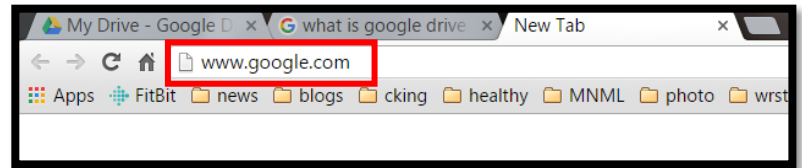


Google Drive is a file storage and synchronization service created by Google. It allows users to store files in the cloud, share files, and edit documents, spreadsheets, and presentations with collaborators.

USING TEMPLATES

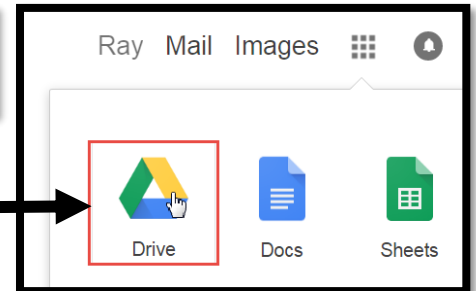
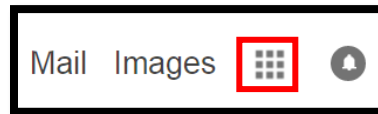
Templates are pre-designed layouts that offer you choices as to the format of the document you are creating.

1. To access Google Drive, launch your browser and type in the following URL: **www.google.com**

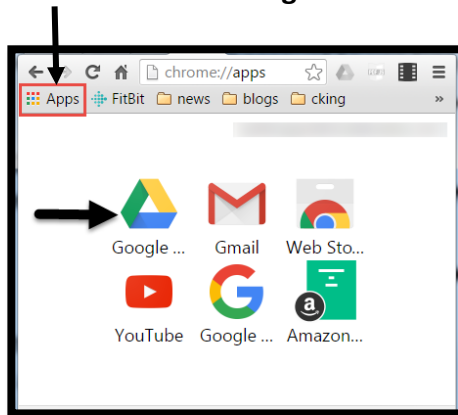


NOTE: You will need to have a Gmail account to use Google Docs.

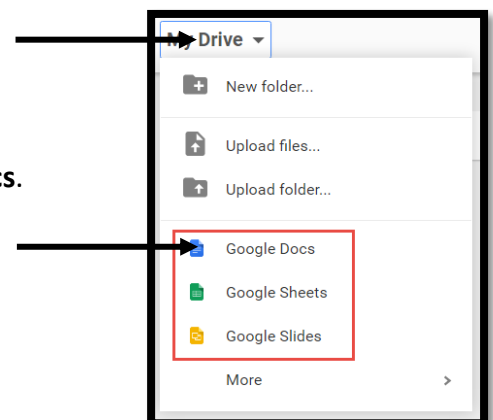
2. Click the **Google Apps** Grid and click on **Drive**.



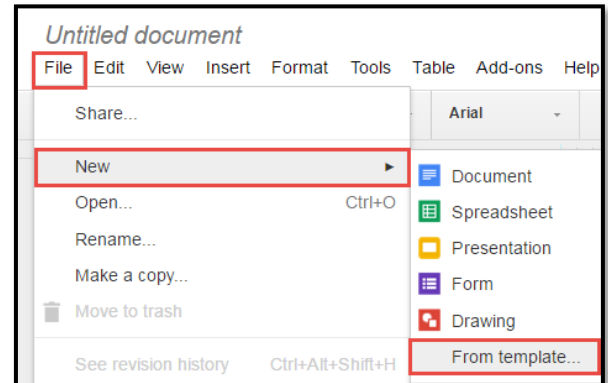
NOTE: Alternatively, you can click the **Apps Launcher** and click on **Google Drive**.



