# Setting up a Google Document

Google Documents can be used in and out of school – all you need is a device attached to the internet.

They have the advantage that work will save automatically and that you can pick up your work from the position you left off. They are particularly useful for continuing work at home that you started in school.
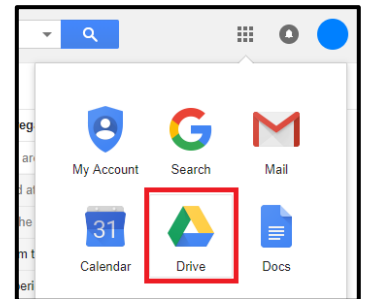
To set up a new google document:

1. Log in to your school e-mail

2. At the top right of the screen you will see **9 squares** next to your google icon.
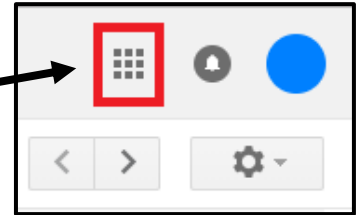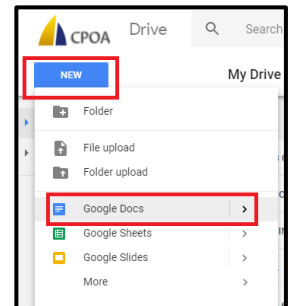
3. Click the **9 squares** > choose **Drive**

4. This opens Google Drive - click to get rid of any help boxes that appear.
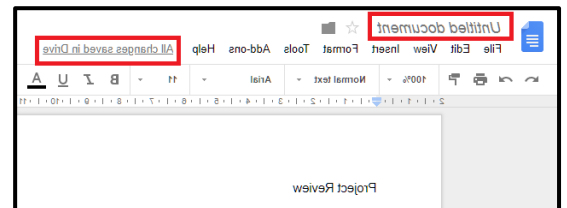
5. Click **New** at the top left > choose **Google Docs**. A new Google Doc will open up

6. Write your document. It should save automatically - check the top of the screen to make sure

    It's probably a good idea to give the document a sensible name at the top left

7. When you need to stop just close it down - it will save OK almost every time if you checked the top of the screen

    Next time you open the document, you should see the most recent version

If you need to convert your work to a Word document, you can:

8. In school, click **File** > **Download as** > **Microsoft Word** and save your work as a Word document.