



Collaborating with Google Docs User Guide

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Preface

I. About this Document

Overview and Goals

The purpose of this guide is to acquaint Google Doc users with the collaborative writing functionalities available via the application. Reading through the user guide should give authors an understanding of how to share documents with other collaborators, edit documents (a)synchronously, and save Google Documents in other format types.

Intended Audience

This document is intended for use by individual writers who need to share documents for review and/or revision or for group writers who need to work on a collaborative writing project

II. Application Requirements

Prior Knowledge/Software Needed

- 1) Google Account/Username
- 2) Basic Understanding of Google Docs*

**(See Appendix P.1 for instructions on how to set up a new Google Doc)*

Browser/System Requirements

- *Computer*—The most updated version of Google Docs is fully compatible with the following browsers*:
 - 1) Chrome
 - 2) Firefox
 - 3) Internet Explorer 11
 - 4) Microsoft Edge (Windows Only)
 - 5) Safari (Mac Only)
- *Android*:—Android version 5.0 or up
- *iPhone & iPad*: iOS 10 or up

**Google applications are compatible with the two most recent versions of each browser. JavaScript and cookies must be enabled for use.*

Materials Needed

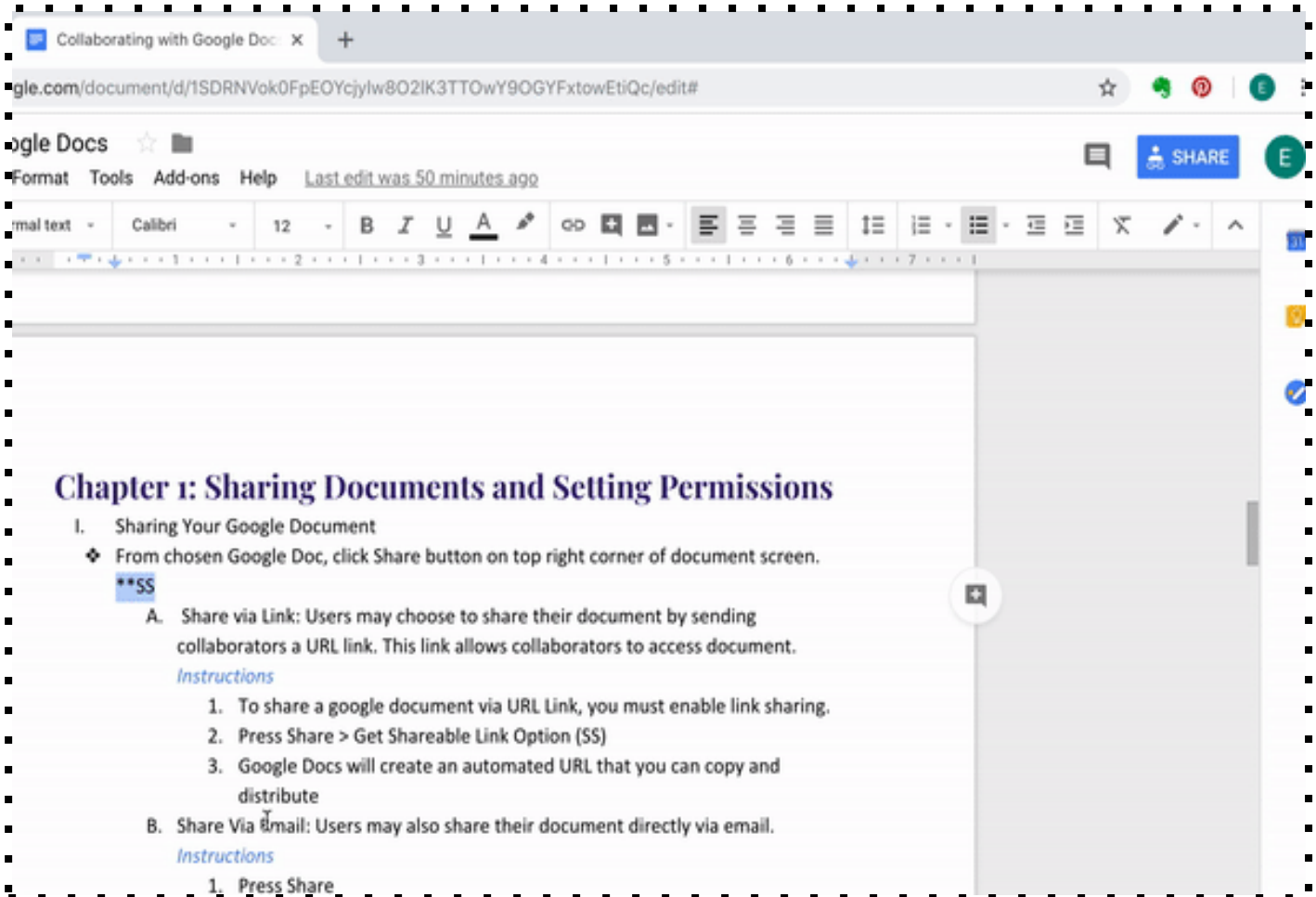
- 1) Technological Device to Connect to Google Docs (computer, phones, tablet)
- 2) Browser Capabilities
- 3) Internet Access*

