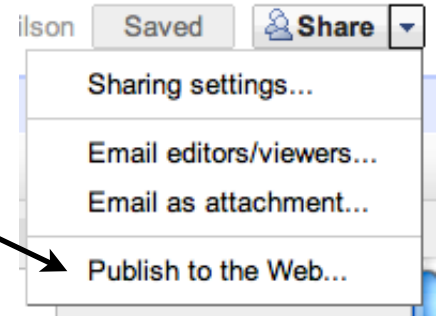


# Google Docs: Publishing & Printing

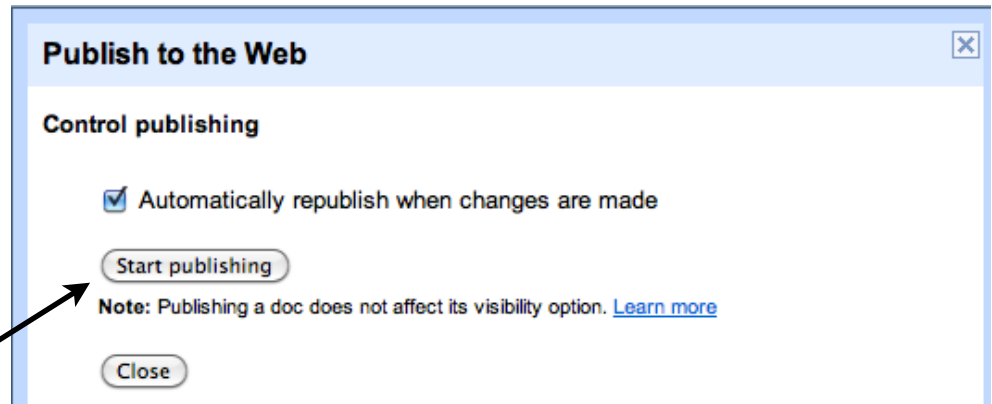
Once you and your collaborators have finished editing your document, you have the option of publishing or printing it.

## Publishing Google Docs:

1. To publish a Google Doc, click on **Share** and choose **Publish to the web** from the dropdown menu.



2. You have the option of automatically republishing when changes are made to the document, which eliminates the need to manually republish each time the document is updated or revised. Select **start publishing**.



3. Once the item is published, you can send the web address to co-workers, family, or friends.

## Printing Google Docs:

1. To print the document as a PDF, select **File** and **Print**. You can print from the PDF by going to **File** and **Print**.
2. You can also download the document as an HTML file by selecting **File**, **Download as**, and **HTML (zipped)**. Locate the HTML file in your Downloads folder and unzip it. Then select the file and **Open**. You can print from here by going to **File** and **Print**.

