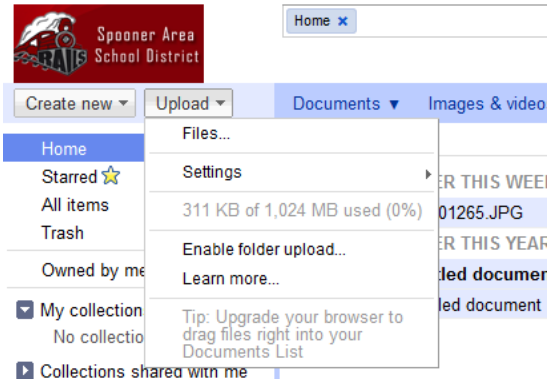
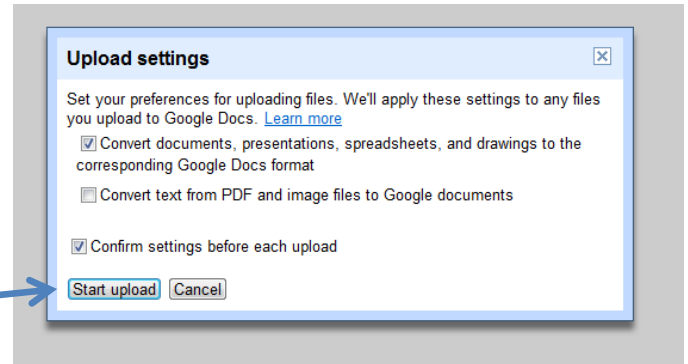


# Uploading to Google Docs

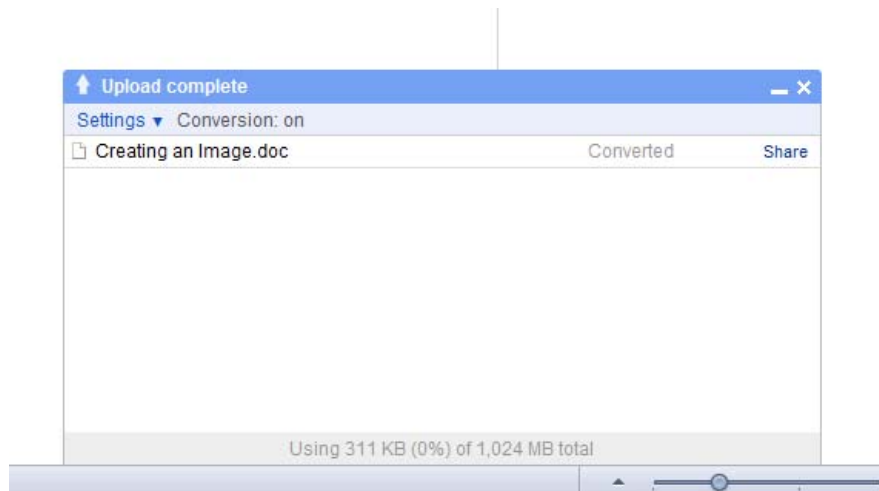
1. Click Upload



2. Click Files. Then browse to what file you'd like to upload.
3. On the Upload Settings box, decide whether or not you'd like to convert documents, presentations, spreadsheets, and drawings to a Google Docs format or if you'd like to convert text from PDF and image files to Google documents.
4. Then hit, START UPLOAD.

