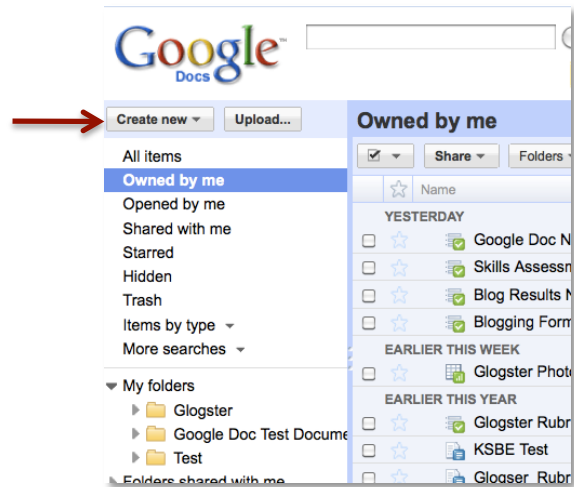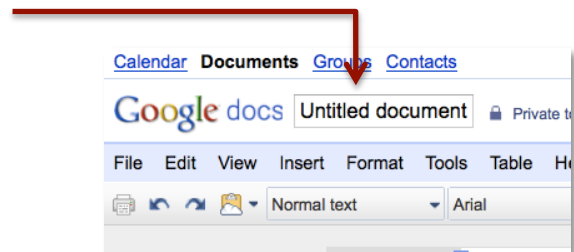# Google Doc Basics

Create a new document

1. Select **Create new** in the menu bar and choose the type of document you would like to create.

2. Rename your document by selecting **"Untitled document"**, type in your documents name and click **OK.**
   Note: Your teacher will give you instructions how she wants you to name your document.
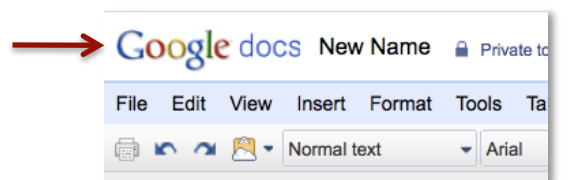
3. Your document will save automatically every couple of seconds, but you can also click on the **Save now** button.
   *Note: The button may be gray and say **Saved**. If so, the most recent changes to your document have already been saved.*
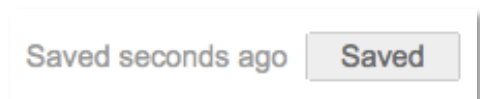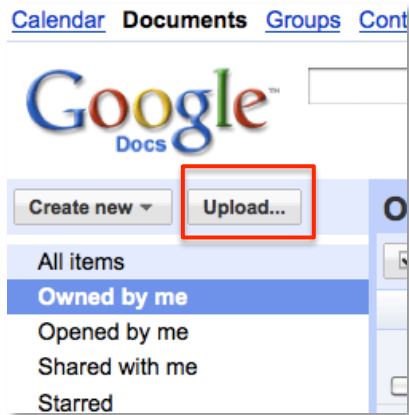
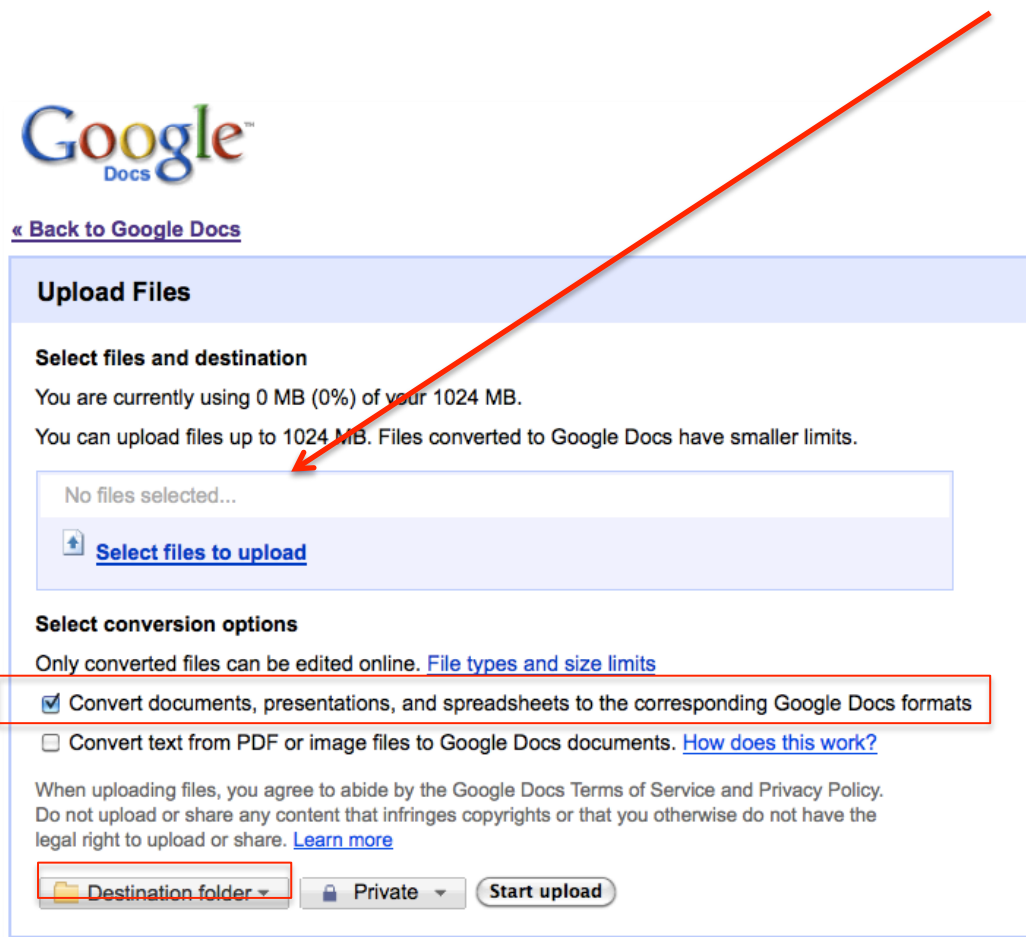4. To get back to your Google Docs home page, select **Google Docs.**

