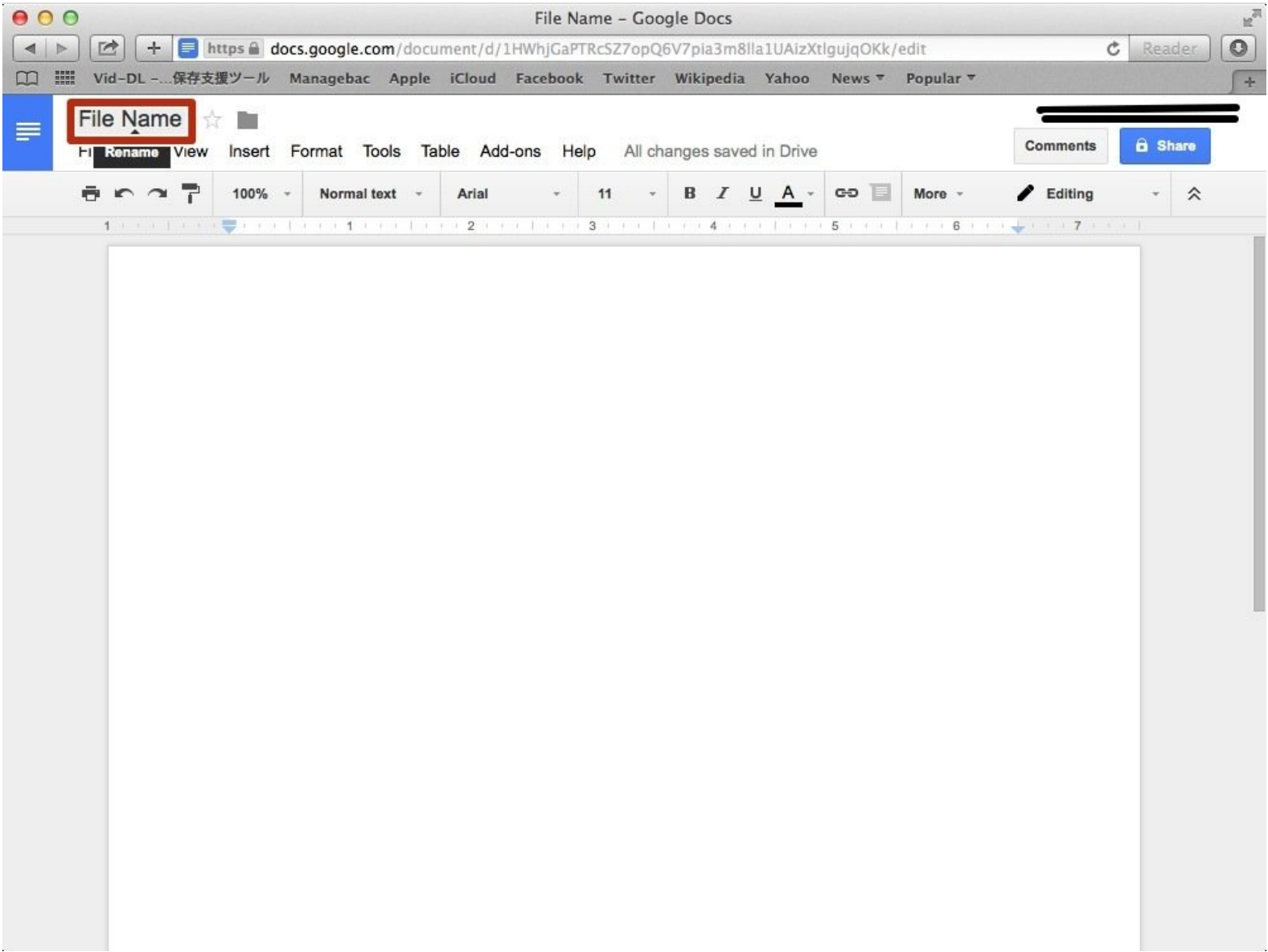# BIS Help Guides

Adding Cover Page in Google Docs

Learn how to make a cover page in google docs.
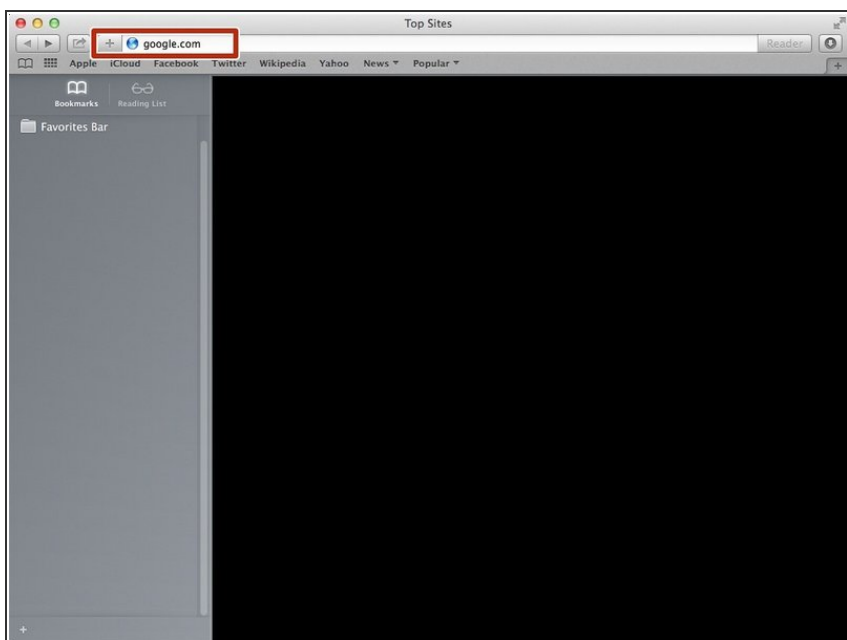
Written By: Mirai

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