





WORD-PROCESSING WITH A TABLET

Many of my students, even the ones who in no way consider themselves writers, use word-processing software at some point. Some use it for correspondence, others take notes on projects or use it to keep track of Christmas gift lists, recipes, birthdays, or travel plans. Even if you don't think you need it, at some point knowing how to use a word processor will come in handy and you'll be glad you learned how.

If you want to word-process on a tablet, **Google Docs**  can be installed on any tablet from your app store. Google Docs is free, but you must have a gmail account in order to access it. That doesn't mean that you need to change which email account you use. You'll simply have another account. (I recommend having two email accounts anyway on p.256 of **“Is This Thing On?”**. You can read more there about the benefits of two email addresses.)

You could also use **Pages**,  Apple's word-processing alternative; at this time, it is exclusively available on the iPad and other Apple products. Pages doesn't offer as many editing options as Word or Google Docs, but you may not need more than it offers and it is free.

Microsoft offers **Office 365**, at a cost by subscription, which allows you to use Word (and other programs, such as the presentation program PowerPoint and Excel spreadsheets) on any tablet.

If you intend to do a lot of writing, keep in mind that the smaller screen and the touch screen keyboard on a tablet aren't as comfortable as using a larger desktop or laptop computer. You may want to investigate an external keyboard that you can use with your tablet for easier typing.

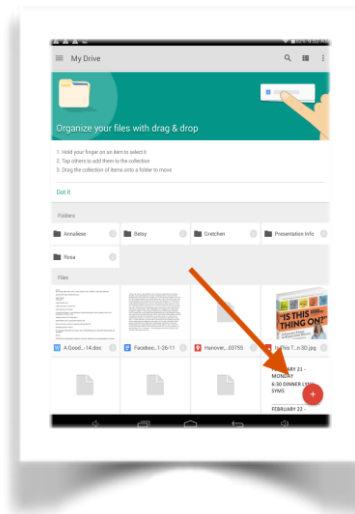


The instructions that follow are for each program on specific tablets. If you're using either **Google Docs** or **Pages** on a different type of tablet what you see may vary slightly, but the steps will be very similar.

Let's access both programs and see what features they offer...

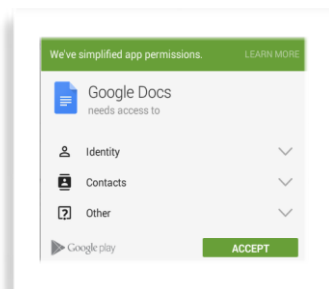
Introducing Google Docs on an Android

You access **Google Docs** from **Google Drive**.



To Open a New Document:

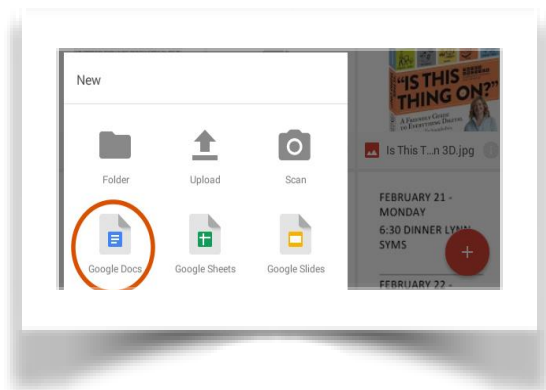
- 1) Tap on the **red plus sign** in the bottom right corner of Google Drive.



- 2) You may need to **Accept** whatever terms or permissions may have been updated.

- 3) Tap on **Google Docs** in the bottom left corner.

2.





Here are some of the editing choices offered by **Google Docs**:



Undo deletes the last thing you typed.



Redo repeats the last thing you typed.



Bold makes text bold.



Italics make the text italics.



Underline underlines the text.



Format opens a menu that offers you many formatting choices for the text as well as the document.



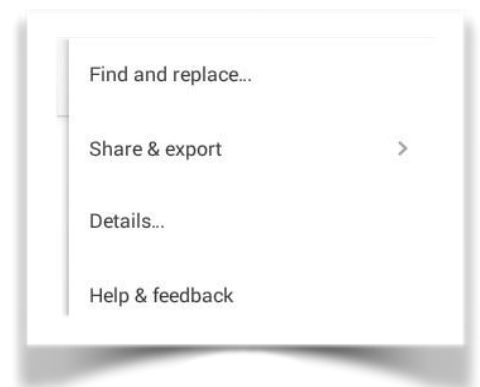
Insert allows you to insert a table or a hyperlink.

