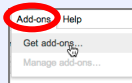


Tip Tuesday

Sorting in Google Docs

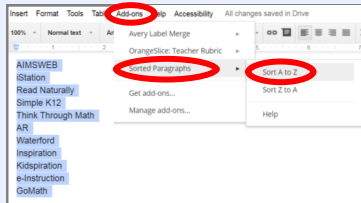
*Add-ons allow you to do more tasks in Google Apps--
Use this Add-on to sort!*

1. Open Google Docs. On the menu bar, click *Add-ons* and then *Get add-ons*.
2. In the Search box, enter “Sorted Paragraphs.”
3. Find the “Sorted Paragraphs” add-on, and click *Free*.



4. Click *Allow* in the box that appears.
5. To sort:

- Select (highlight) the text to sort
- On the menu bar, choose *Add-ons*, then *Sorted Paragraphs*, then choose the sort option
- That's it!



*Once you've added an Add-on, it will stay installed, so you can continue to use it.
Thank you to both Lauree Aschen and Amanda Nessa for this week's tip idea!*