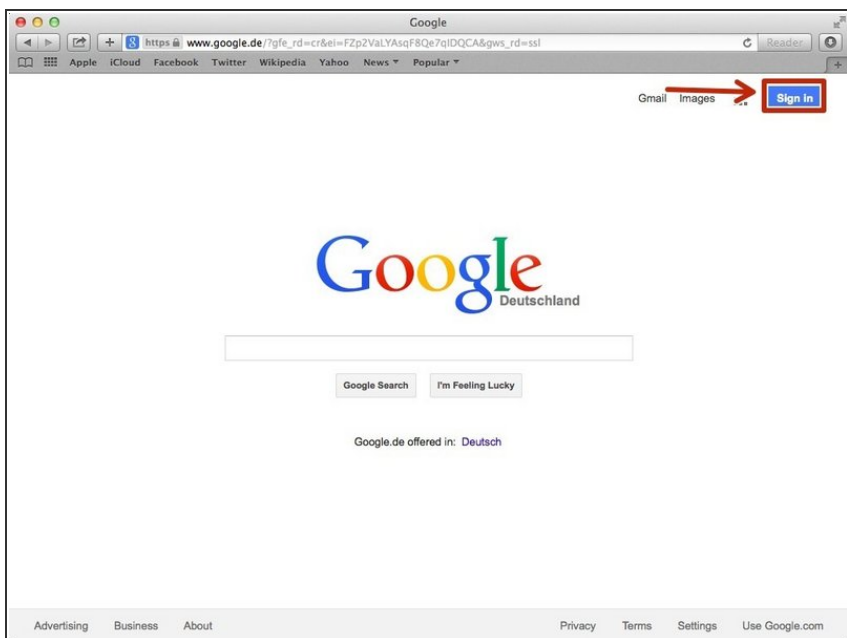bavarianis.dozuki.com/

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INTRODUCTION

Learn how to make a cover page in google docs.
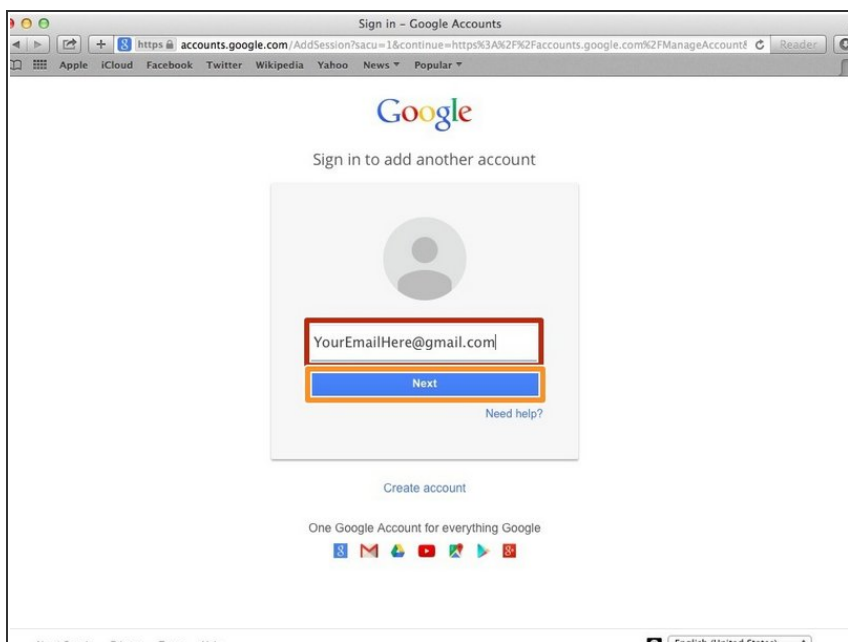
Step 1 — How To Access Google.com

