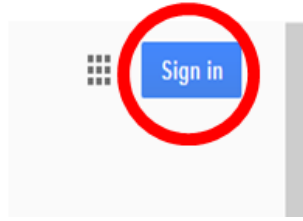
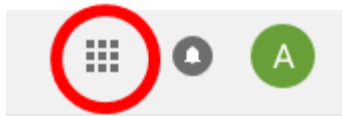


How to Create a Google Document Using Google Templates

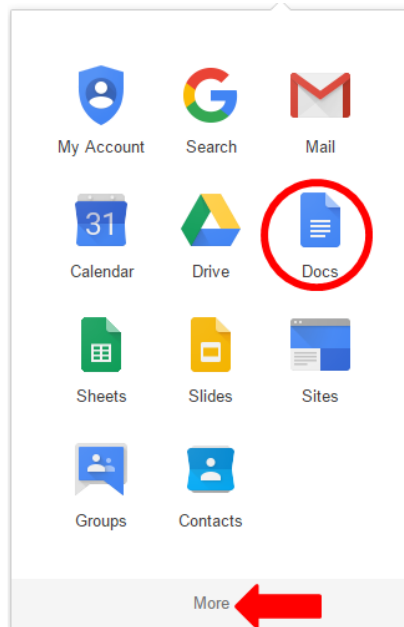
1. Log into your google account at the top right corner of google.com



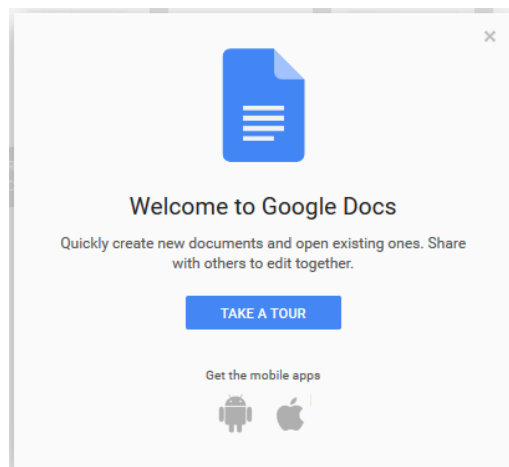
2. Select the waffle at the top right corner of the page.



3. Select the "Docs" icon that is circled in red. If you do not see this icon select more at the bottom (next to red arrow) until you find it.

