Sharing Documents in Google Docs

# Creating the Document

1. Login to your Google account
2. Click DOCUMENTS (above the Liberty logo) Click the Create New button and select document. If the button does not work, refresh the page.
3. In the new document, click on UNTITLED DOCUMENT. Give it a name.
4. Type in the document. Google will save automatically.

# Sharing Documents

1. Click the Share icon in the upper right corner.
2. Type in the names or email addresses in the Add People box. Click done.

Documents will be listed on the Documents tab in your G-mail.