

# How to Make a Google Doc



## Step 1: Sign into AUIDirect

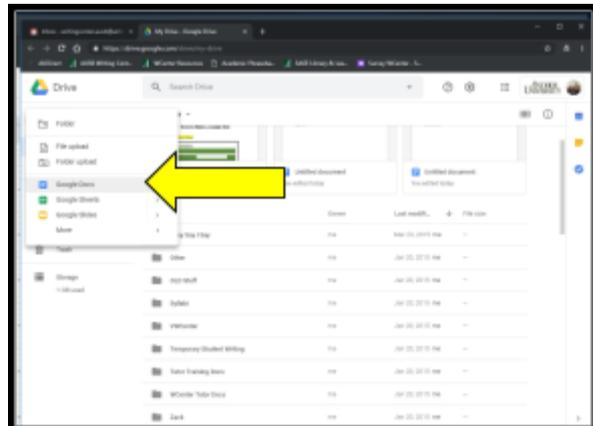
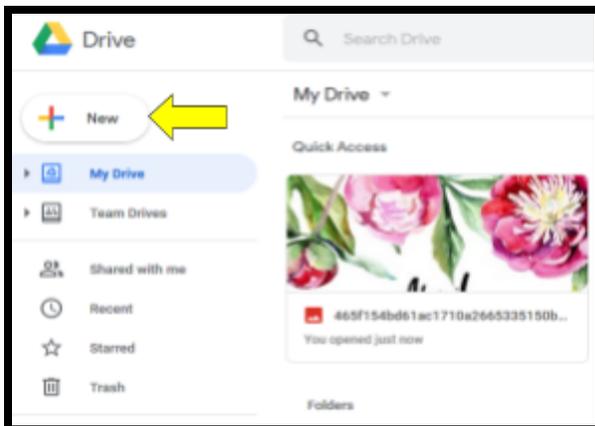
A screenshot of the Antioch University AUIDirect login page. It features the university's logo at the top left, a "Login" button, and input fields for "User ID:" and "Password:". Below the password field are links for "Forgot User ID" and "Forgot or Reset password". At the bottom, there is a link to a "Password Self Service Guide" and a phone number for helpdesk assistance: "Need assistance? Call the helpdesk 1-866-662-0056".

## Step 2: Click on the Google Drive Icon



## Step 3: Click the "+New" Icon.

From there a drop down menu will appear. Click on "Google Doc".

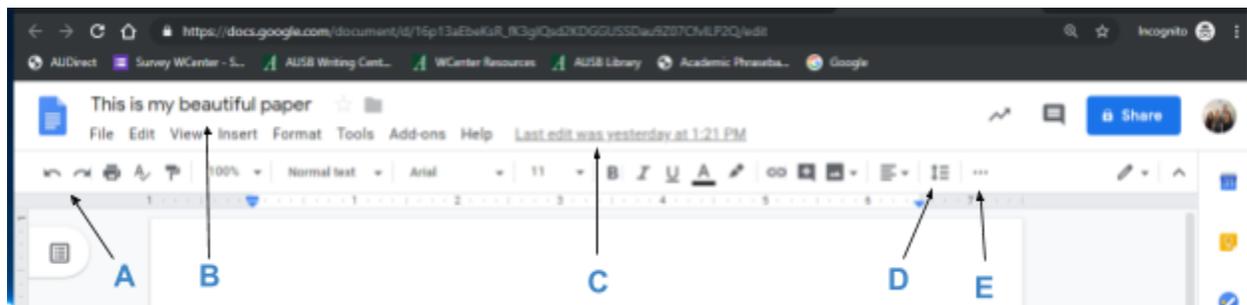


## **Step 4: You have just made your first Google Doc!**

Begin to write your paper, take notes, etc.

Google Docs save automatically as you go! So your Google Docs will ALWAYS be saved in your Google Drive and accessible from any computer!

## **GOOGLE DOC TOOLBAR INTRO/BASICS**



**A: Undo/Redo** - You can undo recent changes you make to a document, then redo them if you change your mind.

**B: Title** - Click inside this box to give your document a title so you can locate it later in Google Drive

**C: Auto Save** - Google Docs/Slides/Sheets autosaves your work so you don't have to worry about losing unsaved information.

**D: Line Spacing** - This button will allow you to change the spacing for your paper from single spaced to double spaced or custom spacing

**E: More** - Click on these three dots to access the rest of the toolbar buttons (Tools may be hidden here depending on screen size)