a header or footer:

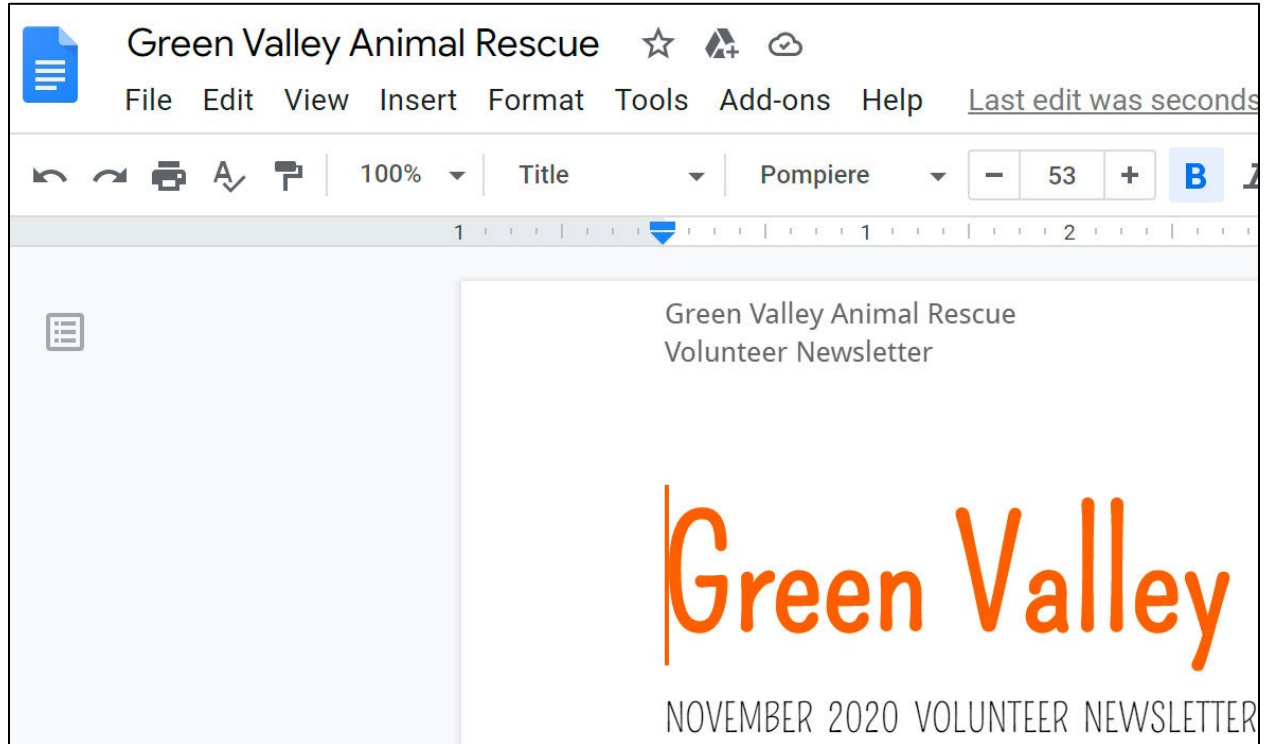
1. Click **Insert**, then hover over **Headers & footers**. From the drop-down menu, you can select either **Header** or **Footer**.



2. Depending on your selection, the insertion point will relocate to either the top or bottom margin of the page.



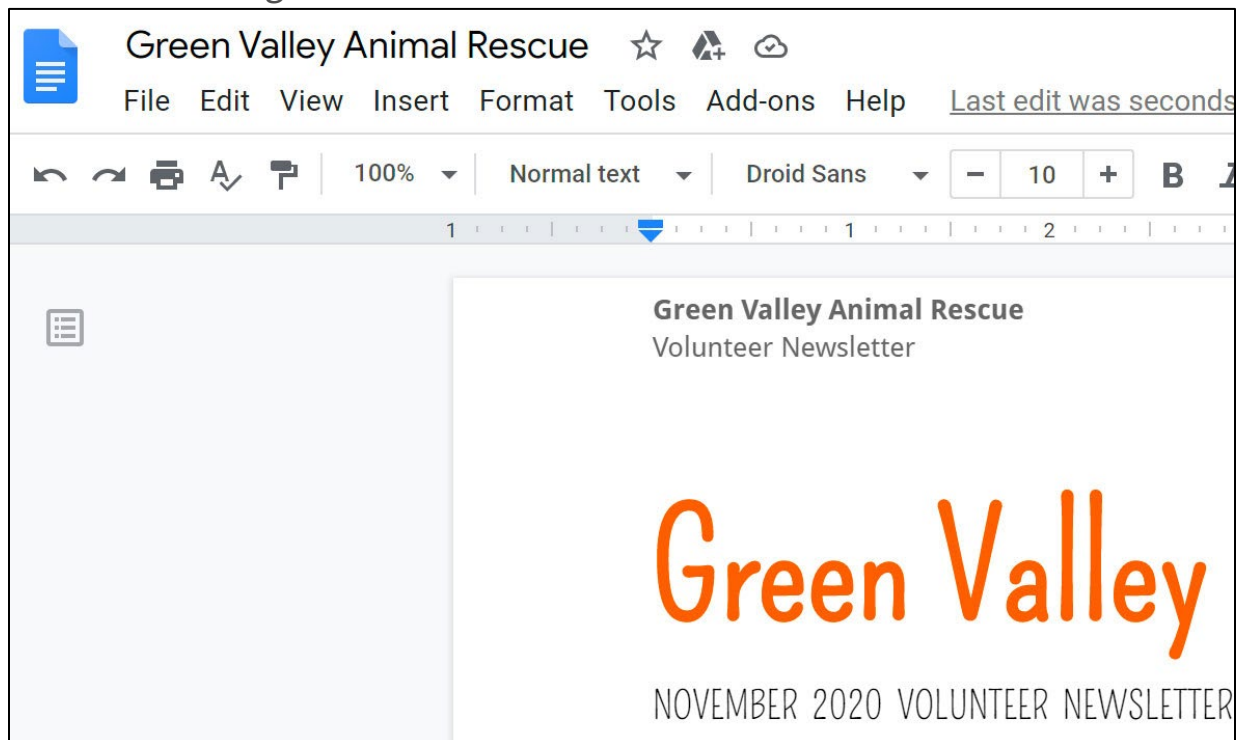
3. Type the desired text. When you're finished, press the **Esc** key on your keyboard to close the header or footer.



