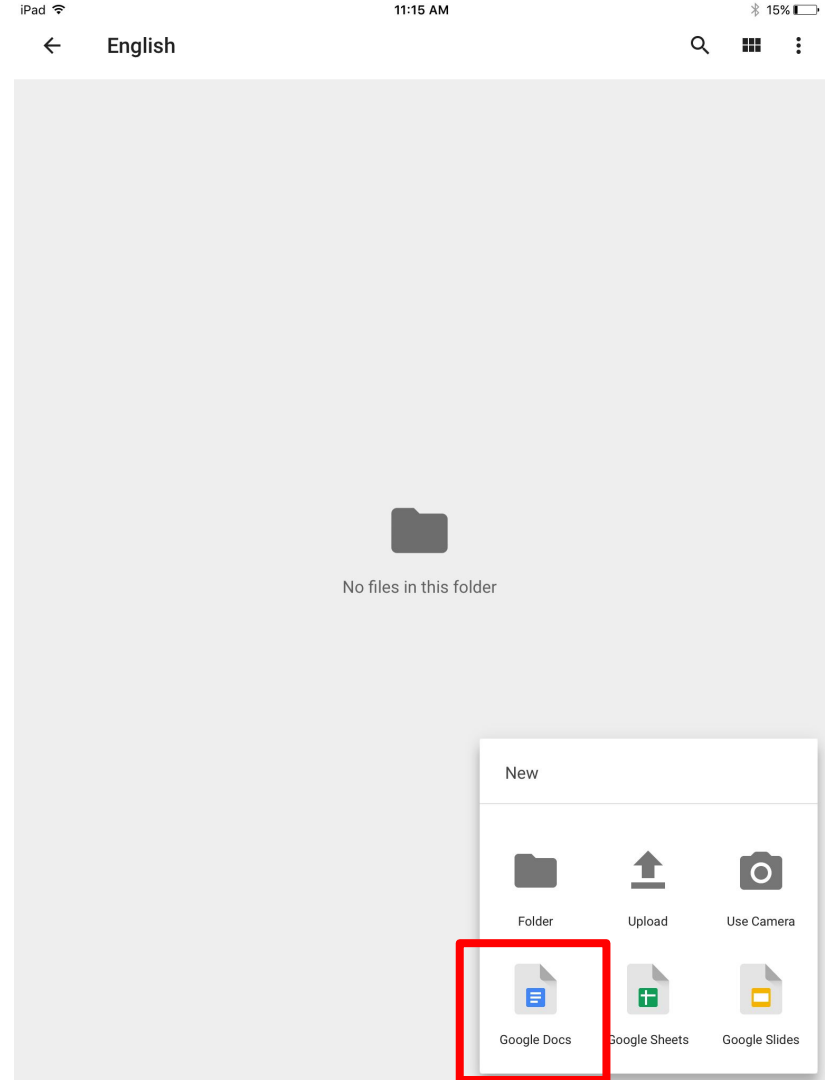
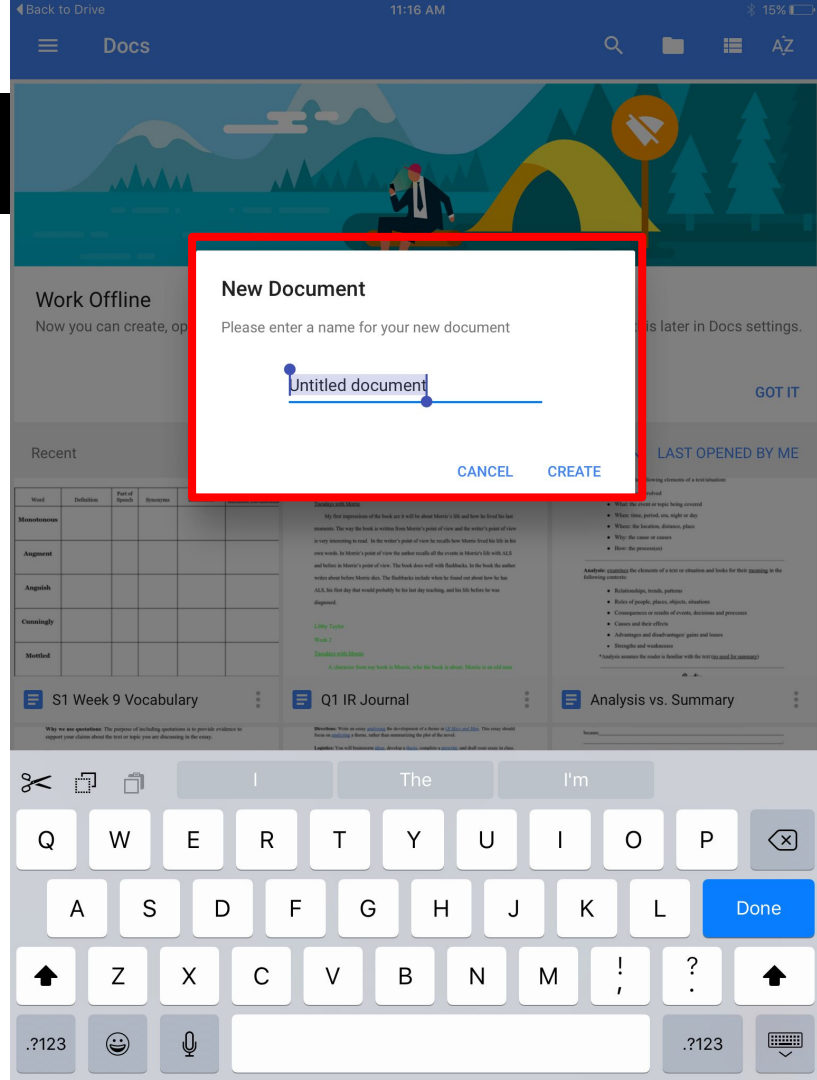


