*These directions are specifically for WORD, but can be adapted with slight changes for Google Docs.*

1. To find the poem, type the URL into the browser window and hit Enter.
2. To copy the poem, click Edit>Select All; Edit>Copy. To paste the poem into a blank word document, open a blank document and click Edit>Paste.
3. To save the document, click File>Save As, choose a folder, type Spell Checker Poem in the box next to File name, and click Save.
4. To change the Font type from Web to Normal, go to View>Toolbars and click Formatting. Click the down arrow next to Normal(Web) and click Normal in the drop down menu.
5. To change the color of all misspelled words to red, highlight each word, click Format>Font and click the color red in the drop down menu beneath Font color. To change the color of all the words at once, hold down the Ctrl or Apple button while highlighting. Then follow the directions for changing font color.
6. To change the last line of every stanza to italics, follow the directions for step 5, but choose Italic beneath Font style instead of Font color.
7. To correct the spelling, highlight each word and type the correct spelling.
8. To delete the authors name, highlight it and type your own name.
9. To insert a suggested grade, highlight your name, go to View>Toolbars and click Reviewing. Click Insert>Comment and type the grade you think you deserve. Click Alt+Shift+C to close the reviewing window. To read the suggested grade, place the mouse over the area where the comment was inserted.
10. To save the poem, go to File and click Save. To close the document, click the X in the upper right corner of the document window.