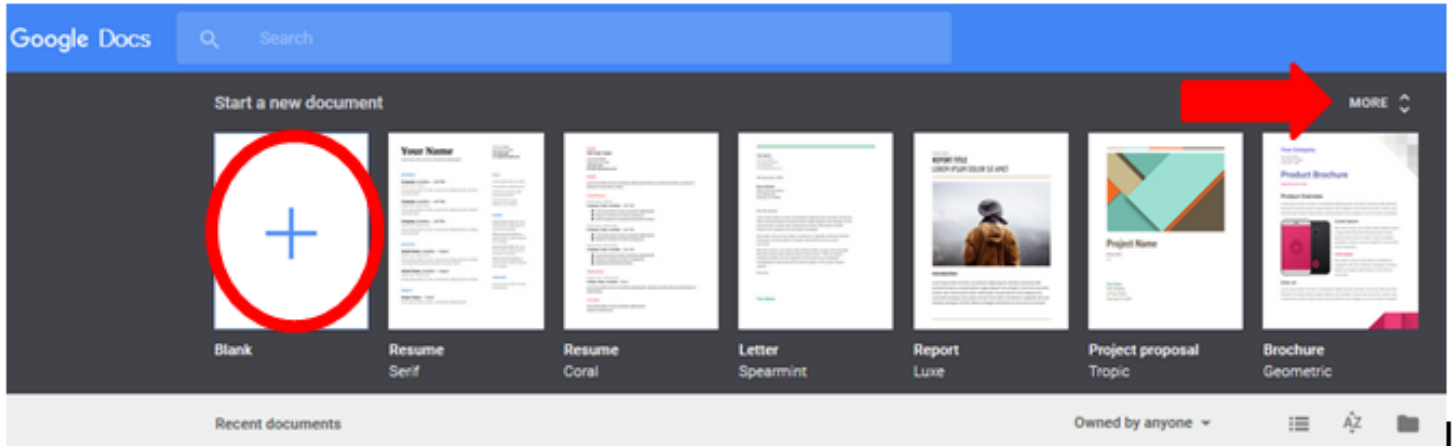


4. If you have never used Google Docs on this google account you will have an option to take a tour.

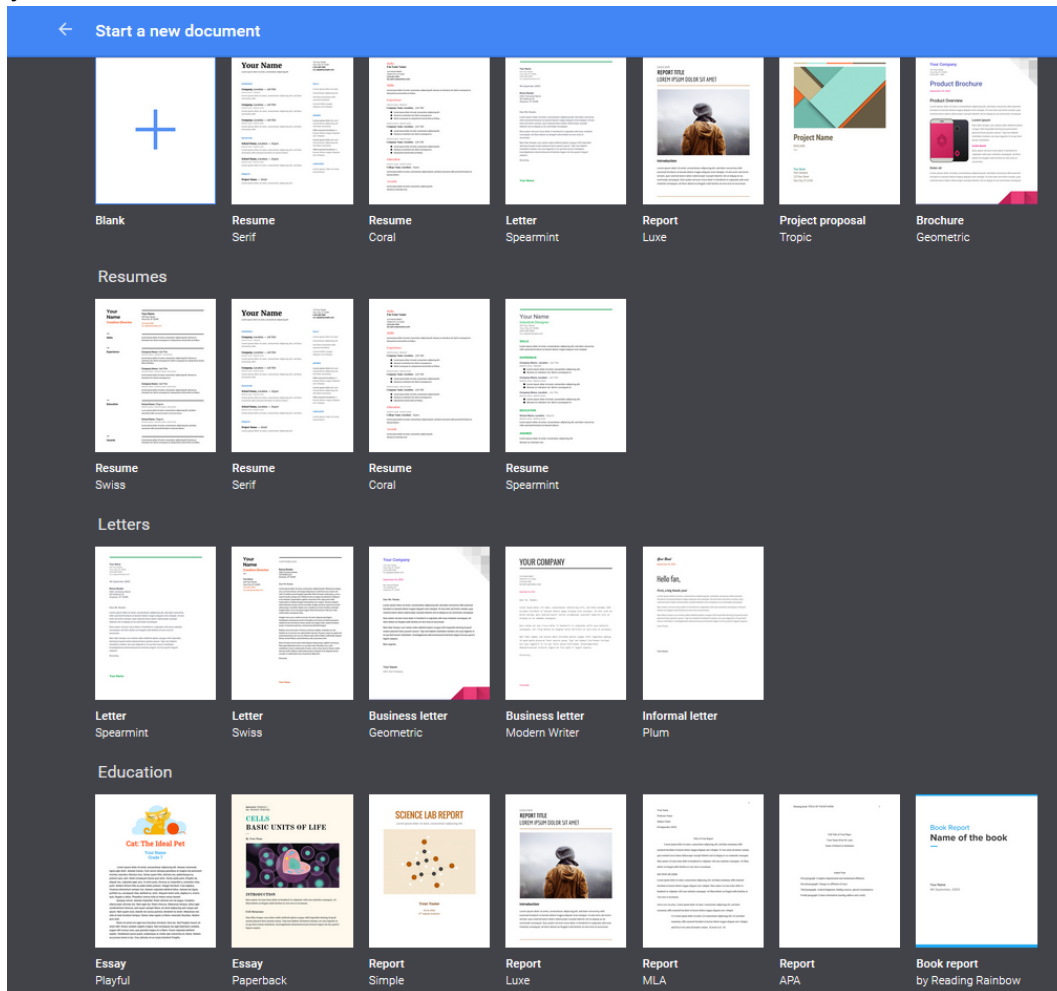


How to Create a Google Document Using Google Templates

- If you have used Google docs before you will see a screen like this. At this point, you may select a blank sheet to work with (in the red circle) or you may select a template. Google Docs has many templates. You can see a few here in this picture below or you can click more on the top right corner of the screen (by the red arrow) to find more templates.