After you close the header or footer, it will still be visible, but it will be locked. To edit it again, just click anywhere on the header or footer, and it will become unlocked.

Formatting text in a header or footer

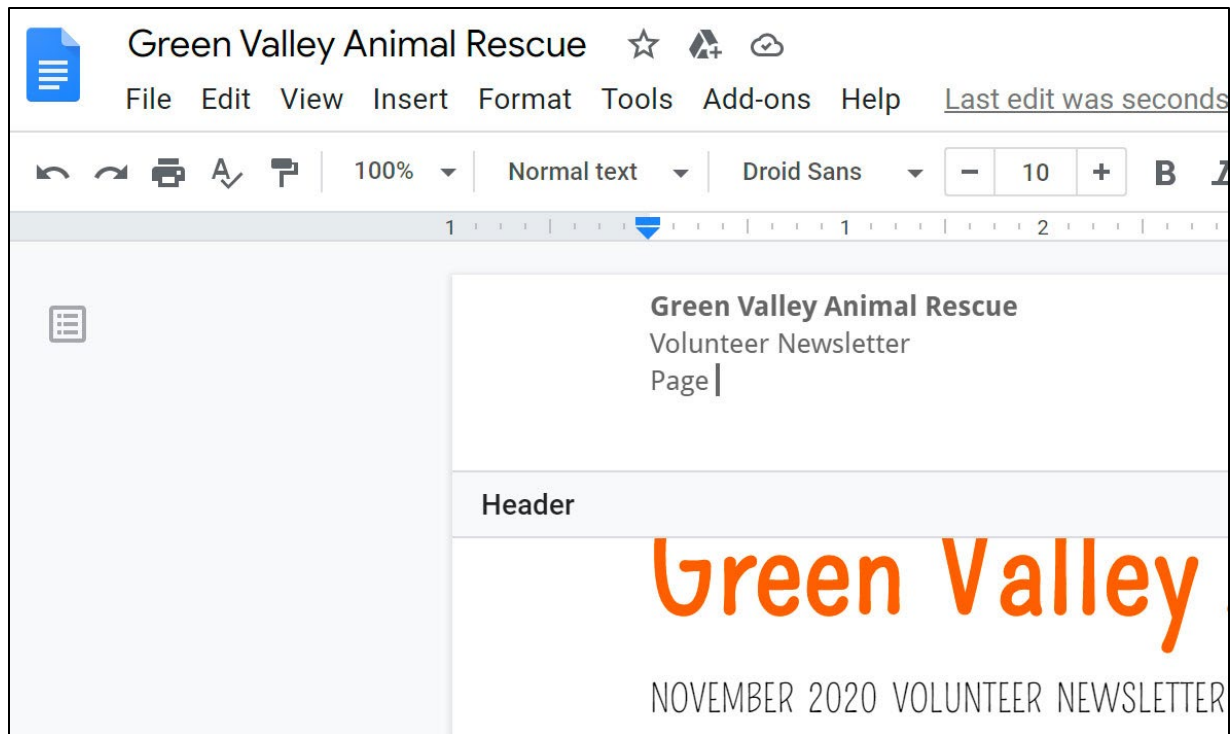
To format text in headers and footers, you can use many of the same formatting options that are available to format text in the body of your document. You can **align** the text, modify the **font style** and **size**, and add **bolding**, **italics**, and **underlining**. Visit our lesson on [Formatting Text and Adding Hyperlinks](#) to learn more about the formatting options available in Google Docs.



