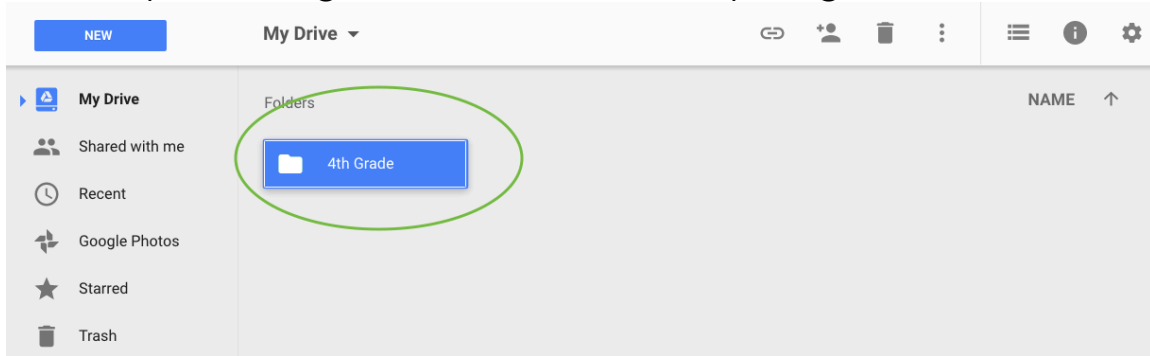


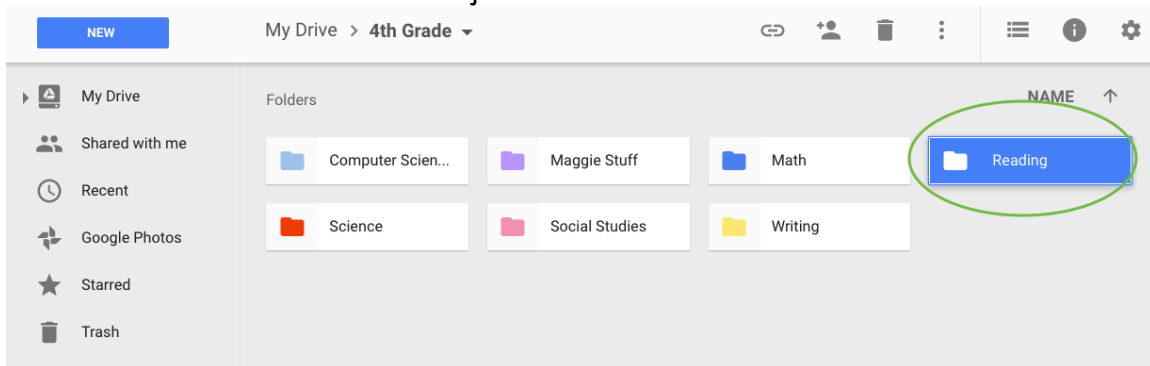
Google Drive

Creating and Sharing a Document

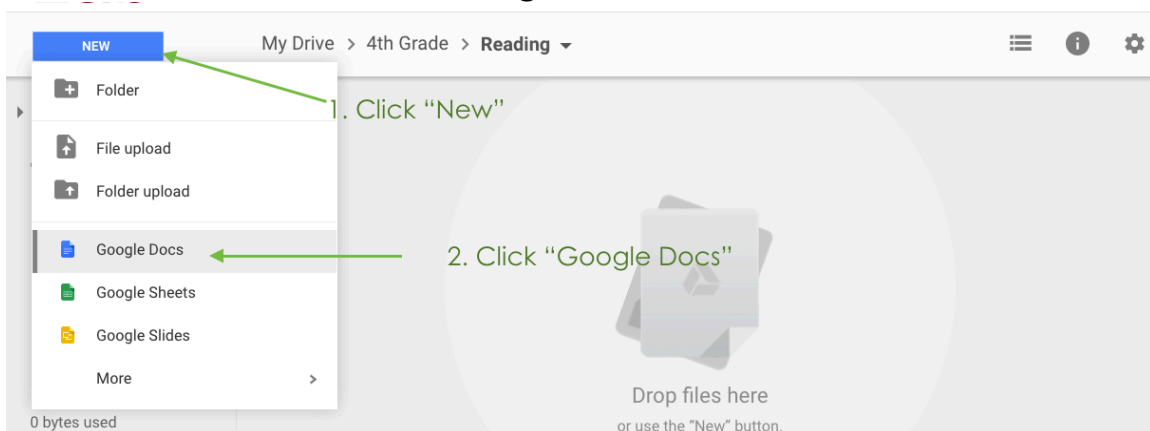
- In your Google Drive, double-click your grade level folder.