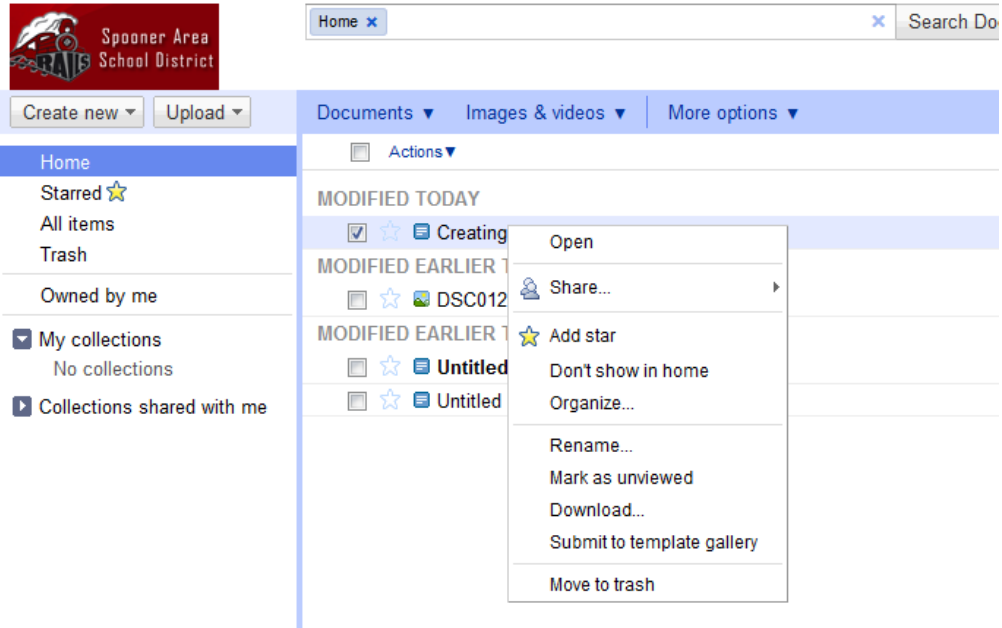


5. Once uploaded, it will show that it has been Uploaded and/or converted. There is also a SHARE button you can press to share the document with someone else.

