Google Docs Step-by-Step Instructions

Go to Google Documents

1. Go to Google: http://www.google.com
2. Click Sign in (upper right corner). Enter your email and password and click sign in.
3. On the navigation bar at the top, click on more to find the dropdown of options.
4. Scroll down to and click “Documents” which will open the front page to Google Documents.
5. At the top of the page, you will see the menu bar that allows you to open a new document, upload a document, share a document, etc. You have access to a document, presentation, spreadsheet, form or folder.
6. Click new document. The new document opens and you will see a menu bar and formatting bar very similar to other word processors that you have worked with. Check out each of the menus to see what is located there.
7. Complete your document.
8. Share your document with members of your team. Click on the Share button on the right of the screen. Enter the email addresses of the members in your team. You can include a message to go along with your email.

Managing Documents

1. Organize and create folders. Go to New and select folder.
2. A box will appear that allows you to name the folder as well as add a description. You may also color your folder by clicking on the down arrow. Save the folder and organize your information there.
3. The folder will appear on the left under My folders.
4. Move any documents to the folder.
5. The folder title will appear.
6. After the folders are created and documents are moved into them, double click on the folder to expose the contents.