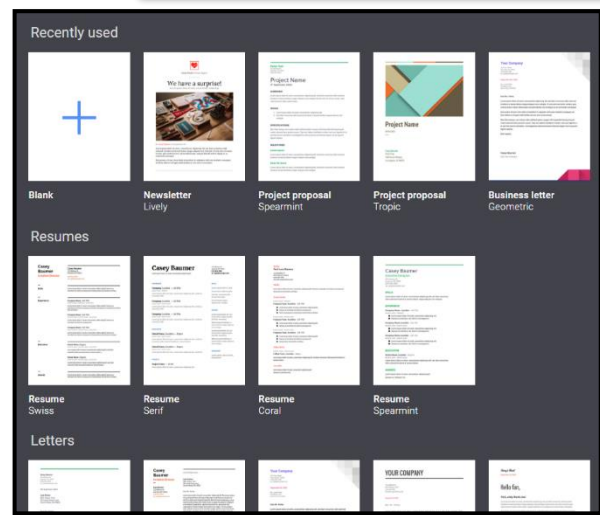
3. Click the **My Drive** drop down list and click on **Google Docs**.



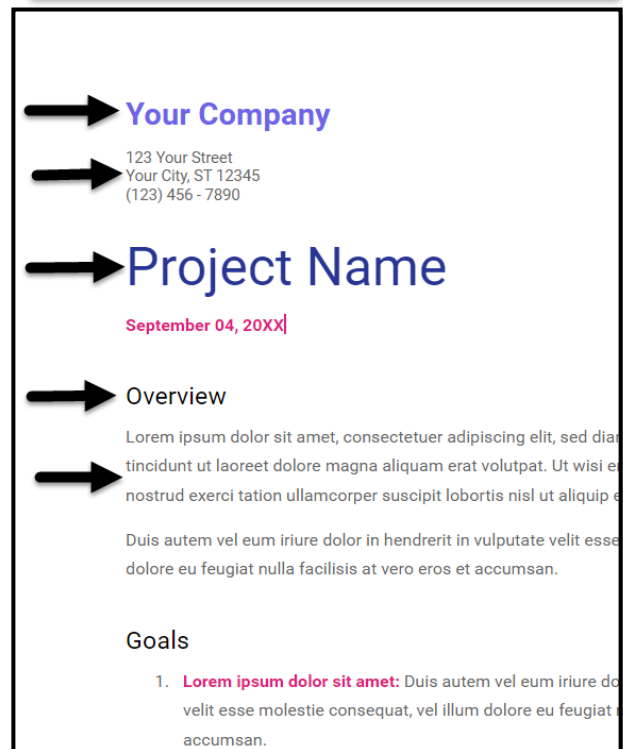
- In your new (blank) Google Doc, go to **File > New > From Template** to bring up the template options.



- Scroll through the various categories of available templates (Resumes, Letters, Education, Work) and click on the template you wish to create.

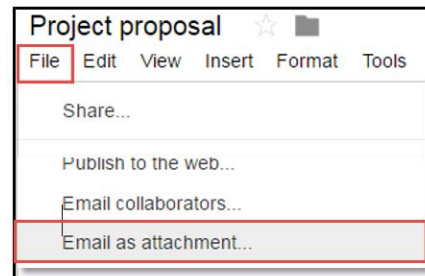


- Highlight the text and/or titles and replace the text with your own.

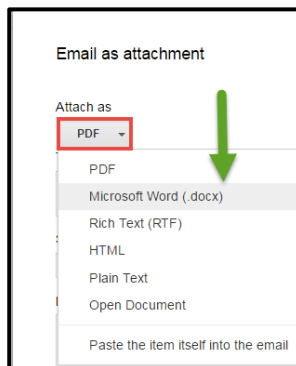


EMAIL YOUR DOCUMENT AS AN ATTACHMENT

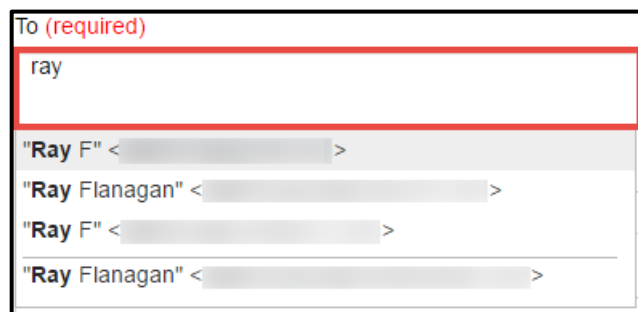
1. From within your document, go to **File > Email as attachment...**