How to format an essay in Google Docs

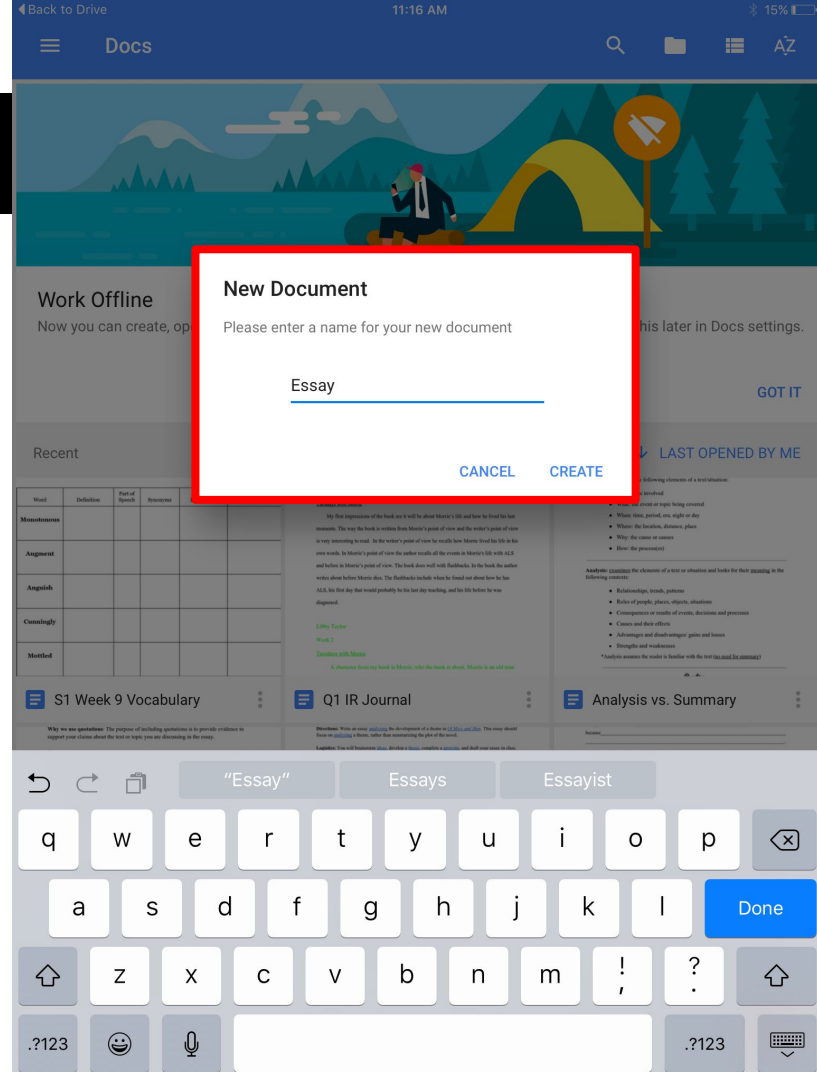
- Go to Google Drive
- Click the red + sign in the bottom right corner to create a new Doc



