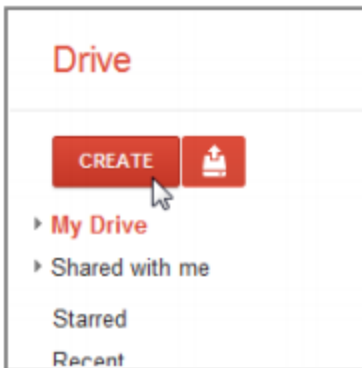


# Creating & Sharing Google Docs



## Introduction









*Before proceeding, you must have a Gmail account to utilize the features within this tutorial. For directions on setting up an account, please click [HERE](#)*

Google Drive gives you access to Google Docs - a suite of tools that allows you to create and edit a variety of different files, like Documents, Presentations, and Spreadsheets.

## Creating New Docs

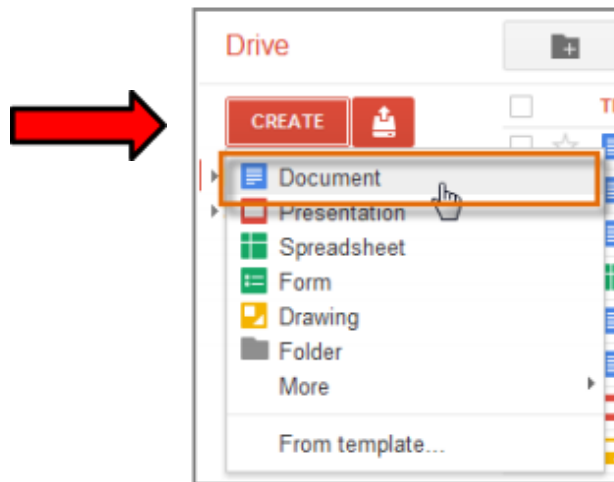
There are six types of docs that you can create:

-  **Documents** (like documents in Microsoft Word)
-  **Spreadsheets** (like worksheets in Microsoft Excel)
-  **Presentations** (like presentations in Microsoft PowerPoint)
-  **Forms**
-  **Drawings**
-  **Tables**

Although the types of docs are very different from one another, the process for creating and sharing docs is the same for all types.

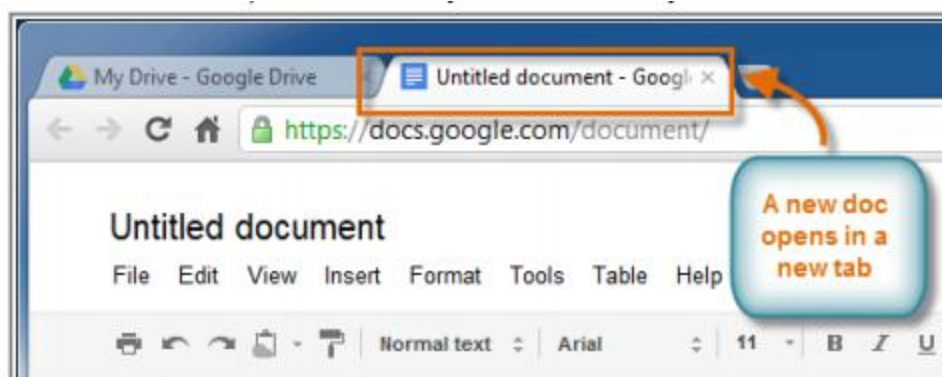
## To Create A New Doc:

- 1 Open your **Gmail account**. (If you do not have an account, please [click here](#) to learn how)
- 2 Click on **Drive** (top black toolbar).
- 3 Locate and click the **Create** button.
- 4 Select the type of **doc** you would like to create from the drop-down menu.