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

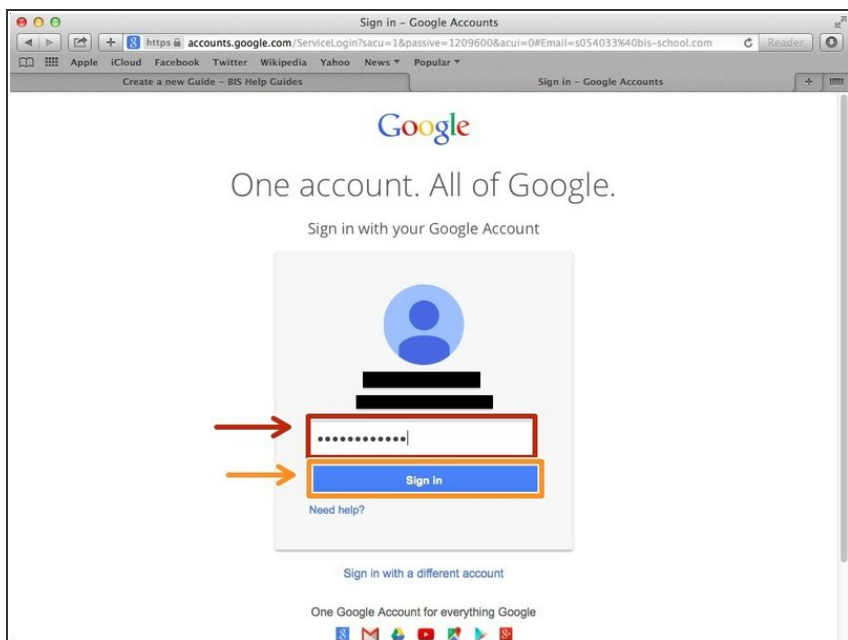## Step 2 — Finding The Sign In Button

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

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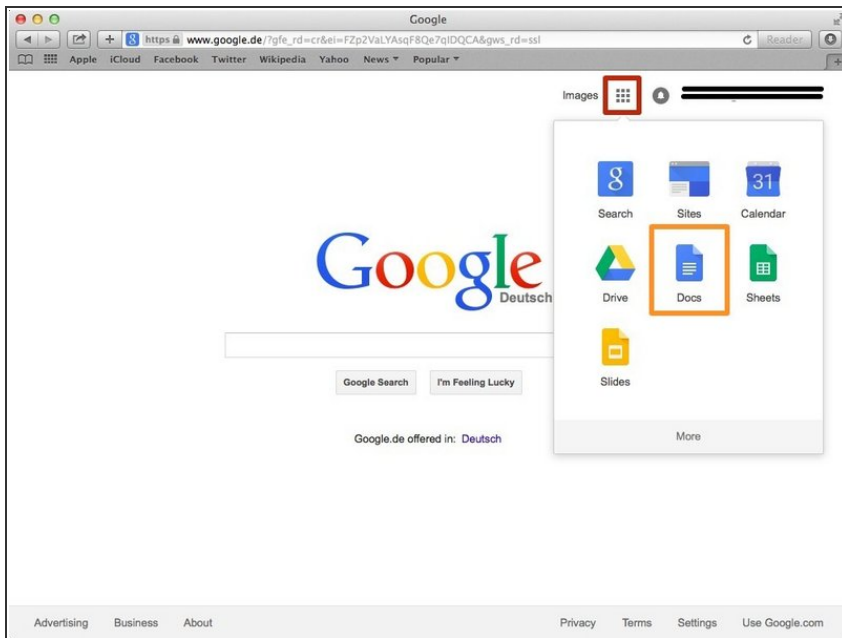
Step 3 — Entering In Your Email

