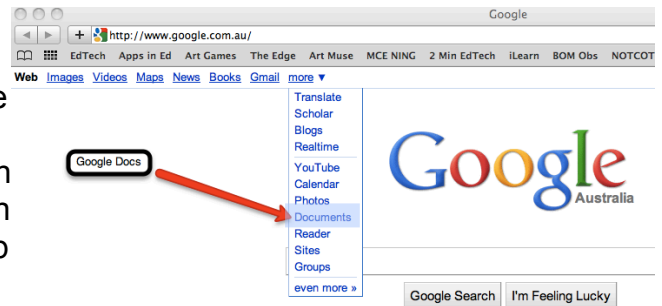




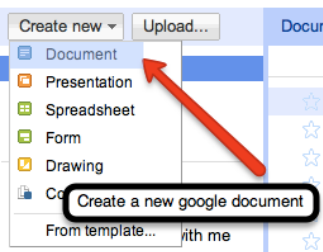
# Starter Sheet:

Google Documents lets you create word documents that multiple people can edit at any one time from different locations. This means we can actually work on documents together when we are all sitting in our homes. We can work with the changes as they happen in real time and can use the tool to ensure that everyone in the group has an opportunity to participate in the decision making process.



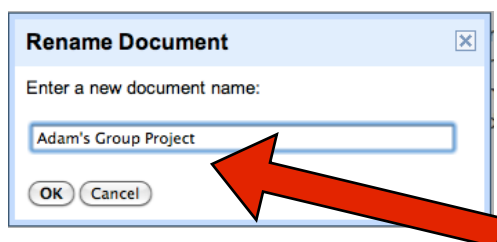
[Gmail](#) [Calendar](#) [Documents](#) [Photos](#) [Re](#)

Google docs



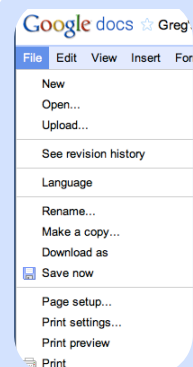
## Opening a Google Docs:

1. Go to the Google homepage, select the **more** menu and then select Documents.
2. Login using your Gmail account.
3. This will take you to the Google Docs page, go to **Create New** and select **Documents**.
4. This will open a new Google doc.



## Working in Google Docs:

1. Google Docs is just like any other word processor. You can type, format and organise you text.
2. Be sure to name your document. You can do this from the **File** menu, select **Rename**.
3. Make sure that your doc name is something that everyone in your group will remember.

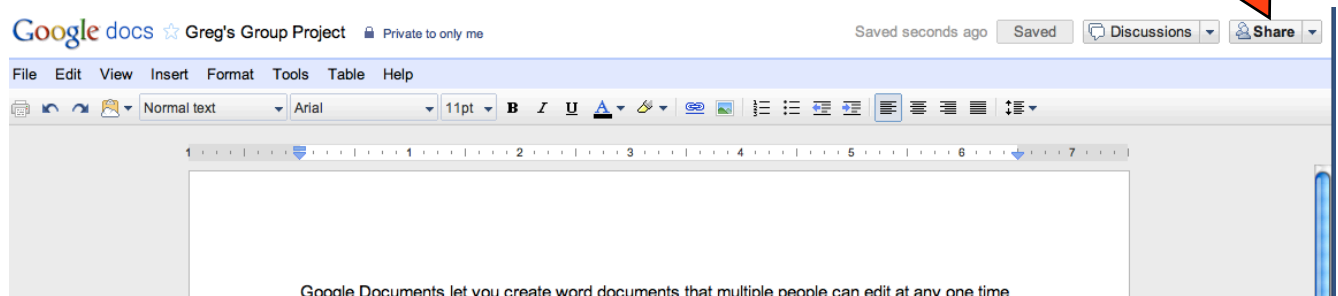


## Saving Your Doc:

1. Save your doc on a regular basis.
2. Other people will be making changes.
3. Discuss before you make major changes to a document.

## Sharing your Google Doc:

1. Once you have set up your Google Doc you are ready to share it and work with your group.
2. Select **Share** in the top right hand corner. Select Email Editors/Viewers. This will give you the option of inviting other people to work collaboratively on your document.
3. Type in their email address and share.
4. Enjoy your Google Docs.



Google Documents let you create word documents that multiple people can edit at any one time