*Creating a new doc*

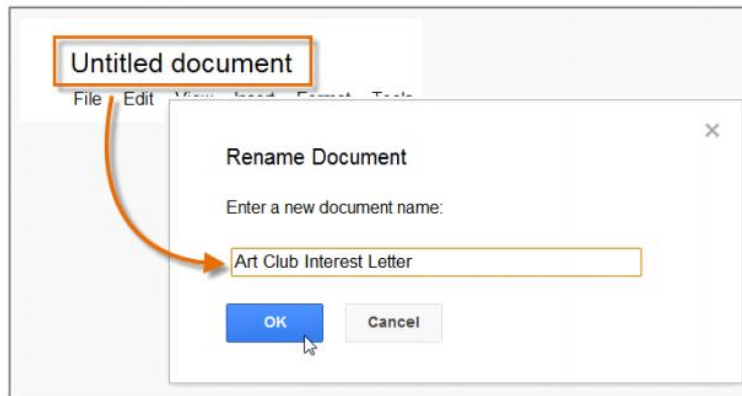
- 5 Your **new doc** will open automatically in a **new tab** on your browser.



*Viewing a new doc in a new browser tab*

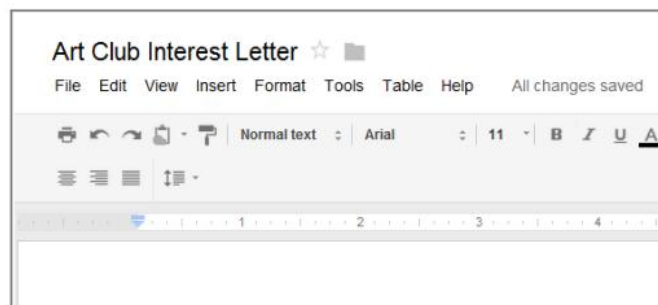
- 6 At the top of the page, locate and select **Untitled Document**. The **Rename Document** dialog box will appear.

- 7 Type a **name** for your doc, then click **OK**.



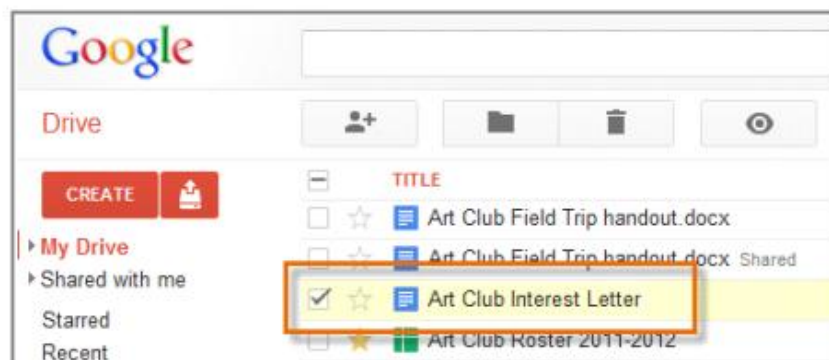
*Renaming a new doc*

- 8 Your doc will be **renamed**.



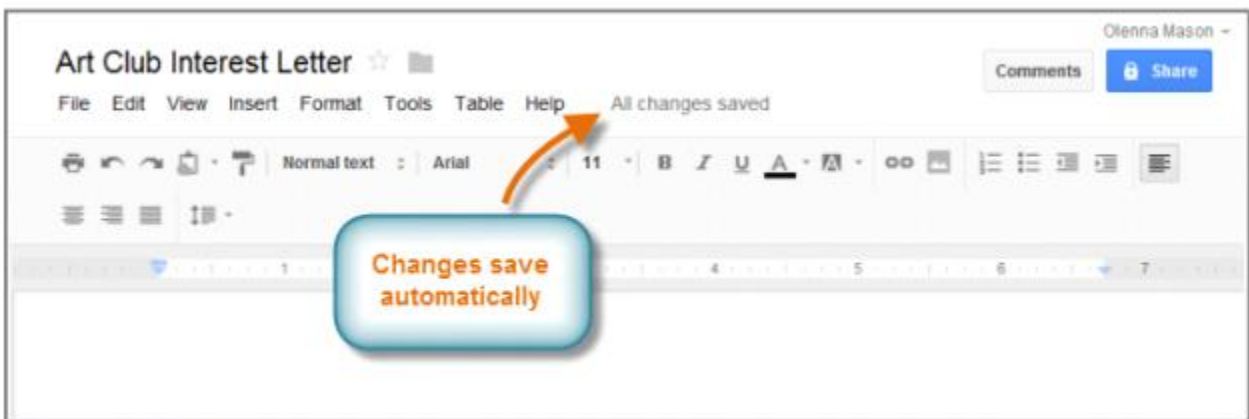
*Viewing a renamed doc*

- 9 If you accidentally close your doc or need to make revisions, you can access it again from your Google Drive, where it will be **saved automatically**.




