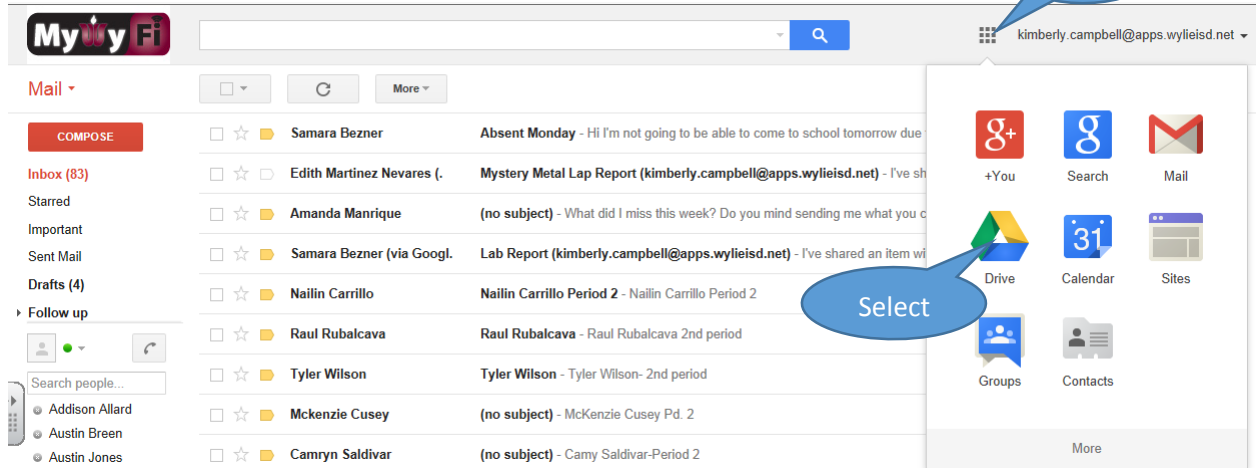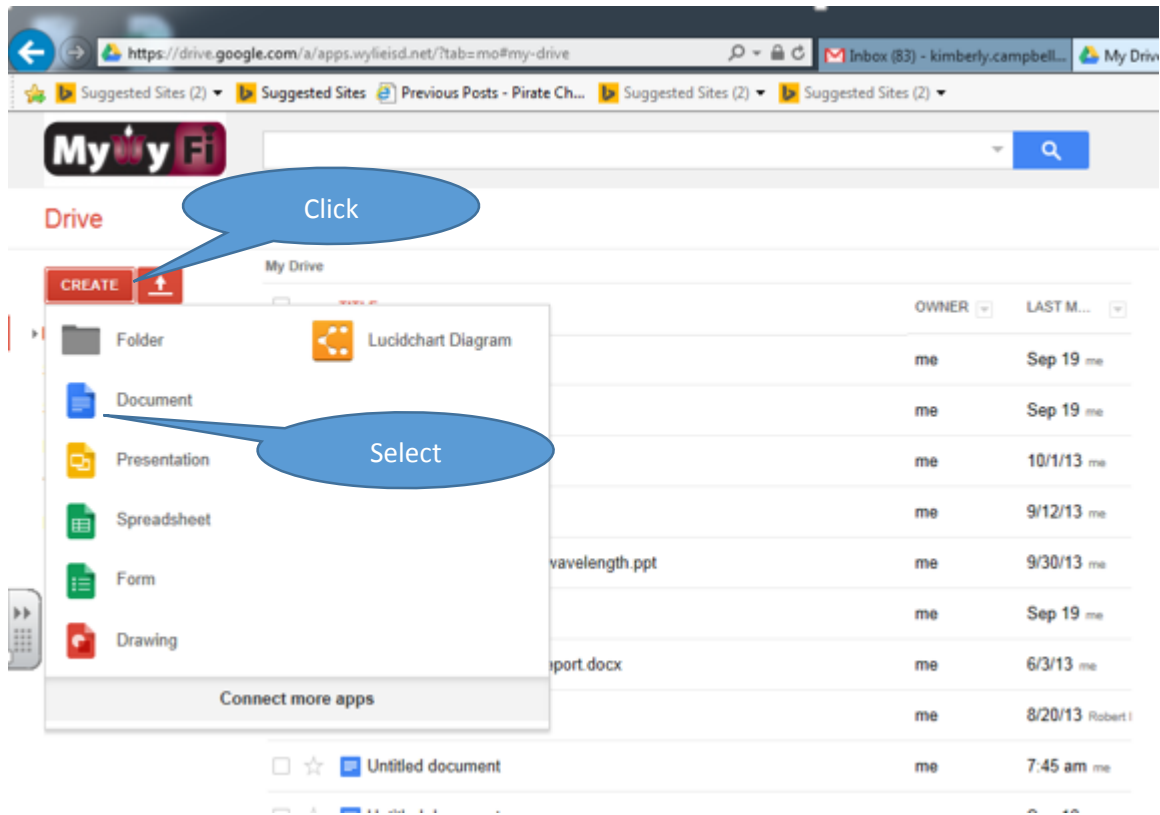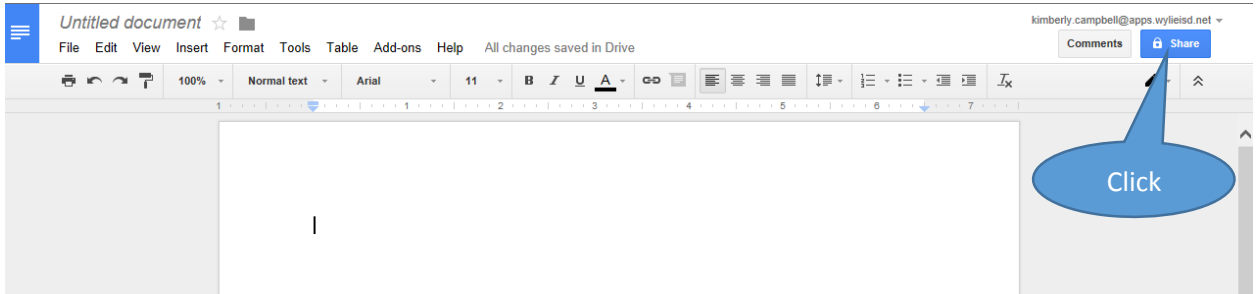# Steps to Sharing a Document through Google Apps

