

# How to create & share a Google Doc

Liz Ramos

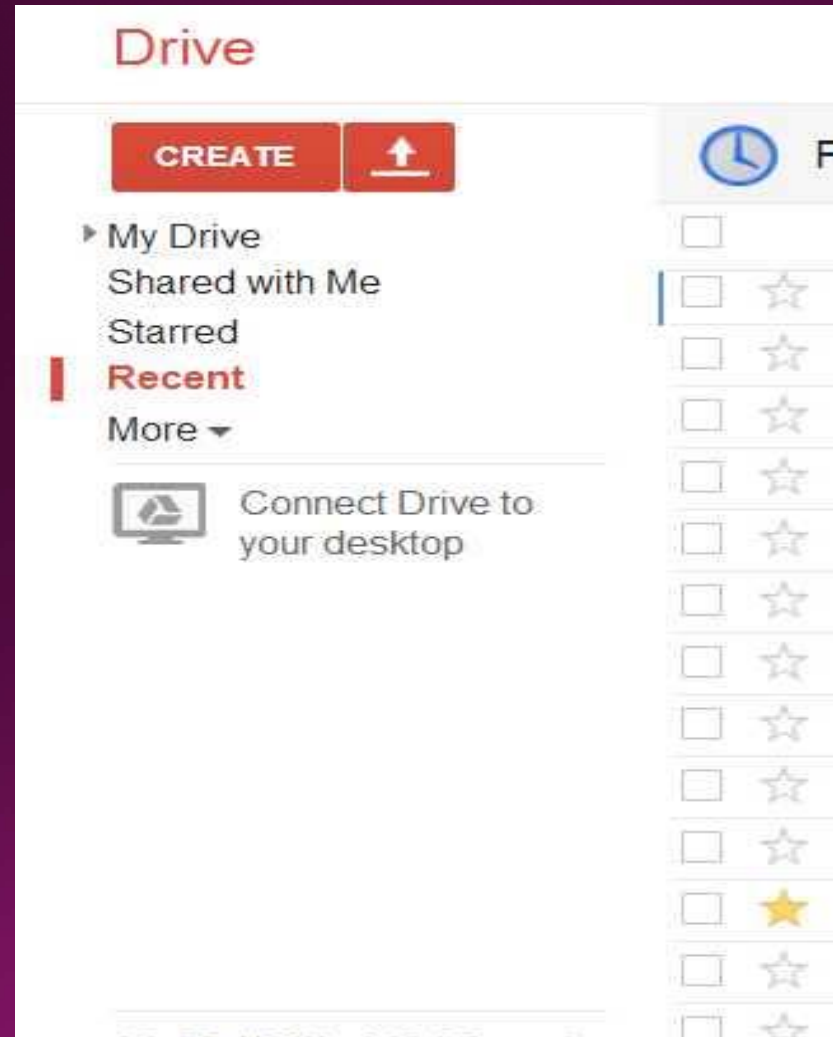
Alta Loma High School

# Create a gmail/Drive account

- Go to gmail.com and create a gmail account. With your gmail account, you will also have a Drive account. When in gmail, click on Drive in the black/dark grey tool bar at the top. If using Google Chrome internet browser, click on Drive icon to go directly to Drive.

