

LLOYD: Hi my name is Lloyd,

JAREN: And my name is Jaren.

BOTH: We are going to teach you how to share a google document.

JAREN: I have this really cool destination future thing for class that I want to share with Lloyd, but how do I do it?

LLOYD: Well, you click that "share" button.

JAREN: The one in the top-right corner?

LLOYD: Obviously.

JAREN: (clicks button) So I see a "Enter names or email addresses" text box, what do I do?

LLOYD: Do what it says, but if you're typing the name, start with the last name.

JAREN: But what if I can't find it? (before typing "Hau")

LLOYD: You scroll down the options.

JAREN: Wait, there's an option section?

LLOYD: Yes. Some people have the same first or last names, so there has to be choices!

JAREN: (type in "Hau") So I click "Lloyd Hau"?

LLOYD: Yes. Now it's shared with me

JAREN: Hey, what does this "can edit" sign do?

LLOYD: Oh, it only changes from "can edit", to "can comment" or "can view"; but only if you choose to change it by clicking it.

JAREN: (getting off "share") Okay, well now that you know how to share, I guess that's the end, so,

BOTH: Goodbye and thank you for watching!