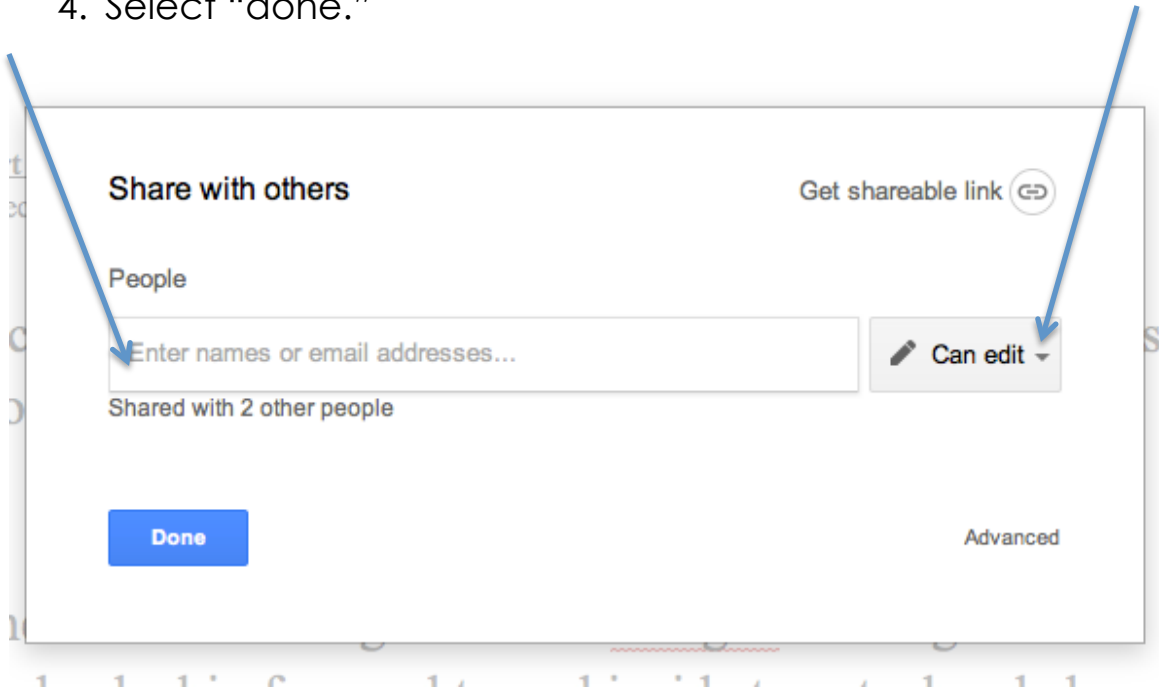# Sharing Google Docs

To share a Google Doc:
1. Select "share" in the top right corner of the doc.
2. Insert the address of the person or people you want to share your document with in the window that appears.
3. Decide if they can edit, comment, or view your doc.
4. Select "done."

To receive a shared Google Doc:
1. From Google Drive, select the "Shared with me" folder.
2. Find the doc within the folder.
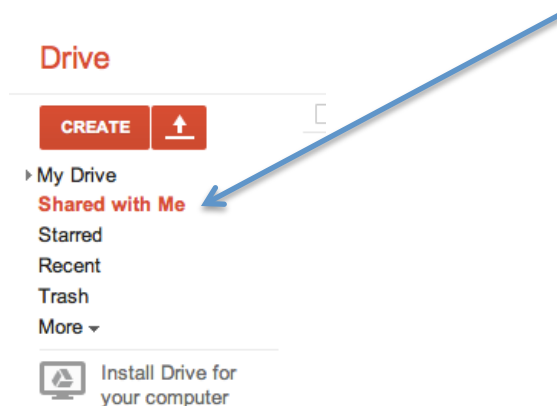
To save a copy of the shared Google Doc to your drive:
1. Select the doc you wish to copy by placing a check in the upper left corner. (Move your cursor over the doc to make the check box appear.)
2. In the toolbar at the top, select "more."
3. From the pull down menu, select "Make a copy."
4. Go to your Drive to find the copy.