**Using the Computer with Google Docs**

1. **Brochure Formatting in Google Docs**
2. Go to Word – Open a new document – search for a tri fold brochure format
3. Save this document as a Word Document – *Brochure Template*
4. Log into your email
5. Go to the 9 tiles
6. Open Google Drive
7. Select New
8. Select File Upload
9. Upload your Saved File – *Brochure Template*
10. Tri fold pages come out like this:

|  |  |  |
| --- | --- | --- |
| 2 | 3 | 4 |

|  |  |  |
| --- | --- | --- |
| 6 | 5 | 1 |

1. **To Get to Docs:**
2. Log on to your email
3. Go to the 9 tiles and click
4. Choose the Docs icon – click
5. Work on your document!
6. **To Add Pictures**
7. Drag and drop

Or

1. Save image as

Insert picture

Or

1. Copy

Paste

Or

1. Control C

Control V

1. **To Sign off**
2. Just stop
3. Log off – it automatically saves