- 1. Go to <u>Google Docs</u>. Google Docs lets you write Word documents through an online web service.
- 2. Start writing.
- 3. Publish the Word document.
- 4. What's the URL of your document.
- 5. Add the Google Docs to your personal portal. At the portal page, you should be able to see the active documents.
- 6. Save your document as .doc and .pdf, the two common formats for documents. 有沒有那麼複雜阿 以上