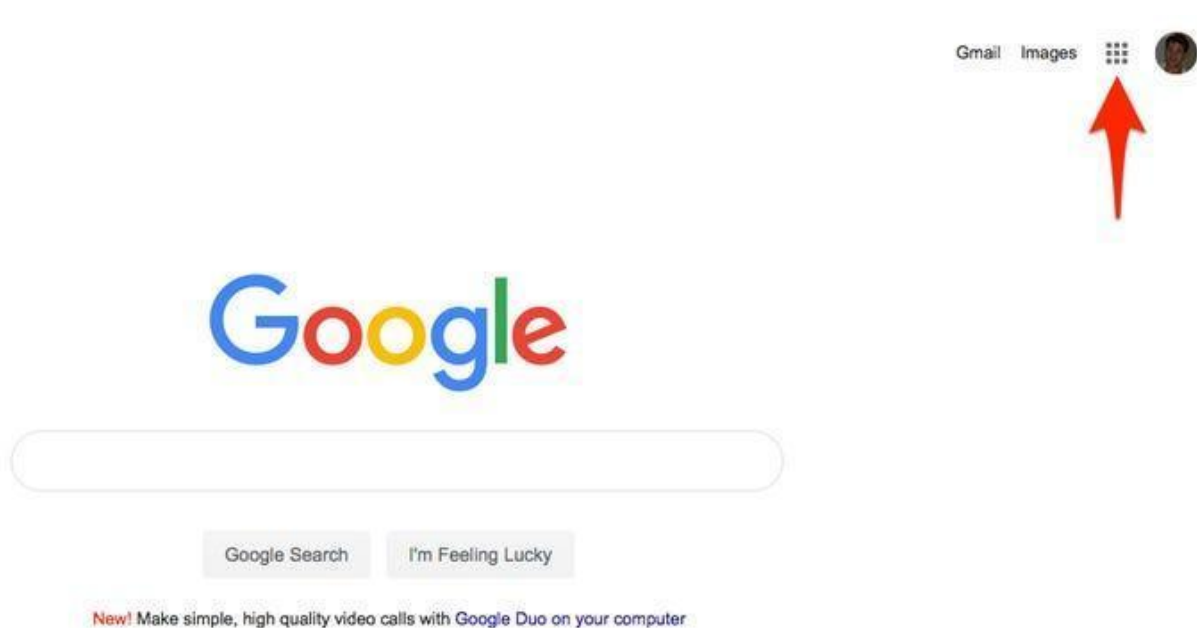


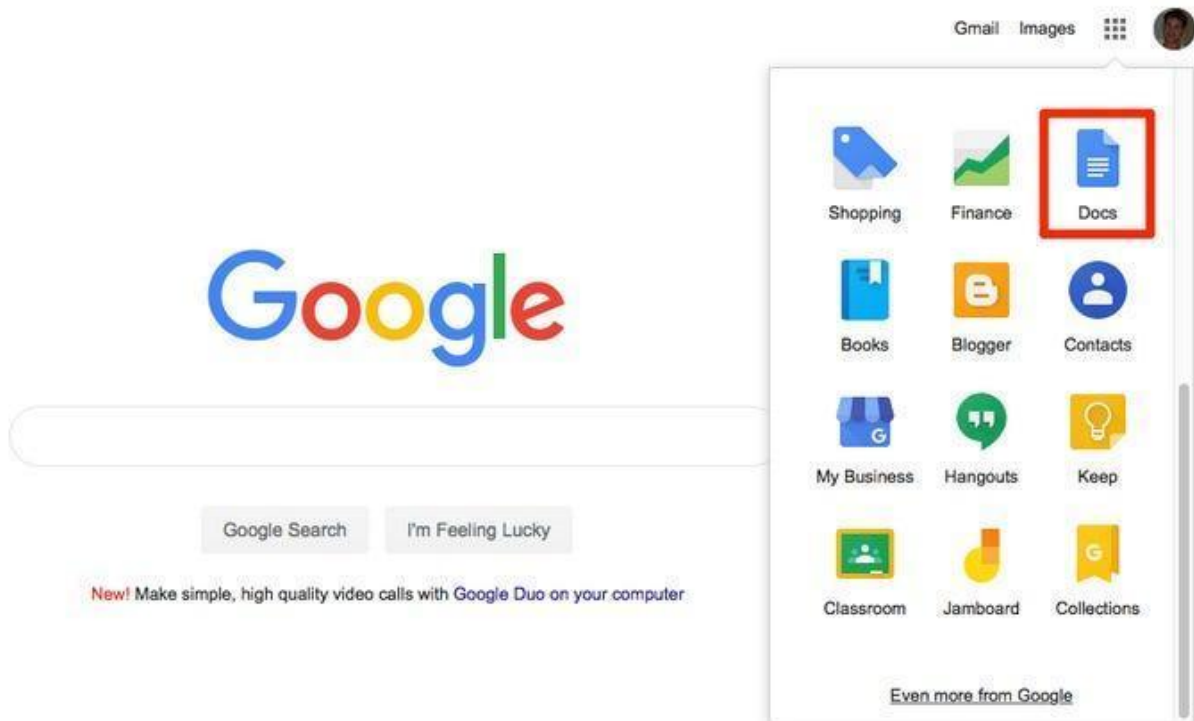
# How to create a Google Doc on your computer

1. Go to Google.com, your Gmail page, or your Google Drive and log into your account.
2. Click the Google Apps icon, which is the square formed by nine smaller dark gray squares at the top right of the screen.



