Instruction Guide to Add Someone to Your Close Friends list in Instagram

Close Friends List

Instagram is a social networking app for sharing media from a smartphone like Facebook and Twitter. Instagram is available for free on Android and iOS devices. Instagram is also accessible through web browser from a computer. However, uploading media and sharing existing media with other Instagram users is limited as compared to that of mobile app. The main intention behind the use of Instagram is to share and find the best photos and videos. If you share photos and videos, it will be visible to your friends and followers.

Instagram introduced a feature **Close Friends** in 2018. The main objective of this feature is to curate the list of friends/followers and select the list to share your Instagram stories. The **Close Friends** feature enables you to post Instagram stories for a specific group of friends/followers, which can be modified at any instant.
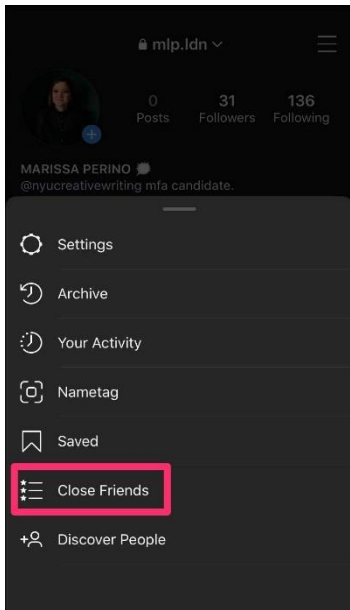
Add Close Friends

To add someone to close friends list in Instagram, follow the below steps:

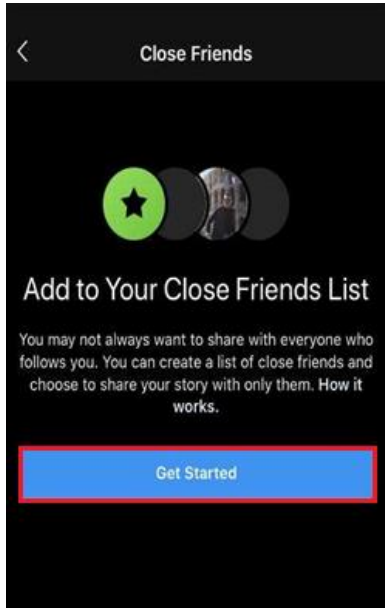| Procedural Steps	Screenshots
1. Open **Instagram** app on your smart phone	

Prerequisites:
You need to install **Instagram** app in your mobile and create **Instagram Account.**
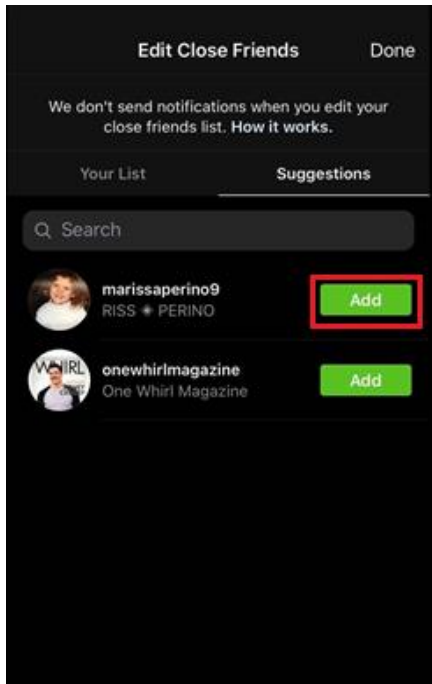
2. Tap your profile icon at the bottom-right corner.	
3. Tap the hamburger menu in the upper-right corner of your screen.	
4. Tap **Settings**	
5. Tap the **Close Friends** option	
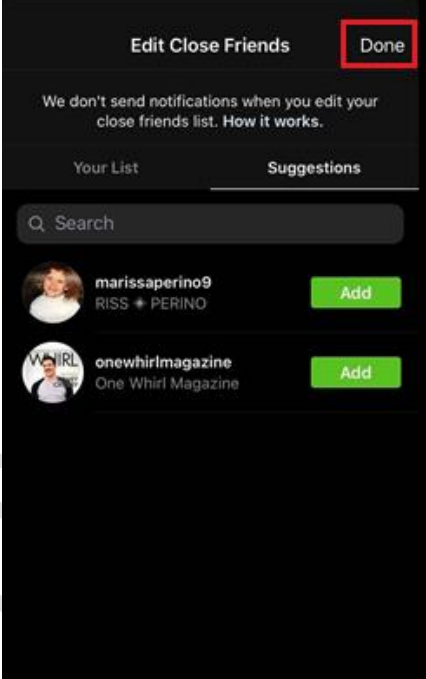
6. If you are the first-time user of **Close Friends** feature, tap the **Get Started** button to begin adding friends to your list.	

