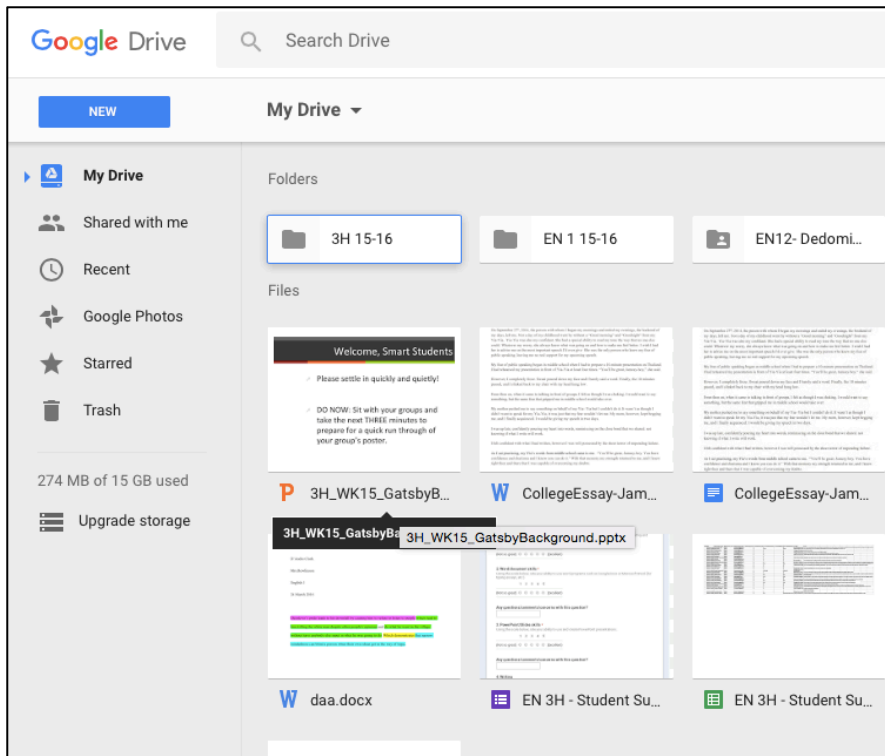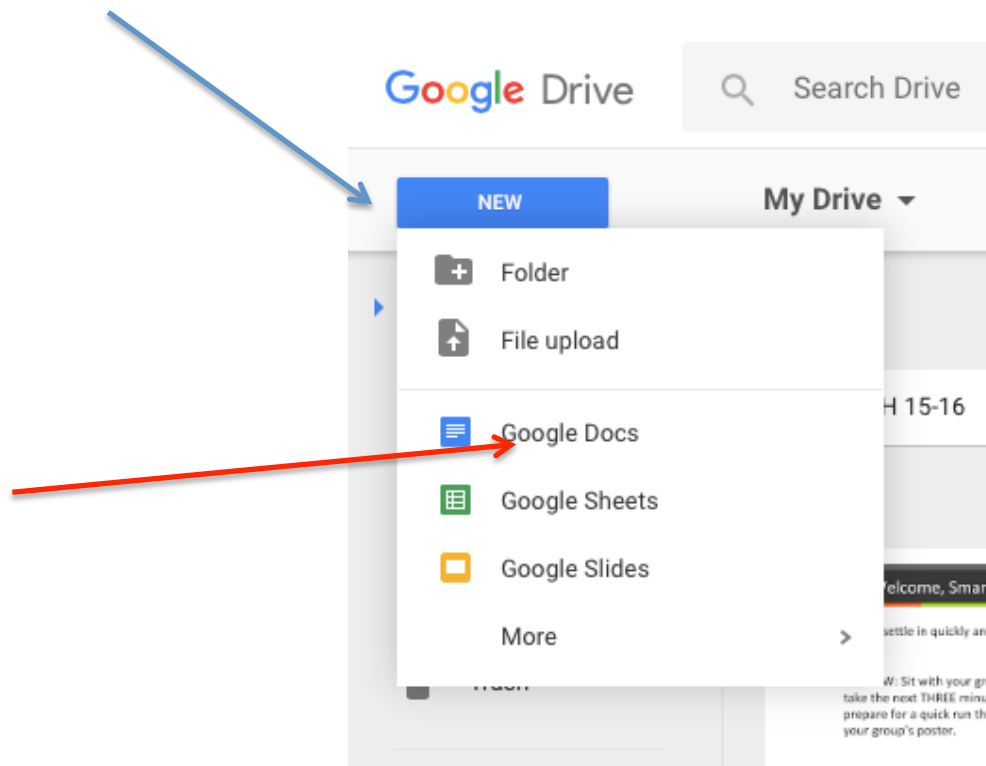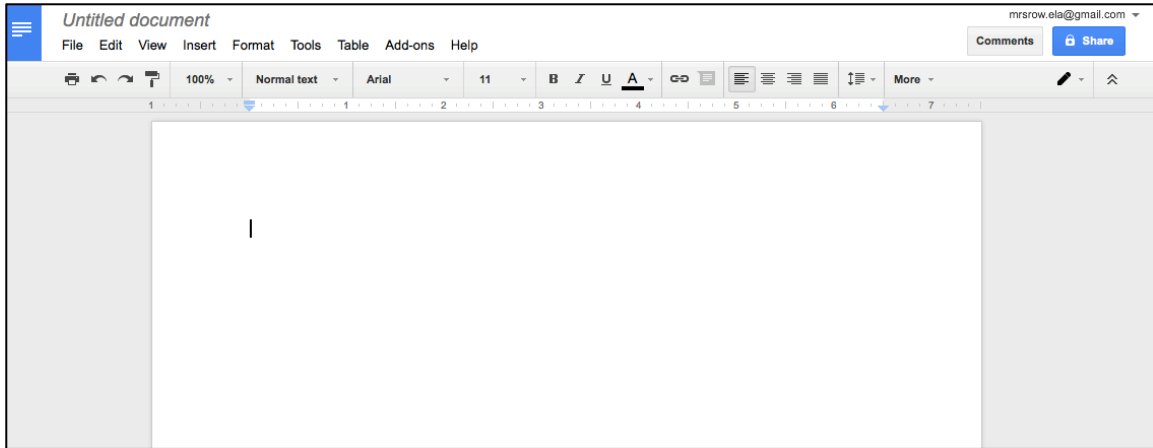Step 1: Go to the Google account you use most. Then go to your Google Drive homepage. Your Drive page may look something life this:

Step 2: Once you are in your Drive, click on the blue button in the corner that says "New."   Then, click on the blue icon that says Google Docs.

Step 3: After opening a new document, you should arrive at a page that looks like the one below.

Step 4: Name your document. To help me keep files organized, I would like you to use the following naming convention: FirstInitialLastName_CollegeEssayDraft. See my example below. Don't put my name in for your fie, it should be your name.
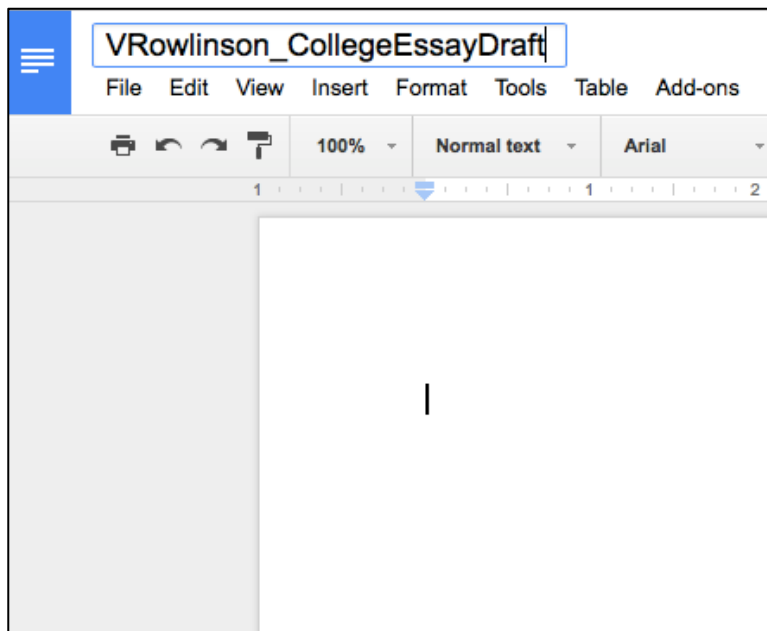
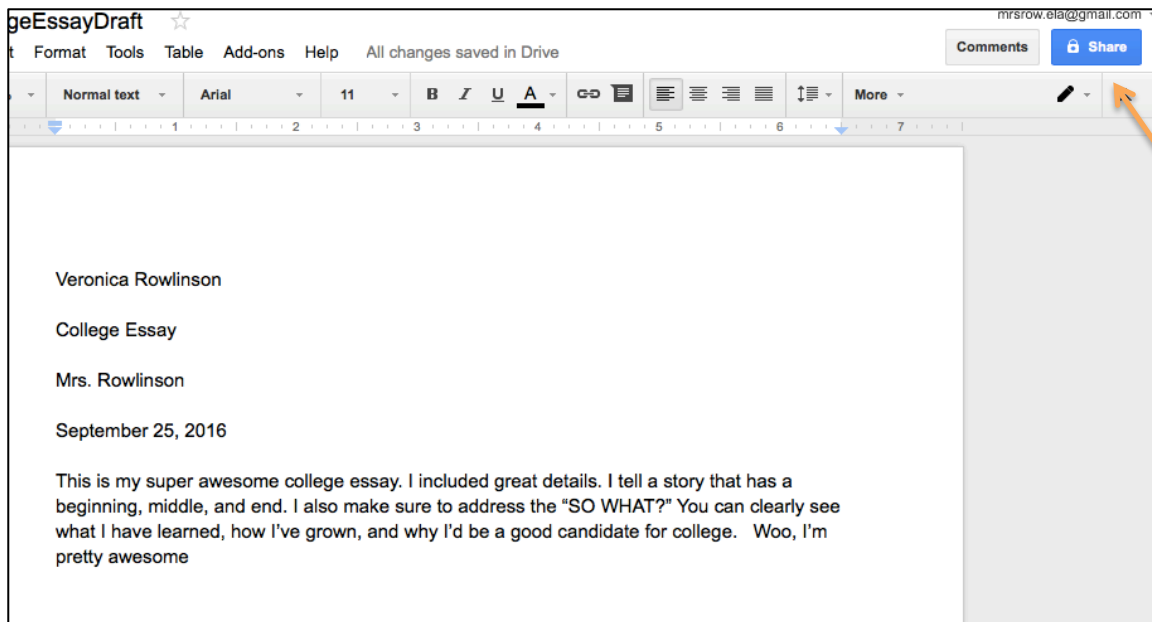Step 5: When you have finished your essay, it's time to share the document with me. Click the blue button in the top right-hand corner of your screen.

geEssayDraft ☆   mrsrow.ela@gmail.com ▾
t Format Tools Table Add-ons Help   All changes saved in Drive   Comments   🔒 Share

▾ Normal text ▾   Arial   ▾   11   ▾   B I U A ▾ ⊖ 📇 ≡ ≡ ≡ ≡ ↕≡ ▾   More ▾   ✏ ▾

Veronica Rowlinson

College Essay

Mrs. Rowlinson

September 25, 2016

This is my super awesome college essay. I included great details. I tell a story that has a beginning, middle, and end. I also make sure to address the "SO WHAT?" You can clearly see what I have learned, how I've grown, and why I'd be a good candidate for college. Woo, I'm pretty awesome

Step 6: In the space provided, insert my email address.   Make sure that I can edit your file, otherwise I won't be able to leave comments.

Veronica Rowlinson

Colleg   **Share with others**   Get shareable link ⊖

Mrs. R   People

Septer   [Enter names or email addresses...]   ✏ Can edit ▾

This is
beginn
what I
pretty   **Done**   Advanced