*Viewing the newly created file in your Google Drive*

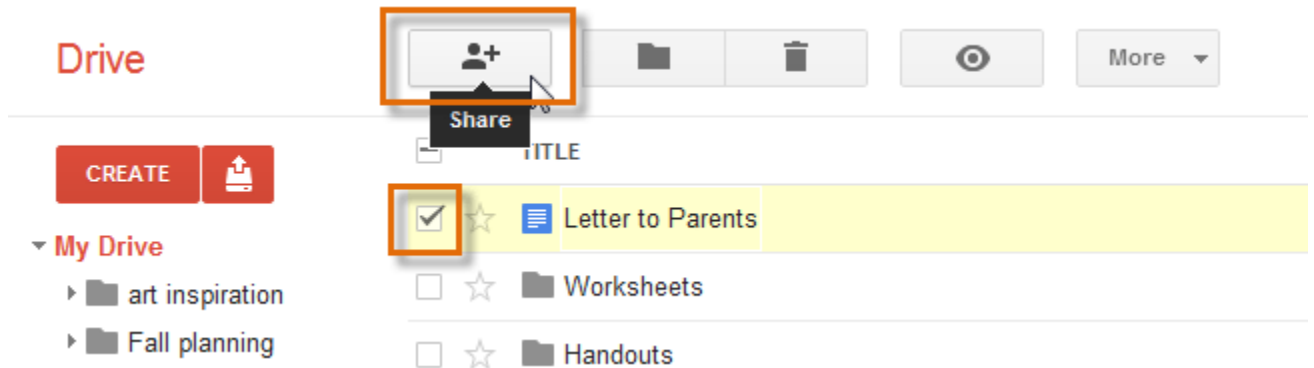
You may notice as you work that there is no save button. This is because Google Docs uses *auto-save*, which automatically and immediately saves your files as you edit them!



***The auto-save feature***

## To Share A New Doc:



1. Open your Gmail account and click on **Drive**.
2. Locate and select the **file** you wish to share.
3. The **file action buttons** will appear at the top of the page. Click the **Share**  button.

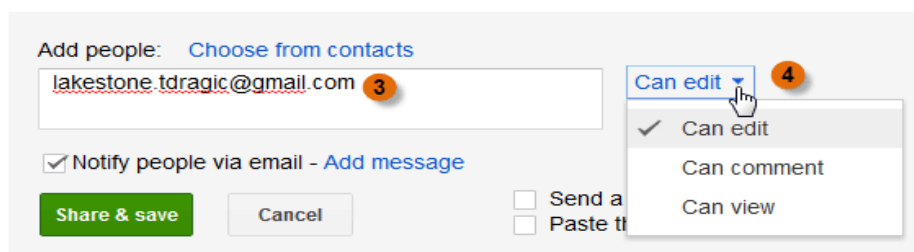


4. The **Sharing settings** dialog box will open. In the **Add people:** box, type the email addresses of the people you'd like to share the file with.
5. Click the drop-down arrow next to each person's name to decide whether they can **edit, comment** on, or just **view** the file. Remember, only files in **Google Docs format** can be edited online by different people.

