



# Huachuca City Library Digital Literacy Center

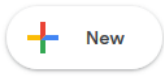
## Google Docs

### Getting Started with Google Drive and Google Docs

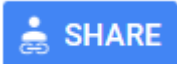

- If you don't already have a Google account (including Gmail), go to <http://accounts.google.com> to sign up.

Google user name: \_\_\_\_\_

Password: \_\_\_\_\_

- On the desktop:
  - Go to Google Drive at <http://drive.google.com>
  - Log in.
  - Use  to create a new document.
- You can also install the Google Drive app on your phone or tablet and use it there.

### Hands On with Google Drive

- Go to our sample document at [tinyurl.com/sunrise1234](http://tinyurl.com/sunrise1234) (no log in required)
  - Type something.
  - Edit with others.
  - Add a picture.
  - Add a comment. (highlight text, Insert → Comment)
- Log in to Google Drive and create your own document.
  - Title your document.
  - Add a picture.
  - Share your document with someone (e.g. [huachucacitylibrary@gmail.com](mailto:huachucacitylibrary@gmail.com))
    - Click  in upper right corner.
    - To share with specific people, type in emails under People.
    - To share with anyone, click **Advanced** and then **Change...** and set link sharing to  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.  
Change Access to "Can edit" if desired.
- Advanced
  - Create a form (survey).
  - Create a shared folder. (Great for collaborative projects. Everything you put in the folder will be shared.)