Note:
If you are using **Close Friends** feature for the first time in **Instagram** account, you will be greeted with a description of the feature.

7. If you are the first-time user of **Close Friends** feature, tap the **Create List** option at the bottom.	
8. Tap the **Add** button next to any of the provided suggestions. Scroll through the list of your followers to add them to your **Close Friends** list	

9. To search specific name, select the **+** button in the upper-right corner.	
10. After adding friends to the list, tap **Done** in the upper-right corner.	

Video Script for a Video to Set Up Email Forwarding in Gmail

Screen #	Screen Name	OST (On Screen Text)	Voice Over/Narration	Graphic Suggestions
1	Setting Up Email Forwarding in Gmail	Setting Up Email Forwarding in Gmail	This video demonstrates how to set up email forwarding in your Gmail Account	A text box shows "Setting Up Email Forwarding in Gmail."
2	What is Email Forwarding? Why is it needed?	**What is Email Forwarding?** Email Forwarding enables you to send emails from your Gmail account to another email account automatically when you are unavailable to access Gmail. **Why is it needed?** Email Forwarding is required to send your emails to someone else while you are on vacation or busy at work.	Let us know about Email Forwarding. Email Forwarding is one of the best features in your Gmail Account that enables you to forward emails to stay top of your emails when you do not have access to your Gmail account.	A graphic (image/screenshot) shows the process of email forwarding
3	Prerequisites	Prerequisites to Email Forwarding - Create a Gmail Account - Log in to your Gmail Account	To get started with Email Forwarding, there are certain requirements to consider. If you have your Gmail account, log in to your Gmail account. If not, create a new Gmail account.	A graphic (image/screenshot/video) shows Gmail Account Login page and Gmail Account Creation page
4	See All Settings	After logging in to your Gmail Account, click on the gear icon at the top right, and then click **See all settings** button.	After logging in to your Gmail Account, you need to access **Settings**. Click on the gear icon at the top right and click **See all settings** button**.**	A graphic (image/screenshot/video) shows Gmail Account with gear icon at the top and highlighted **See all settings** button.

5	Forwarding and POP/IMAP	The **Settings** Page shows all account settings with different tabs such as General, Label, Inbox, Accounts and Import, Filters and Blocked Addresses, Forwarding and POP/IMAP, Add-ons, Chat and Meet, Advanced, Offline, and Themes. In the **Settings** page, click **Forwarding and POP/IMAP** tab	The **Settings** Page shows all account settings with different tabs. In the **Settings** page, click **Forwarding and POP/IMAP** tab	A graphic (image/screenshot/video) shows **Settings** page with highlighted **Forwarding and POP/IMAP** tab.
6	Add a forwarding address	On the **Forwarding and POP/IMAP** tab, click the box with the words **Add a forwarding address** in the **Forwarding section**	Now, the **Settings** page shows the **Forwarding and POP/IMAP** tab with sections **Forwarding, POP download, and IMAP access**. On the **Forwarding and POP/IMAP** tab, click the box with the words **Add a Forwarding Address** in the **Forwarding section**	A graphic (image/screenshot/video) shows **Forwarding and POP/IMAP** tab with the highlighted **Add a Forwarding Address** box.
7	Add a forwarding address pop up	To forward your emails, enter the email address in the **Add a forwarding address** pop-up box, and click **Next**	To receive forwarded mails from your Gmail address, enter the forwarding email address and click **Next**	A graphic (image/screenshot/video) shows **Add a forwarding address** pop-up box with highlighted address and the **Next** button.
8	Confirm forwarding address	The **Confirm forwarding address** window prompts to confirm forwarding mails to entered email address. To confirm forwarding email, click **Proceed**.	After clicking **Next**, a new window prompts to confirm forwarding mails. Click **Proceed** to confirm forwarding email to entered email address	A graphic (image/screenshot/video) shows the **Confirm forwarding address** window with the highlighted **Proceed** button.