- Type your email address into this box

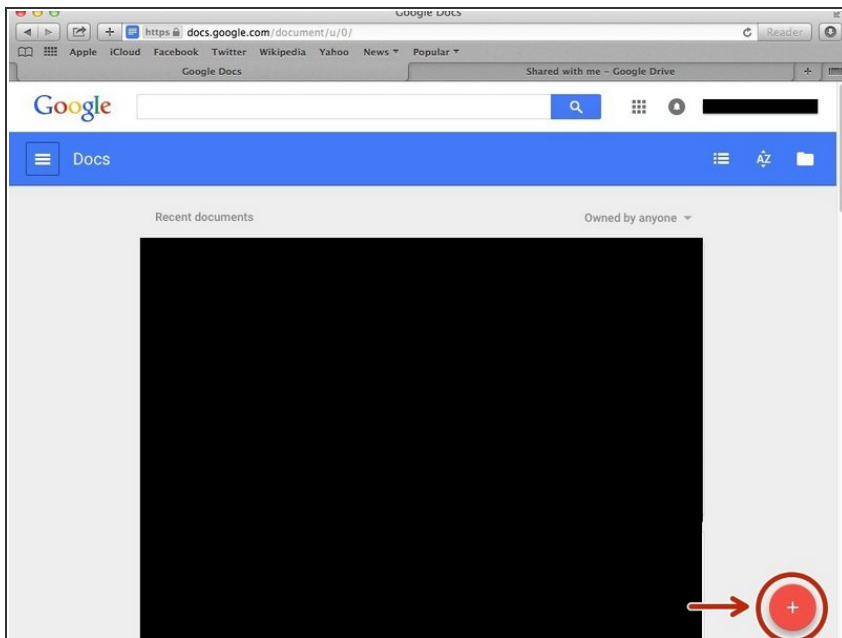- Click on the blue "Next" button

Step 4 — Entering In Your Password

- Type your password into this box

- Click on the blue "Sign In" button

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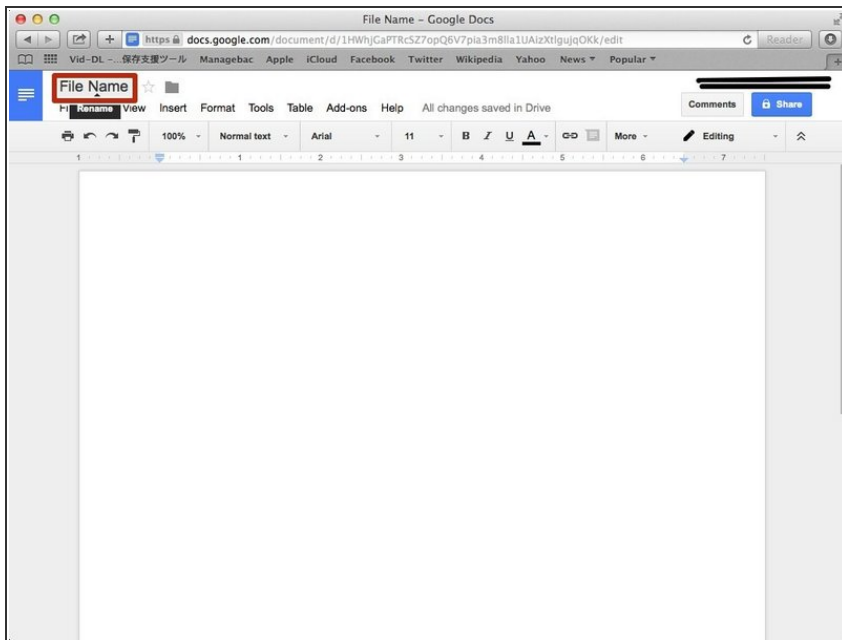
Step 5 — Opening Google Docs