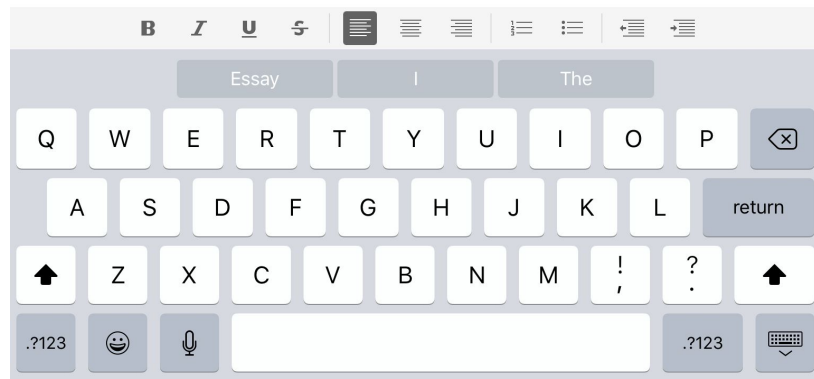
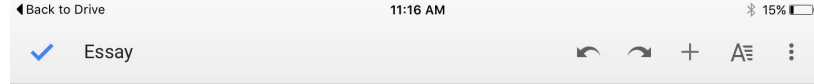
Name your Doc



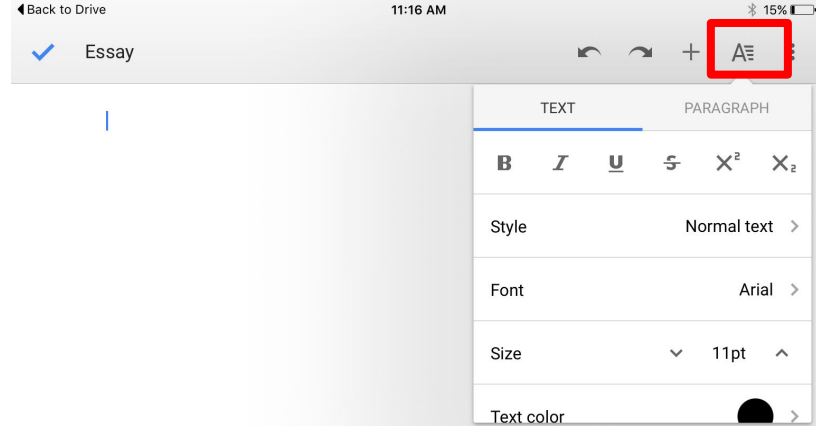
Click “create”



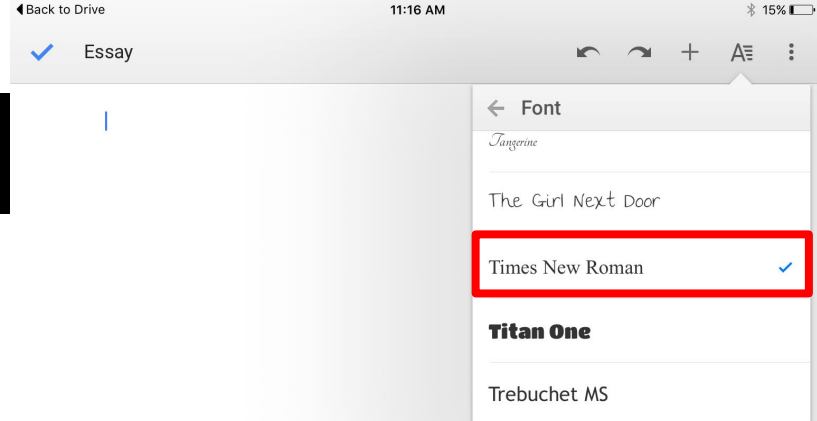
Your Doc will look like this



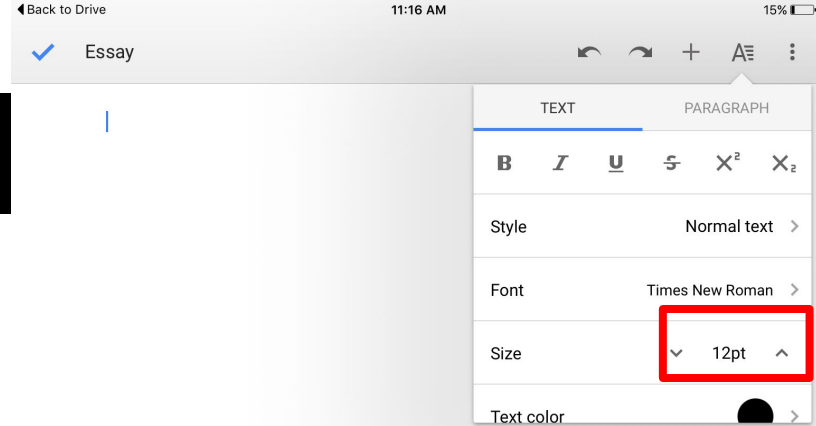
Click the A- in the top right corner to view the formatting toolbar



