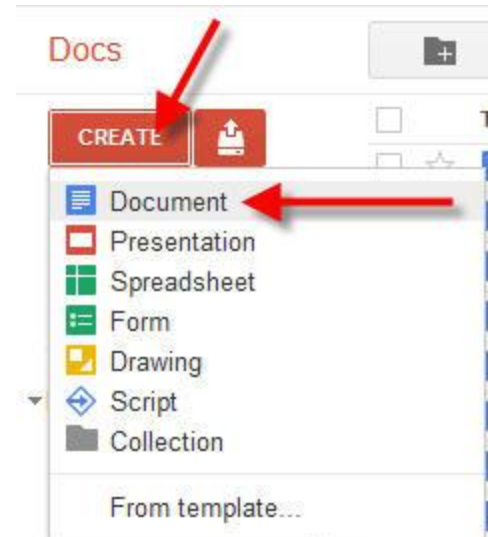


How to Create and Share a Document - With One Or Several Individuals

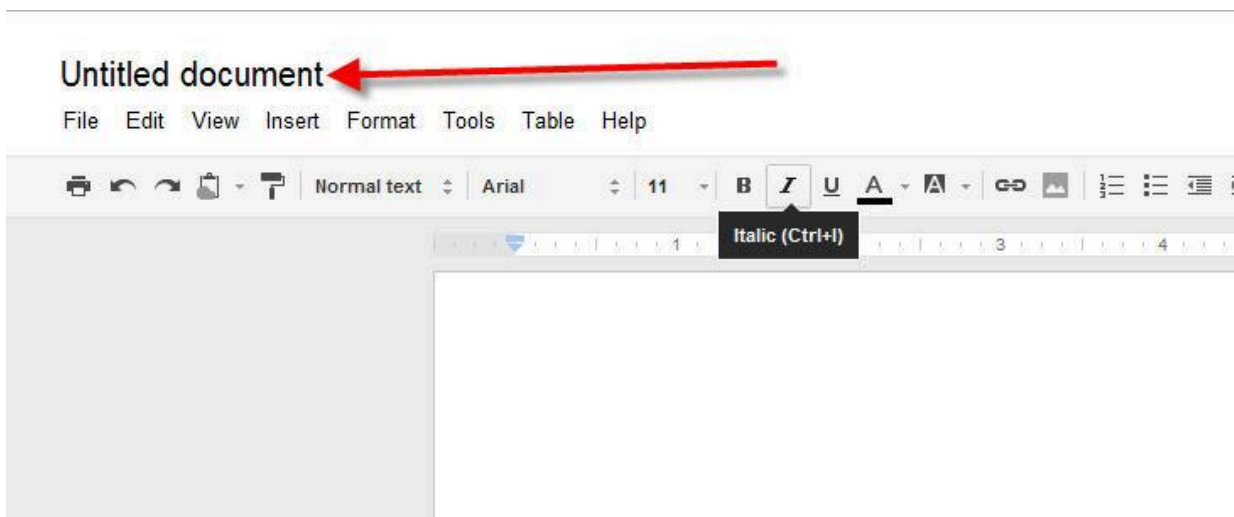
2013 Dana Levesque

Login to your Google Account

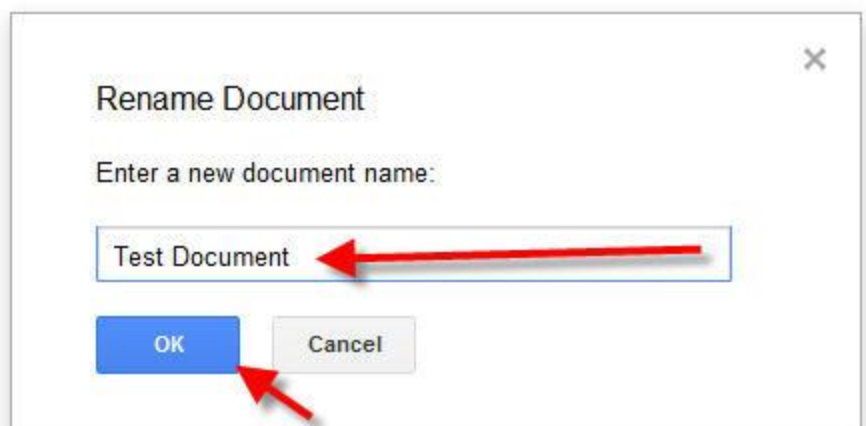
Open up Drive (was called Documents)
Click **Create > Document**