- Click on this button to open a menu of options

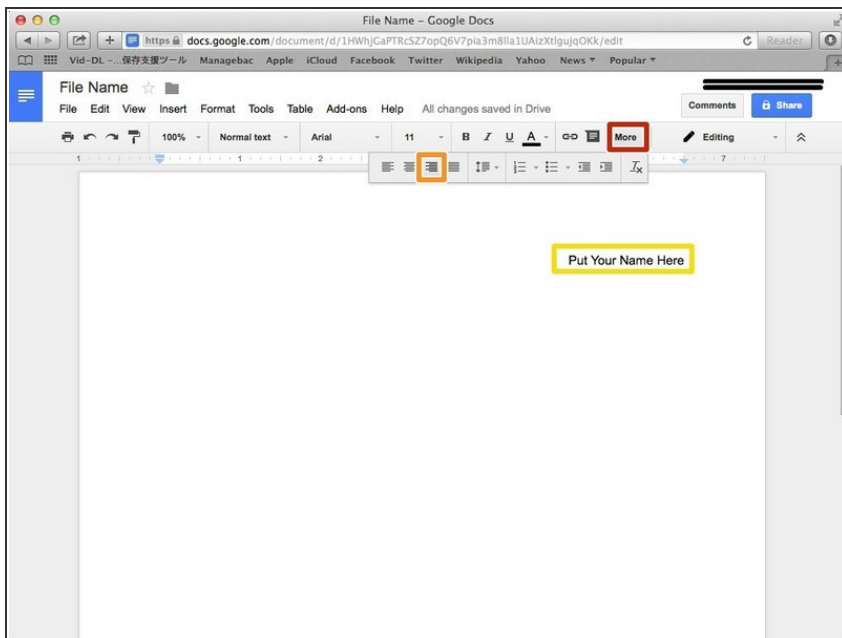- Click on the "Docs" Button

Step 6 — Creating New Google Docs

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

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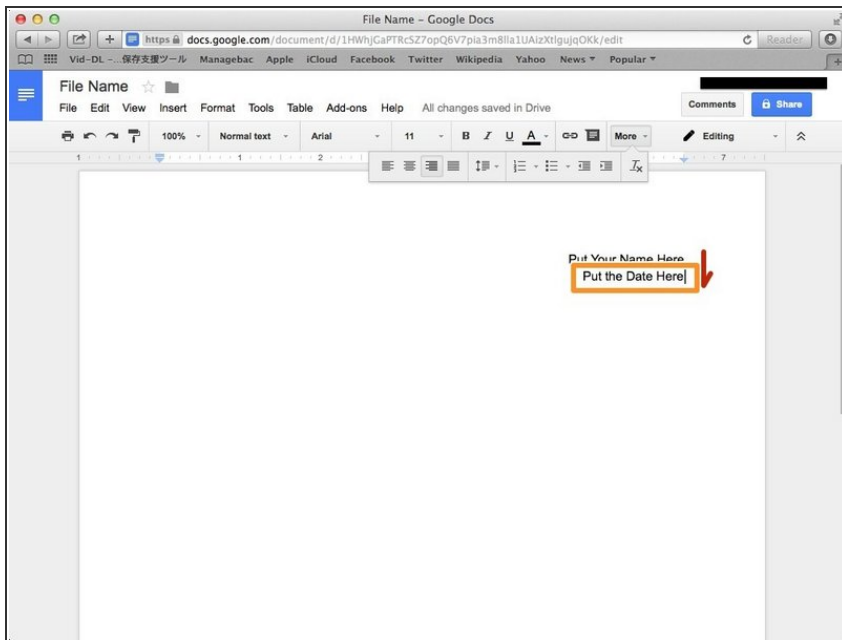
Step 7 — Editing File Name

- 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.

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Step 9 — Adding the Date

- Press Enter Key(↵) after typing the name(Step 1).

- Put the date here.

Step 10 — Adding the Title
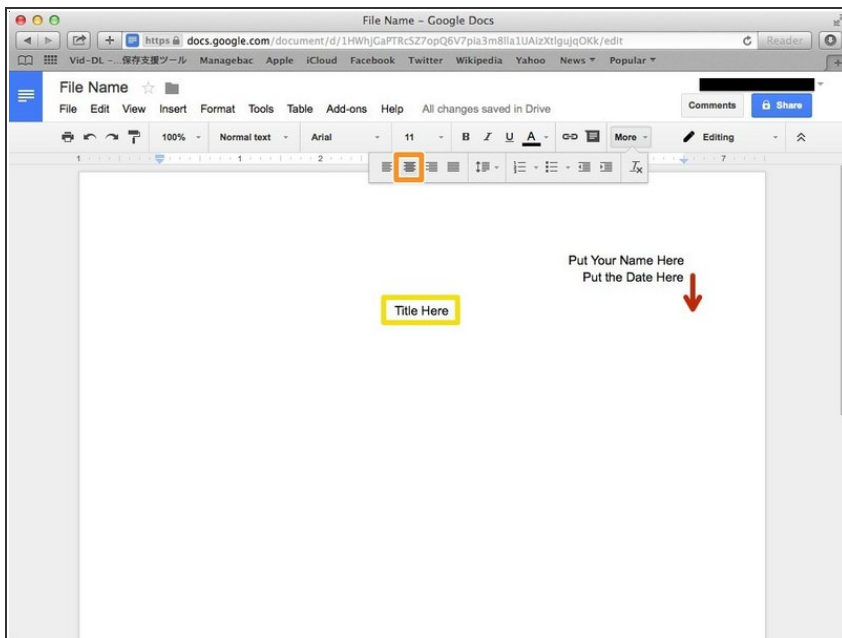
- Press Enter Key(↵) twice.

- Click it to type words in the middle of the lane.

- Type the title here.

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