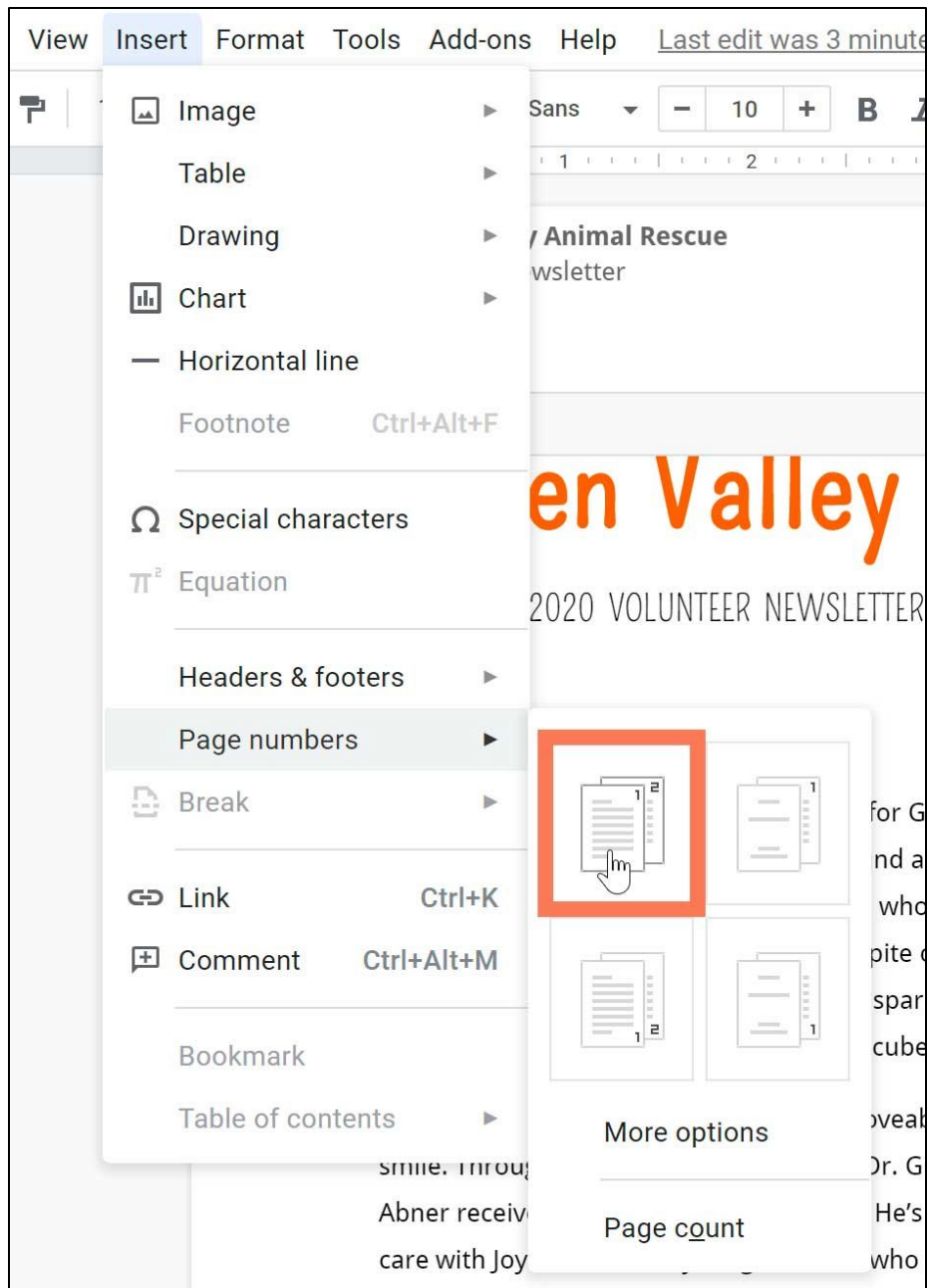
To add page numbers to a header or footer:

Google Docs can automatically label each page with a **page number** and place it in a header or footer. If you want to display the word **Page** as part of the page number, you will need to type **Page** at the desired location in the header.

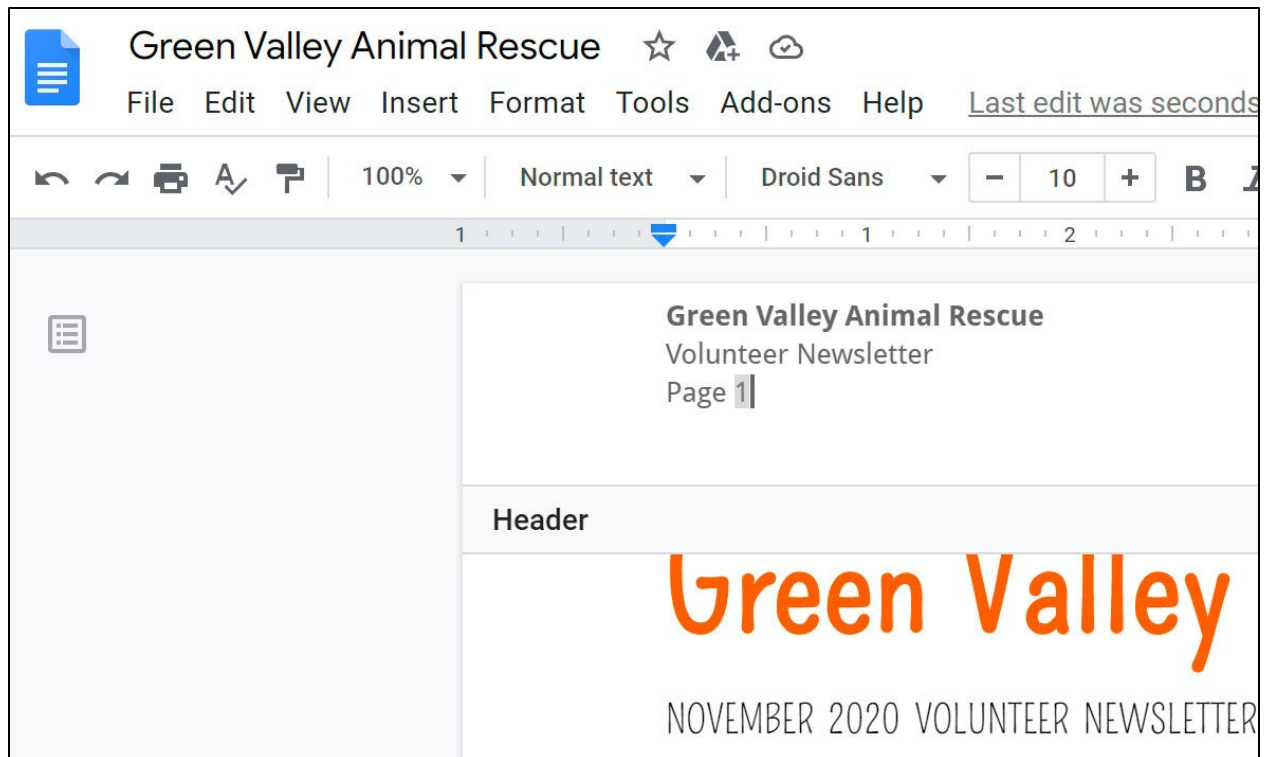
1. Select the document's header or footer.
2. Place the **insertion point** where you want the page number to appear. Type the word **Page** if you want.



