

Google Docs Steps:

- Log on to the computer
- Click on the “**GOOGLE CHROME**” icon
(I prefer to use Google Chrome, but any web browser will work.)
- Go to “**gmail.com**”
 - **Email:** computer log-in @washk12.org
 - **Password:** First Initial, Last Initial, Lunch #
- Click on the “**NINE-DOTS**” in the upper right-hand corner
- Click on “**DRIVE**”
- Select “**New**”
- Select “**Google Docs**”
- FYI: Google Docs automatically saves your work for you.

How to Share a Google Document:

- Click on the “**SHARE**” button in the upper-right hand corner.
- Give your document a name
- Click on “**SAVE**”
- Share with Mrs. Charlton by adding my email into the box
 - **kristi.charlton@washk12.org**
- Click on “**DONE**”