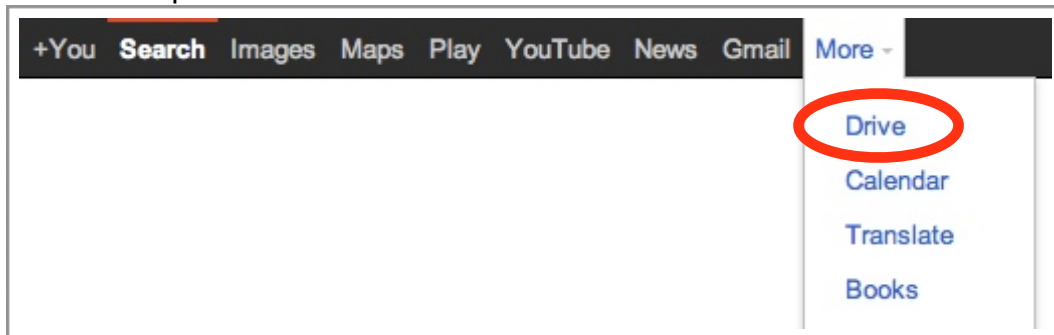


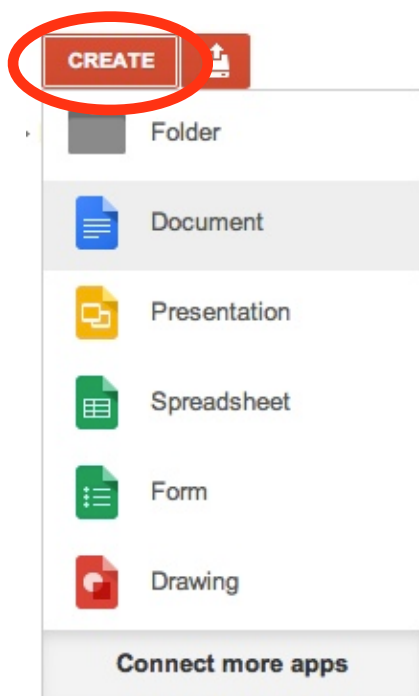


... Create and Share Documents Using Google Drive

1. Log on to Google (you need a Google Account - [click here to if you don't have one](#))
2. From the top menu bar select **More** and click **Drive**



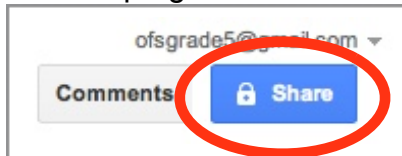
3. Click **Create** and select the type of document you want to use



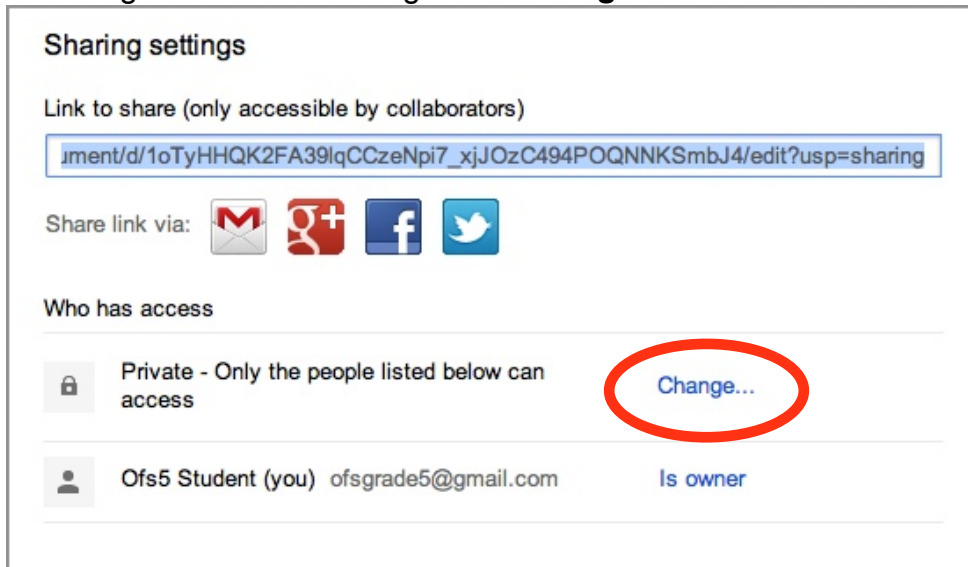
4. In the top left corner click 'Untitled document' to **rename** your file



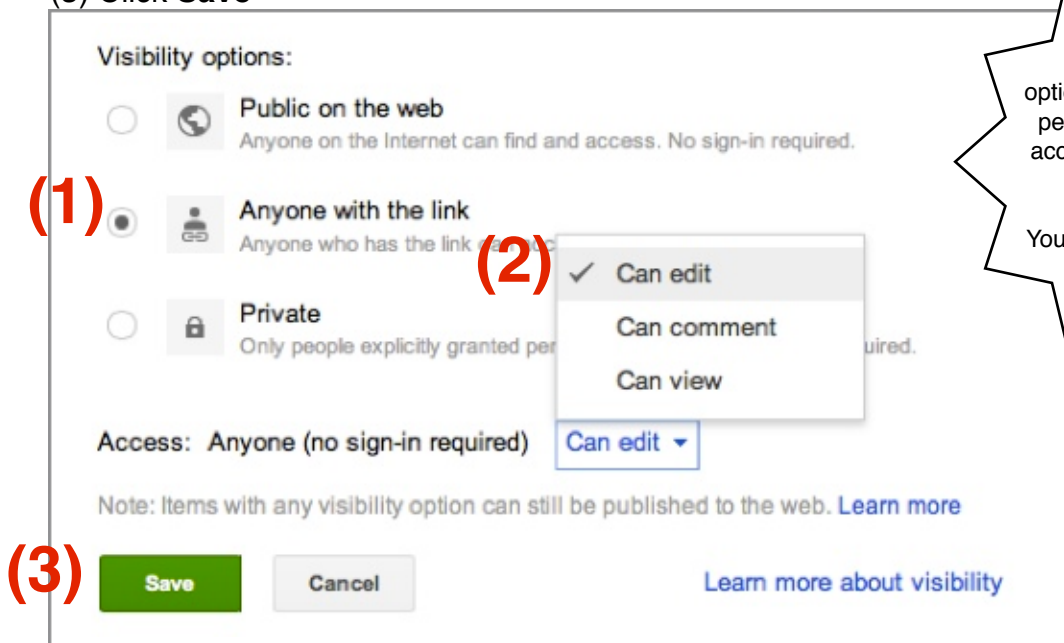
5. In the top right corner click **Share**



6. To change the access settings click **Change**



7. (1) Change the Visibility option to **Anyone with the link**
(2) Change the Access to **Can edit**
(3) Click **Save**



NOTE:
Leave the Visibility option on **Private** if you want people to use their Google account to view and edit the document.

You'll have to add their email addresses to invite them.

8. Share the link (URL) or add it to your wiki page

