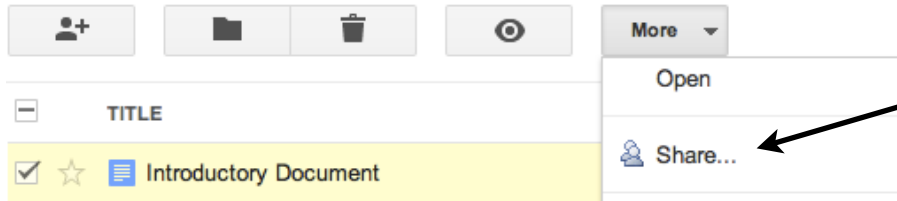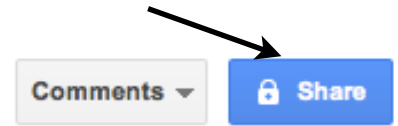# *Google Docs:* Sharing & Collaborating

Sharing Google Docs:

You can share your Google Doc with fellow teachers, family members, or friends.

1. To share directly from your document, click the **Share** drop-down menu at the upper right. You can also share from the Docs list by selecting the document you wish to share and selecting **Share** from the **Actions** menu.

2. Once you've selected **Share**, the **Sharing settings** window will open.

3. You will be able to see the privacy setting of the document and who currently has access to it. You will be listed as the "owner" of the document since you are the person who created it.

4. You can share a document by either typing in the names of the people you wish to share it with or by sharing it with individuals or groups in your Google Contacts list.

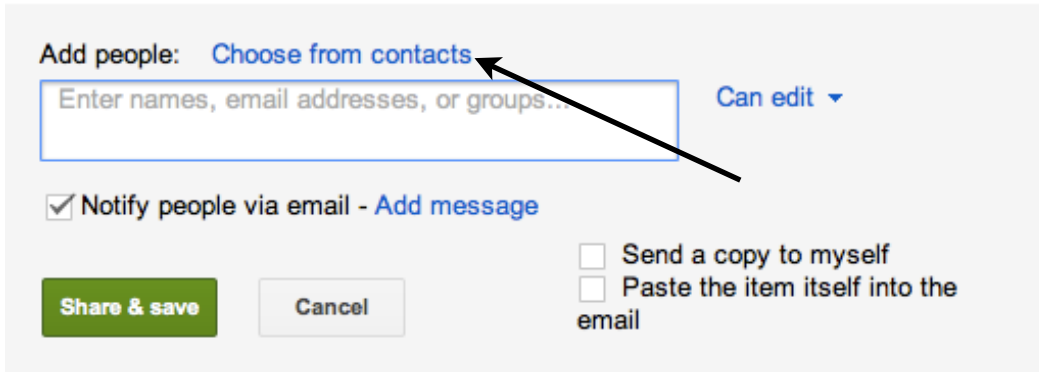5. To get started, click in the box under **Add People.**

6. The above window will appear. To add individual names or email addresses, simply type them in the box provided.
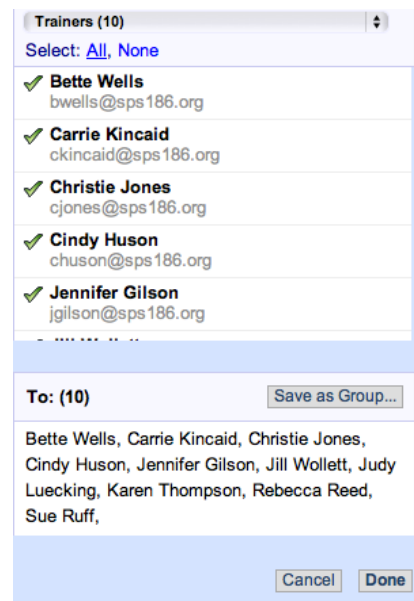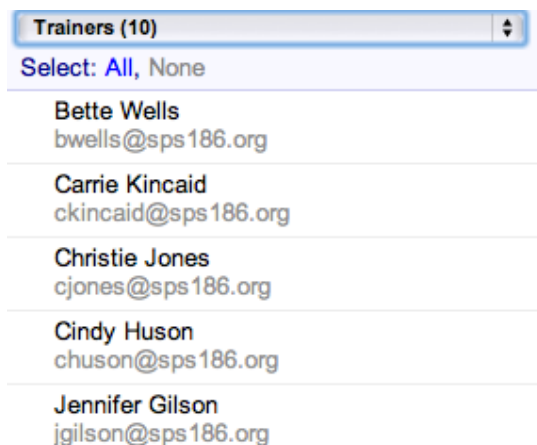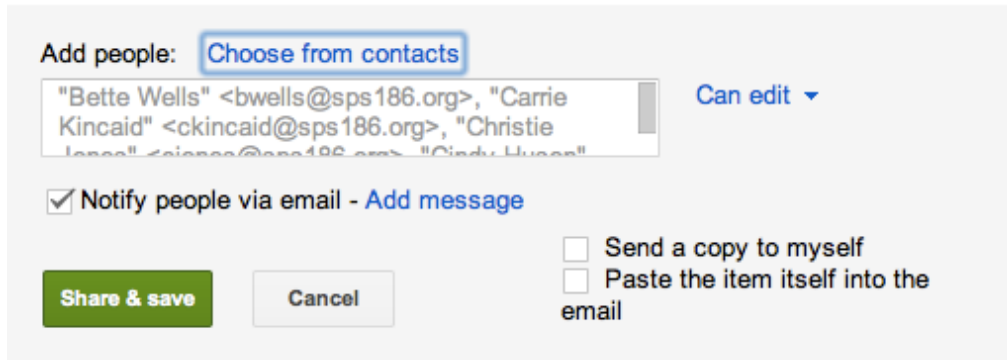
7. To add contacts from your **Google Contacts,** click on **Choose from contacts.** Click on **Most Contacted** to get a drop down menu of your contact groups.
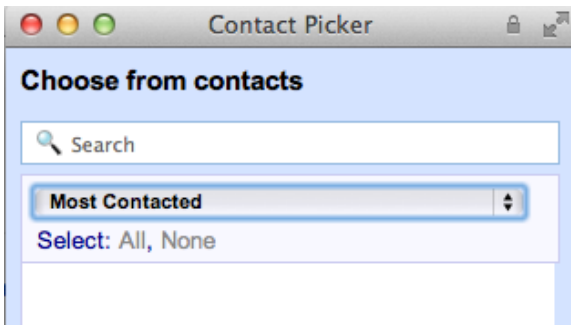
8. Select either **All Contacts** or the group you wish to share with by clicking on the group name. Then click on **Select All** and **Done.**