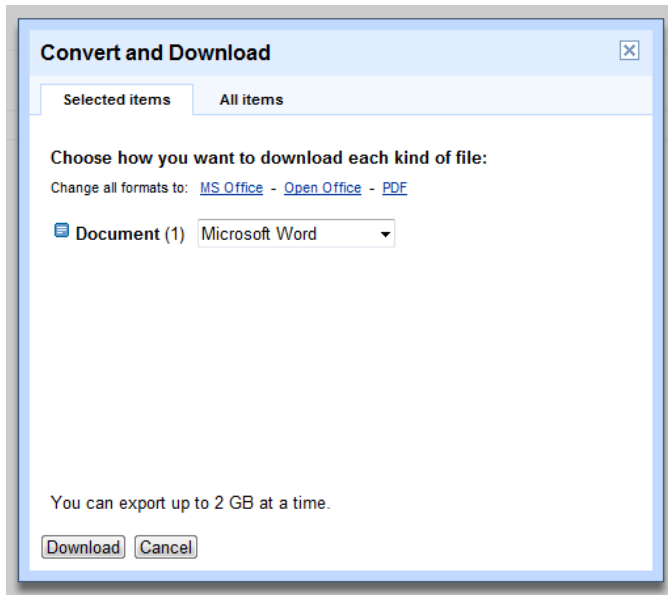


# Downloading from Google Docs

1. Right click on the file you wish to download from Google Docs.



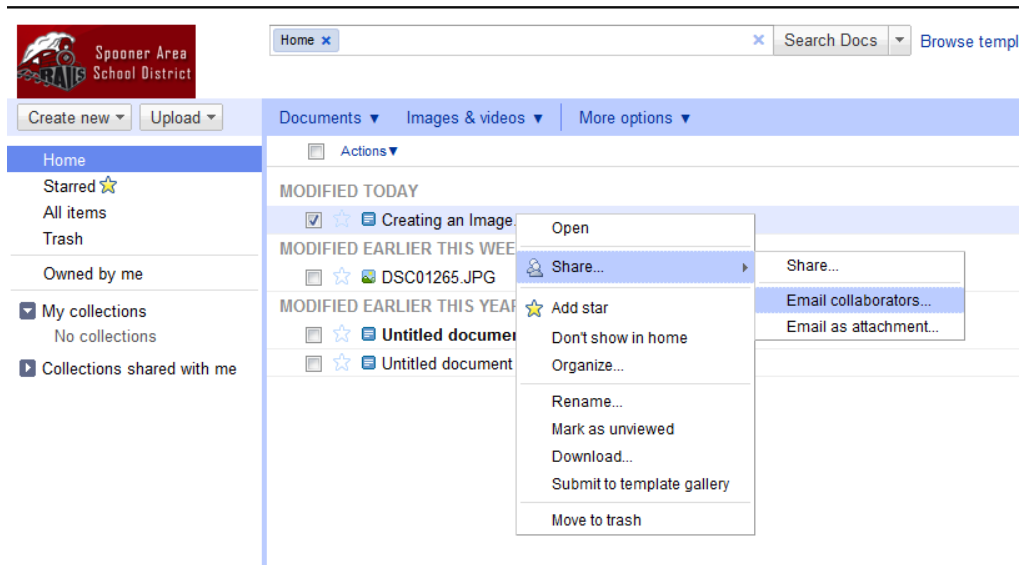
2. Press **DOWNLOAD**. You are then given an option to download the selected item (what we right-clicked on) or all items. Since we only wish to have one item, we will then press **Download**.



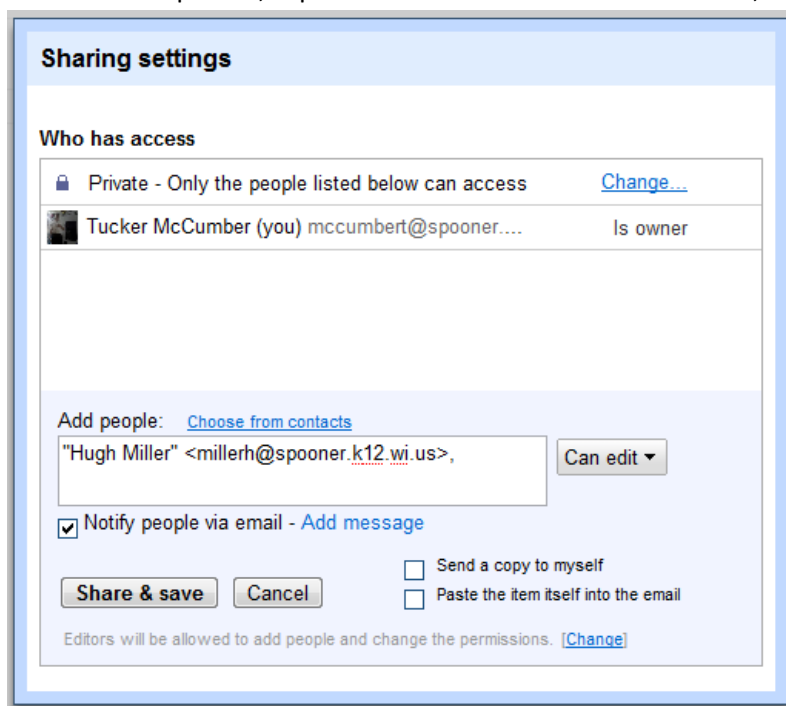
3. It will then bring up an option to **SAVE** it. Choose where to save your document and you are good to go.

# Sharing from Google Docs

1. Right click on the file you wish to share to someone else with Google Docs.
2. Once you right click, hover over the “SHARE” option and it’ll expand to offer three options. Today we are going to press Share.



3. Under the “Add people” option, enter in the email address of the person you’d like to add to the list of people who can see the document. Make sure you select the Permission on the left side. You can add them to edit, view, or comment on your document. If you are adding more than one person, separate it with a comma. Once finished, hit the Share & save button



# I need help with Google Docs

1. Visit <http://docs.google.com/support/> for more help. Here you can find a whole list of things you can get help with, or even search for what you are looking for.

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