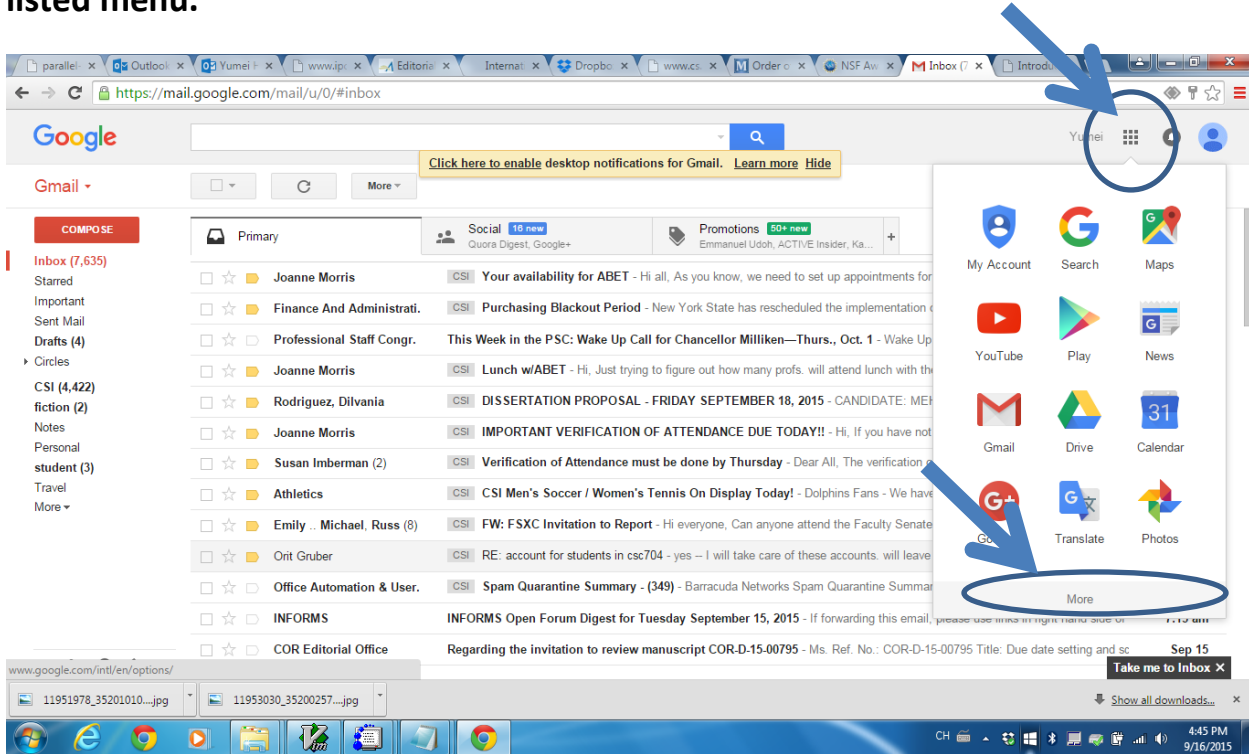


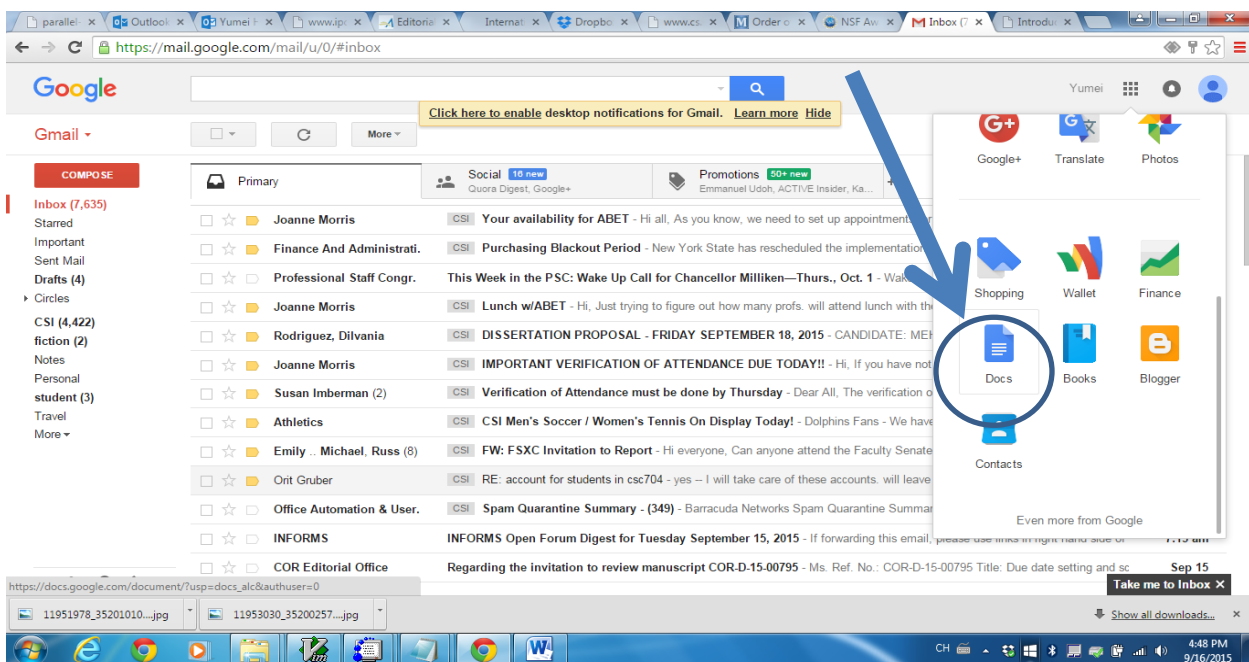
Google Doc

Step 1: log in to your gmail account.

