# **Using Google Documents**

#### 1. Step 1 – Getting to Google Docs

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

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#### 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

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### 4. Step 4 – Sharing

- a. Save your document upper right
- b. Share Choose "Sharing Settings"
  - i. Add user: ex. <u>econn@nosd.edu</u> (or any other teacher)
  - ii. Make sure the person "Can Edit"
- c. Unselect "Send email notification"
- d. Click "Share"

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Permissions:						
Private - Only the people listed below can access Change						
👤 Eric Conn (you) Is owner						
Add people: <u>Choose from contacts</u> "Eric Conn" <econn@nosd.edu>, Can edit ▼</econn@nosd.edu>						
"Eric Conn" <econn@nosd.edu>,</econn@nosd.edu>	Can edit ▼					
"Eric Conn" <econn@nosd.edu>, Notification messages will not be sent, but you will be a yourself to any of the people that you add.</econn@nosd.edu>	Can edit ▼ ble to send the link					

## 5. Step 5 – Submit the File

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

🥹 Test 2 - Google Docs - Mozilla Firefox						
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