

# GOOGLE DOCS

## WHY?

- **NO MEMORY KEY** needed.
- Documents are **SAVED ONLINE**. You can access them wherever you have Internet access (just like email).
- You can **SHARE DOCUMENTS** with group members so you can work on them online whenever you need to.

## CREATE an ACCOUNT

1. Go to [www.google.com](http://www.google.com).
2. Using the **TOOL BAR** menu, click on the down arrow next to **MORE**.
3. Choose **DOCUMENTS**.
4. In the upper right-hand corner, click **SIGN UP FOR A NEW GOOGLE ACCOUNT**.
5. Next, choose the **EMAIL OPTION** that works best for you. **NOTE:** If you already have a **GMAIL** address, you can just sign in with it.
6. At the next screen, fill in the required information. Pay attention to the directions.
7. Once you click "I accept," you will be in your Google Docs inbox.
8. Click on **CREATE** (left-side menu) and choose what you would like to create: a **DOCUMENT** (like Word) or **PRESENTATION** (like PowerPoint). You can also upload files and set up **COLLECTIONS** to hold the documents you create.

### IMPORTANT:

- You must keep track of your email address and password.
- To log back in to your docs, you might need to verify your Google Account in your email. Check your spam folder for a message from Google.

## SHARING

1. **ONE** group member must start the document/presentation.
2. Click on the **down arrow** next to **SHARE** (upper right-hand corner).
3. Click on **SHARE**.
4. In the **ADD PEOPLE** box at the bottom, enter the email addresses of your group members.
5. When you have finished, click **DONE**.
6. Group members should check their email for a message that gives them access to the shared document or presentation. (Be sure to check junk or spam folders.)