9	Add a forwarding address pop up message	The **Add a forwarding address** pop-up box displays message that a confirmation code has been sent to the forwarding email address To confirm, click **OK**	After clicking **Proceed**, the **Add a forwarding address** pop up box displays message that a confirm code has been sent to the email address and click **OK** to confirm.	A graphic (image/screenshot/video) shows **Add a forwarding address** pop-up box with highlighted message and **OK** button.
10	Confirmation code	To get your confirmation code, go to forwarding mail inbox and copy the code.	Log in to your forwarding email account and check the mail with confirmation code. Copy the confirmation code.	A graphic (image/screenshot/video) shows forward email account with highlighted confirmation code.
11	Verify Confirmation code	To verify confirmation code, log in to your Gmail account and click **Forwarding and POP/IMAP** tab in the **Settings** page In the Forwarding section on the **Forwarding and POP/IMAP** tab, enter the confirmation code and click **Verify**	Log in to your Gmail account, go to **Forwarding and POP/IMAP** tab in the **Settings** page, enter the confirmation code and click **Verify** button.	A graphic (image/screenshot/video) shows the **Forwarding and POP/IMAP** tab in the **Settings** page with highlighted confirmation code text box and **Verify** button.
12	Forward a copy of incoming mail	To confirm forwarding mail, select the option **Forward a copy of incoming mail to forwarding email address** and click **Save Changes.**	Select the option **Forward a copy of incoming mail to forwarding email address** and click **Save Changes.** From the dropdown list in the option, you can change the forwarding email address.	A graphic (image/screenshot/video) shows the **Forwarding and POP/IMAP** tab in the **Settings** page with highlighted option **Forward a copy of incoming mail to forwarding email address** and **Save Changes** button.
13	Check your mails	Send a mail to your Gmail account and check your forwarding mails.	You can send a mail to your Gmail account and wait for receiving the mail in the inbox of forwarding email.	A graphic (image/screenshot/video) shows the highlighted forwarded mail from your Gmail account to the inbox forwarding email.

Chapter-by-chapter outline of a guide that explains "Google Docs" to a complete newbie

1. **Getting started with Google Docs.**
    - Overview of Google Docs
    - Prerequisites
        - ➢ Create Google Account
        - ➢ Log in to Google Account.
    - Create a document/Import a document.
    - Edit and format a document
    - Share documents with others
    - Download documents.

2. **Manage Documents**
    - Create a new document.
    - Create a document from a template
    - View a document
    - Rename a document
    - Save a document
    - Make a copy of a document.
    - Download a copy of a document.
    - Delete a document.

3. **Format Documents**

    - Format Paragraphs
    - Format Fonts
    - Use Links
    - Use bookmarks
    - Add Section breaks
    - Add Page breaks
    - Add or remove headers, footers, page numbers, footnotes
    - Add a title, heading, or table of contents
    - Use document outlines, margins & rulers
    - Modify page settings.

4. **Edit Document**

    - Copy and paste text, charts, images.
    - Copy text formatting
    - Add or delete tables, columns
    - Insert or delete images/videos
    - Create, insert, and edit drawings
    - Insert special characters

- Insert chart, table, or slides
- Insert equations
- Add citations and bibliography.

5. Review Document

- Correct spelling and grammar usage
- Count the words
- Search and use find and replace
- Translate documents or write in a different language
- Type with your voice
- Track changes in documents
- Use comments and action items.

6. Share and Collaborate Documents

- Share files from Google Drive.
- Collaborate edits in documents