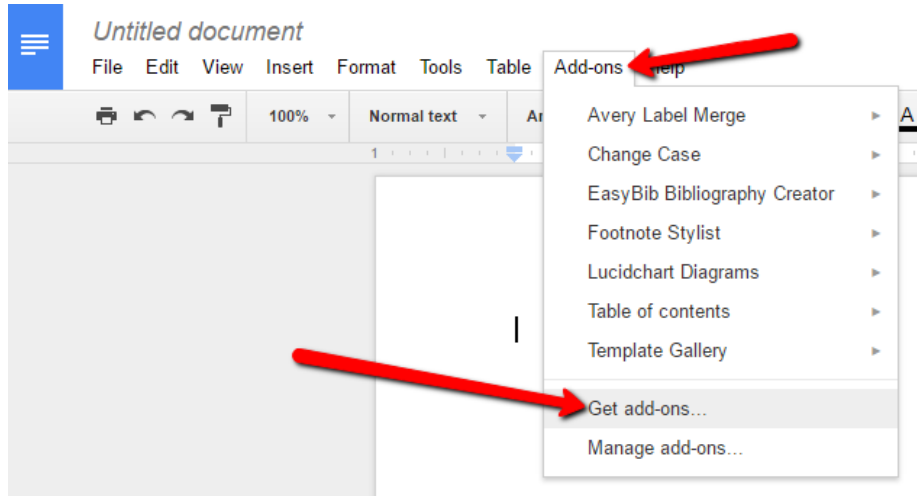
- Once you select the template you are interested in using, you will be able to edit it to fit your needs.



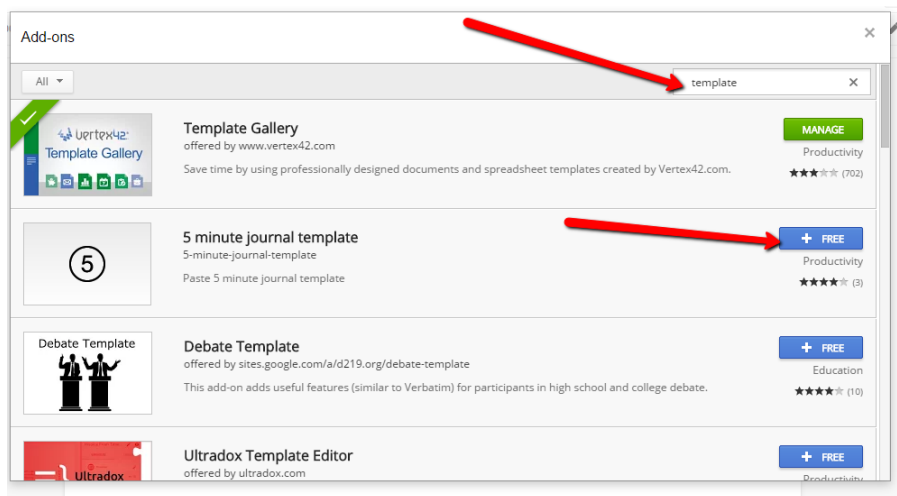
- Remember your work on this document will save automatically in your Google Drive

How to Create a Google Document Using Google Templates

8. To locate the template gallery from an existing Google Document, select Add-ons then Get add-ons.



9. Search the name of the desired add-on, locate it, and select FREE to add it to your Google Docs Add-ons menu.



10. You can now Browse Templates for your use!

