Typing Instruction Sheet: *I Want to Be* Poem

Directions for this file:

1) Make a **copy** of this file. (File→ Make a Copy)
2) **Rename** the copy: First Name_TypingInstructions_I Want to Be Poem
3) **Store** file in: My Drive→ 5-409_ 2016-2017→ Writing→ Writing Identity

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Directions for when you've finished your handwritten draft and you're ready to type your draft, follow these steps:

1) Open your drive
2) Click→ My Drive→ 5-409_ 2016-2017→ Writing→ Writing Identity→ New→ Google Docs
3) Name your file: FirstNameLast Name_**Draft**_I Want to Be_**10-14-16 (current date)**
4) Share your file with Ms. Catherine & Ms. Maggie: catherine.pacilio@ps261brooklyn.org

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Directions for when you've finished your draft and you're revising/editing, follow these steps:

1) Open your file: My Drive→ 5-409_ 2016-2017→ Writing→ Writing Identity→ First Name_Draft_I Want to Be_10-14-16
2) Make a copy of this file.
3) Rename your file: FirstNameLastName_**Revisions**_I Want to Be_**10-17-16 (current date)**
4) Share your file with Ms. Catherine & Ms. Maggie: catherine.pacilio@ps261brooklyn.org

Directions for when you've finished your revisions and you're typing your soft publish, follow these steps:

** A soft publish can really be combined with the revisions/edits draft. It's simply a version of your work that is in between the draft and the final copy.

1) Open your file: My Drive→ 5-409_ 2016-2017→ Writing→ Writing Identity→ FirstNameLastName_Revisions_I Want to Be_10-17-16
2) Make a copy of this file.
3) Rename your file: FirstNameLastName_**Soft Publish**_I Want to Be_**10-18-16 (current date)**
4) Share your file with Ms. Catherine & Ms. Maggie: catherine.pacilio@ps261brooklyn.org

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Directions for when you've finished your soft publish and you're typing your final published copy, follow these steps:
1) Open your file: My Drive→ 5-409_ 2016-2017→ Writing→ Writing Identity→ First Name_Soft Publish_I Want to Be_10-18-16
2) Make a copy of this file.
3) Rename your file: FirstNameLastName_**Final Publish**_I Want to Be_**10-19-16 (current date)**
4) Share your file with Ms. Catherine & Ms. Maggie: catherine.pacilio@ps261brooklyn.org