Step 1: http://docs.google.com

Step 2: Log in username & password using a gmail account

Step 3: Upload document (Upload \rightarrow Files) or (Create \rightarrow Collection \rightarrow Upload \rightarrow Files)



Step 4: Convert documents to Google Docs format

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Step 5: Select "**Share**" → "**Change**"

Step 6: Edit sharing settings (* Please make sure you edit the sharing settings!)



Step 7: Save and <u>copy the link</u> \rightarrow Done!