

Name _____ Date _____

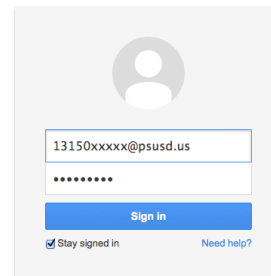
Google Docs

Follow all directions below.

1. Go to this site: <http://docs.google.com>
2. Log into Google Docs. Your username is your student ID: (13150xxxxx). Your password is your birthday, in this format (use all four numbers of your birth year): (01292014).

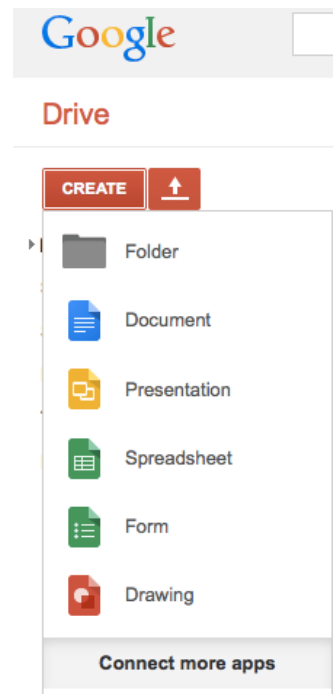
Google
One account. All of Google.

Sign in to continue to Google Drive

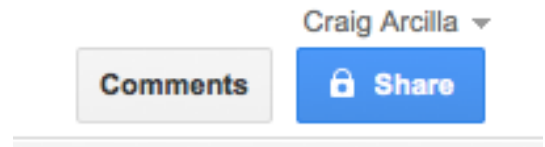


A screenshot of the Google sign-in page. It features a grey background with a white profile icon placeholder at the top. Below it is a text input field containing the email address '13150xxxxx@psusd.us' and a password field with seven dots. A blue 'Sign In' button is positioned below the password field. At the bottom left, there is a checkbox labeled 'Stay signed in' which is checked, and a link for 'Need help?' is on the bottom right.

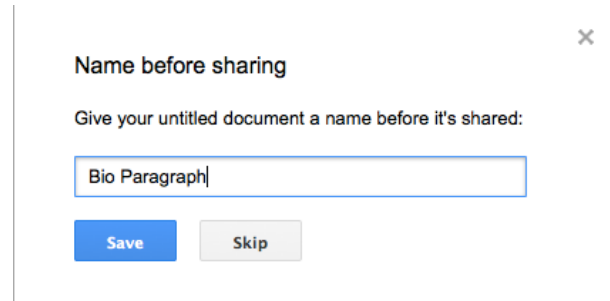
3. Once you've logged in, click on the red box on the left side called "Create." Choose the option called "Document"



4. Once your assignment is finished, click on the blue “Share” button on the right.



5. When you see this box come up, type the name of your document and click the “Save” button.



6. When you see the next box pop up, type carcilla@psusd.us in the box where it says “Invite People,” then click the green “Share & Save” button. When you’re done, click the blue “Done” button.

