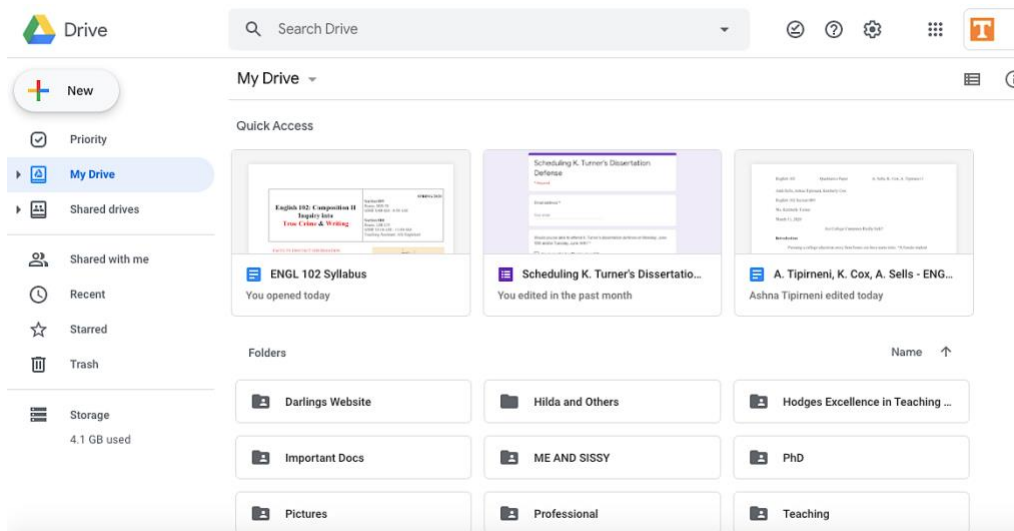
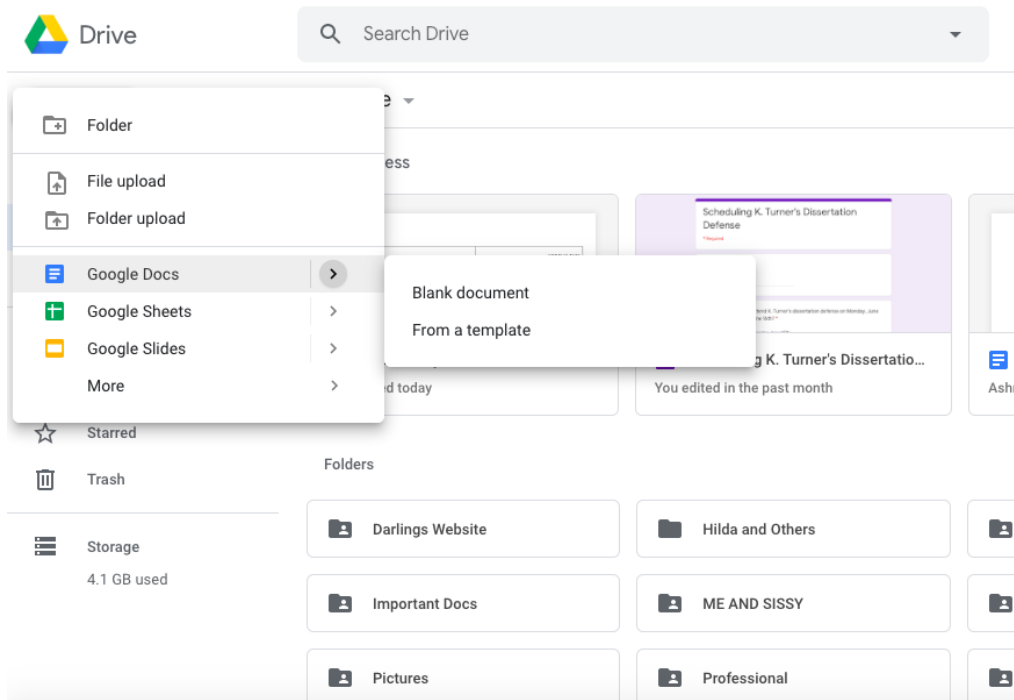


