BIS Help Guides

Adding Cover Page in Google Docs

Learn how to make a cover page in google docs.

Written By: Mirai

Adding Cover Page in Google Docs

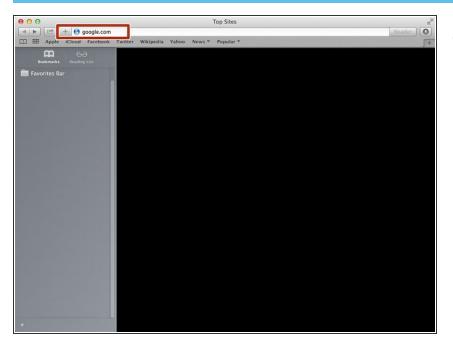
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INTRODUCTION

Learn how to make a cover page in google docs.

Step 1 — How To Access Google.com



• Type "google.com" in the address bar to go to the google website

Step 2 — Finding The Sign In Button

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Advertising Business About		Privacy Terms	Settings Use Google.com

 Click on the "Sign In"button to sign in to your google account

Step 3 — Entering In Your Email

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- Type your email address into this box
- Click on the blue "Next" button

Step 4 — Entering In Your Password



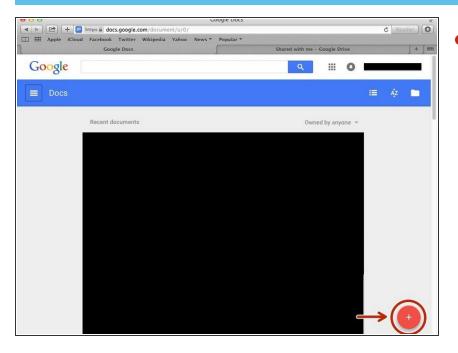
- Type your password into this box
- Click on the blue "Sign In" button

Step 5 — Opening Google Docs

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- Click on this button to open a menu of options
- Click on the "Docs" Button

Step 6 — Creating New Google Docs

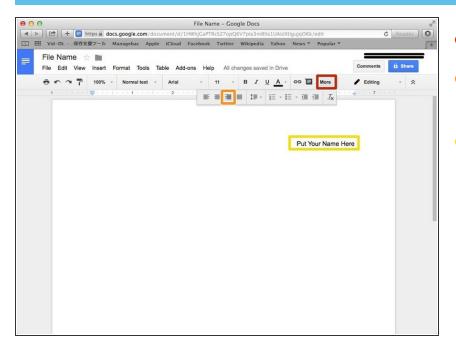


 Click on the red "+" button on the bottom right of the screen to make a new google doc

Step 7 — Editing File Name

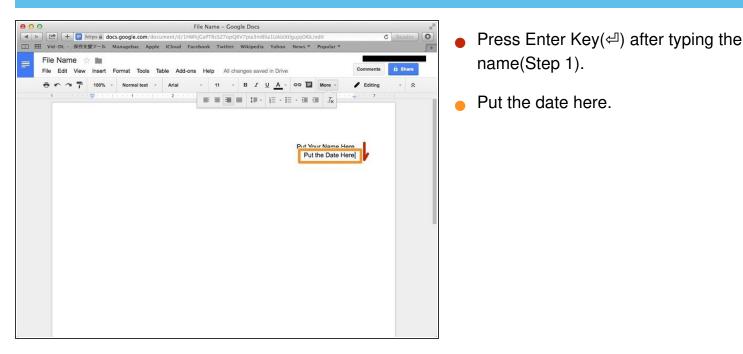
Click here and then rename the file name.

Step 8 — Adding a Name



- Click "More"
- Click "Right Align" to type on the right side
- Type your name here.

Step 9 — Adding the Date



Step 10 — Adding the Title

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Type the title here.