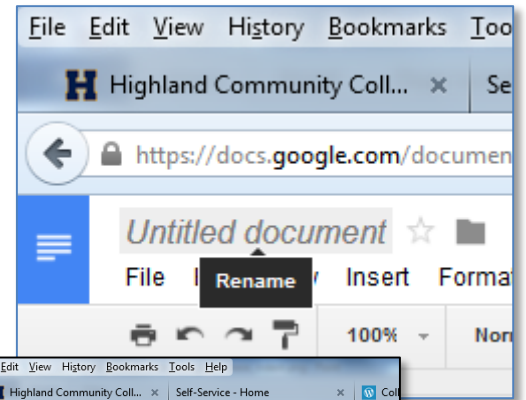
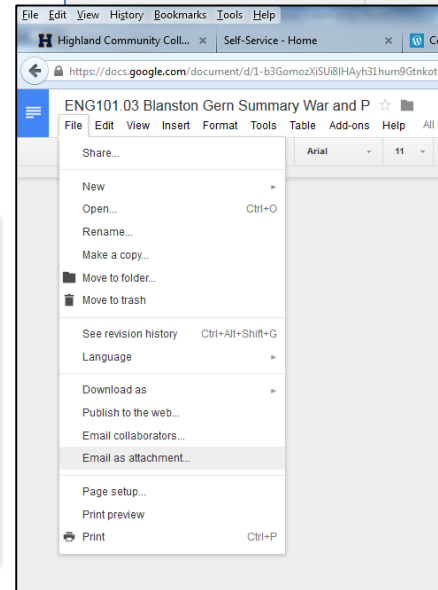
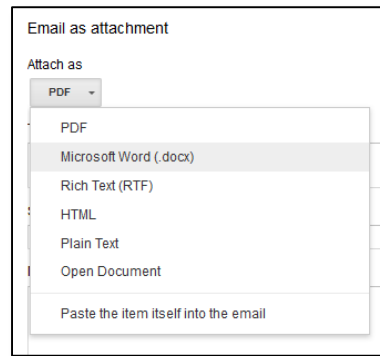


Sending a Google Doc as an email attachment

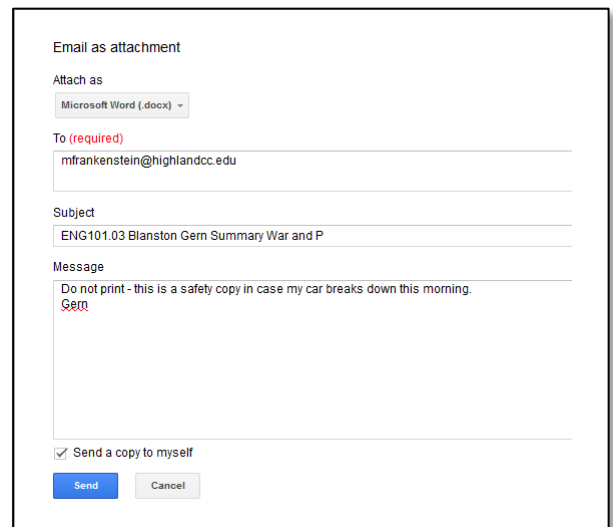
1. Bring up the paper in google docs.
2. Name the file with your class section, your name, and the assignment description. →
Example:
ENG101.02 Smith Joe summary War and Peace
3. Drop down the **File menu** and select **“Email as attachment...”** →



4. When the dialog window appears, drop down the **“Attach as...”** list → and *choose one of these two formats:*
 - a. Microsoft Word (.docx)
 - b. Open Document***I won't accept PDF, RTF, HTML, or plain text.***



5. In the **“To (required)”** field, carefully type my email address.
6. The **“Subject”** field should be the same as the file name: your name and the assignment identification.
7. In the **“Message”** field tell me what to do: print it, keep it on hand as proof of completion, or comment on it and send it back.
8. Click the box to **Send a copy to myself**. That way, if you misspelled my email address my email address you can still prove when you completed and sent the paper.
9. Click the **“Send”** button.



I'll get a message that looks like this → and I'll send you a reply (a “receipt”) that says something like:

*Got it! Thanks.
--gb*

But check your “Sent items” folder right away to make sure it went out. That's it!

