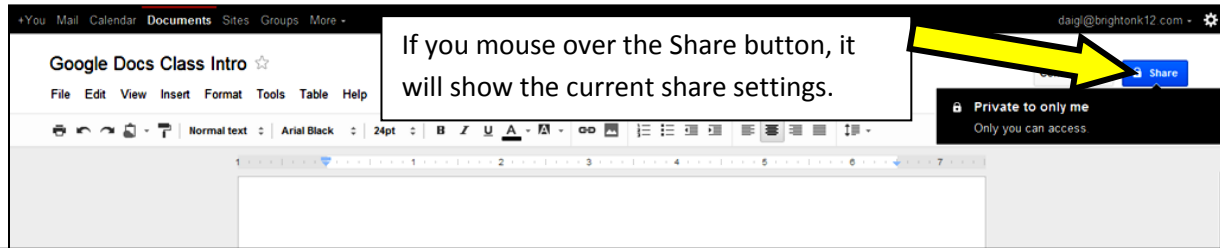# GOOGLE DOCS BASICS: HOW TO SHARE A DOCUMENT

Checking the Shared Setting for Your Document

If you mouse over the Share button, it will show the current share settings.

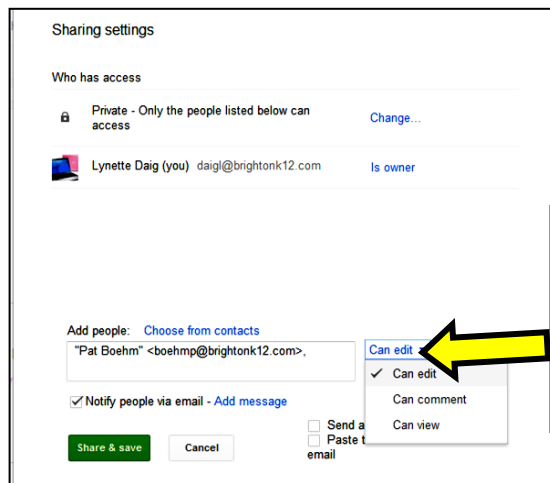## How to Share a Document with Specific People

To share a document, click on the Share button.
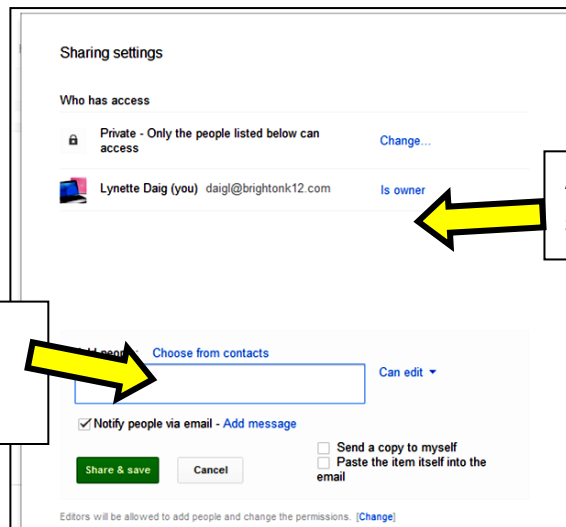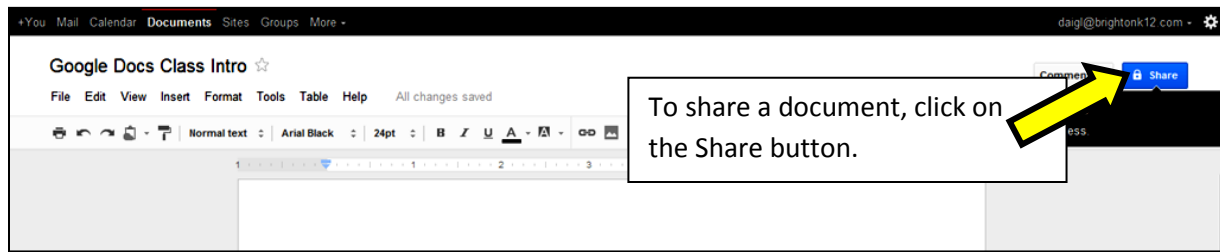
Anyone with whom the document is shared, will appear listed here.

To add someone, type their email address in the "add people" box.

The default setting allows the user to edit the document. If you don't want this person to edit, select "Can View"

Google will notify the person via email that you have shared a document with them. I advise you to always leave this box checked.

I also suggest adding a message. To do this, click "Add Message"

Type your message in the box. I like to explain what the document is, so the person knows what they are getting and what they are expected to do with it.

When you are finished, click "Share and Save"

Now the person with whom you shared the document appears listed.

You can change their access to view or comment with the drop down menu.

You can also revoke their access with the little "x".