**When disconnected to the internet, you can still view and edit files via Google Docs by enabling offline capabilities (See Appendix P.2)*

Chapter 1: Sharing Documents and Setting Permissions

I. Sharing Google Document

From chosen Google Doc, click Share button on top right corner of document screen

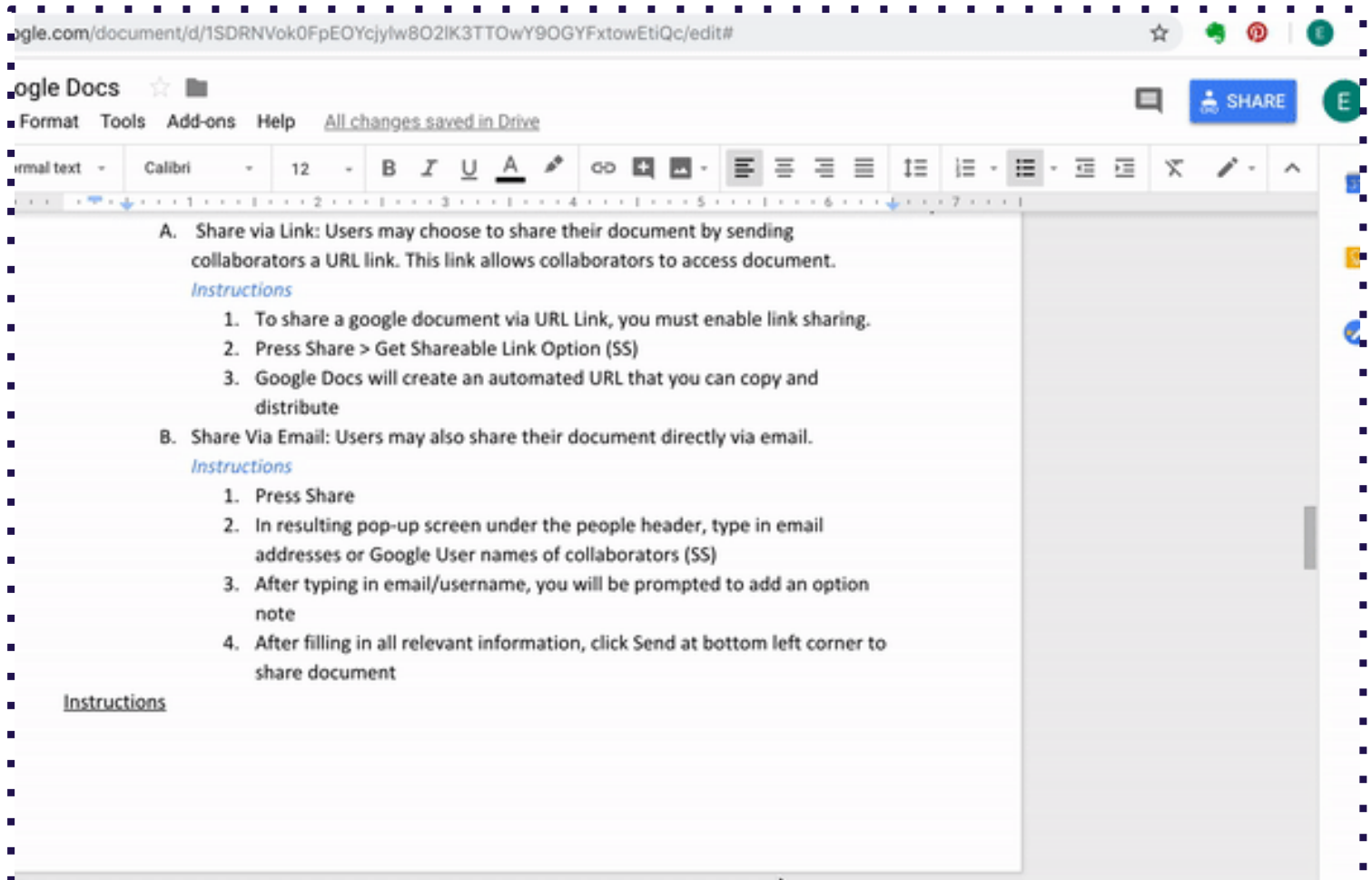


A. Share via Link

Users may choose to share their document by sending collaborators a URL link. This link allows collaborators to access documents.

Instructions

1. To share a google document via URL Link, you must enable link sharing.
2. Press Share > Get Shareable Link Option (SS)
3. Google Docs will create an automated URL that you can copy and distribute



The screenshot shows a Google Docs interface with a document titled "Instructions". The document content is as follows:

A. Share via Link: Users may choose to share their document by sending collaborators a URL link. This link allows collaborators to access document.

Instructions

1. To share a google document via URL Link, you must enable link sharing.
2. Press Share > Get Shareable Link Option (SS)
3. Google Docs will create an automated URL that you can copy and distribute

B. Share Via Email: Users may also share their document directly via email.

Instructions

1. Press Share
2. In resulting pop-up screen under the people header, type in email addresses or Google User names of collaborators (SS)
3. After typing in email/username, you will be prompted to add an option note
4. After filling in all relevant information, click Send at bottom left corner to share document

Instructions

B. Share Via Email

Users may also share their document directly via email.

Instructions

1. Press Share
2. In resulting pop-up screen under the people header, type in email addresses or Google User names of collaborators
3. After typing in email/username, you will be prompted to add an option note
4. After filling in all relevant information, click Send at bottom left corner to share document

The screenshot shows a Google Docs interface. The browser address bar displays the document URL. The document title is "with Google Docs". The menu bar includes "Insert", "Format", "Tools", "Add-ons", and "Help". The status bar indicates "All changes saved in Drive". The document content includes the following text:

B. Share Via Email: Users may also share their document directly via email.

Instructions

1. Press Share
2. In resulting pop-up screen under the people header, type in email addresses or Google User names of collaborators (SS)
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Instructions

- Press Share
- In resulting pop-up screen under the people header, type in email addresses or Google User names of collaborators (SS)
- After typing in email/username, you will be prompted to add an option note
- After filling in all relevant information, click Send at bottom left corner to share document

ii. Setting Sharing Permission

A. Permission Options: When sharing a document, users/authors may change the amount of access someone has to their document throughout permission options. Google Docs has three levels of permissions: View, Comment, and Edit.