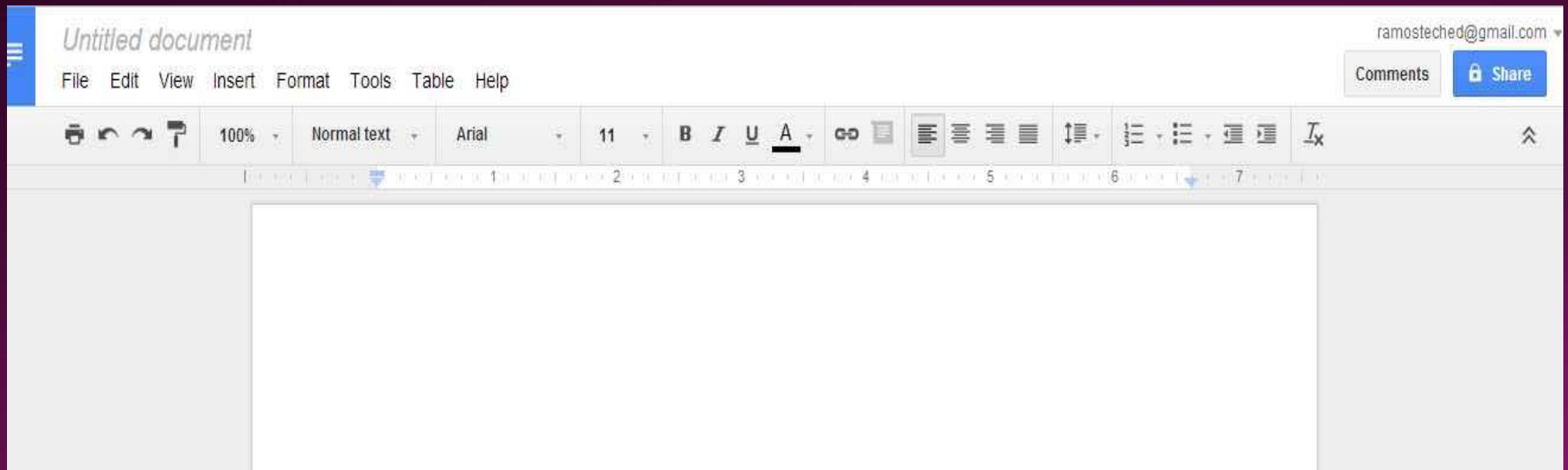
# Create

Select CREATE to create a document (WORD doc), Presentation (PPT), Spreadsheet (Excel), folder, form, or drawing.



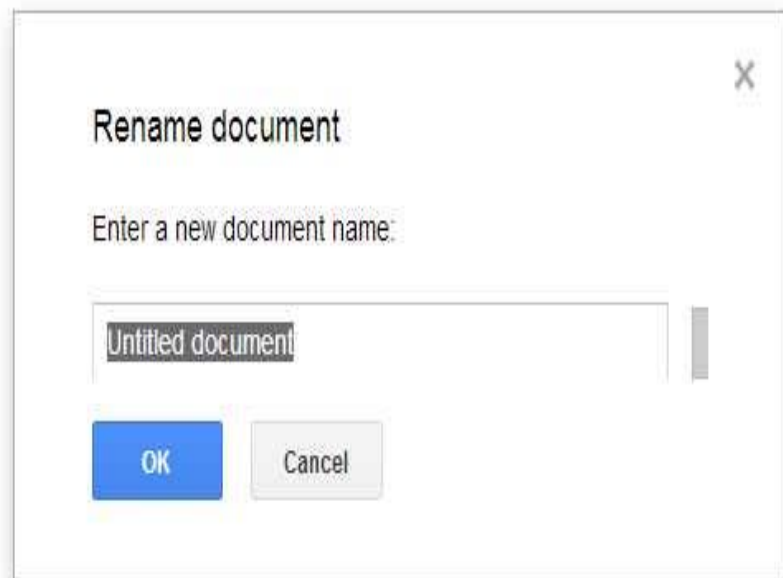
# Create a Document

This document will operate similar to a WORD doc. One HUGE difference, it saves AUTOMATICALLY!!!



