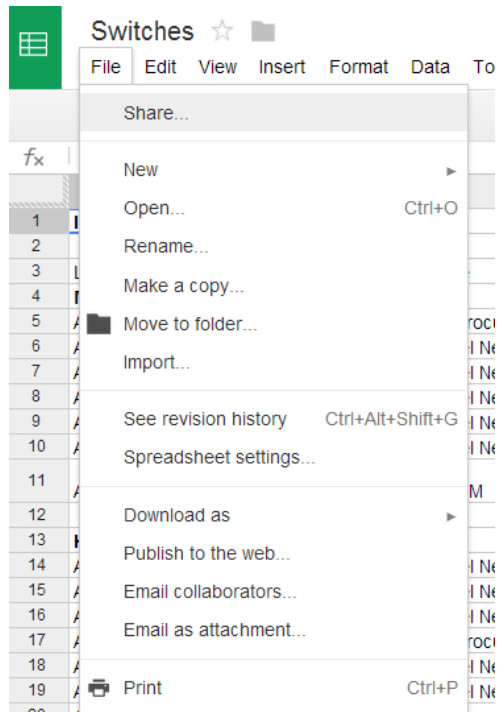# How to send Google Docs as Attachments

1. Open **Documents** from the black task bar at the top of your Google Drive page and open your document
2. Open the document you wish to send. Go to File right above the body of the document and select '**Email as attachment**'.

3. You will find various share options within this menu.