# Create & Save a Google Doc

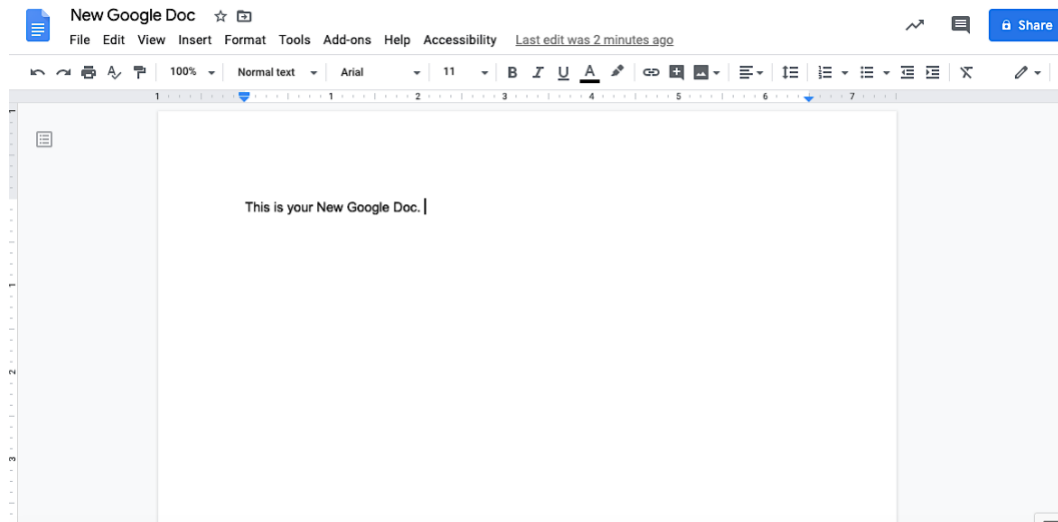
1. First, open up Google Drive.



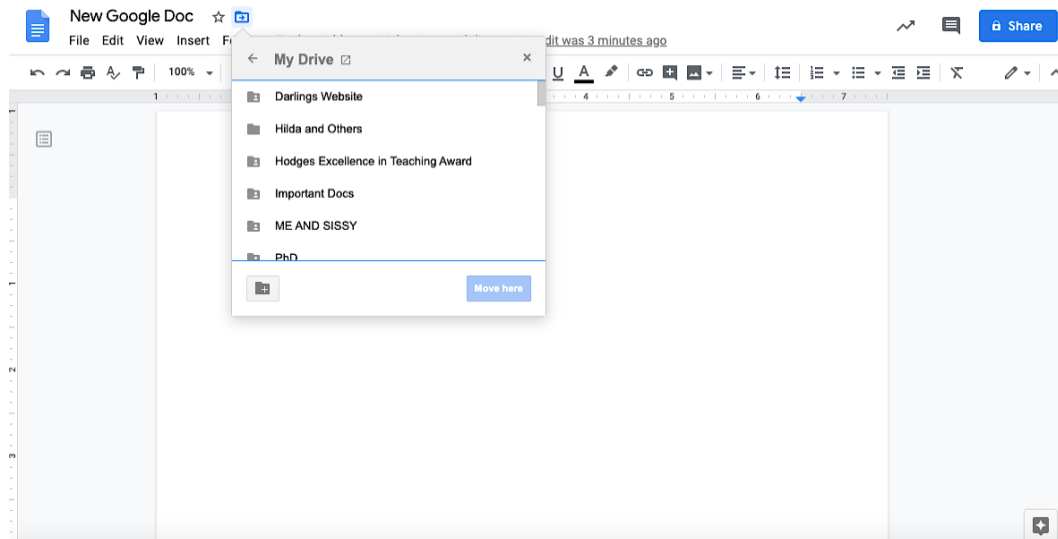
2. Select New and create a new Google doc from a blank document.



