

**NATIONAL SOCIETY OF PERSHING RIFLES**  
NATIONAL HEADQUARTERS  
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NSPR - NHQ

21 NOVEMBER 2008

MEMORANDUM FOR: National Society of Pershing Rifles

SUBJECT: Google GMail Document Sharing

1. This document describes details on the capabilities of GMail Documents and instructions on how to use the Google Documents feature.

**2. Document Sharing:**

GMail has the capability of placing documents into a folder within one's account. This essentially has the same feature as an external/jump drive combined with the abilities of a shared server. Documents can be stored within one's own folder, limiting access to that document solely to your account. However, documents may also be shared with other GMail accounts. To place documents onto Google Documents follow the directions shown below.

1. Log into your @pershingriflessociety.org account.
2. Click on the **Documents** link in the upper left corner.
3. A new window will open, so be sure to have your pop-up blocker disabled or hold CTRL to disable. This window is organized similar to Windows Explorer with organization options and folders on the left and the corresponding files in the main workspace area.
4. To upload a file click on the **Upload** button from the toolbar.
5. Next click on the **Browse...** button and locate the file on your computer.
6. After you have located the file select it and click **Open**.
7. You should now see the file location path in the Upload box. Now click the **Upload File** button.
8. After the file is uploaded, you will see a preview of the document. At this point you may share the document, save, or save & close.

**Sharing:**

1. To share the document, click the **Share** button in the upper right corner. This will provide you with a drop-down menu at which point, select **Share with others**.
2. At this point you will be provided with options to invite people. The default mode is to share the document with others As collaborators. However, for most purpose this should be changed to **As Viewers**. The reason for this is that collaborators may edit the document, whereas viewers cannot make changes.

3. You may now invite viewers by entering their email address in the window separated by commas or select accounts from your contacts by clicking the **Choose from Contacts** link below the box. Now, click the **Invite Viewers** button.
4. Sharing may also be done later after the document has been uploaded by selecting the document from the list (by filling the check-box next to the document) and clicking the **Share** button from the toolbar and following steps B and C.

FOR THE National Society of Pershing Rifles:

// signed //

Tom Carlsen  
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G-6, NHQ