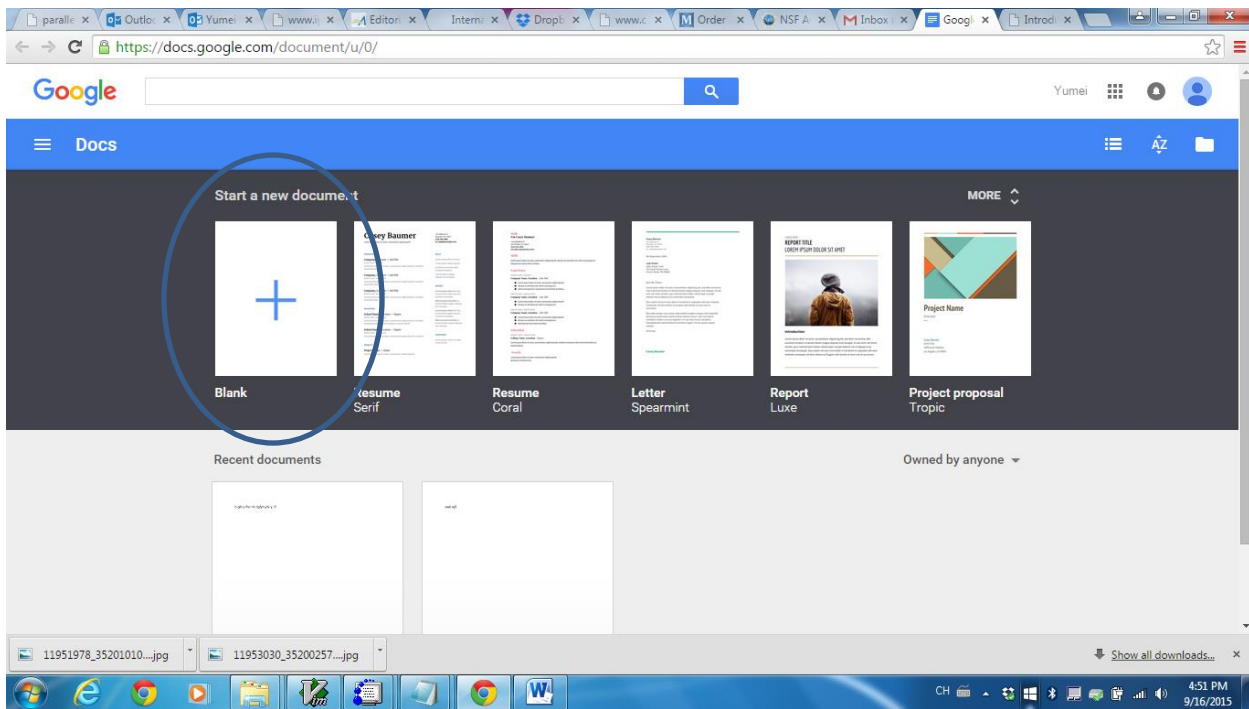
Step 2: click the icon of 'google Apps' on the top right corner. Then click 'more' on the listed menu.



