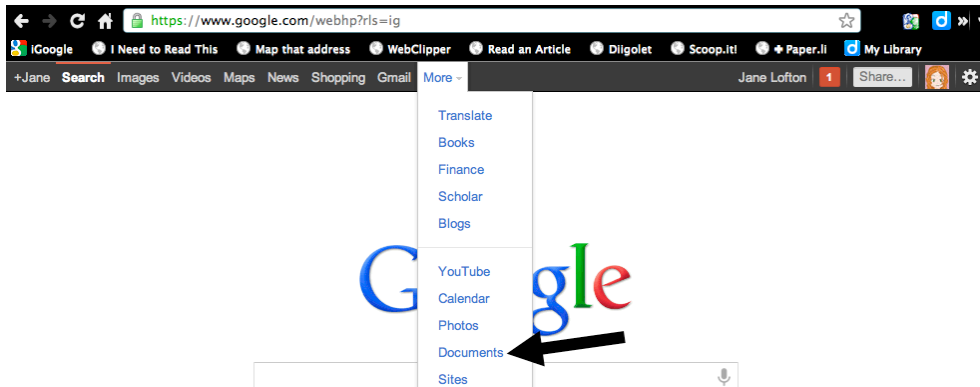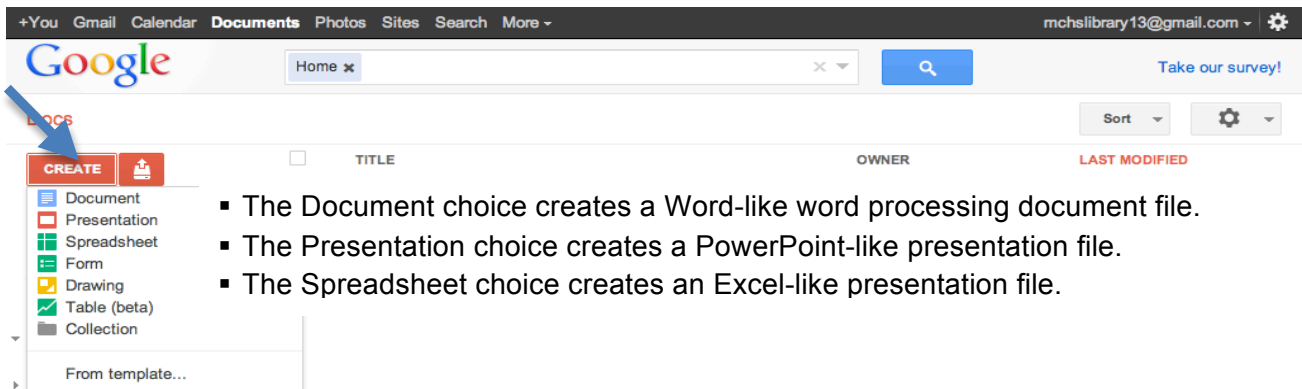# Creating a Google Document

1. Open an internet browser. Chrome and Firefox work well. Internet Explorer is *not* recommended.
2. Type google.com in the address line.
3. Click **Sign in** at the top right and sign in.

.

4. Select Documents from the More menu:

5. Select Create:

   - ▪ The Document choice creates a Word-like word processing document file.
   - ▪ The Presentation choice creates a PowerPoint-like presentation file.
   - ▪ The Spreadsheet choice creates an Excel-like presentation file.

6. Give your document a name by clicking **Untitled Document** and enter a new name.
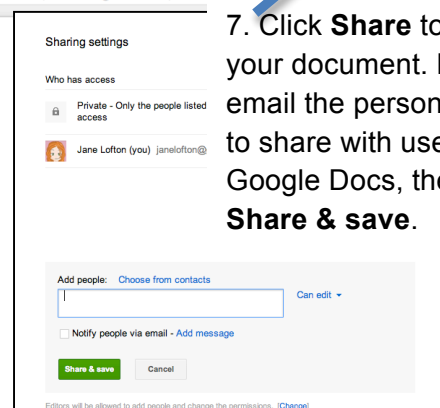
   For documents you share with your teacher, use the naming convention your teacher specifies, such as:

   P#_Lastname Firstinitial_Topic

   For example:

   P1_Lofton J_Works Cited

7. Click **Share** to share your document. Enter the email the person you want to share with uses for Google Docs, then click **Share & save**.

8. Edit your document just as you would a Word, PowerPoint, or Excel file. It will be saved automatically