3. Click **Insert** and hover the mouse over **Page numbers**, then select **Top of page** or **Bottom of page**.



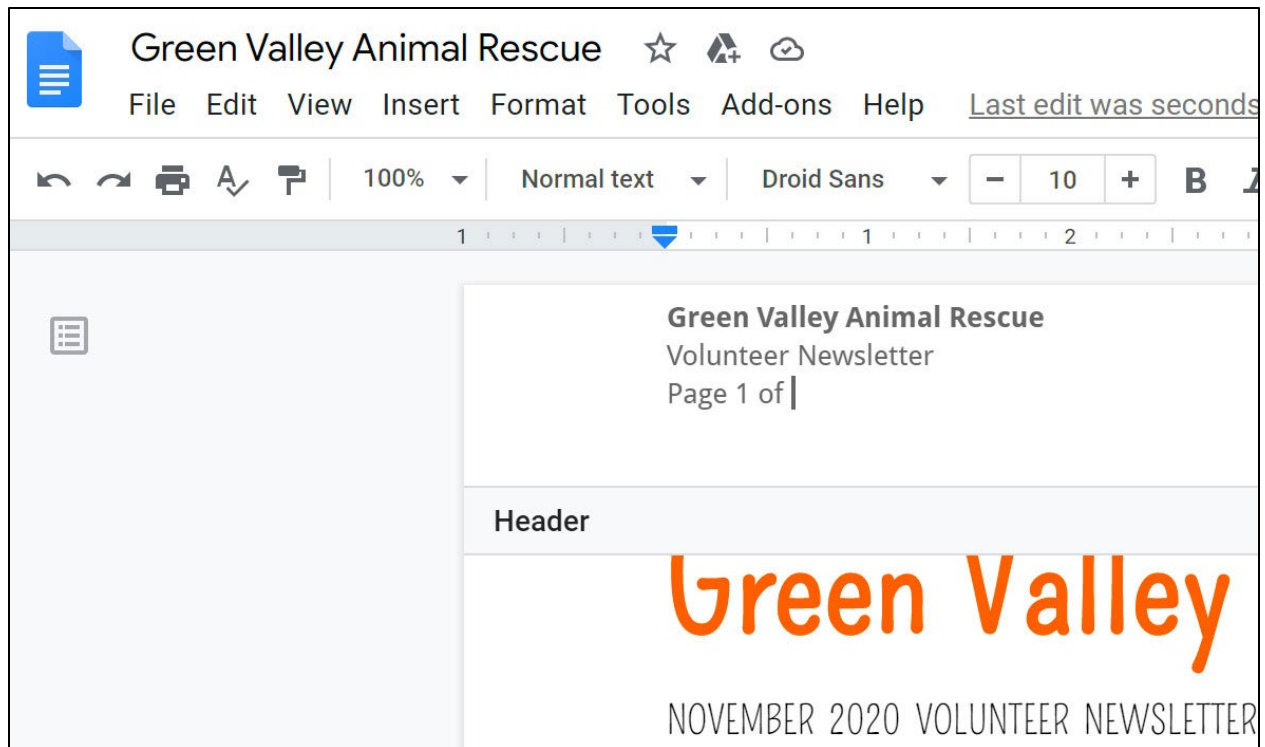
4. The page number will appear.



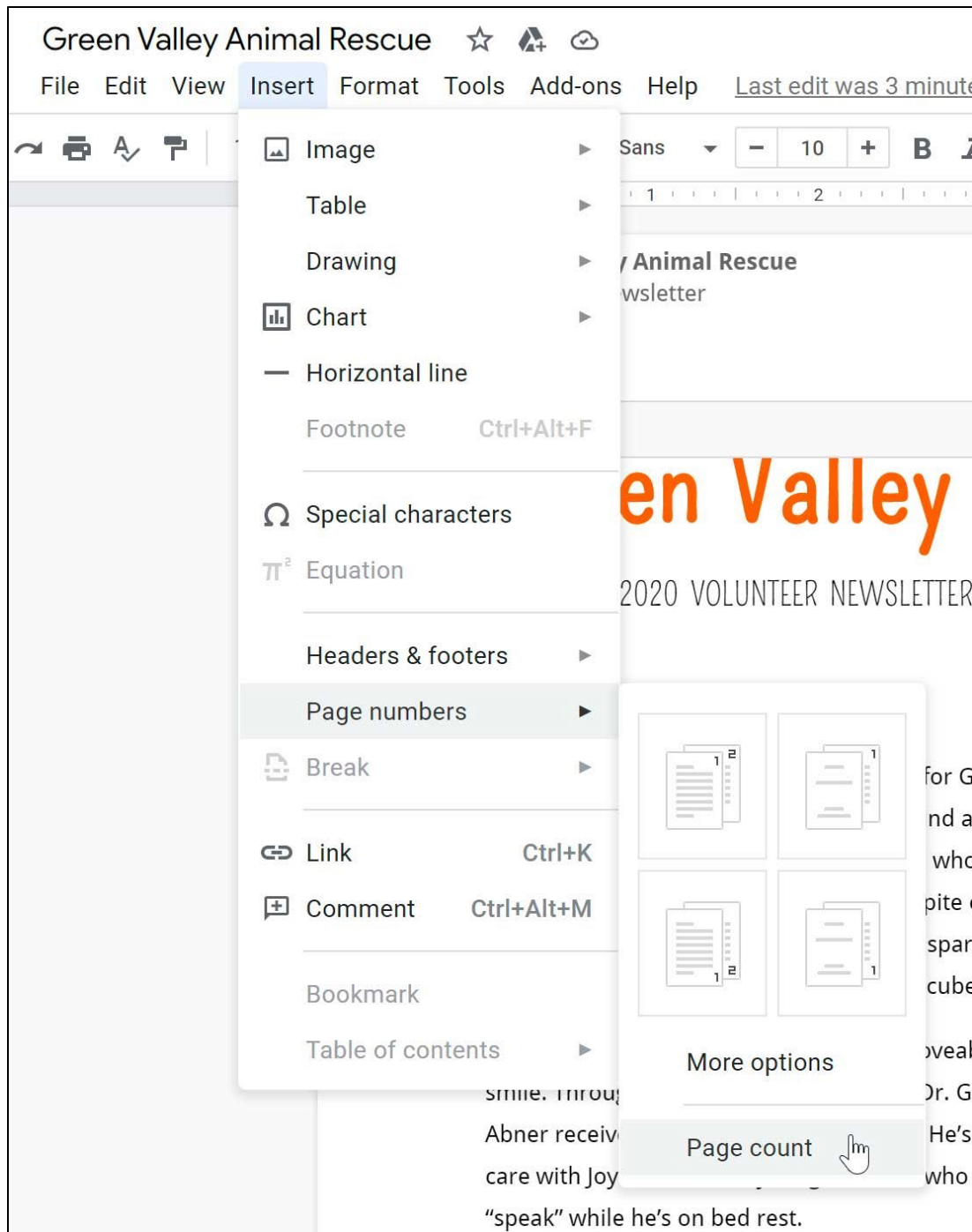
To display the page count:

