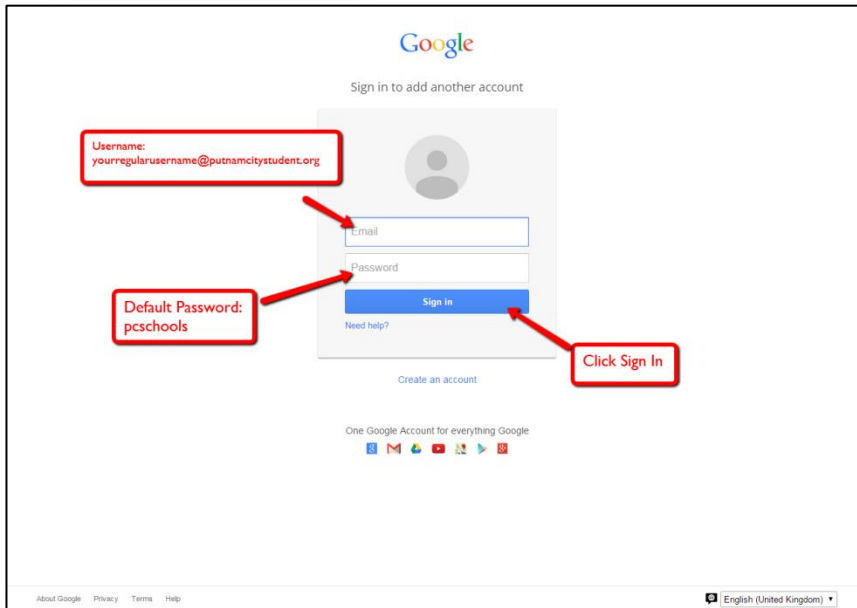# USING GOOGLE DRIVE

Claim your Putnam City Account:

1. Username: **1st initial, 2nd initial, entire last name and last two digits of birth year@putnamcitystudent.org**

2. Password: **pcschools**

3. Accept your account and follow prompts to change your password
REMEMBER your password --- we will have to completely reset it with District if you forget. If you want, write it down:

_____

Creating

1. Select the red "Create" button, then the blue "Document". To upload a file from your USB drive or Word, click on the ⬆️.

Naming Your Document

1. Click on "Untitled Document" in the top left of your Document. Name your document "Hour Assignment Last Name,First Name. Example: **2 Research Jones, Roberta **Check with your teacher for correct formatting****

Sharing

1. **Select the blue "Share" button in the top RIGHT HAND CORNER under your name.**
2. **A pop-up will open, at the bottom in the box "Invite People" type your teacher's email address.**
3. **Select if they can "Edit, Comment or View" – then hit SEND then DONE.**

EasyBib

1. To import your Works Cited from EasyBib, sign into EasyBib and access your "Project" then "Bibliography". Click on "Export or Print". Select "Save to Google Docs" from the drop down menu. Wait for computer, then select "Allow Access".

Combine Documents

1. Copy your entire Works Cited document and Paste onto the very end of your Research Paper document. **Make sure your Works Cited is an entirely separate page.** So if your paper ends on page 5, your Works Cited is page 6.

Formatting in Google Drive:

1. **Font** –
    Change font to Times New Roman
    Change size to 12 point
1. **Margins** –
    Verify that all margins are 1 inch
2. **Line spacing** –

    Click on this symbol in the tool bar:
      - Select "Double"

4. **Header** – *MAKE SURE YOUR HEADER FONT IS THE SAME AS YOUR PAPER*

    Click "Insert" tab
        Click "Page number"
        Click "Top of page"
    Type your last name and a space before the page number. This will now be repeated on each page, numbering with the correct page number. Do not type the page number – let the program do that for you.
    Click anywhere outside of the header to close the header and begin typing your paper.

5. **Name, Teacher, Class, Date** –
    This information is **<u>not</u>** part of the header. It should be typed in the upper left hand corner like this: *****<u>This should be double spaced just as the rest of your paper is double spaced</u>*****

    Mary Jones

    Ms. Lee

    English IV / Hour 3

    16 March 2015

6. **Title** –
    On the line below the due date, center the title of your paper. Capitalize all important words. <u>Do not italicize, underline, put in quotations or boldface, type in all capital letters, or make larger.</u>

7. **Typing your paper** –
    -   At the beginning of each paragraph hit "Tab" to indent.
    -   Do not hit enter at the end of each line. This will make spacing incorrect.
    -   When you are ready for a new paragraph hit enter once. **Do not put extra spaces between paragraphs.**
    -   Be sure to hit "Tab" when beginning a new paragraph.

8. **Roman Numerals**
    Click on this symbol in the toolbar:
    -   Select the Roman Numeral Option
    -   Type, hit "Enter", then "Tab" to change to A/B/C/etc.
    -   To get back to Roman Numerals, type "Shift, Tab"