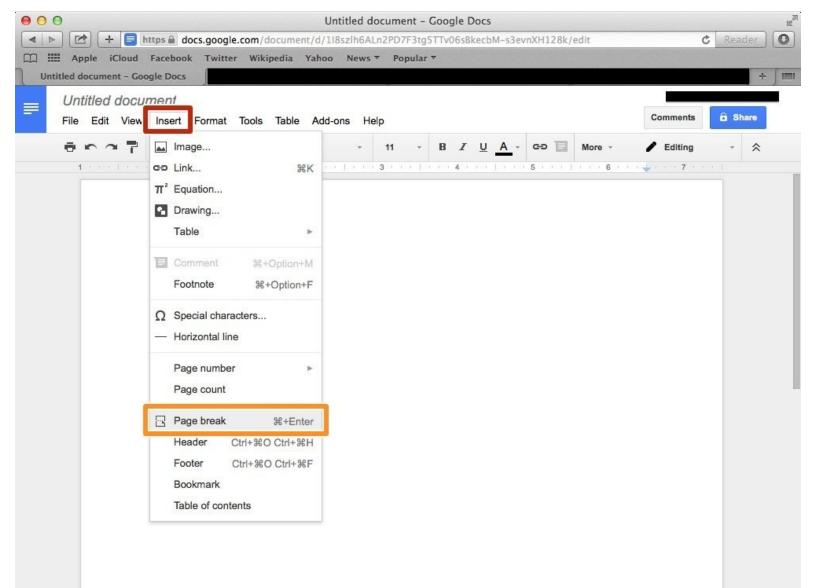
## **BIS Help Guides**

# Using Page Breaks To Keep Your Document Tidy

Learn how to use page breaks to keep your document tidy.

Written By: Aaron

Using Page Breaks To Keep Your Docum...

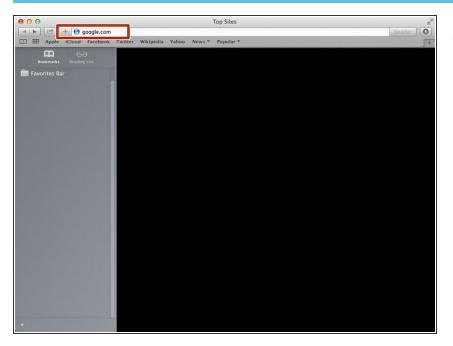


Using Page Breaks To Keep Your Docum...

### INTRODUCTION

Learn how to use page breaks to keep your document tidy.

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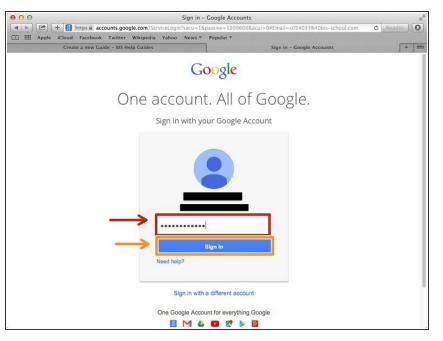
 Click on the "Sign In"button to sign in to your google account

#### 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



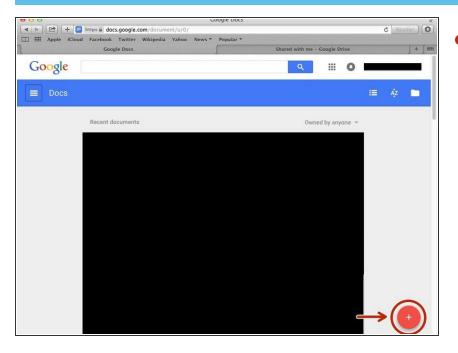
- Type your password into this box
- Click on the blue "Sign In" button

#### 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 — Inserting A Page Break

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