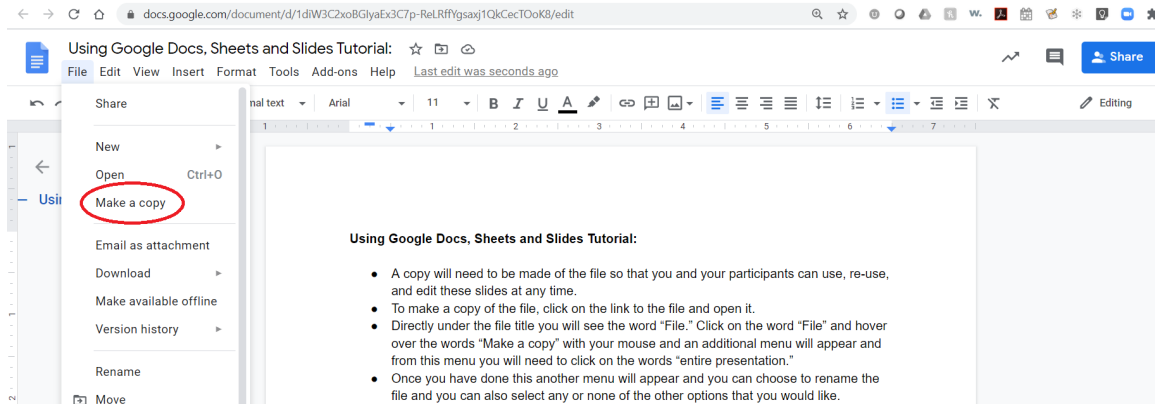
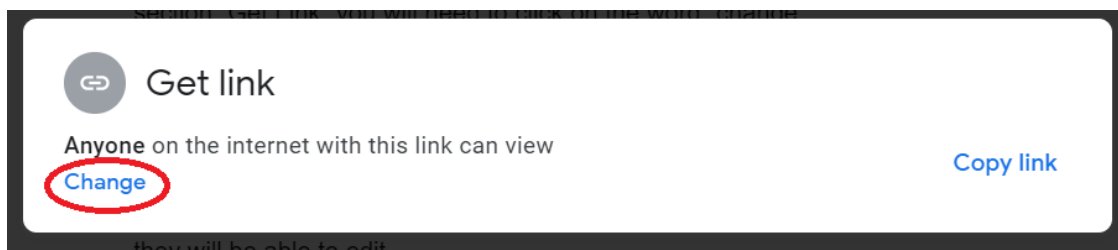


Using Google Docs, Sheets and Slides Tutorial:

- A copy will need to be made of the file so that you and your participants can use, re-use, and edit these Google Docs, Sheets or Slides at any time.
- To make a copy of the file, click on the link to the file and open it.
- Directly under the file title you will see the word “File.” Click on the word “File” and hover over the words “Make a copy” with your mouse and select. Depending on the file type it may ask you if you want to copy the entire file or where you might want to save the copy of the file.



- Once you have your copy of the Google Doc, Sheet or Slides you can make any edits or additions you would like and then you're ready to share with your participants.
- In order to share with participants, you will need to click on the button in the right hand corner of the screen that says “Share.”
- Once you click that, a menu will appear with several options. Under the section “Get Link” you will need to click on the word “change.”



- After you have selected “change” a small arrow pointing down will appear and you will click that arrow and choose the words “anyone with the link.”
- After you choose that another small arrow pointing down will appear to the right next to the words “viewer” and you will need to click that arrow and choose the “editor” option if you want all the participants to work on the same file. If you want each participant to download their own copy, keep the settings to “Anyone with the link can view.”
- After you have done that you will see the words “copy link” above that - click “copy link” and now you can paste the link where you need in order to share with participants and they will be able to make a copy of the file or edit it, depending on which fits your needs.