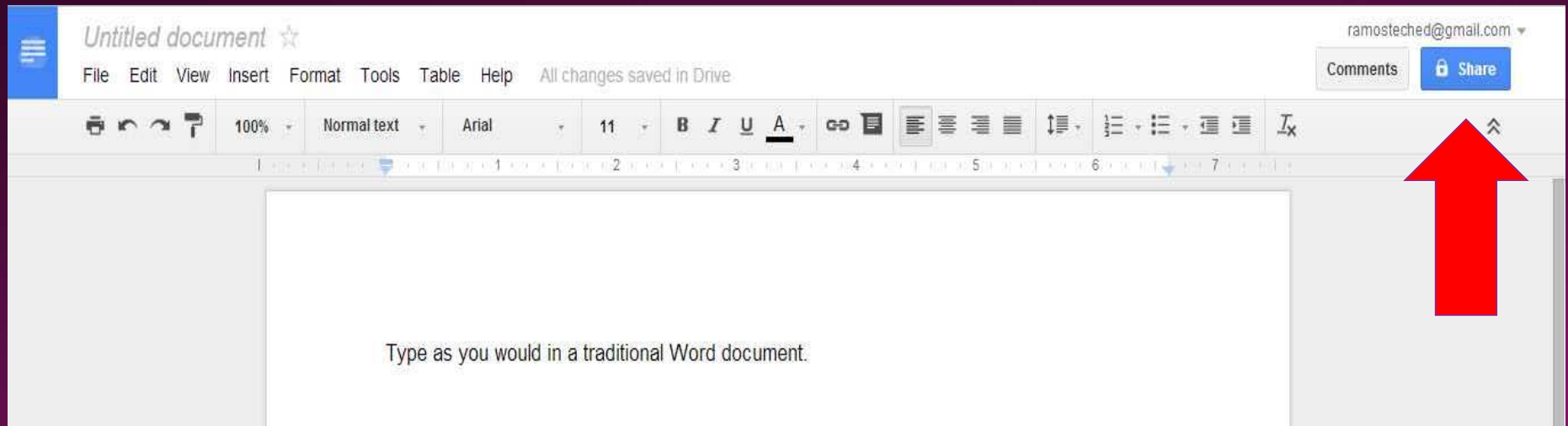
# Name/Rename Document

Name your document. Click in title to rename document as well.



