

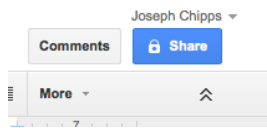
Sharing Documents in Google Drive

Now that you have a Google Drive, and you can create documents, how do you share docs? Sharing documents is easy – as long as the recipient also has a Google account. If not, it still works, just not as seamlessly.

Google has different sharing rights. You can allow other users to just view, comment, or edit any document. You can give different individuals or groups different rights.

Sharing on the Web

Open a doc in Google Drive. In the upper right corner, there is a blue button that says “Share.” Click it!



You can share your file by posting a link so it so others can view or edit. You can also share your doc using social media (this is great for presentaions and conferences):

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1UU2tyosD5k7A-j4LeLEy8NBjLjdr1zcDqvBht-z7>

Share link via:    






You can also choose individuals or groups to share a document. If you have created a group in Google, you can share with a group. If you have contacts in your Google Contacts, you can input a name. You can also input an email address.

Invite people:

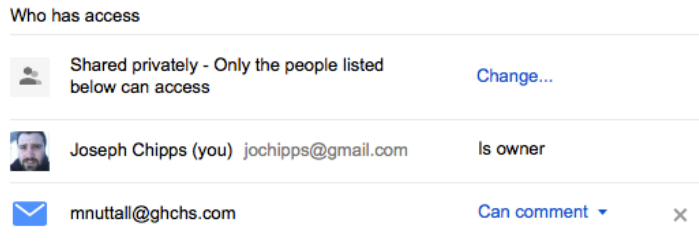
Editors will be allowed to add people and change the permissions. [\[Change\]](#)

[Done](#)

After sharing, you will be able to see all people who have rights, and you can change those rights for each individual:

Who has access		
	Shared privately - Only the people listed below can access	Change...
	Joseph Chipps (you) jochipps@gmail.com	Is owner
	mnutall@ghchs.com	Can edit  

Here, I have given Mike Nuttall editing rights on a document. If I just want him to be able to comment, I can easily change his rights by clicking on “Can edit” and selecting the desired rights.

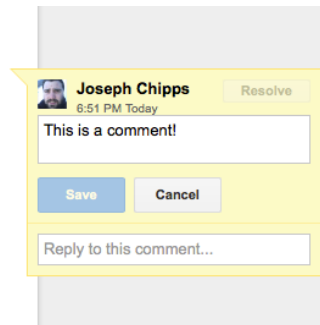


Now Mike can only comment on my file. If you click the X next to a name, you can remove that person from sharing.

Commenting in Google Docs

Commenting is very easy in Google Docs. First highlight the text that you like to comment, and go to “Insert” and click “Comment.”

Student
Login in with last name; test is automatically filled in
Confirmation of who you are
Now start test button
When student is unpaused, different question, same concept-- neat!



A comment box will pop up. Write a comment, and click “Save.” When you are logged in to your account, your name will appear as the commenter. Google keeps track of all revisions to a document. To see the revision history, go to “File” and click on “See Revision History.”

