

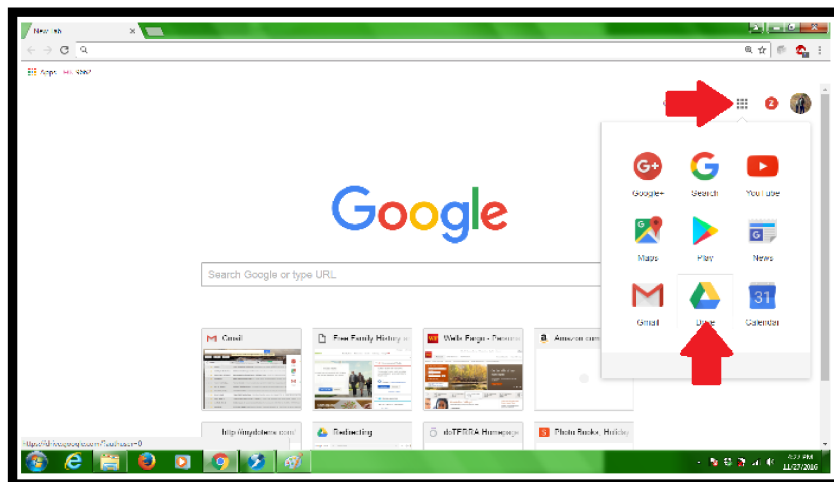
GETTING STARTED: FINDING THE LETTERS

Enter Google Docs in one of 2 ways:

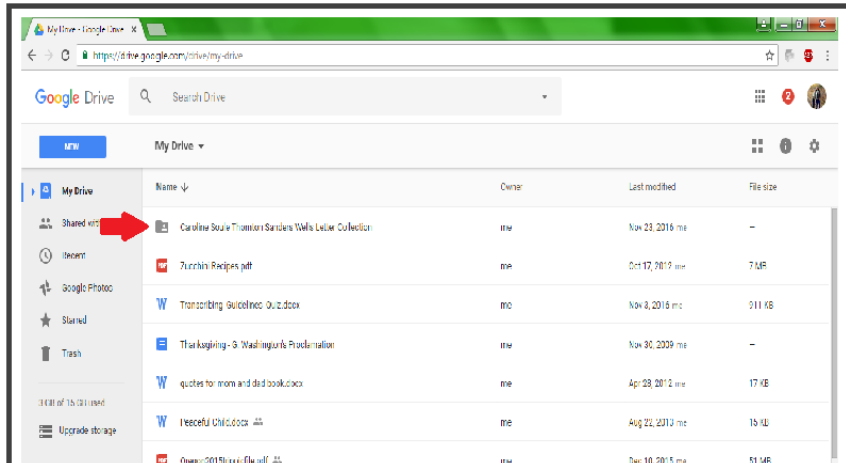
- Click on the email invite I sent you. This should put you right in the “Caroline Soule Thornton Sanders Wells Letter Collection.” Go to and follow the directions starting with the 3rd circle under the bullet below.

OR

- Click on the set of nine very small squares in the shape of a box found in the upper right hand corner of the google browser, noted by the red arrow. *NOTE: if you don't use the google browser, you can type “google” in the search bar at the top of the page, and it will come up. Then you can see the pattern of nine little squares.*
 - Nine icon options come up, and the bottom middle one is Google Drive or Docs (there will be a three toned triangle and the word “Drive” or “Docs”), noted by the 2nd red arrow. Click on this.



- Look for the title “Caroline Soule Thornton Sanders Wells Letter Collection” which will be below the option bars at the top of the page and toward the middle of the screen. It will be in a list of files/folders or it may be the only one if you’ve never used Google Drive/Docs. The red arrow is pointing out where it is in my Google Drive. Click on this.



- Now you should see a long list of titles, “Alonzo to Maria 6 Aug 1865”, and such. The ones with the red square with PDF on it are the scanned letters, the ones with a blue square are the transcription pages set up for you.
- Click on the letter you want to transcribe. The letter will come up with a black background.
- Move your cursor around, and when you get to the middle bottom area a rectangle will come up with the page number (1 / 2 or 2 / 2, red arrow, below) and a magnifying glass with a plus sign in the middle (blue arrow, below).
- Click on the plus to the right of the magnifying glass to make the document larger, or on the minus on the left side to make it smaller.
- When the document is larger, you may not be able to see the whole thing. Use the long narrow bar on the right to move up and down (purple arrow), or the long narrow bar at the bottom to move right to left (this will show up only when the document is enlarged, right where the long purple bar is). You do this by clicking and dragging along the bar.
- When you are done, click on the back arrow in the upper left hand corner of the black area (yellow arrow) to return to the list of documents.

