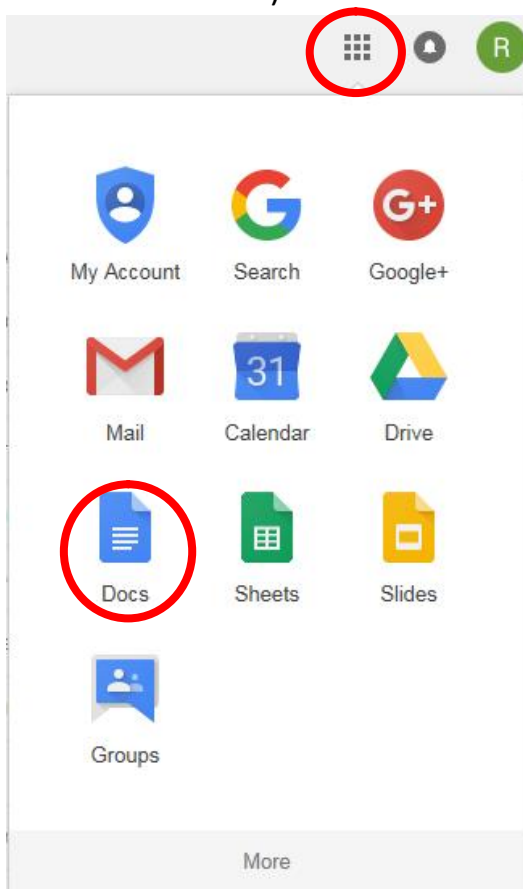


Here's a quick 'how to' guide for Google Docs

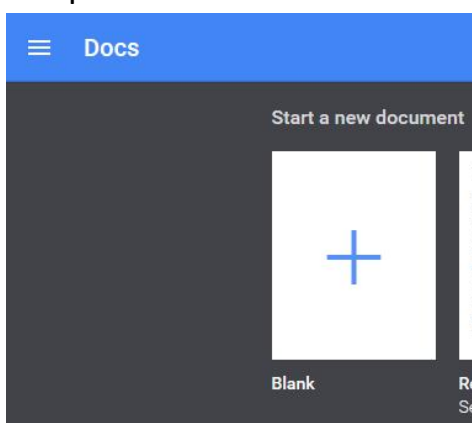
1. Go to a fresh tab and open <https://www.google.com.au> (log in to your account)
2. Look at the top right hand side of your 'Google' page, click on the 9 square icon



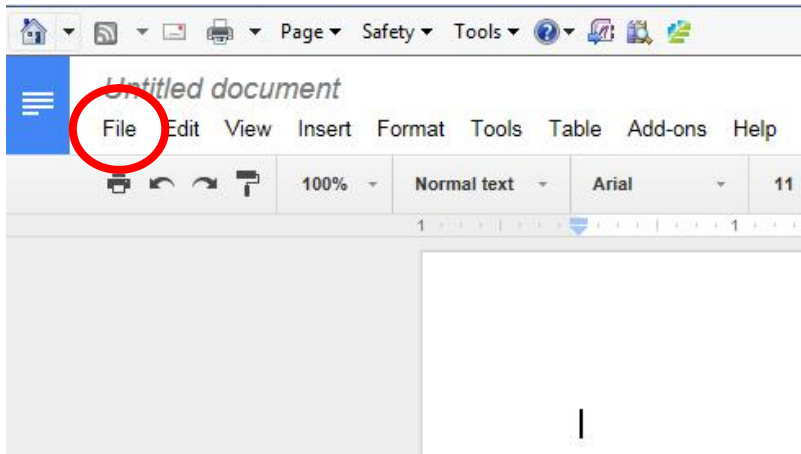
3. Once you've clicked on the icon, select doc (you may have to scroll down to 'More' then select 'Docs')



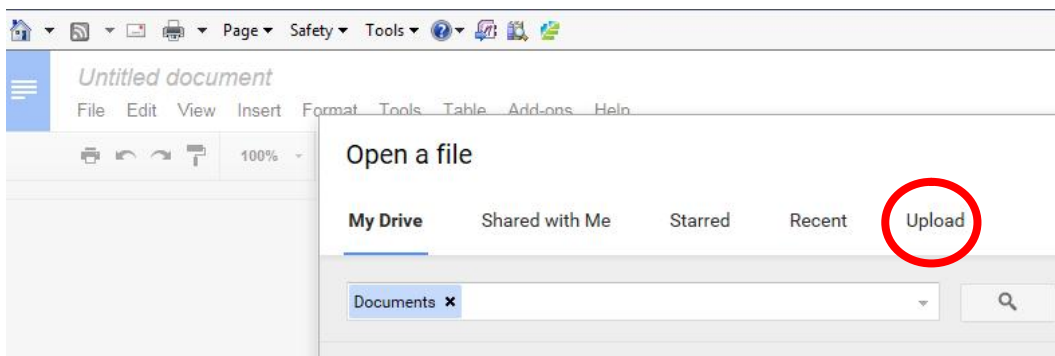
4. To upload a document click to 'Start a new document' and get started



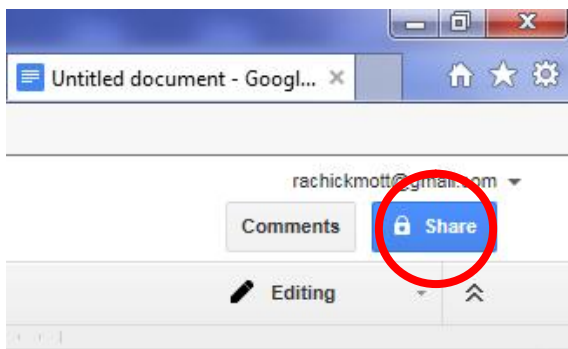
5. If you want to upload a document that you have already created on your PC, click on 'File' then scroll down to 'Open'.



6. A new box will pop up, Click on 'Upload' and select your document.



7. To share a document, look at the top right hand side and click on 'Share'



8. Name you document (if you have not done so already) and share your document by entering people's names or email addresses.

