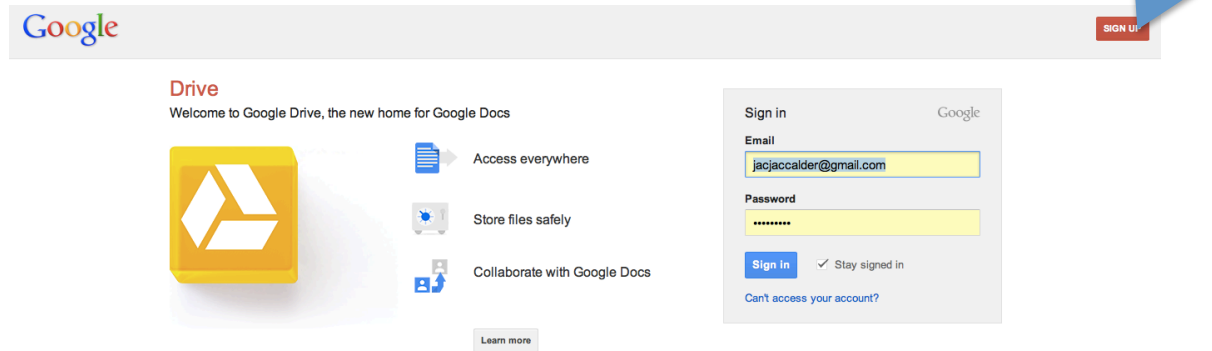


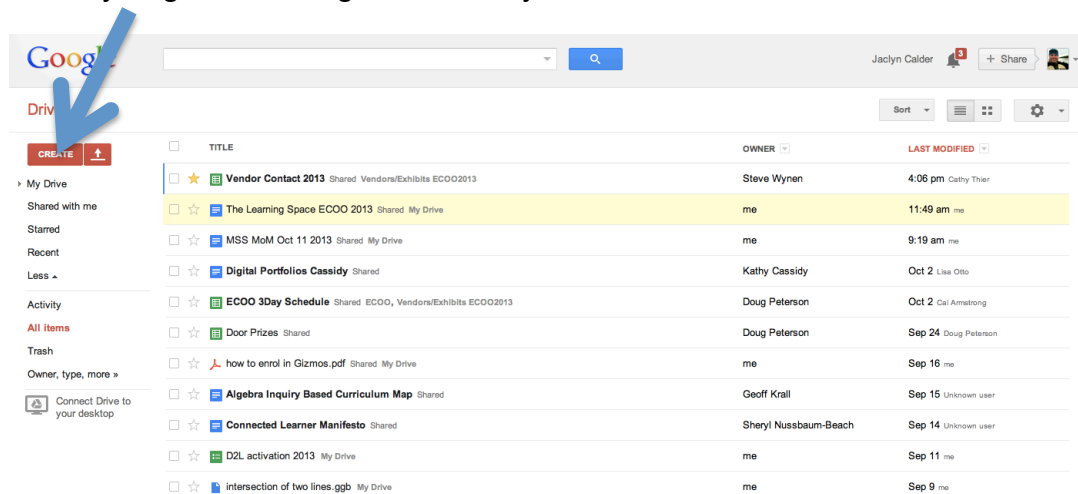
# How to Use Google Drive

<http://drive.google.com>

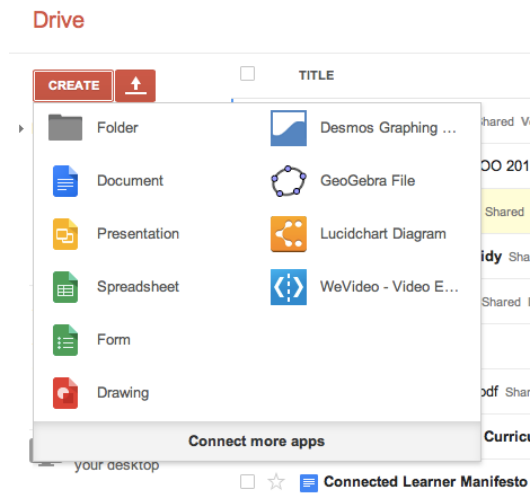
Create an account and sign in



When you get into Google Drive, all your files are listed. Click on create.