Google Docs: Sharing & Collaborating

Add people:　Choose from contacts

"Bette Wells" <bwells@sps186.org>, "Carrie
Kincaid" <ckincaid@sps186.org>, "Christie

Can edit ▾

☑ Notify people via email - Add message

Share & save　　　Cancel

☐ Send a copy to myself
☐ Paste the item itself into the
email

9. Now that you have selected the recipients, it's time to choose which editing privileges you wish to give them. When you click on the **Can edit** dropdown menu, you will be able to select from the following options: **Can edit**, **Comment,** or **View**.

10. **Can edit** gives the recipient the ability to change the document, **Can comment** allows them to add comments only, and **Can view** only allows viewing rights. Up to 200 collaborators may view a document, but only 10 collaborators may simultaneously edit a document.

Can edit ▾

✓　Can edit

Can comment

Can view
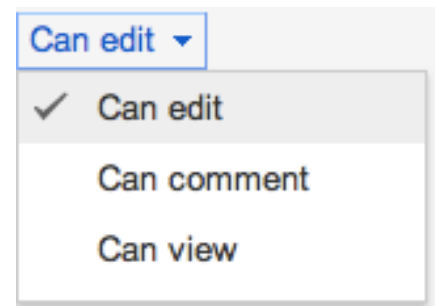
11. Unless you are going to tell someone you have shared a document with them, it's a good idea to select the **Notify people via email** feature. You may also include a personal message, if you wish. Other options include sending a copy to yourself or pasting the item in the email itself.

12. Click **Share & save.**

Google Docs: Sharing & Collaborating

<u>Collaborating with Google Docs:</u>

1. Anyone with editing privileges can make changes/ additions to the Google Doc. Each revision is documented and can be accessed by going to **File** and choosing **See revision history**.

2. The **Revision history** will include a time stamp and the name of the editor making the revision. Each change is color-coded to assist in keeping track of who was making the revision. You have the option of reverting to the version you are currently viewing (**Restore this revision**) or of returning to the current version by clicking the **X** in the upper right hand corner of Document history.
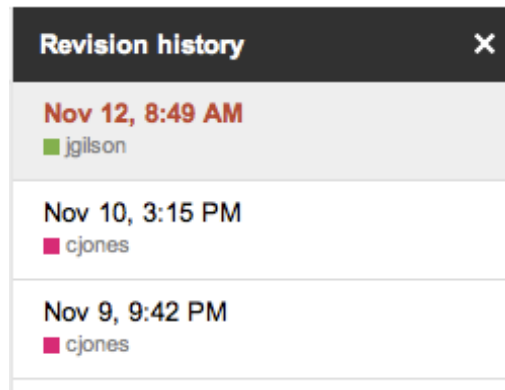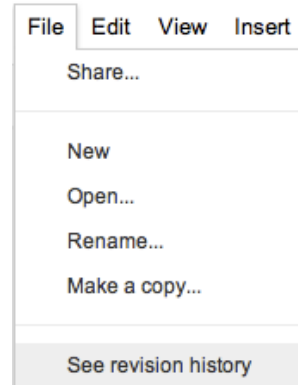
3. If any other collaborators are currently viewing a document, an **other viewer** tab will appear at the far right. Click on the down arrows to see who is viewing. To "chat" with other viewers, enter text in the box at the bottom of this window.
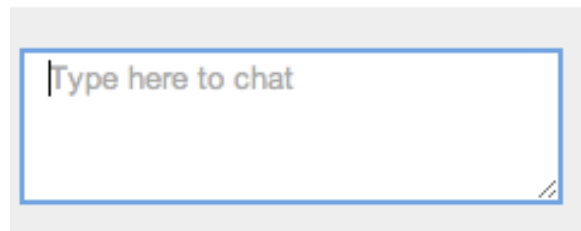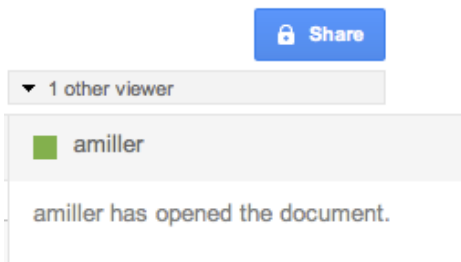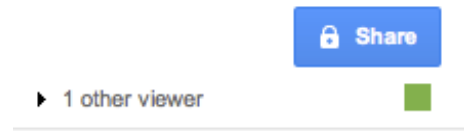
4. All collaborators are able to view changes being made to the document in "real time". As the document constantly saves all revisions, collaborators are guaranteed the document is up-to-date at all times.