1. **Log in** to google apps.
2. **Click** on the drop down box in the upper right hand corner and **select** the drive app.
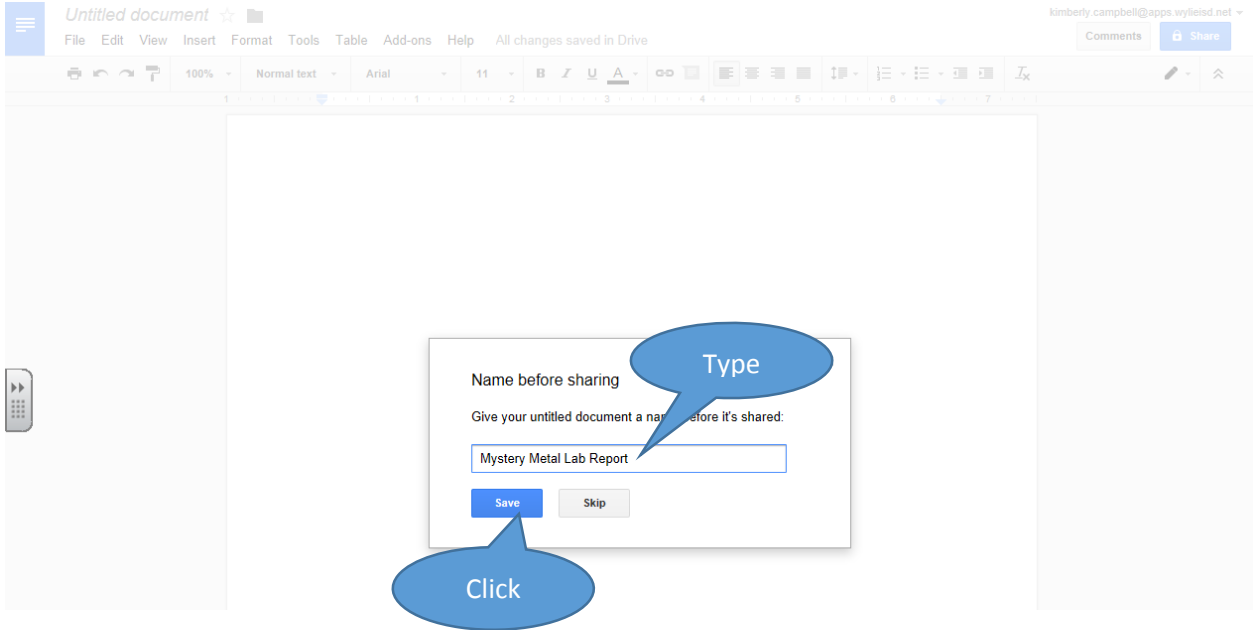

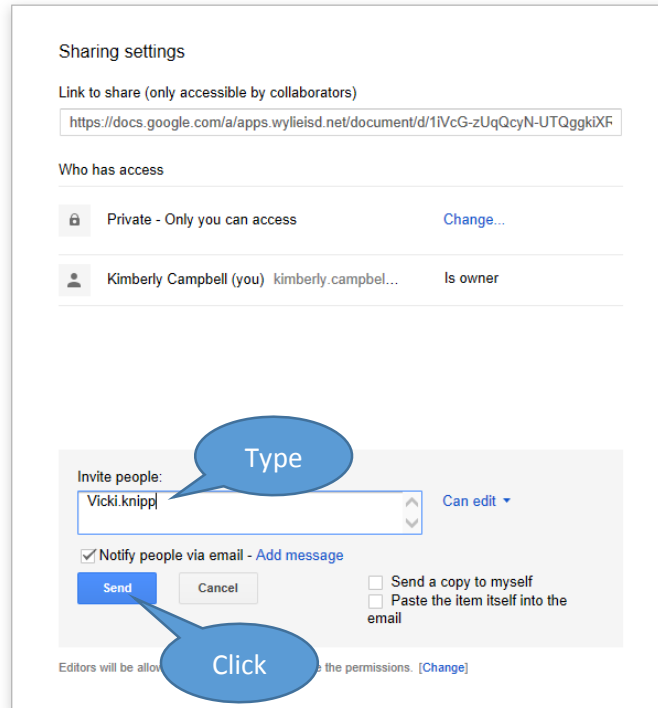3. **Click** the "Create" button and **Select** "Document"

4. **Click** "Share"

5. **Type** in a name for your document and **click "**Save"

6. **Type** in the email address for your partner and **click** "Send"

7. Once you have added all of your partners **Click** "Done". Your document has been shared.