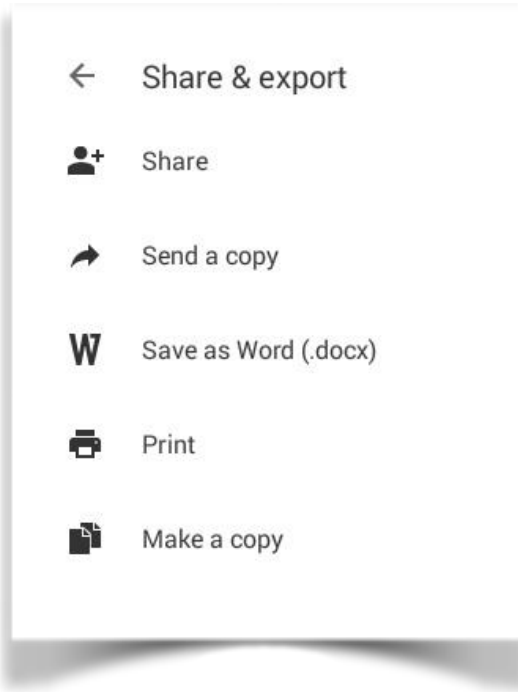


The **three stacked dots** bring you to more options.

Find and replace let's you search for a specific word or phrase and replace it with another.

The **Share & export** choices are accessed by tapping on the arrow to the right.





Share allows you to share this particular document with anyone of your choosing. You simply type in their email address, write a message if you want, and that person will receive an email invitation to view the document.

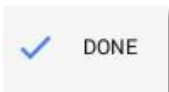
Send a copy allows you to choose the format (PDF or Word) of your document then send it directly by email.

Save as Word change the document to be a Word document instead of a Google Doc.

Print allows you to print the document from any nearby printer with bluetooth capability.

Make a copy creates a copy of the existing document.

Use the arrow to the left of **Share & export** to go back to the previous menu. You can tap anywhere on the document to get rid of the menu.



Tap on the word **Done** in the top left to save your work on the document either for good or just for the time being.

You're not finished yet. Now you must name the document. Visit Chapter 21, *Put It All Together*, of **“Is This Thing On?”** for tips on how to best organize and name documents. A name should be specific enough that you don't need to open the document in order to know its contents.

Who, What, & When

The ideal name for a document tells you who it is to or about, what the content is, and when it was written. For example: *Final tax notes year 2014 3-21-15* or *Gertrude Flower Order 12-16-13*.

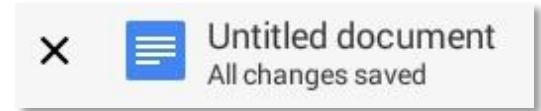
“IS THIS THING ON?”



AskAbbyStokes.com

To Name Your Document:

- 1) Tap on the words **Untitled Document** in top left
- 2) Type the desired name
- 3) Tap **OK**



Well done!

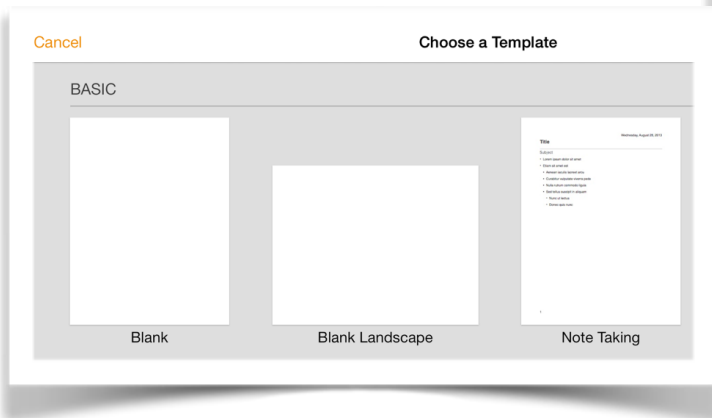
Introducing Pages on an iPad

Tap on the **Pages** app to open the program.



To Open a New Document:

- 1) Tap on the **plus sign**

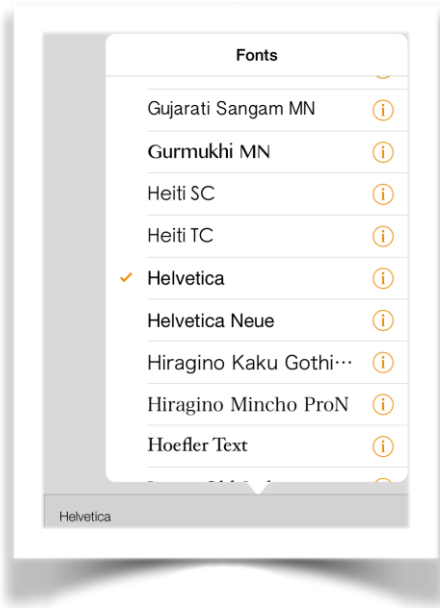


- 2) Tap on **Blank** (unless you want to choose any of the other Templates offered)

5.



Here are some of the editing choices offered by **Pages** that run along the bottom of the document:



Fonts gives you a long list of possible fonts. Be sure to scroll up and down to see all your choices.



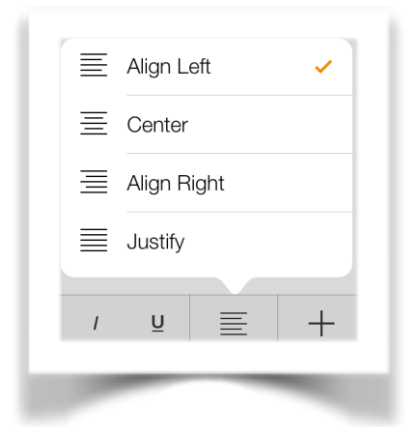
Font Size can be changed by tapping on the larger or smaller A.