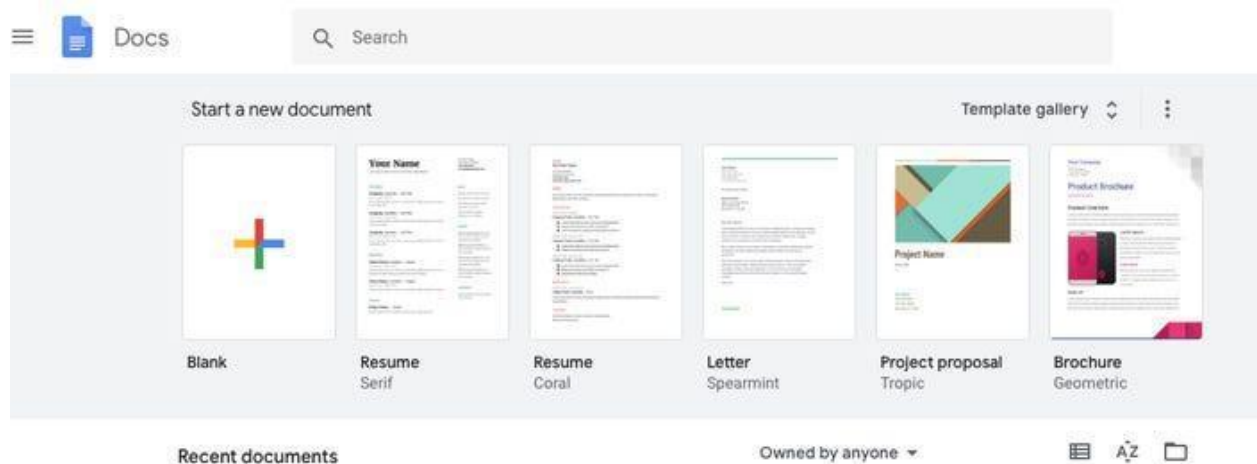
**Click the apps icon pictured here.**

3. Scroll down to the second group of apps icons and find the blue with white stripes "Docs" icon and click it.



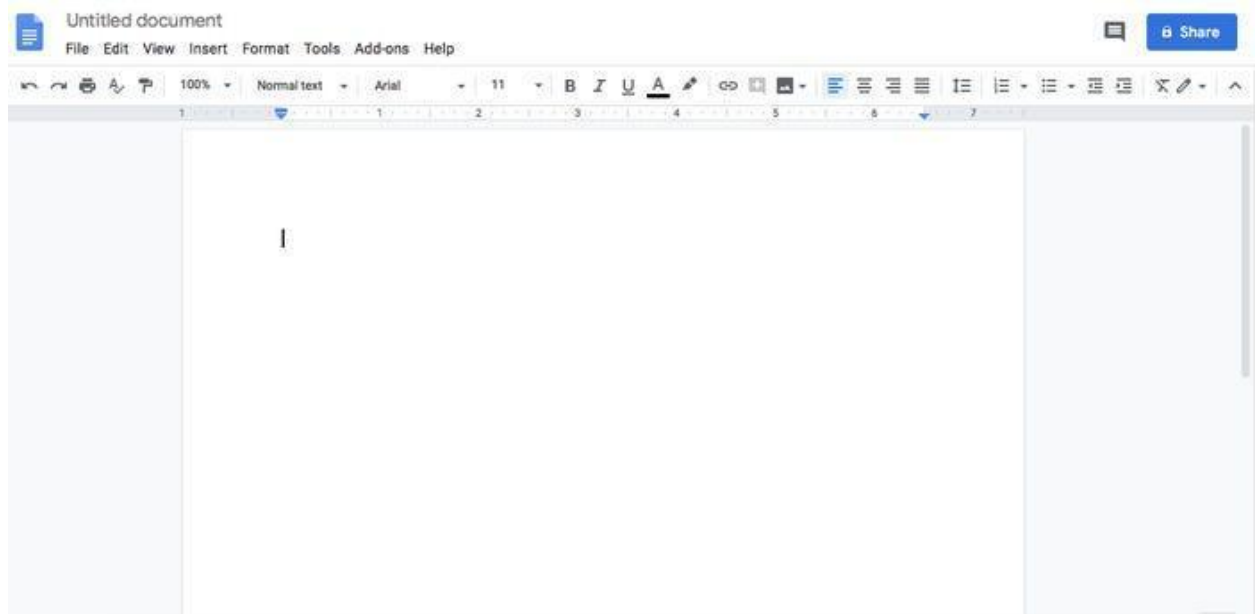
Click the "Docs" icon.

4. On the next page, choose the type of document you want to create, and note that most often, you will want to work with the first type, the "Blank" page with the multicolored plus symbol on it.



**Choose the template format for your doc.**

5. Click on the "Blank" doc and your new Google document opens up.





**A blank page awaits.**



Once you've created a Google Doc, the first thing you should do is name it by typing a new title into the bar at the top left that will auto fill with the words "Untitled Document." Once that's done, next share it if others are expecting you to do so.

# How to Share Files from Google Drive

## *Share with specific people via email*

1. Select the file you want to share.
2. Click Share or Share .
3. Under "Share with people and groups," enter the email address you want to share with.
4. To change what people can do to your doc, on the right, click the Down arrow  > Viewer, Commenter, or Editor.
5. Choose to notify people.
  - a. If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify people, each email address you enter will be included in the email.
  - b. If you don't want to notify people, uncheck the box.
6. Click Share or Send.

## *Share with specific people via a link (can be posted in a Zoom chat or in a Facebook group)*

1. Select the file you want to share.
2. Click Share or Share .
3. Under "Get Link," click "Copy Link"
4. Be aware - only the people you have given access to view the document will be able to view it.
5. To change what people can do to your doc, on the right, click the Down arrow  > Viewer, Commenter, or Editor.
6. Choose to notify people.
  - a. If you want to notify people that you shared a doc with them, check the box next to Notify people. If you notify

people, each email address you enter will be included in the email.

b. If you don't want to notify people, uncheck the box.

7. Click Share or Send.