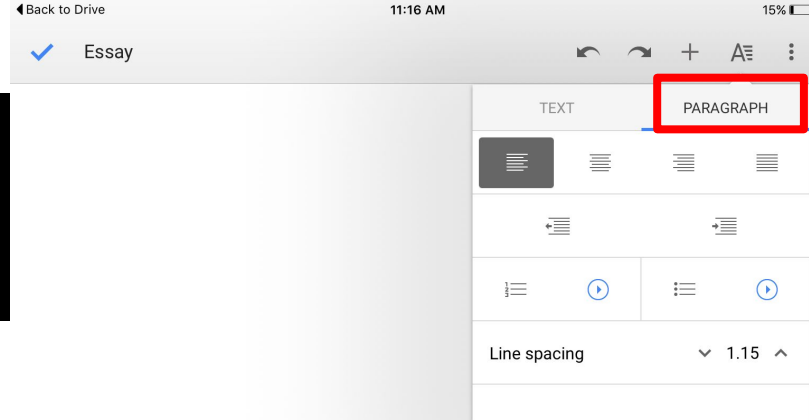
Choose Times New Roman



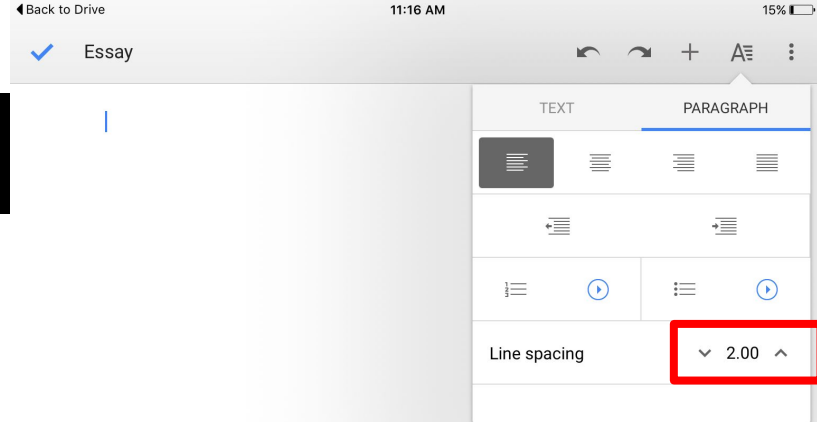
Change the font to 12-point



Click “paragraph” under the A-formatting menu



Set the line spacing to 2.00



Begin typing the header of
your essay

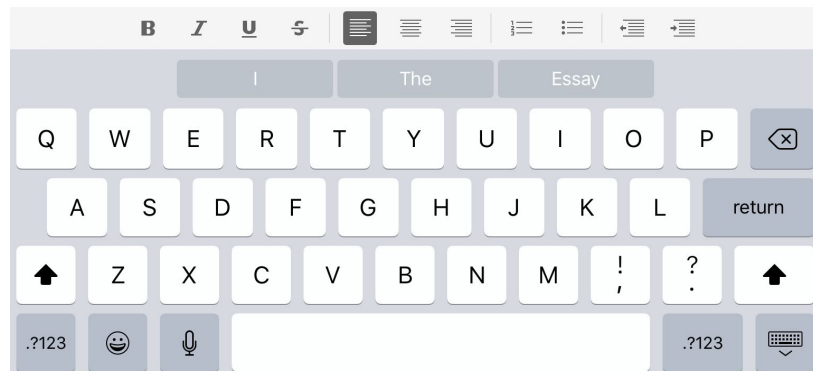


Your Name

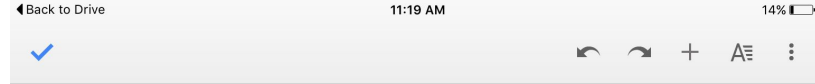
English 9

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Type the title of your essay and
center align it



