# GOOGLE DOCS

Do you need to create and collaborate with others on a document, presentation, or spreadsheet? Do you need access from different computers in different locations? If so, an online office suite, such as Google Docs, might be just what you need.

Creating a Document   You must have a free Google account in order to start creating and sharing documents. To get started:

1 ● Go to www.google.com. If you are not currently signed in or you do not have a Google account, click the *Sign in* button and follow the appropriate instructions.

2 ● Once you are signed in, click *Drive* at the top of the page. If the Google Drive screen appears, click the *Get start*ed button to continue.

3 ● Click the *Create* button; then select *Document.*

4 ● Start typing in the blank document. You will notice many familiar buttons in the toolbar above the document area.

5 ● Click the *Untitled document* area at the top left, and you will be prompted to enter a name for the document.

6 ● Close the browser tab (or window) in order to close the document.

You may have noticed that there is no save option. This is because your document is automatically being saved as you work on it.
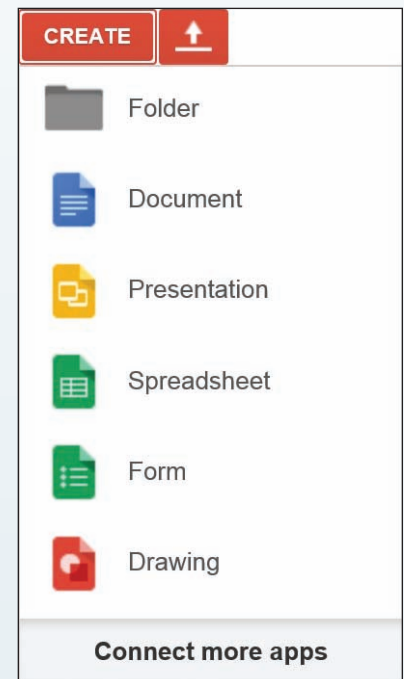
Sharing a Document   Any document that you create can be shared with one or more individuals. Those individuals can be granted read-only access, or they could be allowed to edit the document, even at the same time that you are working on it. To share a document:

1 ● With the document open, click the *Share* button at the top right.

2 ● Type in the e-mail addresses of those with whom you wish to share the document.

3 ● To the right of this text box, select the permission these individuals will have for the document.

4 ● Click the *Done* button to finish.

The web is continually changing, and some of the specifics presented in this Making IT Work for You may have changed.

To learn about other ways to make information technology work for you, visit our website at www.mhhe.com/ce2015 and select Student Edition and then Making IT Work.