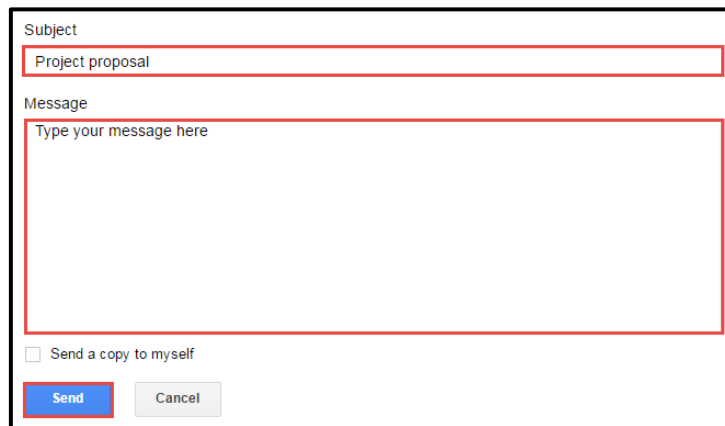
2. From the **Attach As** drop-down list, choose the format you wish to send your document as. (If in doubt, choose PDF. PDF documents can be opened by any type of device).



3. In the **To:** field, type the name (or email address) of the person you wish to email.



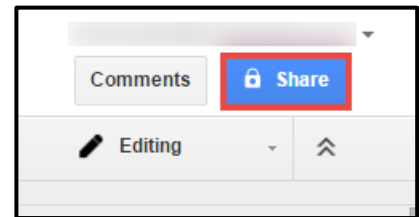
4. Fill in the **Subject** line, then type your message in the **Message** field, then click **Send**.



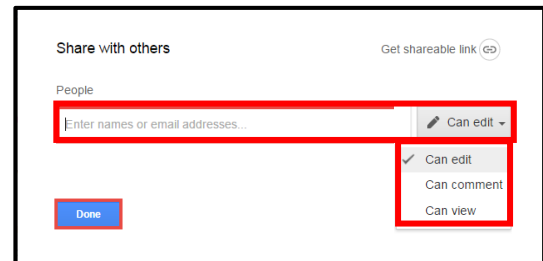
SHARING YOUR DOC WITH OTHERS

One of the MAJOR benefits of Google Docs is the SHARING feature. The sharing feature allows you to share your document with anybody who has a Gmail account. Together, you can collaborate and edit simultaneously within the document.

1. To share your document, first make sure it is open.
2. Click the **Share** button located in the upper right-hand corner of the window.



3. In the **People** field, type the name (or email address) of the person you wish to email. From the **Can Edit** drop-down list, assign their access rights, then click **Done**.

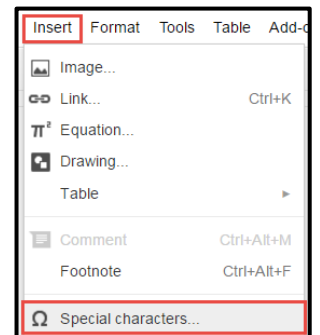


NOTE: The person you gave access rights to will receive an email, stating that they have been given access to the document.

INSERT SPECIAL CHARACTERS

You can insert special characters, such as shapes, accent marks, or arrows into your document.

1. Open your document and click the **Insert** menu.
2. Select **Special Characters**.



- Use the drop down arrows to explore the categories of symbols

- Search by keyword

- Draw your symbol and let Google Docs show you similar type characters