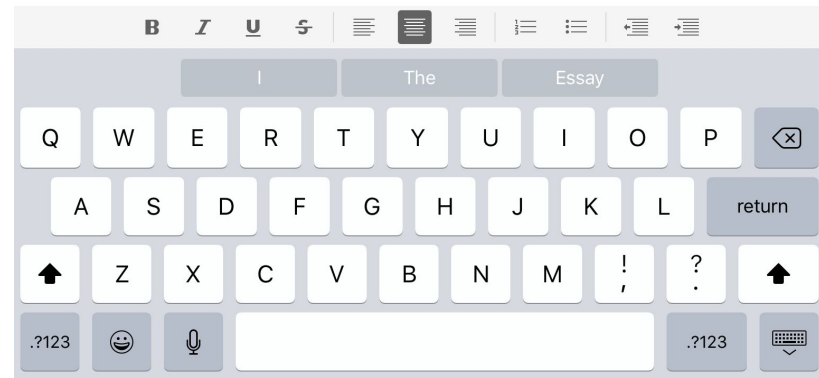
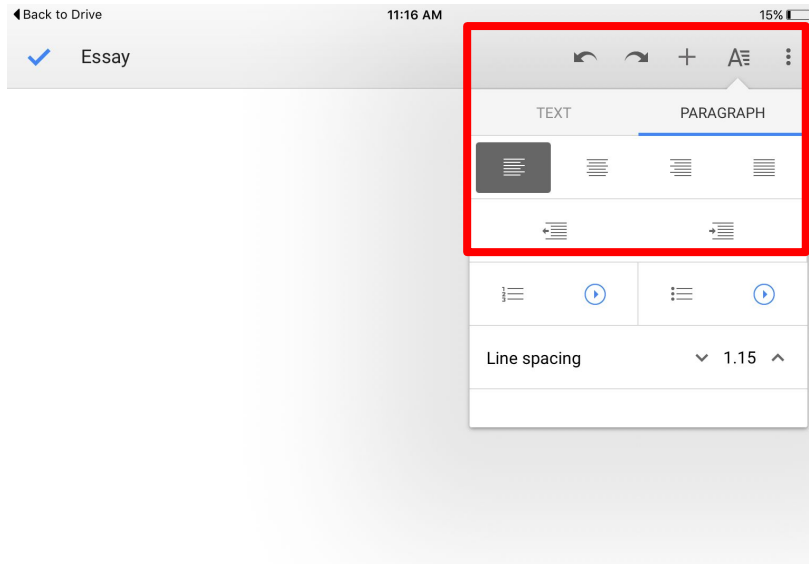
Your Name

English 9

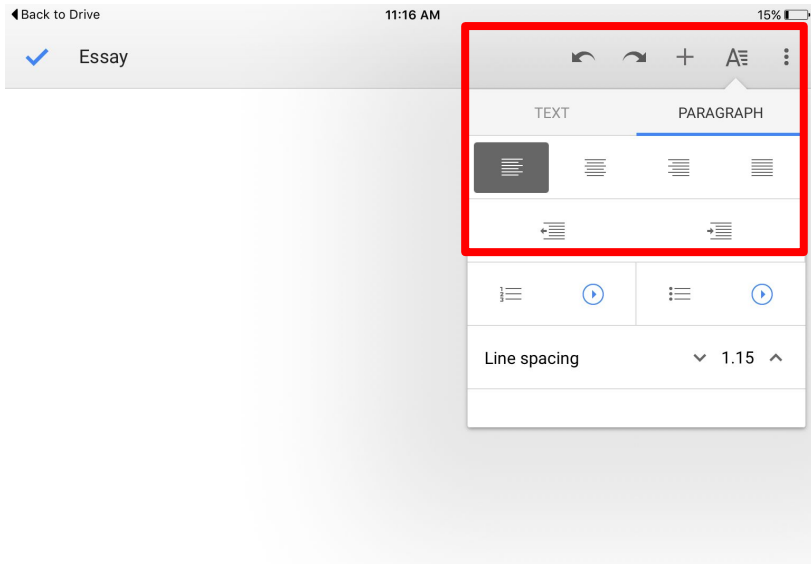
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Title