Title your document by clicking the words **Untitled document**



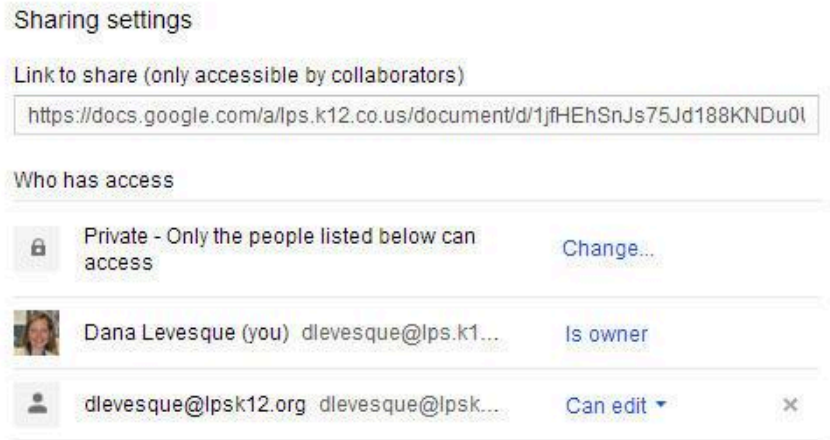
Type the name of the Document
I called mine Test Document
Click **OK**



Click **Share** (blue button in the top right corner)



A window appears



Click in the box **Add people**

Type the name of the individual you want to share with. You can add a single person, a mailing list, or choose from contacts.

Their name will appear in a list below if it is another student.

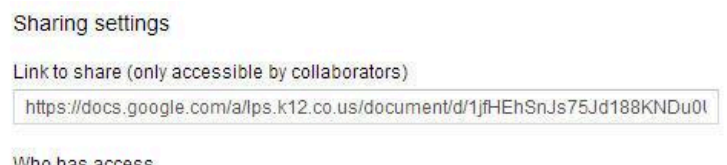
Click their name



Editors will be allowed to add people and change the permissions. [Change]

If you are sharing with your teacher you **MUST** type their entire email address.

 @lps.k12.co.us



Their name will now be listed along with their email address in the Add people box

Next to their name you have choices of what kind of access you want to give this person.

Edit: You allow others to see your document, give feedback AND change the document.

Can Comment: You allow others to enter feedback on your document without being able to change the document.

Can View: You allow others to ONLY see your document but not give feedback or the ability to change the document itself.

If you are sharing with your teacher you will probably give them **EDIT** rights

When you are sharing with your teacher
UNCHECK the **Notify people via email**

If your teacher has asked you to share a document you don't need to send an email reminder

If you are sharing with someone that does not know the document is coming then leaving this checked is appropriate.

Share & Save

This window appears when you uncheck the box to send an email notification. This is fine.

Click OK

The image shows a screenshot of the Google Docs sharing interface. At the top, the 'Sharing settings' window is visible, showing a shareable link and a list of users with their access levels. Below this, a 'Share & Save' dialog box is open. In this dialog, the 'Notify people via email - Add message' checkbox is unchecked. A red arrow points to this checkbox. Another red arrow points to the 'Share & save' button. Below the dialog box, a 'Skipping Invitations' warning is displayed, and a red arrow points to the 'OK' button in the bottom dialog.

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/a/lps.k12.co.us/document/d/1jFHEhSnJs75Jd188kNDu0l

Who has access

Private - Only the people listed below can access [Change...](#)

Dana Levesque (you) dlevesque@lps.k1... Is owner

dlevesque@lpsk12.org dlevesque@lpsk... Can edit x

Add people: [Choose from contacts](#)

"Elizabeth Blei" <eblei@lps.k12.co.us> Can edit

Notify people via email - Add message

[Share & save](#) [Cancel](#)

Skipping Invitations

If you skip sending an email notification, folks will have to sign in before they notice what you have shared. [Learn more](#)

[OK](#) [Cancel](#)

You will now see the individuals name in the list of people who can see this document

Sharing settings

Link to share (only accessible by collaborators)

12.co.us/document/d/1jfi-EhSnJs75Jd188KNDu0UE-SKfh7QSgtpYzw1LEIUc/edit

Who has access

	Private - Only the people listed below can access	Change...
	Dana Levesque (you) dlevesque@lps.k12...	Is owner
	dlevesque@lpsk12.org dlevesque@lpsk...	Can edit ▾ ×
	Elizabeth Blei eblei@lps.k12.co.us	Can edit ▾ ×



Click Done

Add people:

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

[Done](#) 

You have now shared your document

The individual receiving the document would

Go to Drive
Click **Shared with Me**