

How to Share and Send your Google Doc

You have 2 options for sharing and sending:

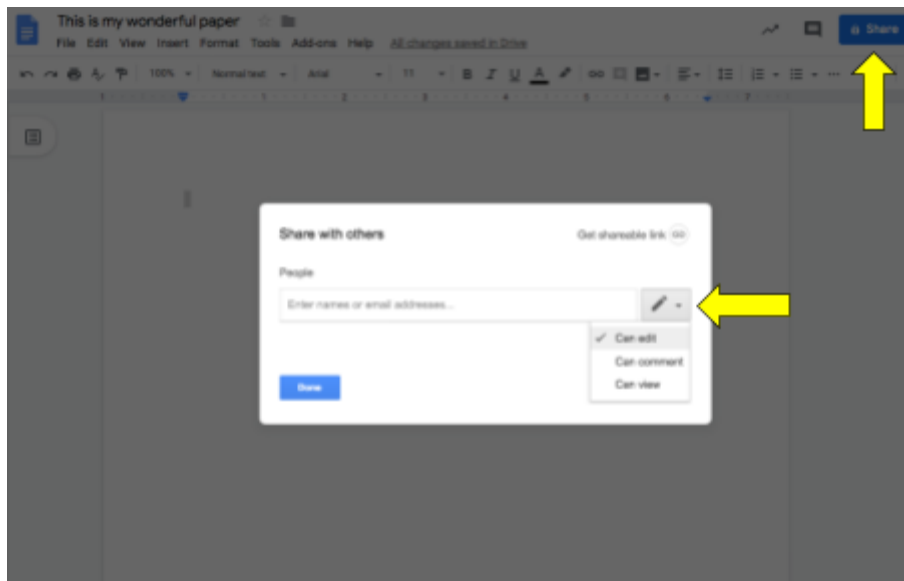
1. From your Google document
2. From your Antioch email



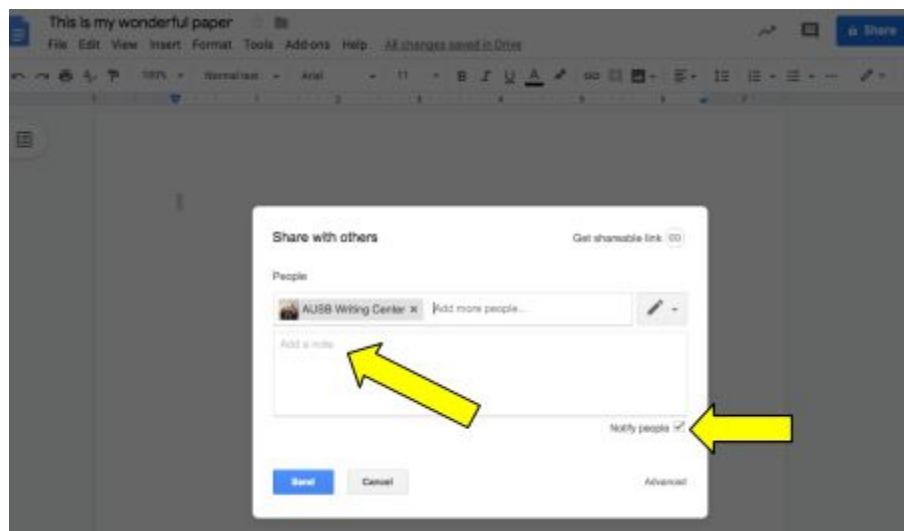
Option #1: From your Google Document

1. Click "Share" and type in the person's Antioch email address

Note: Decide if you want them to be able to **edit**, **comment**, or only **view**. This will allow you to work in groups and/or allow teachers' comments.

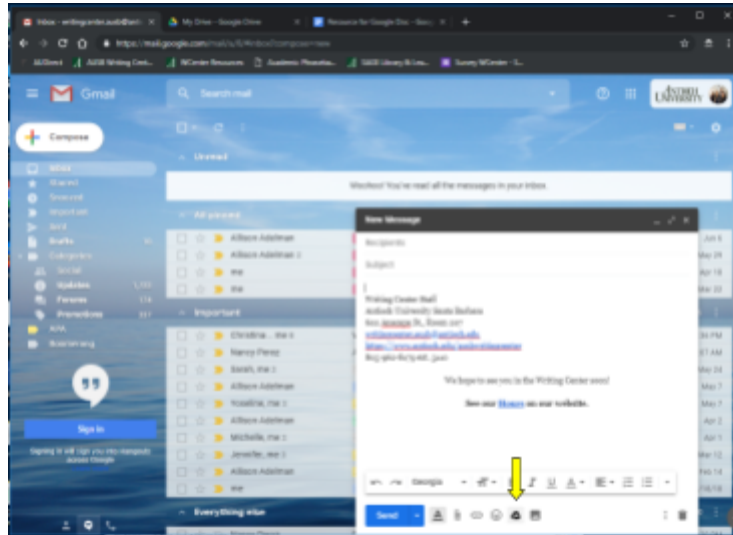


2. After you type in the Antioch email address (or several), you should **type a note to notify the people you're sharing it with**, in the "Add a note" section.



Option #2: From your Antioch email

1. Click on “Compose” to begin a new email
2. Click on the Google Drive icon to attach your Doc from your Google Drive



Or, if your teacher **requires you to submit a Word document or PDF**, then, **starting from your Google Doc**:

1. Click on “File”, then choose “Download”. (See Figure A)
2. Then choose the file type: Microsoft Word or PDF. (See Figure A)

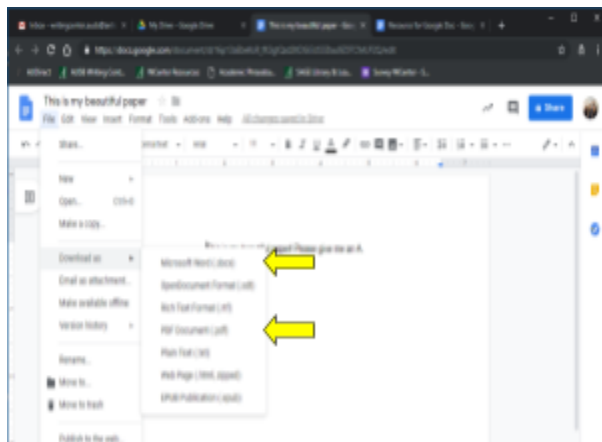


Figure A

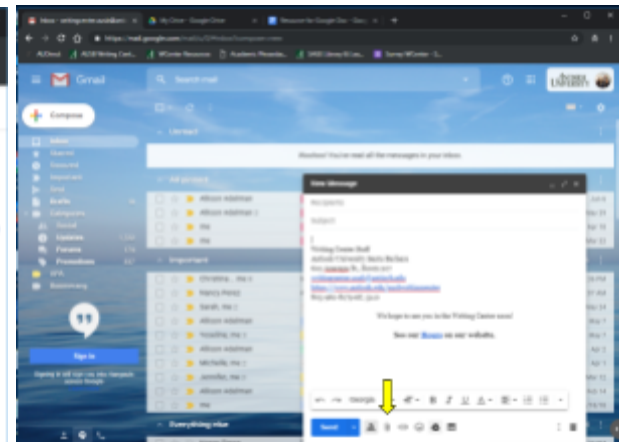


Figure B

3. Open the file and save it to your computer. (It's easiest to find it later if you save it to your desktop.)
4. Then you can attach it to an email using the Paperclip icon in your gmail. (See Figure B)