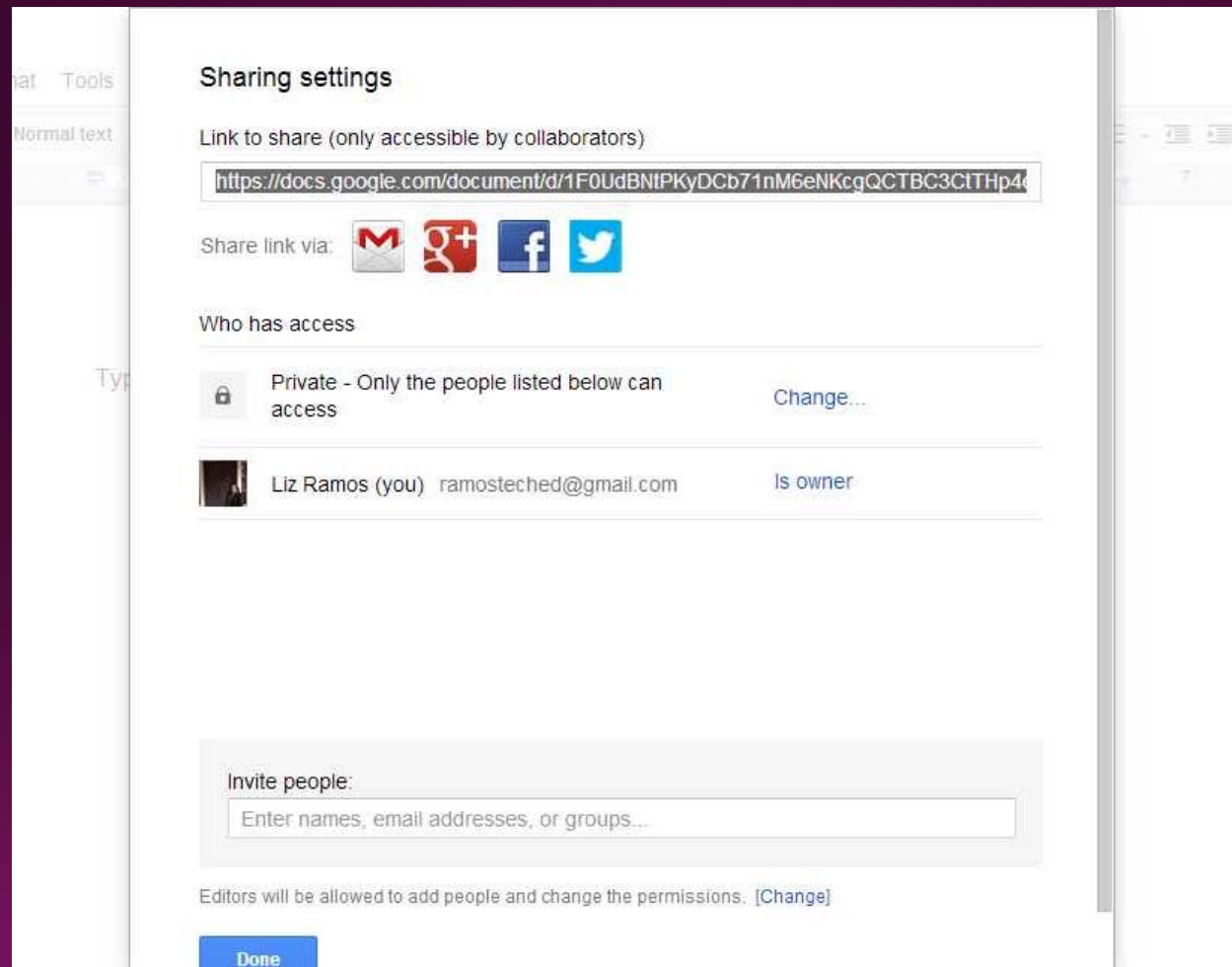
# Type

Type as you would in a WORD doc. Many of the same functions and more are available. You do not need to save, Google Docs saves AUTOMATICALLY for you!!! When you need to share/invite other users, select the blue SHARE button.



# Share

To share the document, select the blue SHARE button on the upper right screen and the following screen will appear to adjust settings.









# Share Settings

Google Docs defaults to Private. If you wish to share your document select Anyone with the link. Select the Save button when complete.

## Sharing settings

Visibility options:

- ☐  **Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
- ☐  **Anyone with the link**   
Anyone who has the link can access. No sign-in required.
- ☒  **Private**  
Only people explicitly granted permission can access. Sign-in required.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

SaveCancel[Learn more about visibility](#)






# View, Comment, Edit Options

Select Can View if you only want people to be able to see the document, Edit if other people may edit the document, or Comment if you want people to be able to comment on the document. Select Save after changing.

### Sharing settings

Visibility options:

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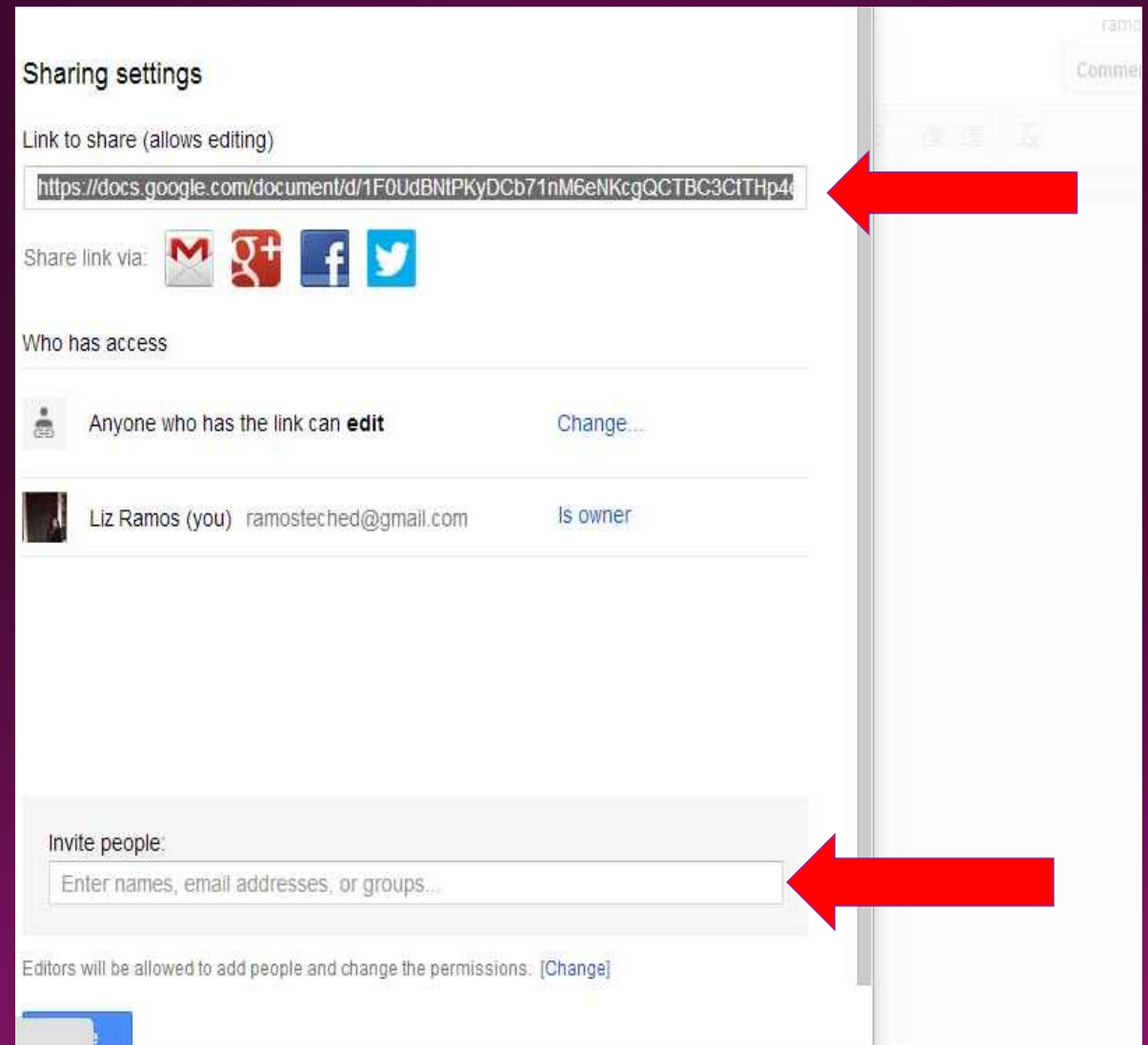
Access: Anyone (no sign-in required) **Can view** ▼

Note: Items with any visibility option can still be published to the web. [Learn more](#)

SaveCancel[Learn more about visibility](#)

# Share Link or Invite

Copy the link to share or invite people by typing in their email in the Invite People box on the bottom of the window and then click DONE.







The screenshot shows the 'Sharing settings' panel for a Google Document. At the top, the title 'Sharing settings' is followed by the label 'Link to share (allows editing)'. Below this is a text box containing the document's URL: `https://docs.google.com/document/d/1F0UdBNtPKyDCb71nM6eNKcgQCTBC3CtTHp4t`. A red arrow points to this text box. Below the link, the 'Share link via:' section shows icons for email, Google+, Facebook, and Twitter. The 'Who has access' section lists two users: 'Anyone who has the link can edit' with a 'Change...' link, and 'Liz Ramos (you) ramosteched@gmail.com' who is the 'Is owner'. At the bottom, the 'Invite people:' section has a text input field with the placeholder 'Enter names, email addresses, or groups...'. A second red arrow points to this input field. Below the input field, a note states 'Editors will be allowed to add people and change the permissions: [Change]'.