3. Type up your document and give it a title.

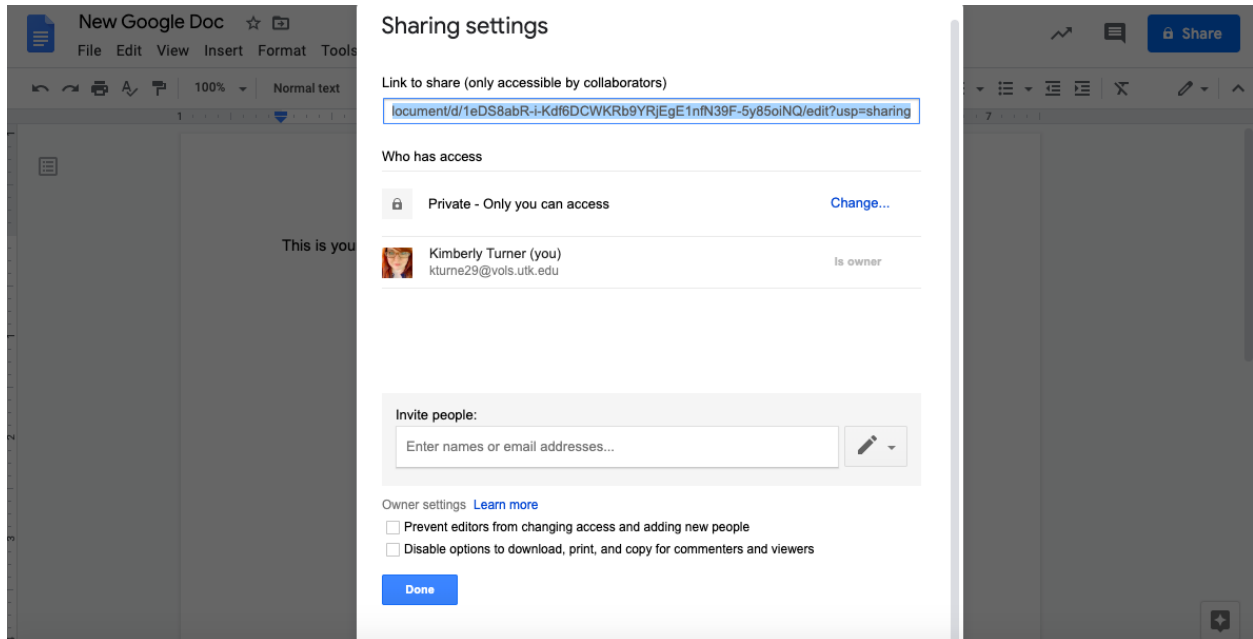


4. Click the icon beside the star that looks like a folder. Save it to whatever folder you like.

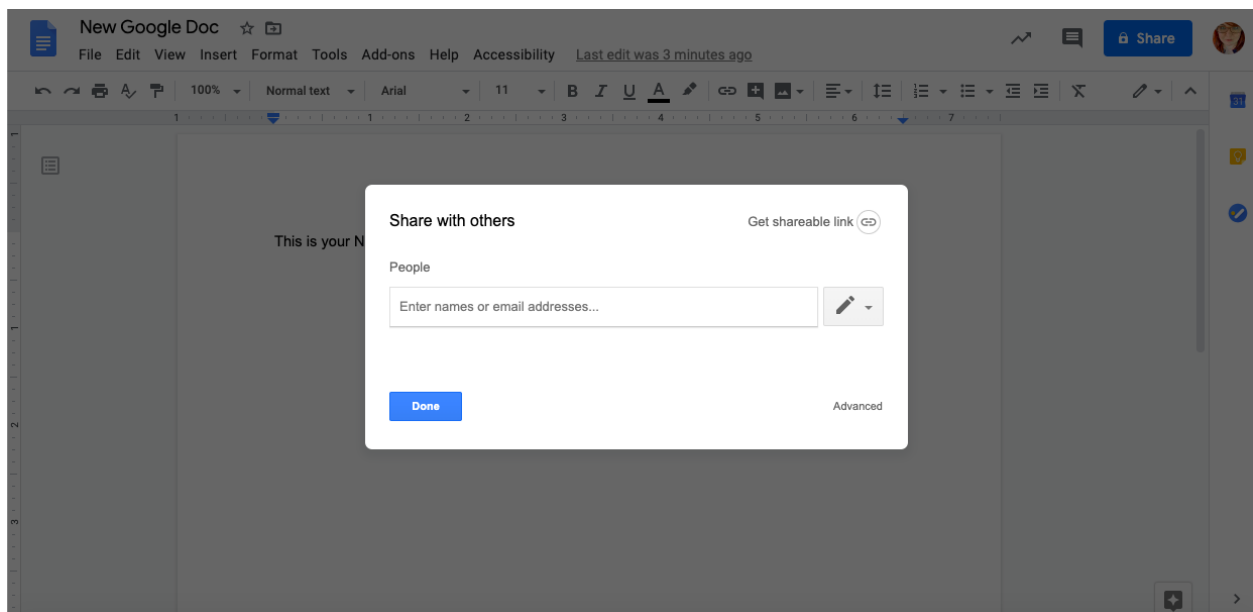


## Open & Set the Share Settings

5. Click Share to open the share settings so you