Upload a document

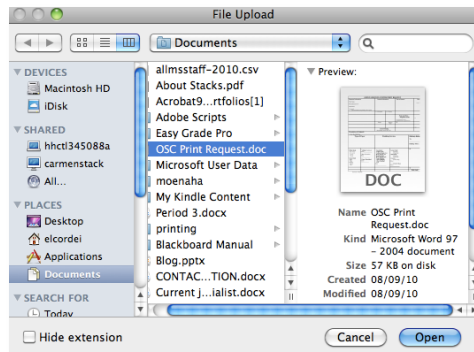1. Select **Upload**

2. Before you select the files you want to upload, make sure the box next to, "Convert documents, presentations…" is selected. Notice you can also choose the folder destination for your document. Click on, **Select files to upload.**
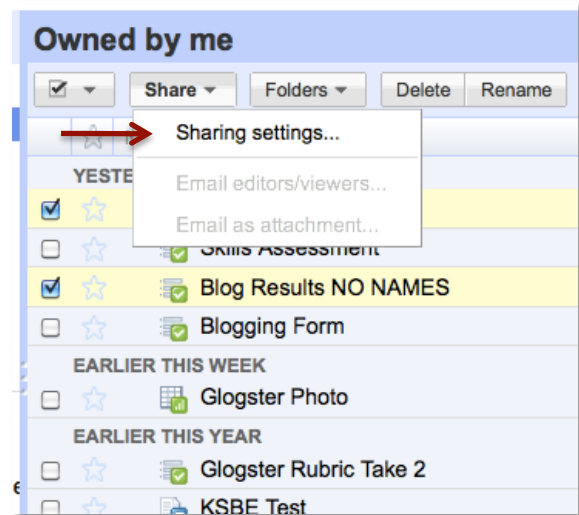
1. Select the document and click **Open**

2. Click **Start upload**

3. Select **Back to Google Docs** to get back to your Google Docs home page to see your uploaded document or to make changes to your document.

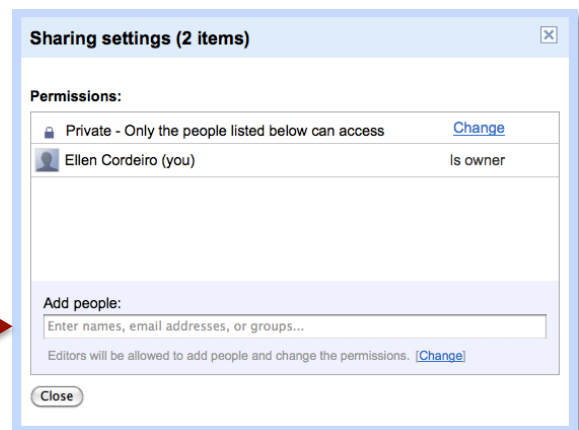4. To rename your document, follow steps 3-4 in the previous section.

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.
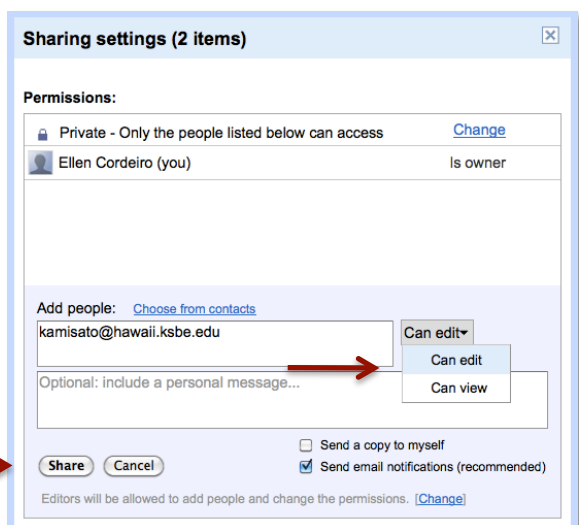   Note: See user name section

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.