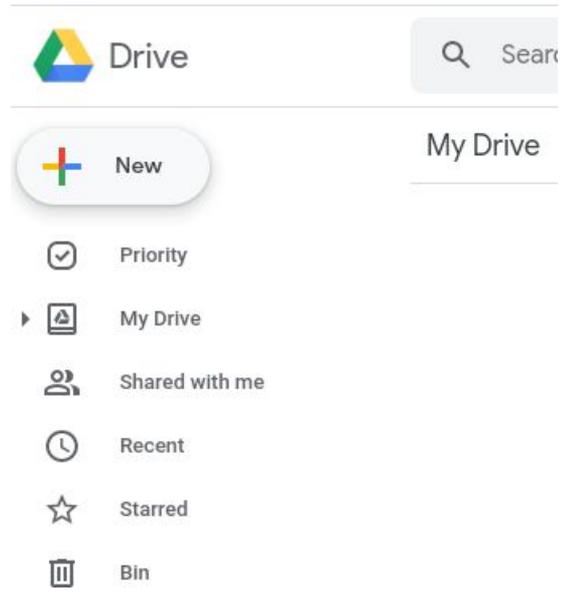
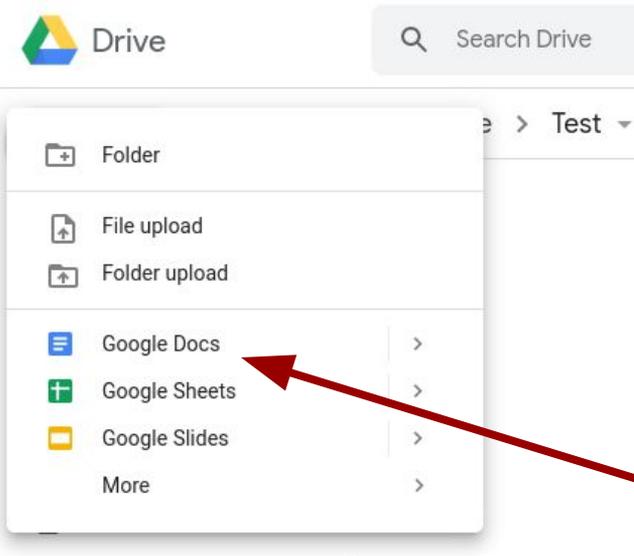


How to share a Google Doc

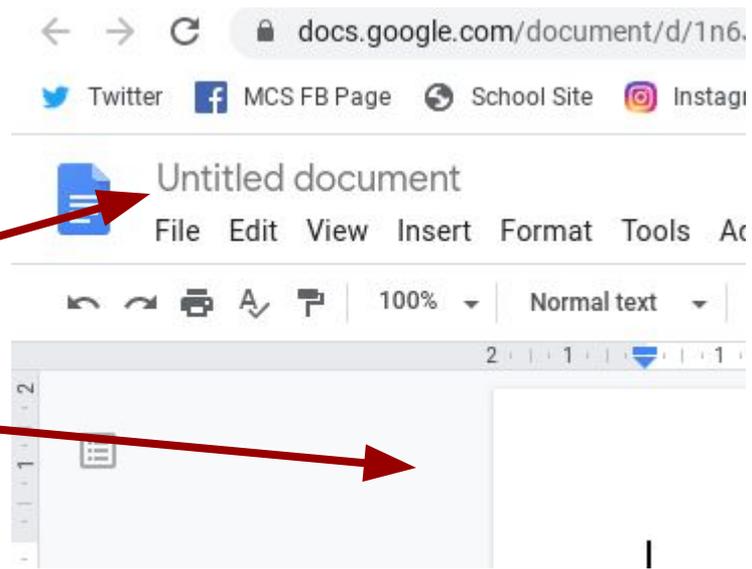
1. Open Drive, and click on the '+ New' button at the left side of the screen.



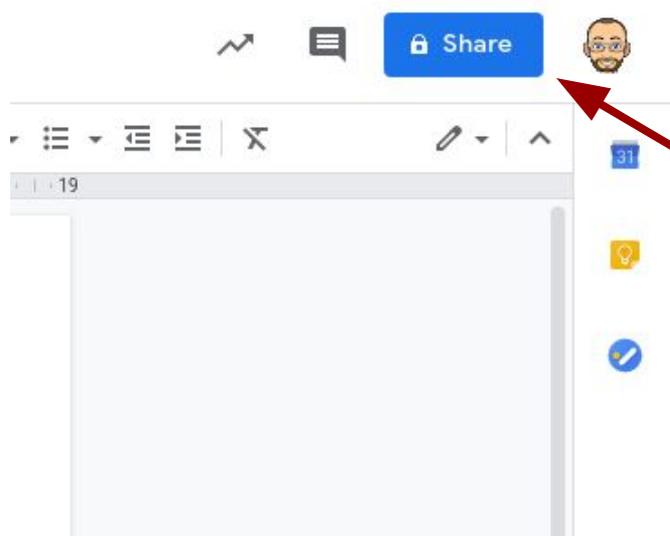
2. Now click on 'Google Docs' in the drop down menu. That will open Google Docs in a new screen.



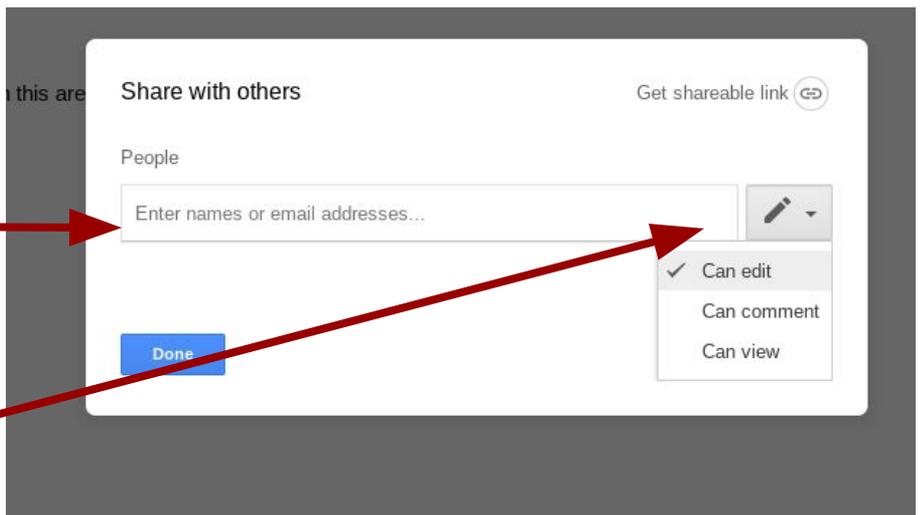
3. In your new document, type in the 'Untitled Document' area, and give the document a name. Then click in the body of the document and start typing.



4. Once you are finished and want to share the document (eg. with your teacher), click on the 'Share' button at the top right of the screen.



5. That brings you to the sharing window. Type in the email address of the person you wish to share with.



6. Now decide what level of access you want to share: Can the other person simply view, comment on, or fully edit your document. If returning to a teacher, select 'Can edit'

7. Finally, click on 'Send'