Google Docs can also automatically display the **page count**—or how many pages your document has—in the header or footer. If you want to add the page count next to the page number, you will need to type the word "of" after the page number.

1. Place the **insertion point** after the page number, then type **of**.



2. Click **Insert**, then hover over **Page numbers**. From the drop-down menu, select **Page count**.



3. The page count will appear in the document after the page number.



Green Valley Animal Rescue



File Edit View Insert Format Tools Add-ons Help Last edit was seconds



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Normal text

Droid Sans

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B



Green Valley Animal Rescue

Volunteer Newsletter

Page 1 of 3

Header

Green Valley

NOVEMBER 2020 VOLUNTEER NEWSLETTER

PAGE BREAKS

Page breaks allow you to have more control over the layout of your document. You might use a page break if you're writing a paper that has a **title page** or a **bibliography** to ensure it starts on a new page.

To insert a page break:

1. Place the **insertion point** at the location where you want the page break to appear.

It's your hard work and dedication that make it possible for us to help shelter animals in need, and ensure that they find a home. To all our volunteers - from kennel staff, to adoption counselors, to office helpers, to those who help with fundraising and special events - thank you for all you do.

- Stefano

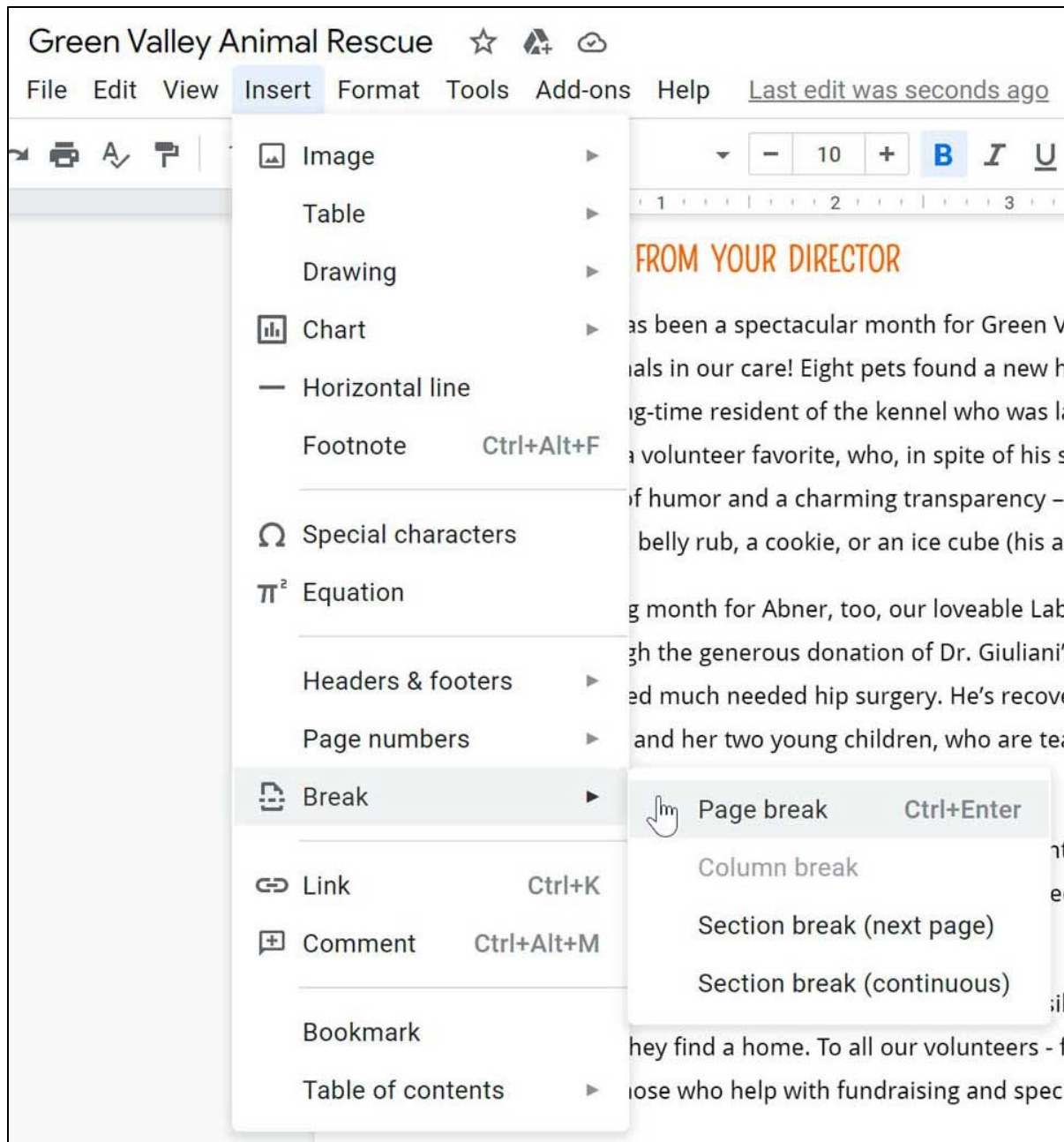
ADOPTED THIS MONTH



Congratulations to these lucky pets, and the Green Valley staff and volunteers who helped them find a home!

- **Temple**, by the Dia family
- **Leila**, by Patrick and Lauren

2. Click **Insert**, then hover over **Break**. From the drop-down menu, select **Page break**.




3. The page break will appear in the document.

1 2 3 4 5 6

Green Valley Animal Rescue
Volunteer Newsletter
Page 2 of 3

ADOPTED THIS MONTH



Congratulations to these lucky pets, and the Green Valley staff and volunteers who helped them find a home!

- **Temple**, by the Dia family
- **Leila**, by Patrick and Lauren
- **Pequeno**, by the Larsson family
- **Sandy**, by the Ileana

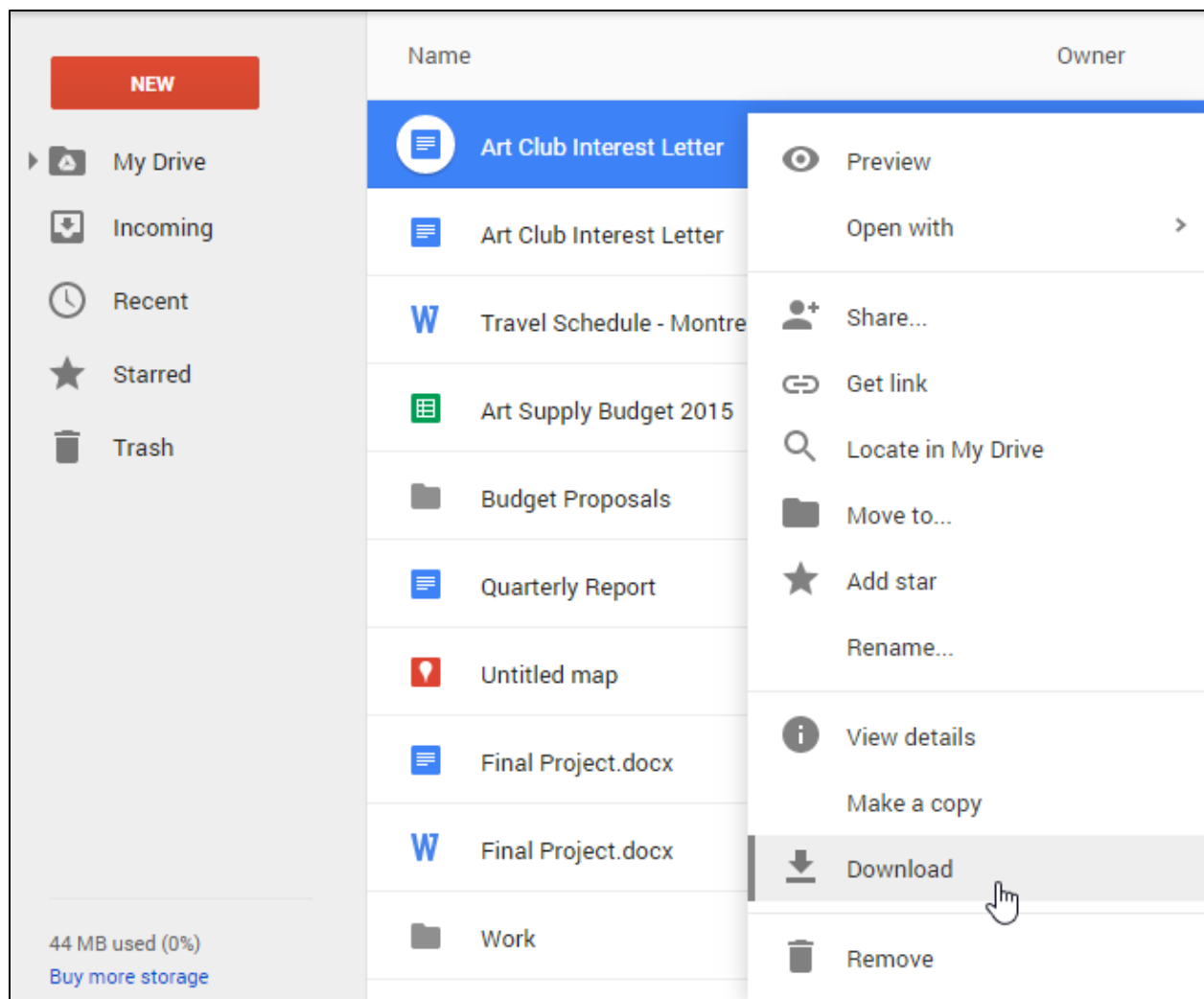
To **remove** a page break, place the insertion point below the break and press the **Backspace** key on your keyboard. You may need to press the key several times to delete the break.