Re-align the text to the left



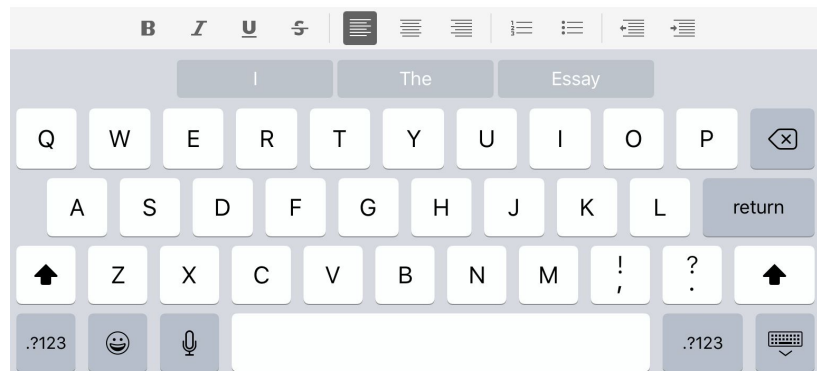
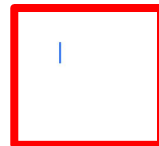
Your Name

English 9

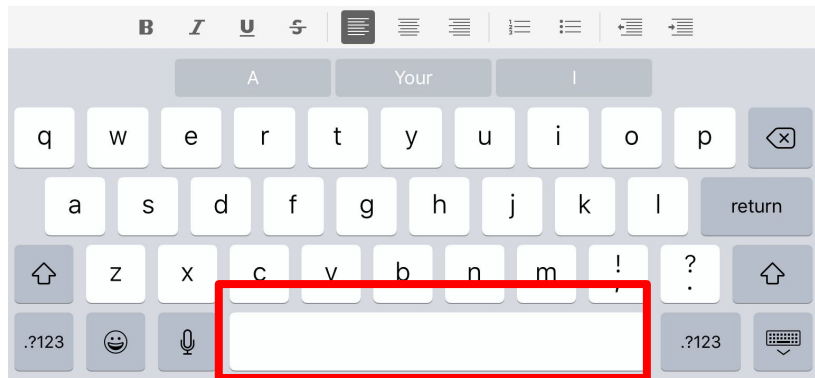
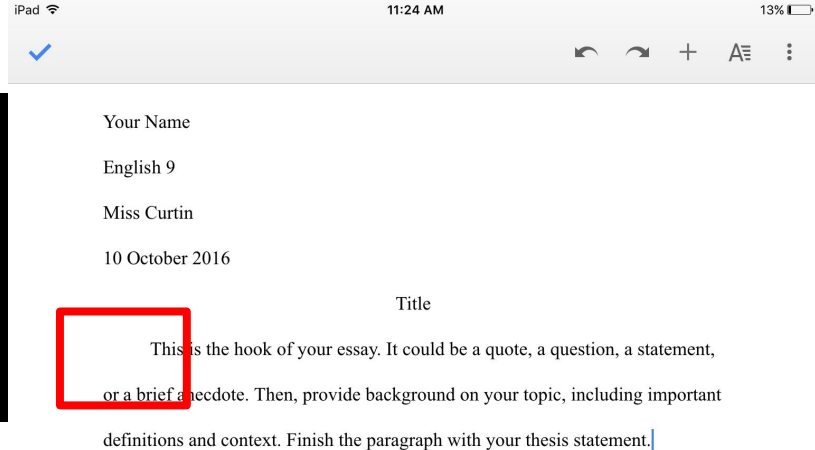
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Title



Google Docs doesn't have a
tab option--click the spacebar
10 times to indent



Begin writing your essay



Your Name

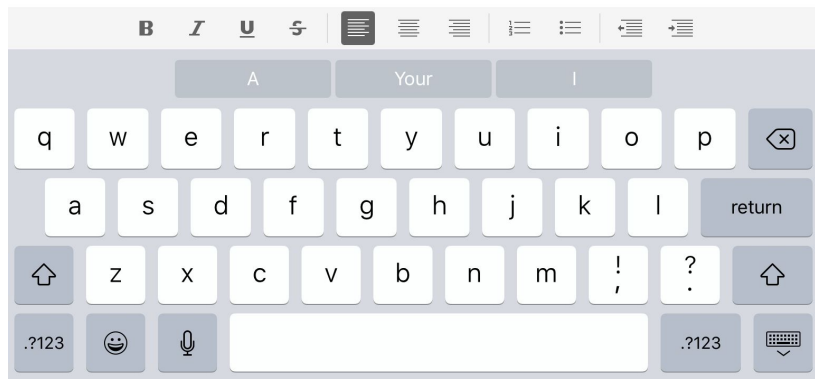
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Title

This is the hook of your essay. It could be a quote, a question, a statement, or a brief anecdote. Then, provide background on your topic, including important definitions and context. Finish the paragraph with your thesis statement.



Click the check mark in the
left corner when finished to
save your work

