Collaborate with Google Docs

What is Google Docs?

- Google Docs is a free online application to create documents, spreadsheets, presentations, and surveys. You can also upload existing files, share files, and collaborate on the same document simultaneously.

Applications of Google Docs:

| Students:          | file storage, group work, peer review, presentations, research, organization, and surveys |
| Teacher:           | presentations, forms/surveys, collaborative research, conference preparation, co-teaching lesson plans, and online teaching |
| Business:          | meeting agendas and notes, share documents for clients or customers to view, collaborative documents such as newsletters, data spreadsheets, presentations, and event planning |

Getting Started with Google Docs:

1. Sign into your Google Account
   a. If you have a Gmail account, go to www.google.com and click Sign in. (Creating an account is free.)
   b. To use the Saint Francis Google Account, go to https://www.google.com/a/francis.edu
      i. Username is first initial last name (i.e. btaylor)
      ii. Password:________________________

2. Create an Online Document
   a. Click Drive in the top menu.
   b. Click Create on the left.
   c. Click Document.
   d. Begin typing in your document like you would in word processor.
   e. Title your document by clicking Untitled Document in the top left, type a name, and click Ok.

   Note: Google will automatically save; therefore, you will not see a save button.

3. Upload an Existing Item
   a. First check your settings.
      i. Click the Settings icon in the top right.
      ii. Click Upload settings.
      iii. Check box next to convert uploaded files to Google Docs format.
   b. Click Upload icon.
   c. Click Files.
   d. Browse and Select files from your computer. Click Open.
   e. A dialogue box will show status of upload. Click X on dialogue box when upload is finished.
4. Share & Collaborate on a Document
   a. Once you have the document open, Click Share in the top right.
   b. Add people by typing email addresses.
   c. Check Box to Notify via Email
   d. Select access level Can Edit, Can Comment, or Can View
   e. Click Share & save
   f. At anytime you can change individual permissions for each person
   g. Click Done

   ![Individual Access Levels](image)

   Individual Access Levels
   • Add specific names of people
   • Owners - created or uploaded the file and has full access
   • Editors - can edit documents, invite or remove collaborators
   • Viewers - can only view the file or folder and its contents
   • Commenters (Docs and Presentations Only) - can add comments and view

   ![Visibility Options](image)

   Visibility Options
   • Change access to files and folders
   • Private – only people you add can access, best for personal documents
   • Anyone with the link – can edit or can view, good for sharing non-sensitive info. or sharing with people that do not have a Google Account
   • Public on the web – shows in search results, good for advertising event flyer

5. Shared with me
   a. When someone shares a document with you it will be stored in Google Drive under Shared with me.

6. Comments
   a. Once you open a document you can comment in two ways:
      i. For general comments, Click Comments in the top right corner.
      ii. For specific comments within the document, Highlight text, a slide, or a cell. Click Insert. Click Comment.
         • You will see a small box with the comment. You can click the box to Edit, Delete, Reply, or mark as Resolve.

Note: When you open a document it will open in a new window or tab. To navigate back to the main Drive page or close the document’s window.
7. Live Chat
   a. If more than one person is viewing a document at the same time you can see that person's name and conduct a live chat.
   b. Click other viewer in the top right corner.
   c. Type chat message.

   Note: Comments are saved to the document, but live chat is not saved.

8. Create a Folder
   a. Once on the Drive page, click Create.
   b. Click Folder.
   c. Type a name and click Create.

9. Share a Folder
   a. On the main Drive page, on the left look for My Drive.
   b. Right click on the folder name or hover to click dropdown arrow. (In My Drive you can place a check mark next to the file or folder to get more options.)
   c. Click Share, and click Share again.
   d. Add People, and select the access level.
   e. Click Share & Save.
   f. Click Done.

   Note: Sharing a folder will give access to all contents in the folder, but you can change privileges for individual documents.

10. Put Items in a Folder
    a. On the main Drive page, place a check mark next to the item. You will see option buttons at the top of the page.
    b. Click the Organize button.
    c. Click the location to move to. You will see a check mark next to the selected one.
    d. Click Move.

    Note: Placing a check mark next to an item also gives you options to share, delete, rename...etc.