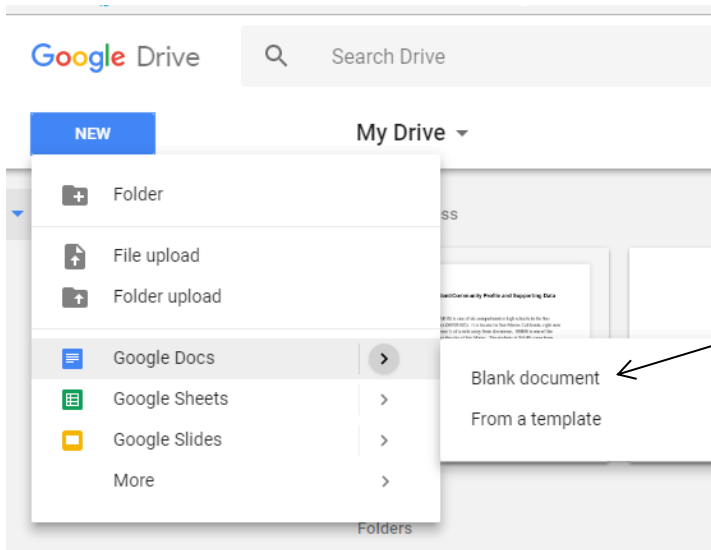
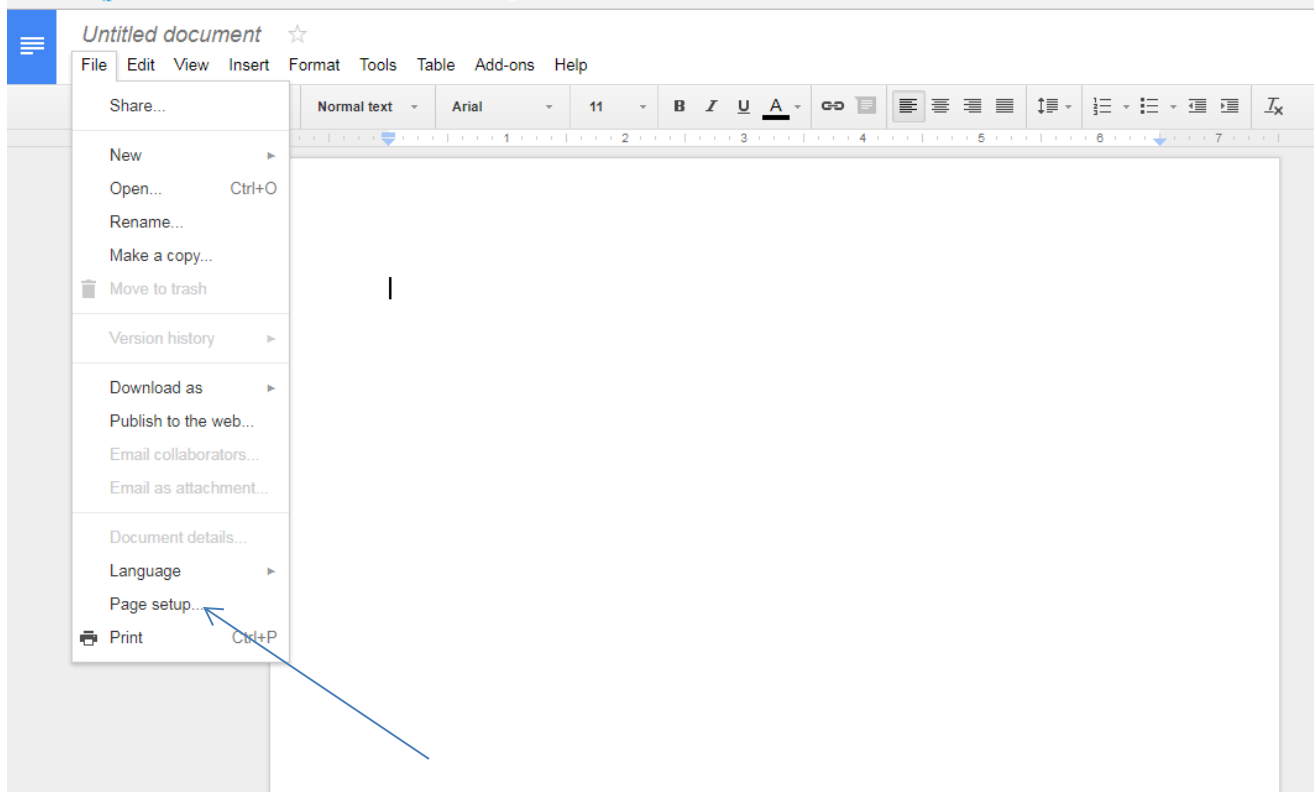


To Get into Google Docs:

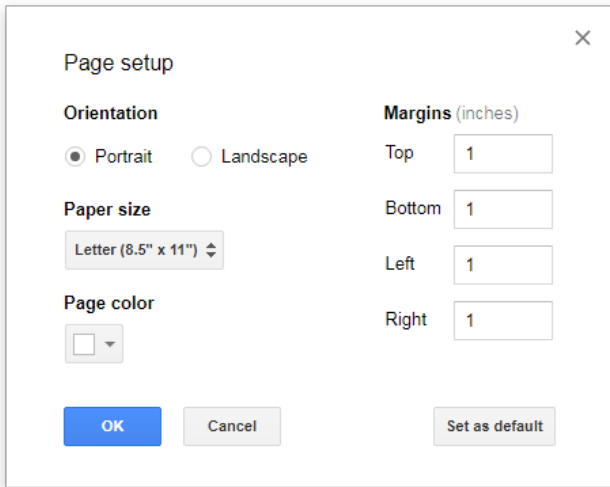


1. Get to your Google Drive.
2. Then in the upper left, click on “New”.
3. In the drop down menu, click on “Google Docs” or highlight Google Docs and click on “Blank document”.

Setting up Margins:



1. To set up your margins, click on “File”.
2. Then click on “Page setup..”



3. This pop up screen allows you to set the margins.

The default is 1" all around. If you are typing a paper, we sometimes go with

Top = 1, Bottom = 1, Left = .75, Right = .75

For the **newspaper and magazine projects** we will use a narrow margins:

Top = 0.5, Bottom = 0.5, Left = 0.5, Right = 0.5

For the **California brochure** we will use:

Top = 1, Bottom = 1, Left = 0.5, Right = 3

Here's how we calculate that. Your paper is 8.5" wide and you have a 6" paper for your brochure. This means you will want 5" of text leaving 0.5" on both sides. So setting up 0.5" on the left, add 5" for your text, add another 0.5" for the other side of your 6" paper, that leaves 2.5" of paper left.

