

How to Open and Read a Google Doc

For ARMTA Board Members – No Google Account Needed

1. Opening the link

- You will receive an email from **ARMTA** with a **blue link** to a document.
- Click the link once.
- Your internet browser (Chrome, Edge, Safari, Firefox) will open automatically.

2. Viewing the document

- The document will appear like a Word file displayed on a webpage.
- Scroll to read it.
- You **do not** need a Google account.
- You **do not** need to sign in.

If you see “Request access,” please let ARMTA know so the settings can be adjusted.

3. Making the text larger

- At the top of the document, find the number (e.g., **100%**).
- Click it and choose **110%**, **125%**, or higher.

4. Printing the document (optional)

- Click **File** (top left).
- Select **Print**.
- Follow your usual printer steps.

5. Saving a copy to your computer (optional)

- Click **File**.
- Select **Download**.
- Choose **Microsoft Word (.docx)** or **PDF Document (.pdf)**. PDF will keep the formatting.
- The file will save to your computer (usually in **Downloads**).

How ARMTA Sets Up the Link (So No Account Is Needed)

ARMTA prepares the document with these settings:

1. Open the document in Google Docs.
2. Click **Share** (top right).

3. Change to:

- **General access:** “Anyone with the link”
- **Role:** “Viewer”

4. Copy the link and send it to the board.

With these settings:

- Anyone with the link can **view** the document.
- No Google account is required.
- No one can accidentally edit the document.