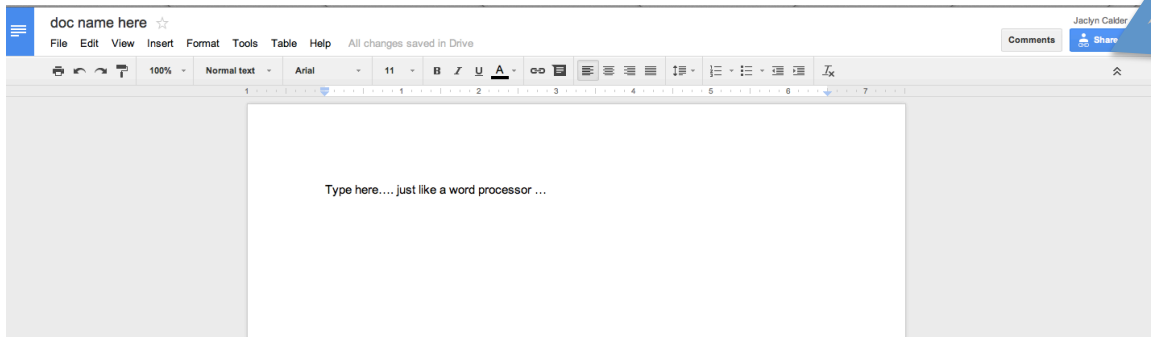


Choose your type of file. Choose Document for this example. Note: Add file types through "connect more apps"

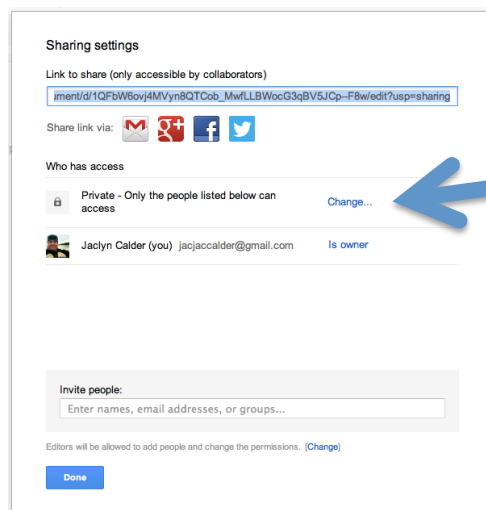


Once in the document, type like a regular word processor. Editing buttons are along the top.

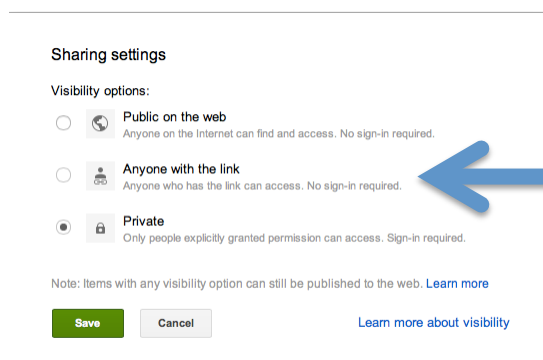
To share the document and collaborate with others. Click on SHARE at top right.



Once the sharing settings open up, click on CHANGE to share the document.






Now you can choose between making the page public on the web for anyone to google and find, or just accessible by anyone with the link. I usually make my documents accessible by anyone with the link. The links are long and complicated and no one will guess them, so only those people I share with will access my document. Select “anyone with the link”.



Once you select “anyone with the link”, you then have the option of setting it so that folks can only see the document, can comment or to edit the document. If you want them to collaborate and change the document, be sure to select “can edit”.

#### 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 the document.
- ☐  **Private**  
Only people explicitly granted permission can access the document.

- Can edit
- ✓ Can comment
- Can view

Access: Anyone (no sign-in required)

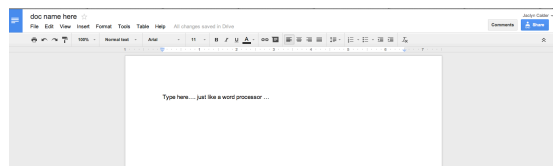
Can comment

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

**Save** Cancel

[Learn more about visibility](#)

Once you are done save and you will return to your document. It automatically saves.



When you close the document it will automatically show up in your google drive.