- View: Allows others to view file; collaborator cannot make any changes, revisions, edits, or suggestions to file

II. Setting Sharing Permissions

A. Permission Options

Google Docs has three levels of permissions when sharing document: View, Comment, and Edit

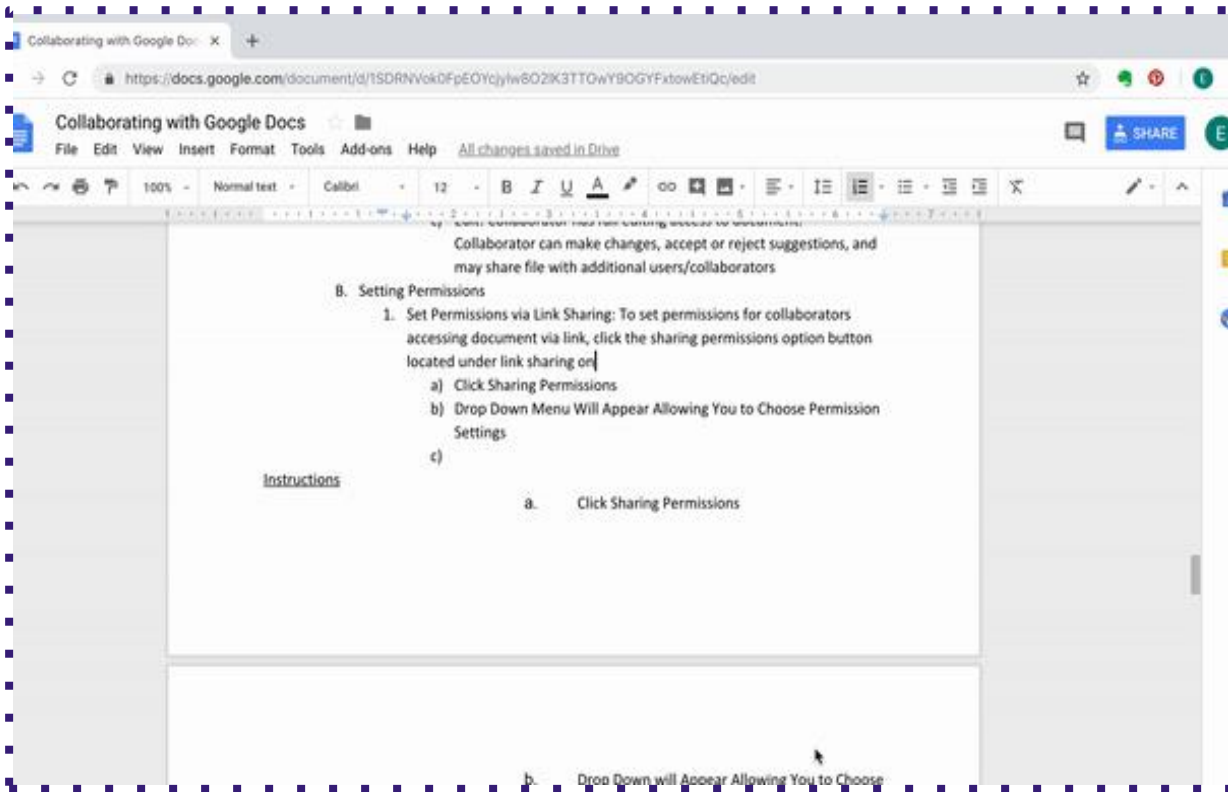
- View: Allows others to view file; collaborator cannot make any changes, revisions, edits, or suggestions to file
- Comment: Collaborator may comment on or make suggestions regarding file. Collaborator may not make any edits and may not share document with another user/collaborator
- Edit: Collaborator has full editing access to document. Collaborator can make changes, accept or reject suggestions, and may share file with additional users/collaborators

B. Setting Permissions via Link Sharing

To set permissions for collaborators accessing document via link, click the sharing permissions option button located under link sharing on