can make the document visible to everyone. The share settings screen will pop up. Select Change underneath the section Who Has Access.



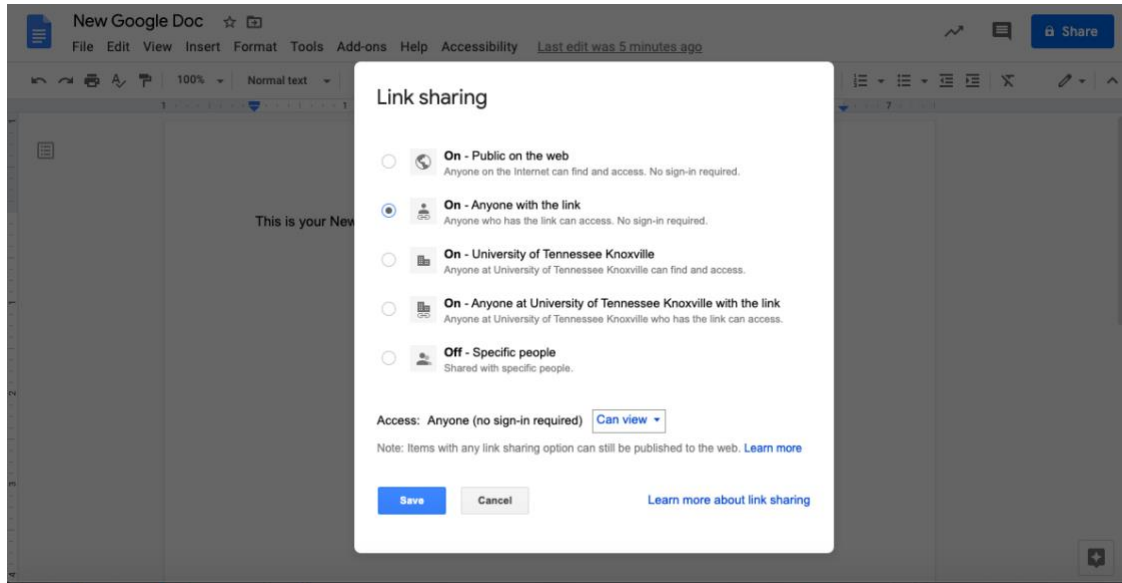
6. A screen like this will appear. You will want to click Advanced because we're making to document open to many users, not just a few.