DOWNLOADING AND PRINTING FILES FROM GOOGLE DRIVE

Once you've created a file, it will be accessible whenever you sign in to Google Drive. However, there may be times when you want to **download** or **print** a file for **offline access**.

To download a file:

1. Locate and right-click the file you want to download, then select **Download**.

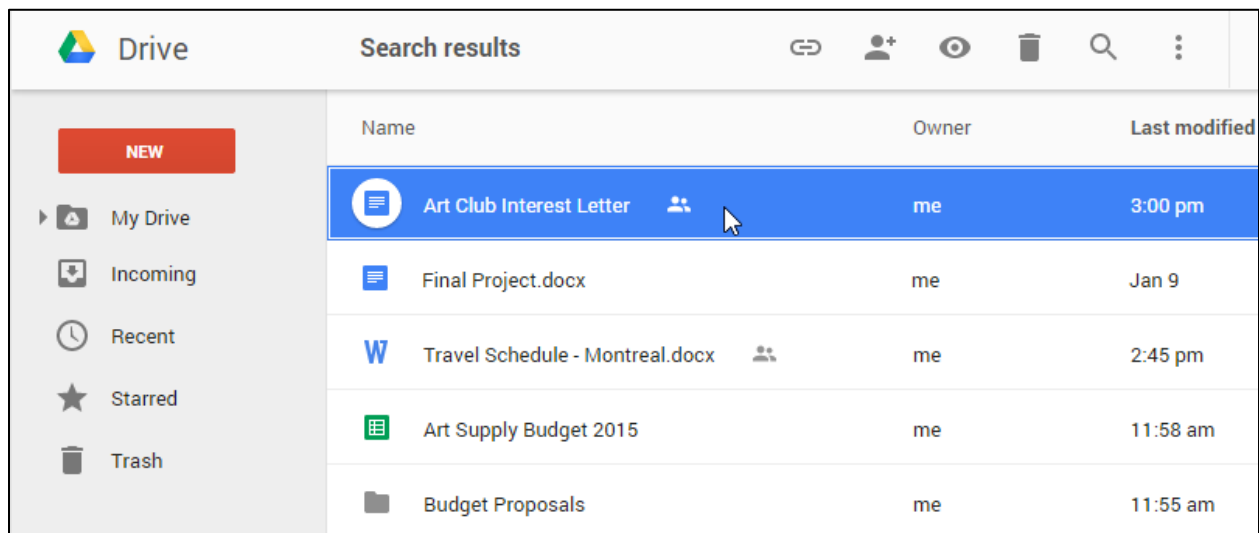


2. The file will be downloaded to your computer.

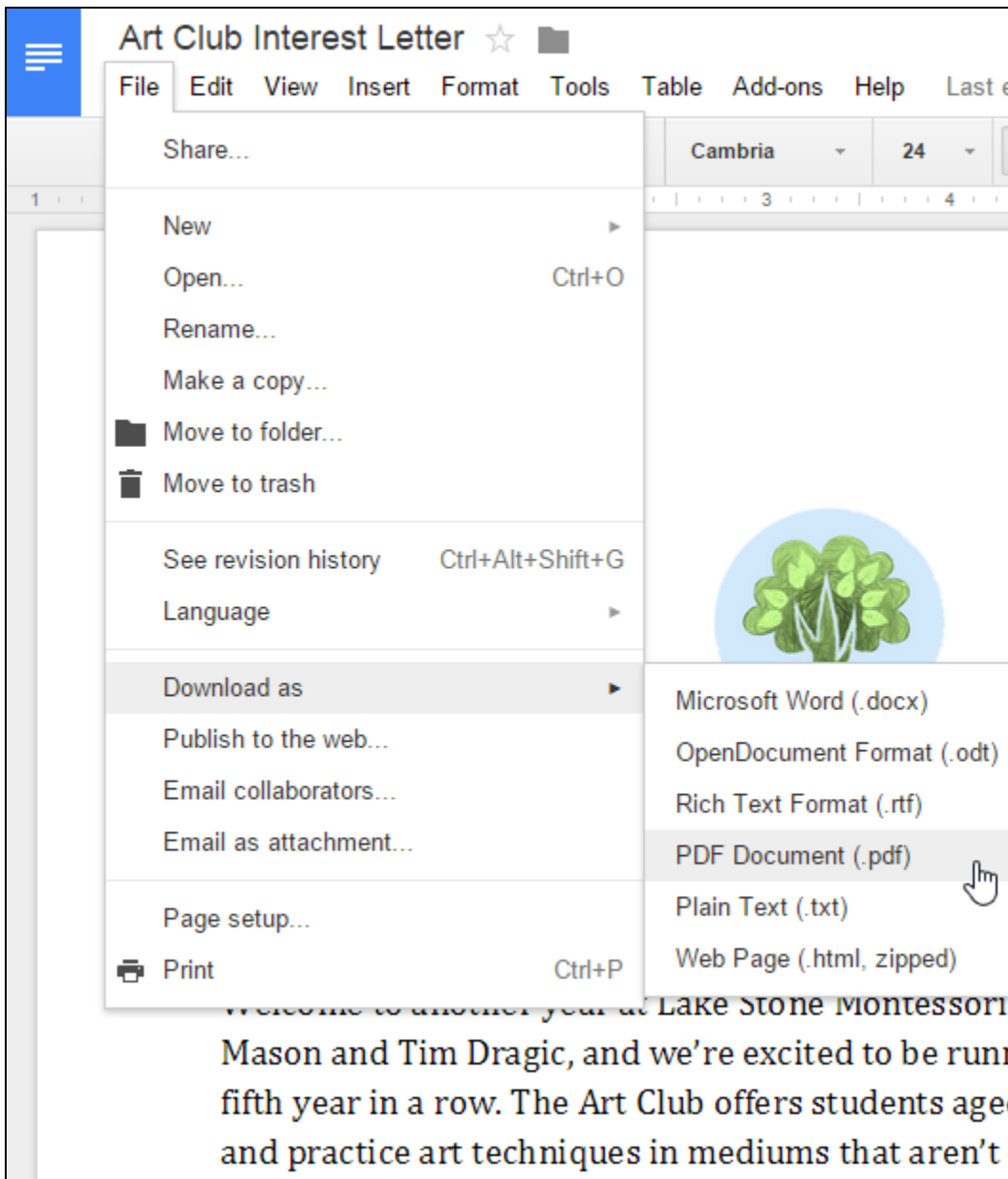
To choose a file format:

By default, Google Drive will choose the most common file format whenever you download a file. For example, if you download a Google Document, it will automatically be saved as a **.docx** file, which is used by Microsoft Word and most other word processors. However, there may be times when you want to choose a different format, such as PDF.

1. Double-click the desired file to open it.



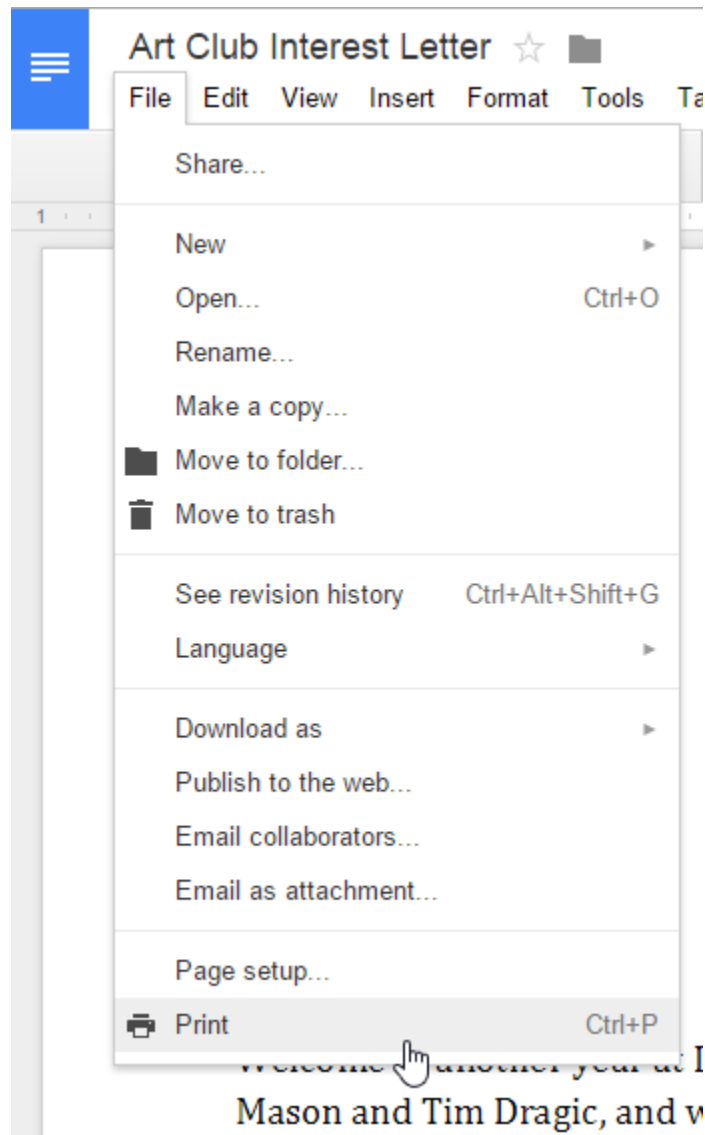
2. The file will appear in a new tab. Select **File > Download as**, then choose the desired file type. In this example, we'll choose **PDF Document (.pdf)**.



3. The file will be downloaded to your computer in the desired file type.

To print a file:

1. Double-click the desired file to open it.
2. Select **File > Print**.



3. The Print dialog box will appear, along with a **preview** of your file on the right. Choose the desired options, then click **Print**.

The image shows a print dialog box on the left and a letterhead on the right. The print dialog box has a title 'Print' and a status 'Total: 2 sheets of paper'. It contains 'Print' and 'Cancel' buttons. Below are settings for Destination (HP Color LaserJet 2600n), Pages (All), Color (Color), Paper size (Letter), and Margins (Default). The letterhead on the right is for 'Lake Stone Montessori Art Club' and contains a welcome message to parents and students, details about the club's activities, and meeting information.

Print
Total: 2 sheets of paper

Print Cancel

Destination HP Color LaserJet 2600n
Change...

Pages All
 e.g. 1-5, 8, 11-13

Color Color

Paper size Letter

Margins Default

Lake Stone Montessori

Art Club

Dear Parents and Students,

Welcome to another year at Lake Stone Montessori! Our names are Olenka Mason and Tim Dragic, and we're excited to be running the Art Club for the fifth year in a row. The Art Club offers students aged 8-14 the chance to learn and practice art techniques in mediums that aren't covered in regular art class. This year, we plan to focus on oil painting, basic printmaking, and installation art! Every year, our students come up with work that surprises and impresses all of us here and we're looking forward to seeing what your children can do this year.

The club meets from 2:30-4:00 on Mondays and Wednesdays. We also take approximately four afternoon or Saturday morning field trips a year. Past trips have included the North Carolina Museum of Art, the Ackland Museum of Art, and several local artists' studios and galleries. While attendance at club meetings and field trips isn't mandatory, it is strongly encouraged, and

Note that these options will vary depending on the type of file you're printing. For example, you'll have different options for printing a spreadsheet than you would for printing a presentation.