

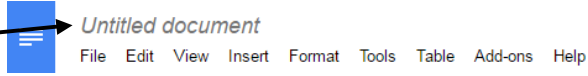
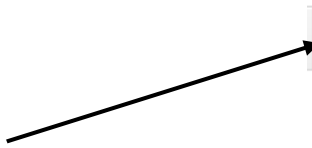

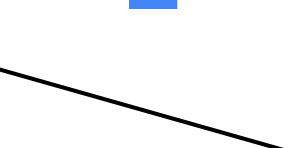
## This is Where Your Title Goes

When you type your essay, your name goes in the top right corner using the “right align” button. Do not tab or use the space bar to get over there. Hit ENTER two times to get down to the title. Use the “center align” button for the title. Again, do NOT use tab or the space bar to get to the middle. Hit ENTER two times to get down to your paragraphs. Use the “left align” button for the paragraphs. To indent, hit the TAB key one time only. Use two spaces after a period.

When you are ready for your next paragraph, hit enter ONCE and then TAB to indent. You may choose between the Arial font or Comic Sans. Other ones are harder to read. The biggest font you can choose is size 14. Good luck!

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## Google Docs Tips

- Always title your document so it's easy to find later. 
- Use left align for your paragraphs 
- Use center align for your title 
- Use right align for your name 
- Use the TAB key once to indent. Do NOT use the space bar. To copy something: highlight it, hold the CTRL key and push C.
- To paste something: put the cursor where you want it, hold the CTRL key, and push V.
- Double space your essays. To do this, go to FORMAT, then LINE SPACING, and choose DOUBLE.
- To select all of your text, hold the CTRL key and push A.
- Do NOT put a space BEFORE a punctuation mark. Put one space AFTER a comma. Put two spaces after a period, exclamation point, or question mark.