**How to Create and Share Documents On-Line**

**Start by creating your Google Drive account:**



* Go to accounts.google.com
* Click on Create an account
* Fill in the required fields
* And you’re ready to go!

**How to create a new file:**

1. From Google Drive, locate and select the **New** button, then choose the type of file you want to create. In our example, we'll select **Google Docs** to create a new **document**.



1. Your **new file** will appear in a **new tab** on your browser. Locate and select **Untitled document** in the upper-left corner.



1. The **Rename** dialog box will appear. Type a **name** for your file, then click **OK**.



1. Your file will be **renamed**. You can access the file at any time from your Google Drive, where it will be **saved**automatically. Simply double-click to open the file again.



You may notice that there is no **Save** button for your files. This is because Google Drive uses **autosave**, which automatically and immediately saves your files as you edit them.