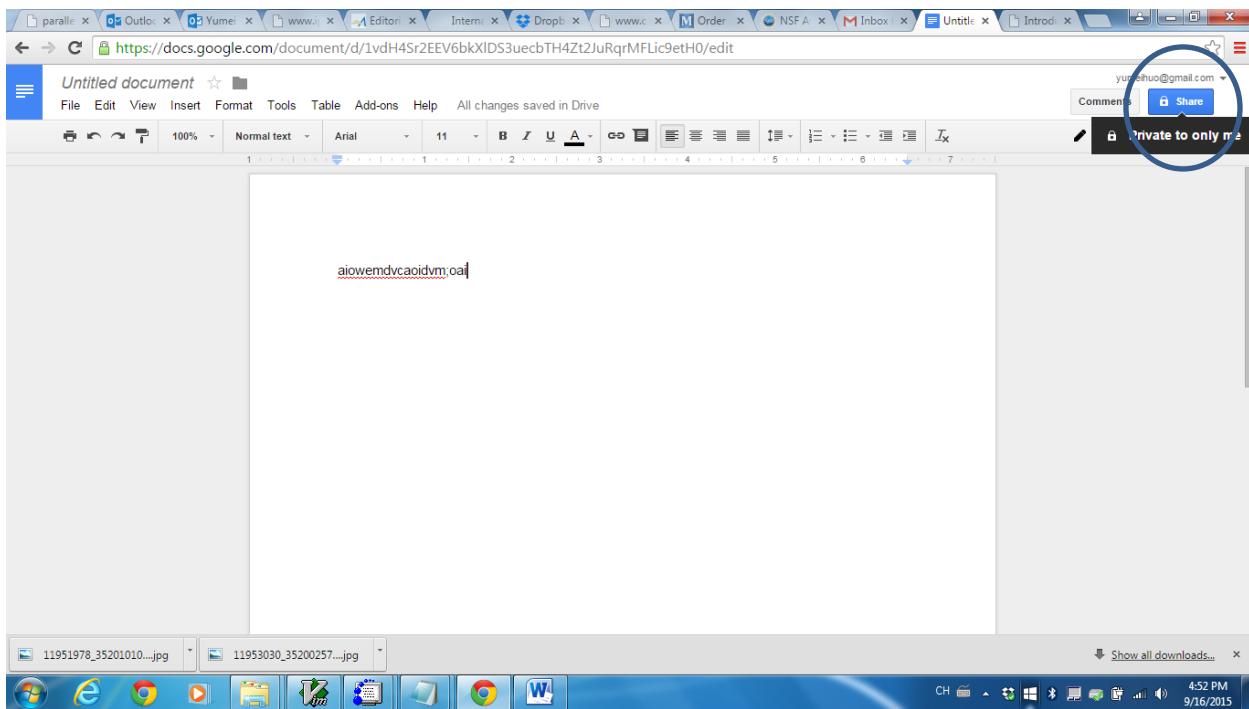
Step 3: Then click the icon of 'Doc'.



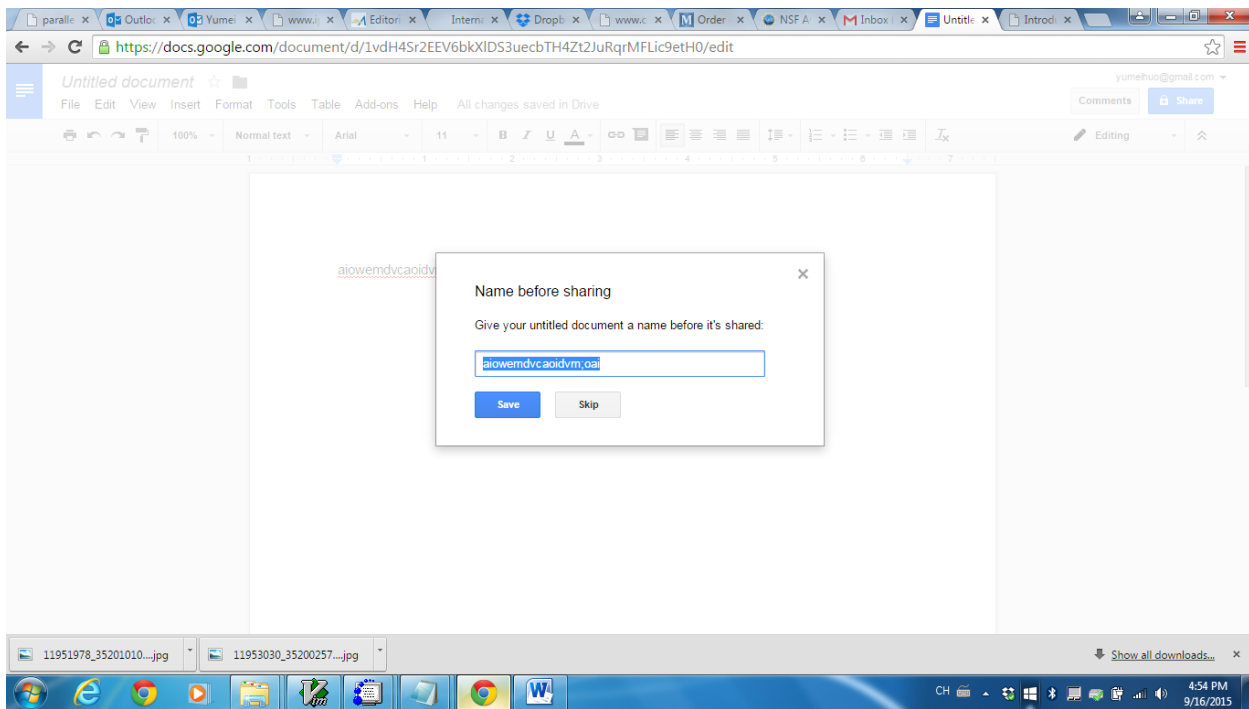
Step 4: Select the document type you want to use. For this example, you can click 'blank document'.



