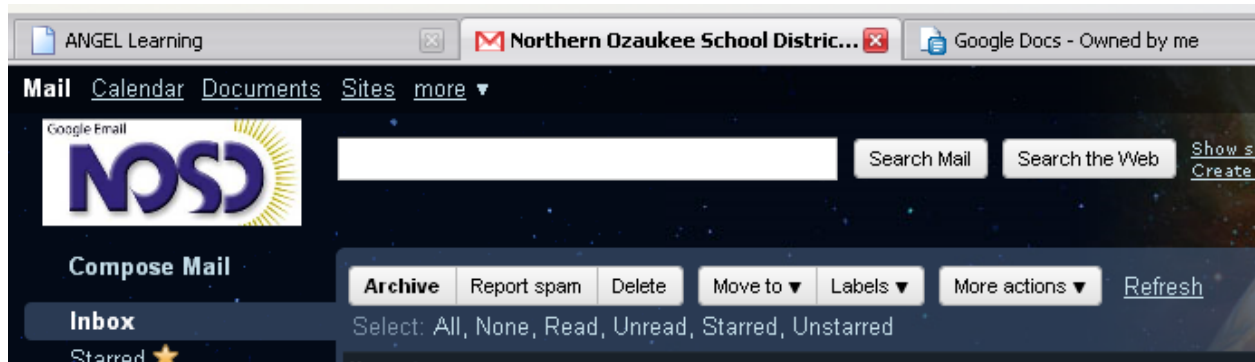


# Using Google Documents

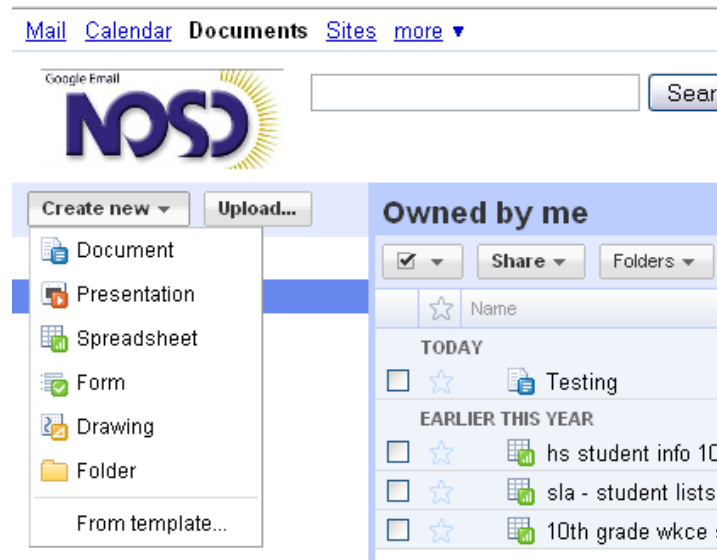
## 1. Step 1 – Getting to Google Docs

- a. Open: <https://mail.google.com/a/nosd.edu>
  - i. Sign in with your family NOSD email
  - ii. At the upper left of the page, click “Documents”



## 2. Step 2 – Create a Google Doc

- a. On the upper left, click “Create New”
  - i. Then Select Document
  - ii. Note: you can also create PowerPoints & Spreadsheets
- b. You can also upload a file created offline in Microsoft Office or Open Office
  - i. Just select the “Upload” button.



## 3. Step 3 – Setting up the document

- a. Give your document a title – upper left
  - i. Replace “Untitled document”, with the new name
  - ii. This document works just like Word or Open Office
- b. Always Save – upper right



Normal text



Arial



11 pt



**B**

#### 4. Step 4 – Sharing

- a. Save your document – upper right
- b. Share - Choose “Sharing Settings”
  - i. Add user: ex. [econn@nosd.edu](mailto:econn@nosd.edu) (or any other teacher)
  - ii. Make sure the person “Can Edit”
- c. **Unselect** “Send email notification”
- d. Click “Share”

### Sharing settings

**Permissions:**

 Private - Only the people listed below can access	<a href="#">Change</a>
 Eric Conn (you)	Is owner

Add people: [Choose from contacts](#)

Can edit ▼

Notification messages will not be sent, but you will be able to send the link yourself to any of the people that you add.

Share

Cancel

☐ Send email notifications (recommended)

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

## 5. Step 5 – Submit the File

- a. Make sure to Save
- b. Copy the link in the browser
- c. Paste into the dropbox