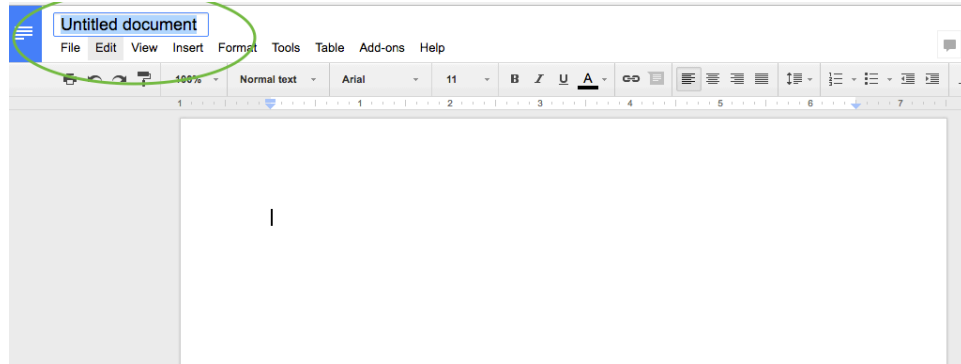
- Double-click the subject.



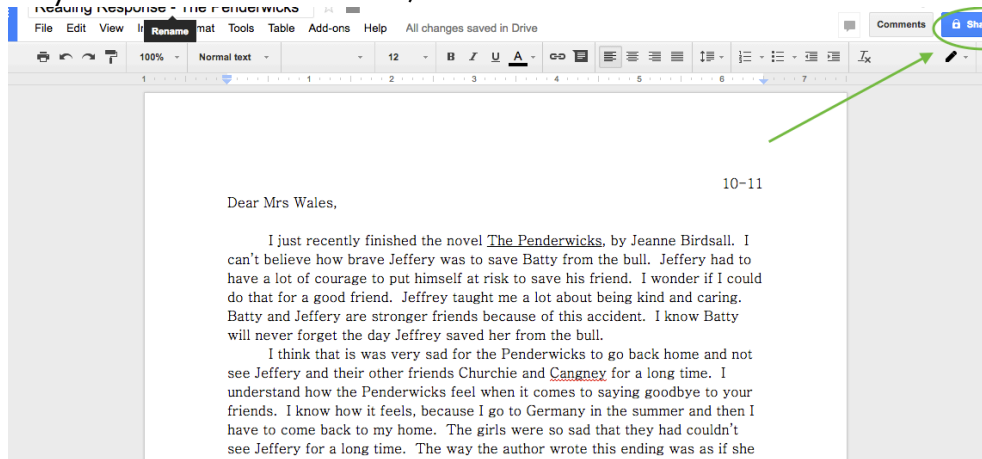
- Click "New" and "Google Doc".



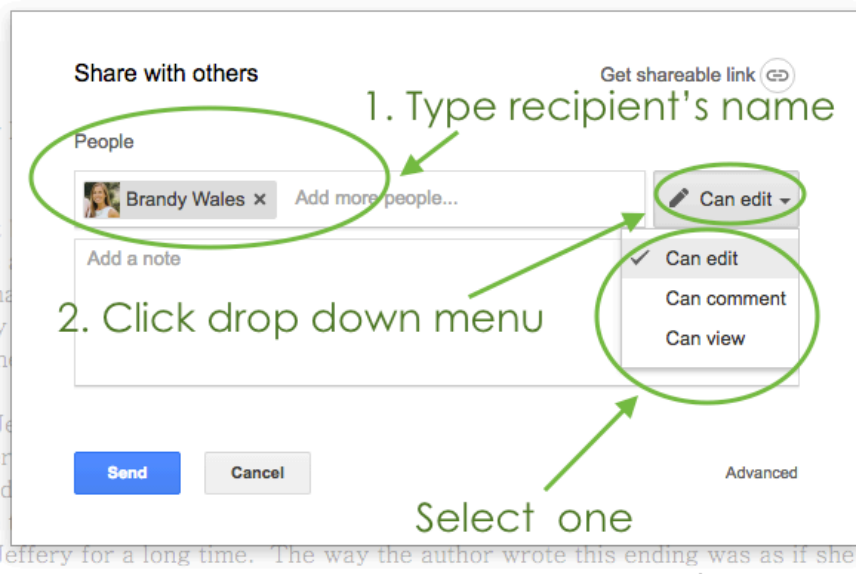
- Rename the document.



- Type your document.
- If you want to share it, click "Share".



- Type the recipient's name.
- Click the dropdown menu and choose "Can edit," "Can comment," or "Can view".
- Click "Send".



Jeffery for a long time. The way the author wrote this ending was as if she