

## Model "Google Docs"

Google's default for margins is 1 inch. Reset the margin for this document. Go to Main Menu / File / Page Setup and enter 0.5 for all four sides. Notice that Page Setup is where you can change the orientation of a page from portrait to landscape. Now click on the ruler above at 5.5 inches to create a left tab, then tab "Name" to the 5.5 inch point.

Page indent allows you to indent the left and right edges of a paragraph. It is a very useful tool, for example, when you want to set off a speech from the rest of the paper. Just highlight the paragraphs that you want indented and drag the "Left Indent" and "Right Indent," usually found on the corners of the ruler. Drag it in .5 inches on both the left and right side.

### Tables

Tables can be a tremendous help when you attempt to format information and you don't want it to move.

<b>Tables &amp; Line Spacing</b>	<b>Bullets/Numbered Lists &amp; Indent</b>
<p>Click on a portion of the page that you would like to create a table. Select Insert Table. Select the number of cells you would like; for this example, select two cells side-by-side.</p> <p>Copy and paste the text provided into the corresponding cells.</p> <p>Note: When you want to delete a table, click in the table and goto MainMenu/Table/DeleteTable.</p> <p>Line spacing: Highlight the text in this cell. Go to the toolbar, select the Line Spacing icon and click on Double.</p> <p>Now try some of the other options.</p>	<ol style="list-style-type: none"> <li>1. Highlight all the lines of text below.</li> <li>2. Go To the toolbar above and select the Numbered List icon.</li> <li>3. All the lines should have shifted (indented) to the right and are now numbered.</li> <li>4. Highlight and delete this line. Notice how all the lines renumber. Now select "Edit/Undo" or "Control+Z."             <ul style="list-style-type: none"> <li>• Highlight this line and the next line and select the "Indent" icon on the toolbar. Notice the line indented and the number changed.</li> <li>• While it is highlighted, go to the Main Menu / Format / List Options. Select bullet style.</li> </ul> </li> </ol>

In order to shade a section of text in Google Docs, insert a table, arrange the cells as you want them and then insert the text into the table. Click in the table and select Main Menu / Table / Table Properties. Enter "Table Border" = 0 & "Table Background Color" = select any color.

Time to insert an image. I am going to place the cursor at the bottom of the page when I import an image, because the text is going to jump if you bring the photo in near text. So I click near the bottom of the page - you will see the cursor blinking. I then go to Main Menu / Insert / Image. A window appears asking you to direct it to the image. On the left is a navigation bar that says, "Google Drive," or "My Drives" select either. You will see the picture of "Vintage Hall" (this is one of the files I had you import to your Google Drive earlier - select it. It will appear on the document. At the bottom of the photo, you will see to options: "In Line With Text" & "Fixed Position." Place the cursor over the image - notice how it becomes a four way arrow? This is the universal symbol when you want to move an image. Go ahead, move the image. Try both options. Notice the difference? One is static and the other floats across the page. You will find that you will use "Fixed Position" most of the time. Problem, the photo is too big. Solution: Click on the graphic and notice the blue box that apps around it. This means that it is active. Place the cursor over one of the small black squares that appears when it is active. You will usually see a double arrow, but Google uses a single arrow. This is the resize tool. Click, hold and drag a black square. Notice how you can make the image smaller and bigger. You are finished. Take a look at the whole document by viewing as "Whole Page" instead of 100%.

