

Google Apps Document Sharing



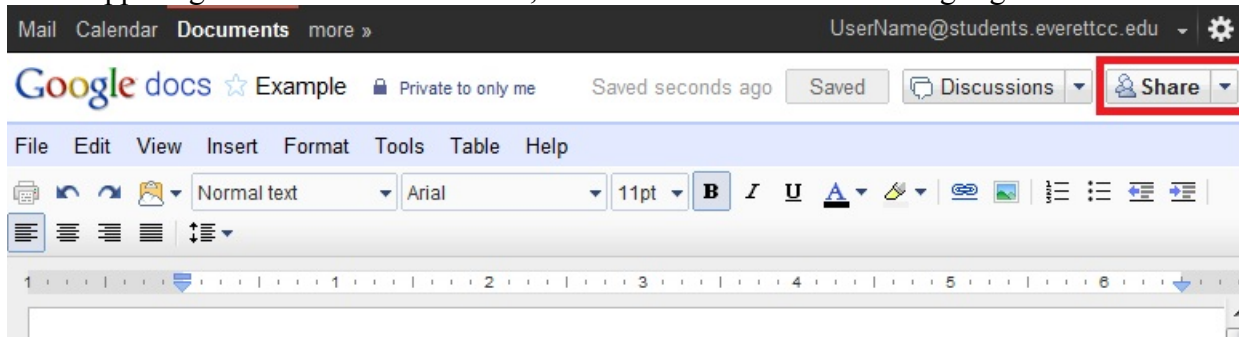
Sharing documents created in Google Apps can become a powerful tool for collaboration. Multiple users can make simultaneous changes to the document, create notes, chat with other authors, allow read or write ability to others and the document will automatically keep a revision history.

Getting Started

After signing into your Google Apps account and clicking on the **Documents** link in the top menu, there are a few different ways to share a document you have created.

If You are Already Editing a Document

In the upper right corner of the menu bar, click on the **Share** button as highlighted in **Red**



Alternatively, you can go to the sharing settings by clicking on **File / Share** in the Google Docs Menu

If You are Viewing Your Document List

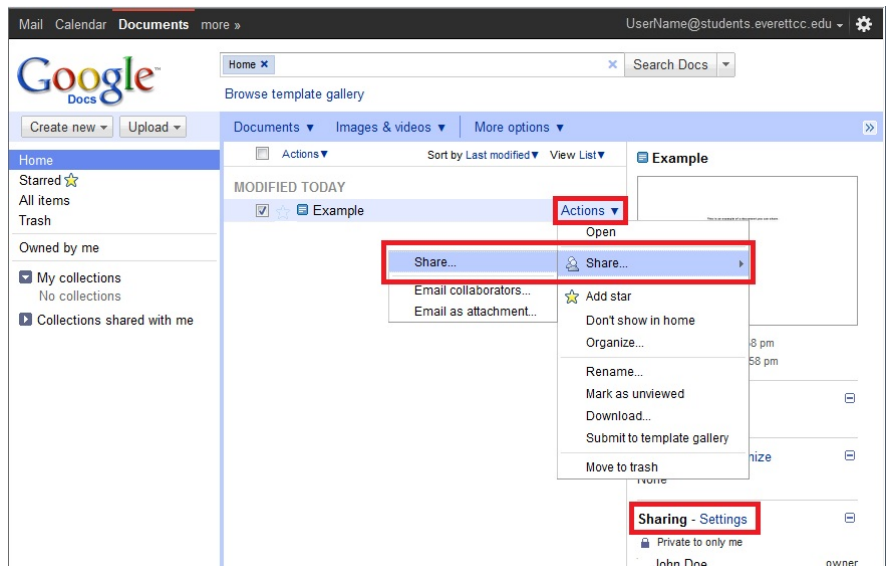
Select the document(s) you want to share, click on **Action / Share / Share...**

OR

Right Click the document(s) you want to share, click on **Share / Share...**

OR

Select the document(s) and on the right side in the **document Information Pane** click on **Sharing Settings**



Adding People You Want to Share With

Click on the Edit Box Below “Add People”

Either **Type** the **Person’s Name OR Email Address** in the box highlighted in **Red** (while typing, it will suggest people’s names, you can choose the person from)

OR

Click on **Choose from Contacts** and add someone from your contact list.

THEN

Select whether that person **Can Edit** or just **Can View** by selecting the appropriate level in the **drop down box** highlighted in **Green**

(Optional) Write an optional message that is sent to the person along with information on how to view the shared document in the **Blue** highlighted edit box.

(Optional) Select different mailing options in the **Purple** highlighted area

Finally, Click **Share**. That’s it! You have just shared a document with a person. Now you can collaborate and finish the project twice as fast!

The screenshot shows the 'Sharing settings' dialog box. At the top, it says 'Sharing settings'. Below that, under 'Permissions:', there is a lock icon and the text 'Private - Only the people listed below can access' with a 'Change' link. A list shows 'JOHN DOE (you) username@students.everetcc.edu' as 'Is owner'. Below the list is an 'Add people:' section with a 'Choose from contacts' link and a text input field highlighted in red. To the right of the input field is a 'Can edit' dropdown menu highlighted in green. Below that is an 'Optional: include a personal message...' text area highlighted in blue. At the bottom right, there are three checkboxes: 'Send a copy to myself', 'Paste the item itself into the email', and 'Send email notifications (recommended)' (which is checked). This area is highlighted in purple. At the bottom left are 'Share' and 'Cancel' buttons. At the bottom center, it says 'Editors will be allowed to add people and change the permissions. [Change]'.