Sharing settings

Link to share (allows editing)

`https://docs.google.com/document/d/1F0UdBNtPKyDCb71nM6eNKcgQCTBC3CtTHp4t`

Share link via:    

Who has access

	Anyone who has the link can <b>edit</b>	<a href="#">Change...</a>
	Liz Ramos (you) ramosteched@gmail.com	Is owner

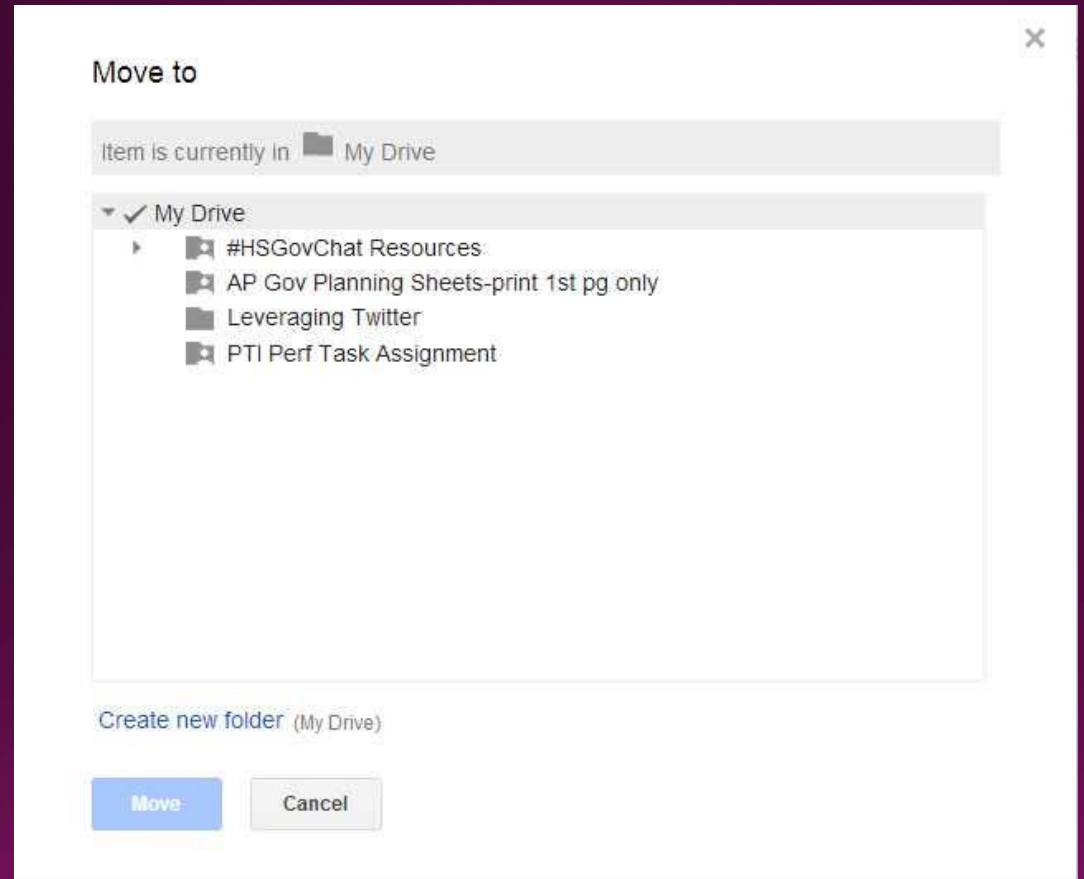
Invite people:

Enter names, email addresses, or groups...

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

# File to Folder

If in Drive home when create docs, will be in general Drive. If you are in a Folder when you create a doc, it will be housed in there until you move it. To move a file into a folder, hover over File in toolbar and select Move to Folder. Next, select the folder to move into or create a new folder. The folder a document is housed in will appear next to the document title in grey-scale next to the file name in Drive home.



# Drive

## Organization

Use Drive home panel to find docs. All housed in My Drive, Shared with Me to find docs shared with you, Starred to find starred files, and Recent will show you the files you most recently opened.