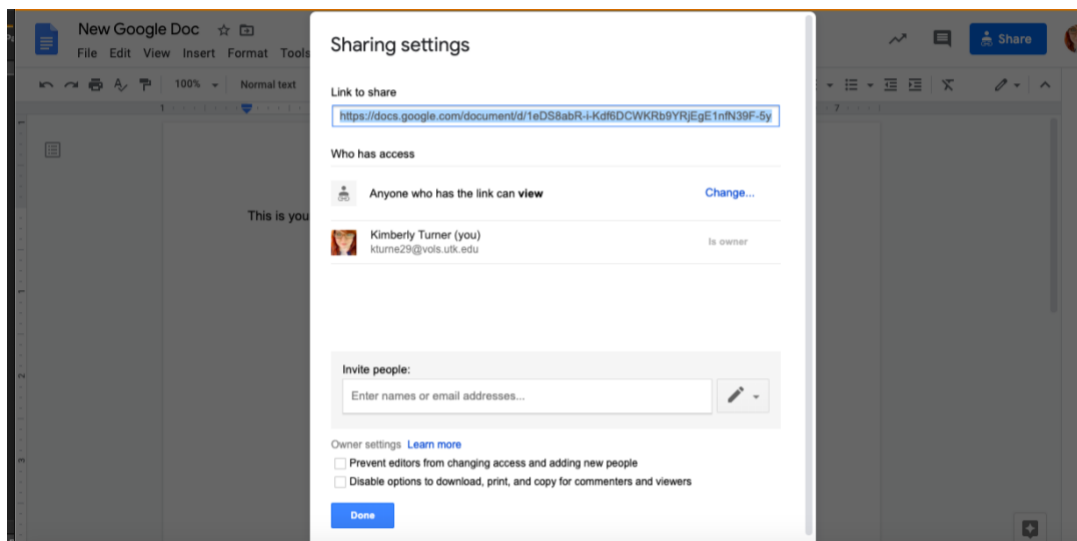
7. Select Anyone with the link. (This means that people who the link to the Google doc can open it without needing a password or a school email address.)

Make sure the Access option at the bottom says Can VIEW, not Can EDIT.

Click Save.

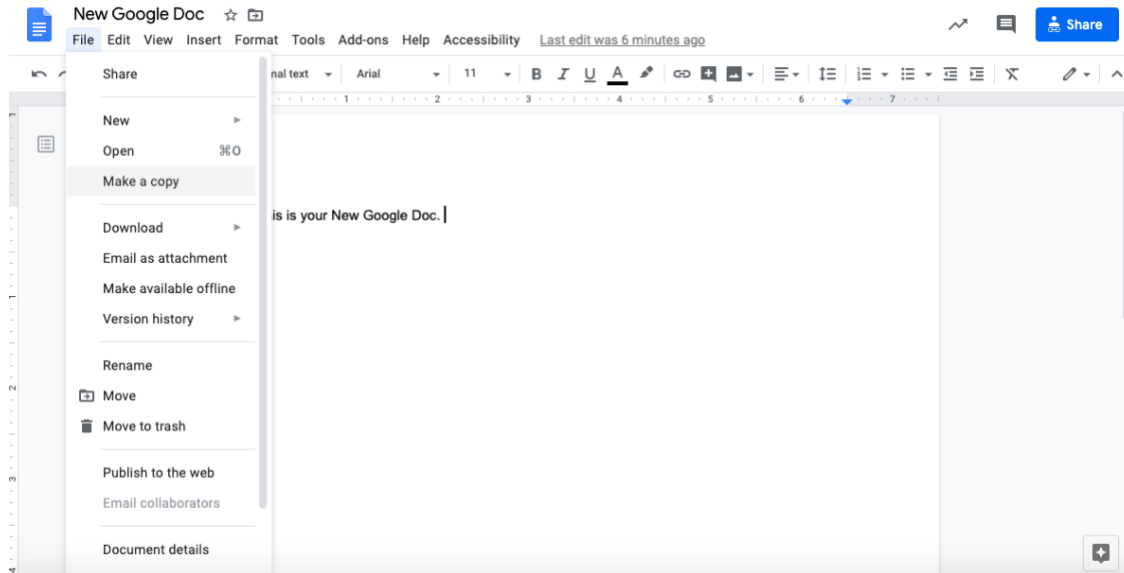


8. After you click Save, you will return to your original Share Settings page. You will have a brand new link to share. Copy and paste that link wherever you need; your students will be able to use it to access your document.



## Copying a Google Doc

9. When your students are ready to work on the Google doc, they will need to select File and choose between Make a Copy and Download. If they download the document, they can open it as a Word document. If they Make a Copy, they can automatically create a replica of the document in their own Google Drives.



10. If they've chosen to Make a Copy, a Copy Document screen will pop up. They can rename the document and choose which folder to save it in. Once they have the document saved, they can open it up and type away!

