

Creating new docs

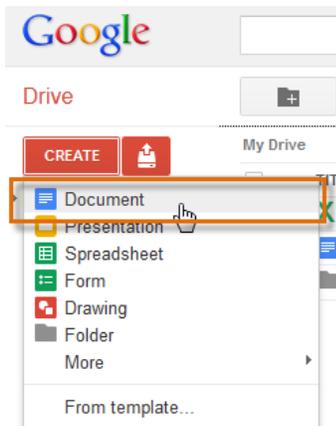
There are five types of docs (or files) you can create:

-  **Documents** (like documents in Microsoft Word)
-  **Spreadsheets** (like worksheets in Microsoft Excel)
-  **Presentations** (like presentations in Microsoft PowerPoint)
-  **Forms**
-  **Drawings**

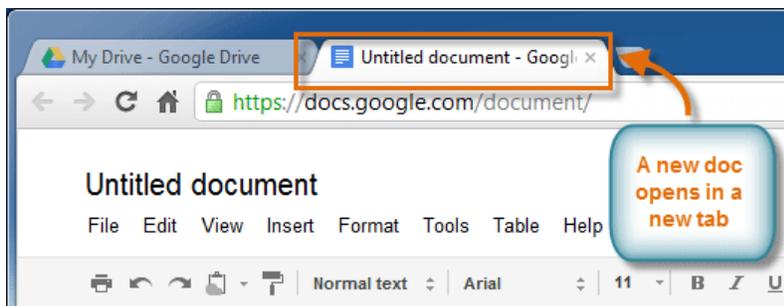
Although the types of docs are different from one another, the process for **creating** and **sharing** docs is the same for all types.

To create a new doc:

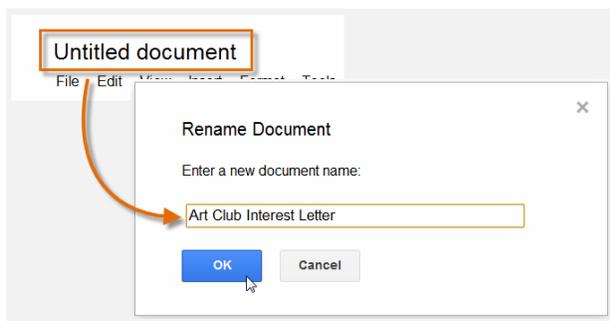
1. Navigate to your **Google Drive**.
2. Locate and click the **Create** button.
3. Select the type of **doc** you would like to create from the drop-down menu.



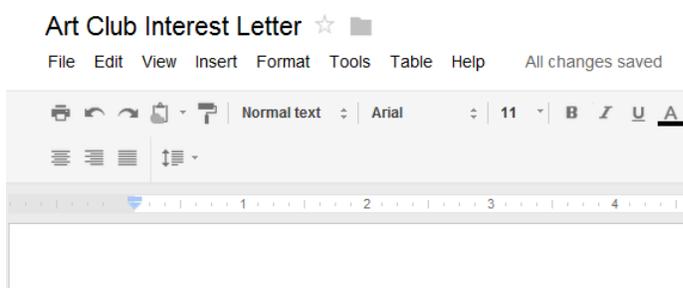
4. Your **new doc** will open automatically in a **new tab** on your browser.



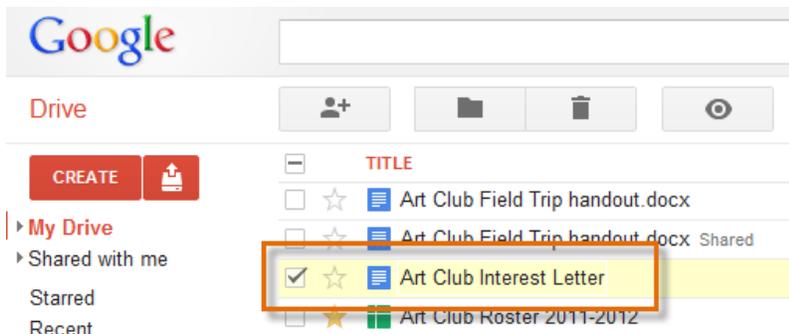
- At the top of the page, locate and select **Untitled document**. The **Rename Document** dialog box will appear.
- Type a **name** for your doc, then click **OK**.



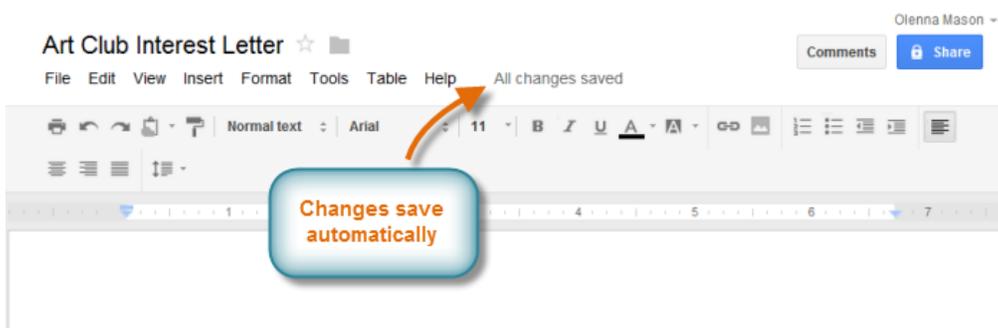
- Your doc will be **renamed**.



- If you accidentally close your doc or need to make revisions, you can access it again from your Google Drive, where it will be **saved** automatically.



You may notice that there is no save button. This is because Google Drive uses **autosave**, which automatically and immediately saves your files as you edit them.



Sharing

1. Click the **Share** button. The **Sharing settings** dialog box will open. In the **Add people:** box, type the email addresses of the people you'd like to share the file with.
2. Click the drop-down arrow next to each person's name to decide whether they can **edit**, **comment** on, or just **view** the file. Remember, only files in a **Google Drive format** can be edited online by different people.

Sharing settings

Who has access

	Private - Only the people listed below can access	Change...
	Olenna Mason (you) lakestone.omason@g...	is owner

Add people: [Choose from contacts](#)

lakestone.tdragic@gmail.com 3

Notify people via email - [Add message](#)

Send a copy to myself

Paste the item itself into the email

[Can edit](#) 4

- Can edit
- Can comment
- Can view

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

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

3. If you'd like, you can add a **message** that will be emailed to the people you share the file with. You might use this message to explain the file or let them know why you're sharing it with them.

Add people: [Choose from contacts](#)

lakestone.tdragic@gmail.com [Can edit](#)

Notify people via email - [Discard message](#)

Here's the letter I'm planning on handing out to the parents at Parents' Night - I'll also send home a copy on the first day of art class. Feel free to add something or make any changes you think would be good.]

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

Send a copy to myself

Paste the item itself into the email

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

4. Click **Share & save**. Your file will be shared.

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

Send a copy to myself

Paste the item itself into the email

Only the owner can change the permissions. [\[Change\]](#)

Don't forget that everyone on the document can see the revision history (file/see revision history) --- that includes your group members and your teacher! 😊