Here you can change the text to **Bold**, **Italics**, or **Underline**.

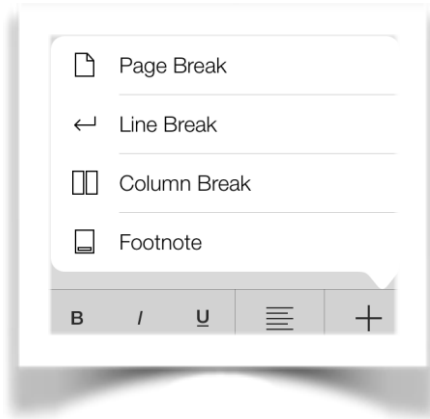


Align text gives you the option of aligning left, center, or right.

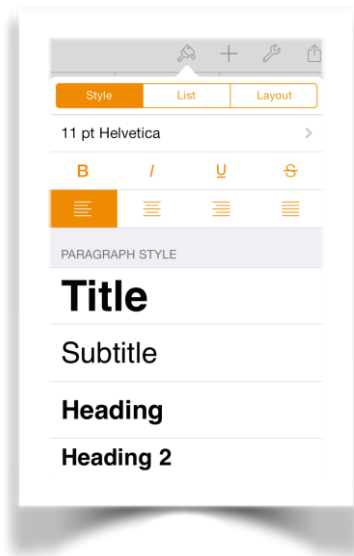




Here you can **Add** a **Page Break**, a **Line Break**, a **Column Break**, or a **Footnote**.



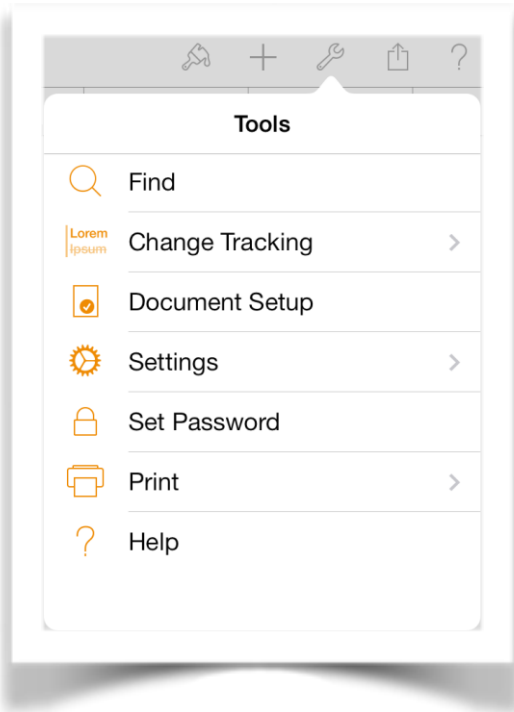
There's also a menu in the upper right corner. Here are the offerings you'll find there:



Format let's you format the font as well as the document layout.

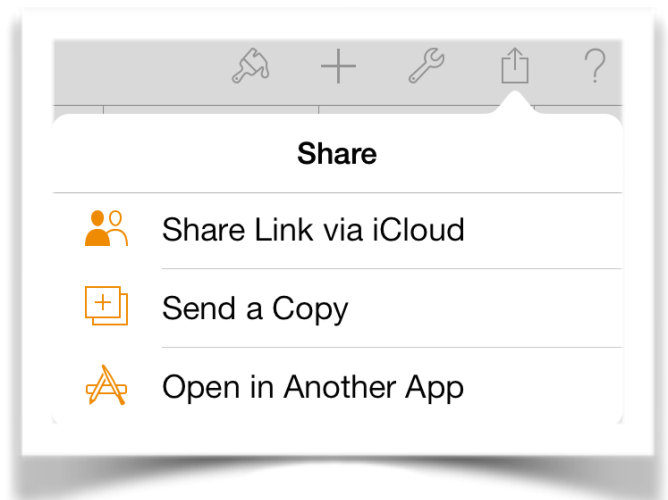
By tapping on **Add** you can include **Tables**, **Charts**, **Text Boxes**, an **Image**, or **Video**.





Tools opens a menu where you can search your document using **Find**, choose the **Document Setup**, change your **Settings**, as well as **Print** if you are within range of a blue-tooth capable printer.

The **Upload** symbol offers a menu where you can **Share** your document in by either **Sharing a Link via iCloud** or **Sending a Copy**. Here you can also open the document in a different program by tapping on **Open in Another App**.



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Who, What, & When

The ideal name for a document tells you who it is to or about, what the content is, and when it was written. For example: *Final tax notes year 2014 3-21-15* or *Gertrude Flower Order 12-16-13*.

To Name Your Document:

- 1) Tap on **Documents** in the top left
- 2) Tap on the existing name of the document which is likely to be the word **Blank**
- 3) Type in the new name
- 4) Tap **Done** in the top right corner

Well done!

Be sure to watch my videos tutorials with step-by-step instructions. There's a video explaining **how to copy and paste using a tablet** which would be very helpful when word-processing.