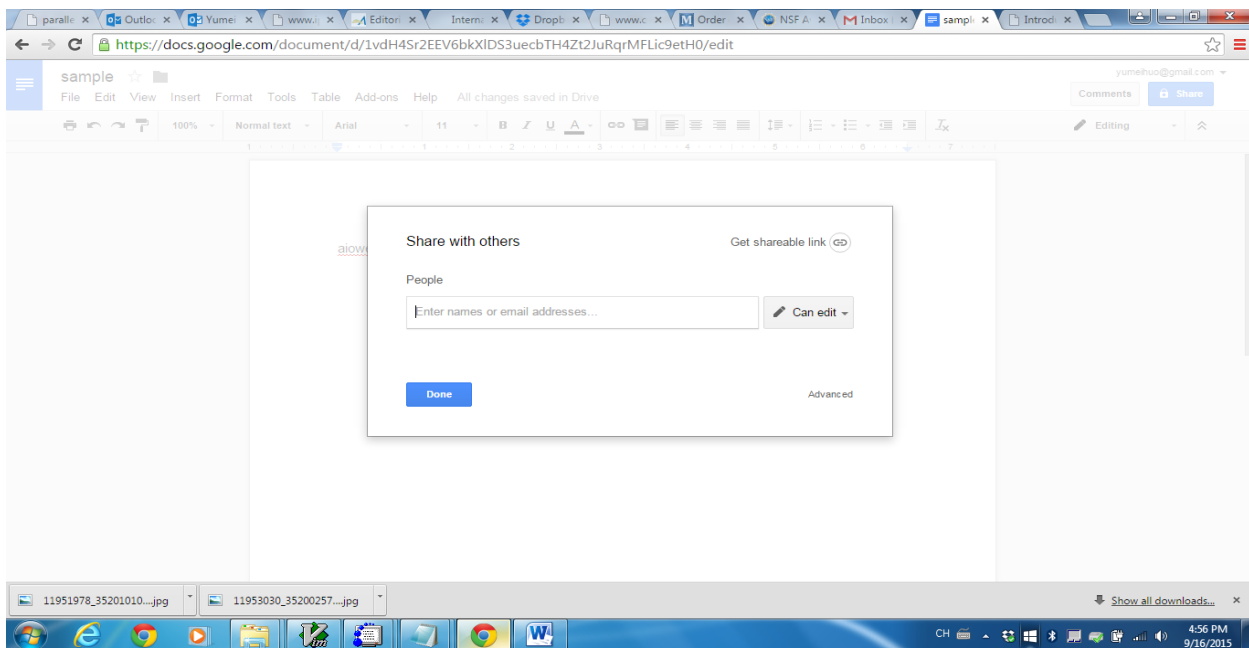
Step 5: Type the content of file you want to share with others. Then click the button 'share' on the top right corner.



Step 6: type the name for the file you are typing and going to share, and then click `save` button.



Step 7: type the email address of the person whom you want to work with on the file, and then click `Done` button.



Step 8: The person with email you typed will receive the invitation. Once he/she opened the file, both of you can edit the file at the same time.