### Sharing settings

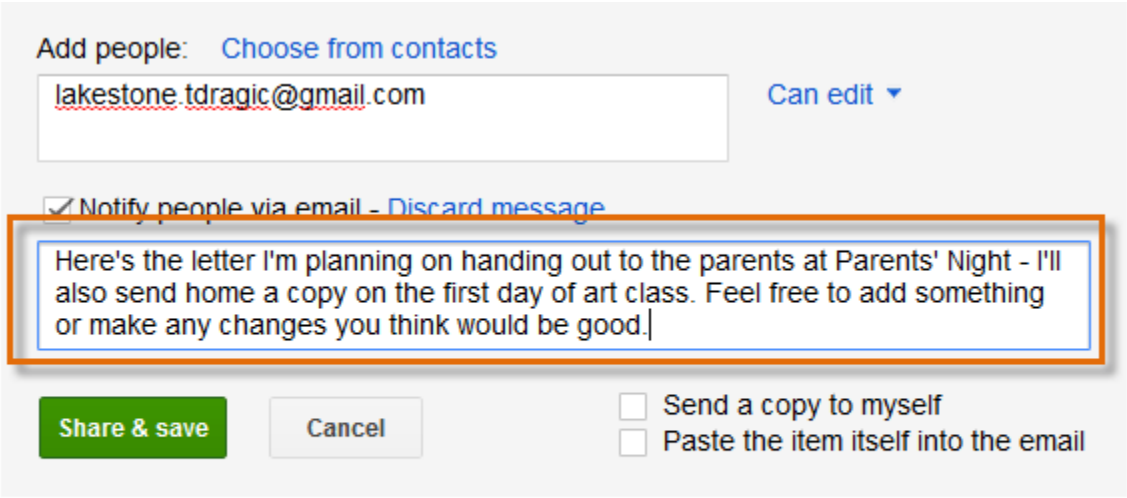
#### Who has access

|   |   |                           |
|---|---|---------------------------|
|  | Private - Only the people listed below can access | <a href="#">Change...</a> |
|  | Olenna Mason (you) lakestone.omason@g...          | Is owner                  |



Editors will be allowed to add people and change the permissions. [\[Change\]](#)

6. If you'd like, you can add a **message** that will be emailed to the people you share the file with. You might use this message to explain the file, or let them know why you're sharing it with them.



Add people: [Choose from contacts](#)

[Can edit](#) ▾

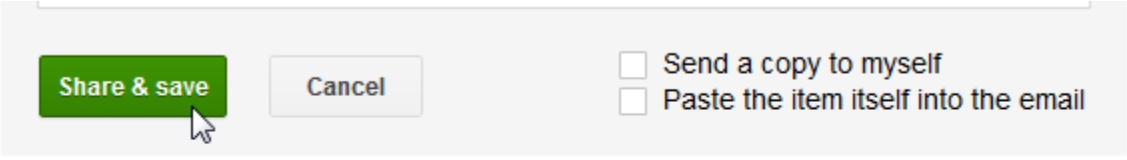
[Notify people via email](#) - [Discard message](#)

Here's the letter I'm planning on handing out to the parents at Parents' Night - I'll also send home a copy on the first day of art class. Feel free to add something or make any changes you think would be good.

[Share & save](#) [Cancel](#)  [Send a copy to myself](#)  
 [Paste the item itself into the email](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

7. Click **Share & save**. Your file will be shared.



[Share & save](#) [Cancel](#)  [Send a copy to myself](#)  
 [Paste the item itself into the email](#)

Only the owner can change the permissions. [\[Change\]](#)

Whenever you share a file, that file will be marked as **Shared** in your Google Drive.

The screenshot shows the Google Drive interface. At the top, the word "Drive" is displayed in red. To its right are several icons: a person with a plus sign, a folder, a trash can, an eye, and a "More" dropdown menu. Below this is a sidebar on the left with a "CREATE" button and an upload icon. Underneath, "My Drive" is expanded to show two folders: "art inspiration" and "Fall planning". The main area displays a list of items under the heading "TITLE". The first item is "Letter to Parents", which is highlighted in yellow and has a "Shared" label next to it, enclosed in a red box. Below it are two folders: "Worksheets" and "Handouts".

|   | TITLE                    |
|---|--------------------------|
| <input checked="" type="checkbox"/> ☆ [document icon] | Letter to Parents Shared |
| <input type="checkbox"/> ☆ [folder icon]              | Worksheets               |
| <input type="checkbox"/> ☆ [folder icon]              | Handouts                 |