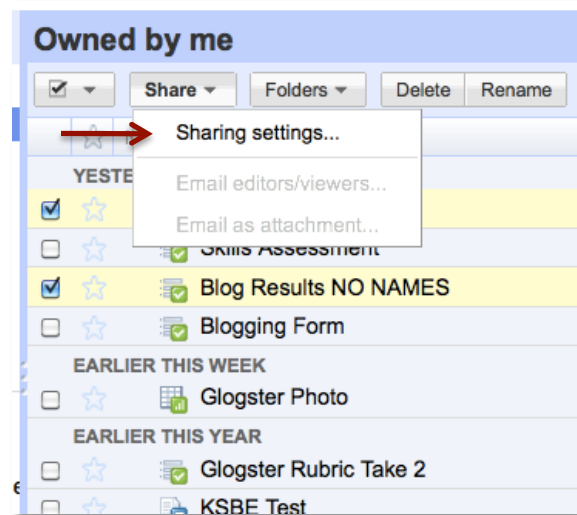


## Share a document

From your Google Docs Home Page:

1. Click on the box next to the document(s) you want to share
2. Click on **Share > Share Settings**
3. Click in the box under **Add People** and type in the Google Docs user name of the person you want to share with.  
Note: See the next section for examples of how to share to a group.



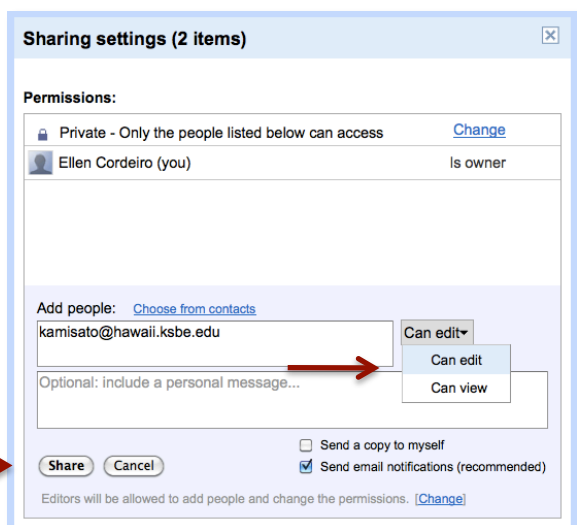
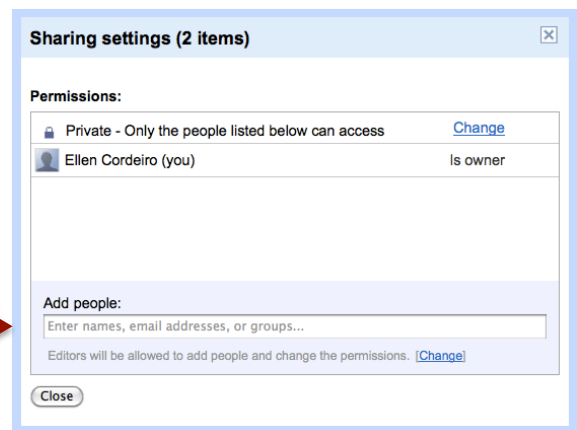
4. Select the **Can Edit** drop down and choose the sharing settings:

**Can Edit** – the person you share the document will be able to make changes to the document.

**Can View** – The person you share the document with will only be able to view the document and NOT make changes.

5. Select **Share**

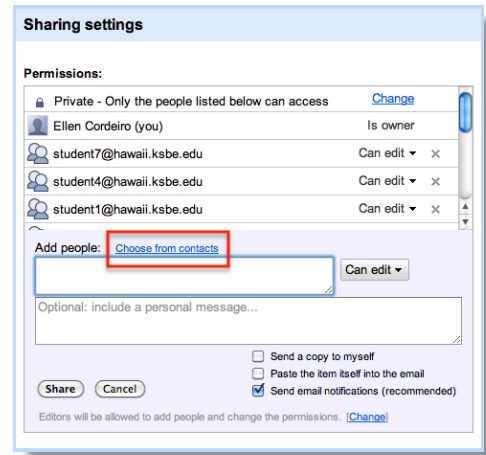
**Note:** You can also share your document right in your document by following the same steps listed above.



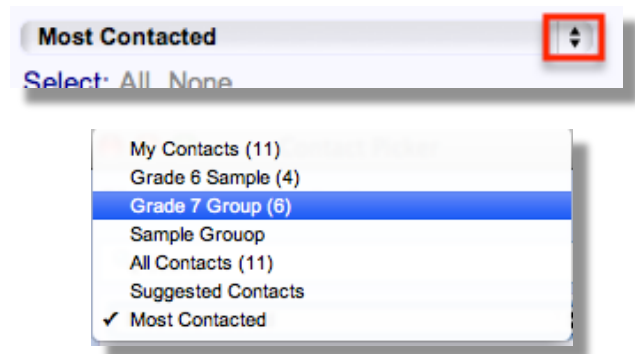
## Share to a Group

Follow steps 1-3 on the previous page

1. After you click on **Add People**, click on the **choose from contacts** link

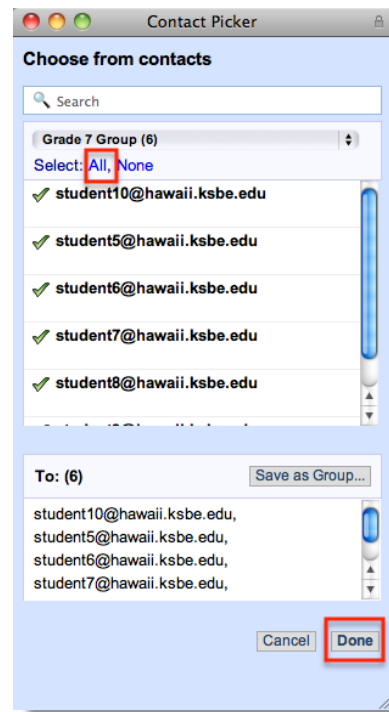


2. Click on the drop down next to Most Contacted, and select the group you want to share your document with.



3. Click on **All > Done**

4. Click **Share**



4.