Instructions

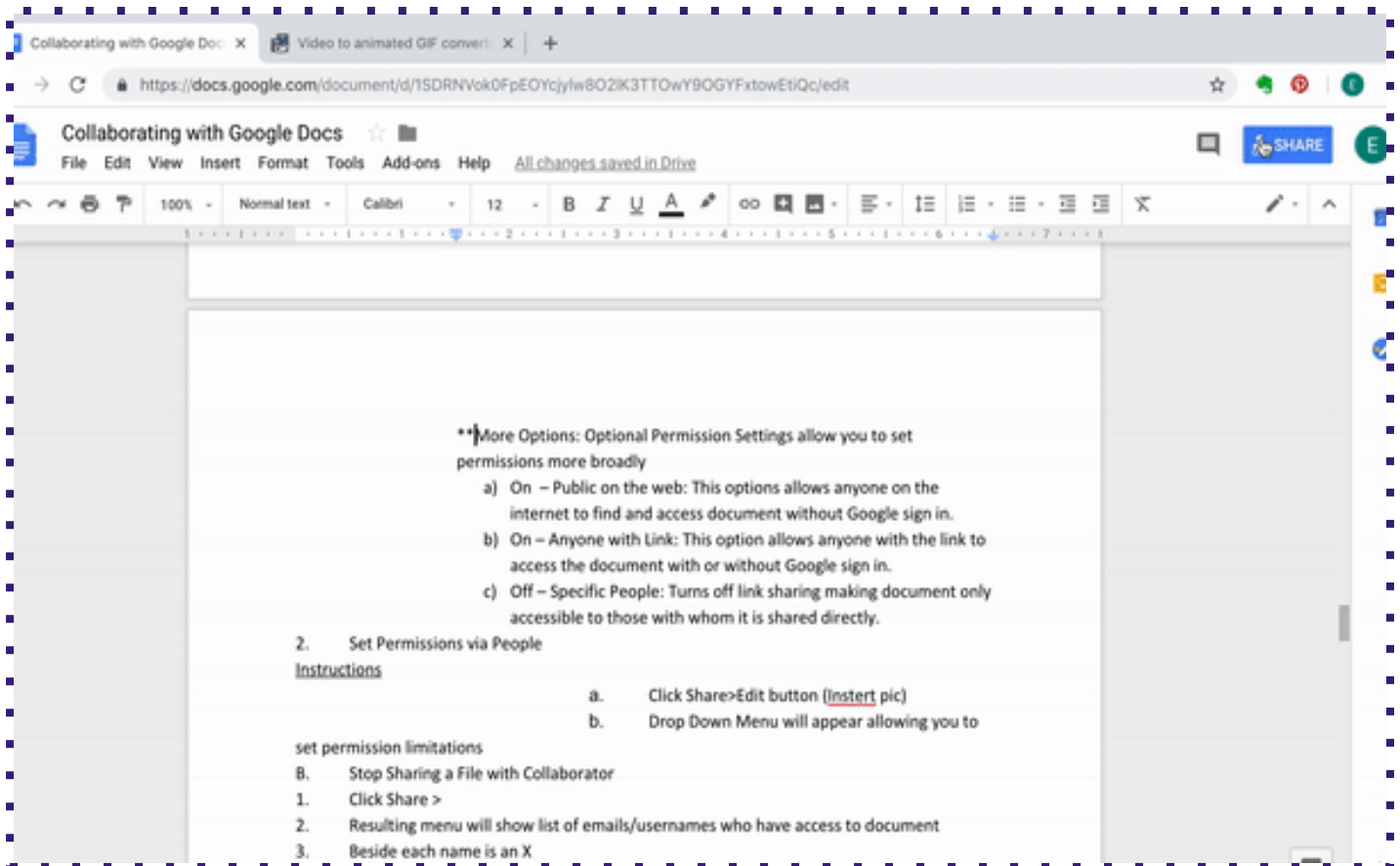
- | |
|---|
| 1. Click Sharing Permissions |
| 2. Drop Down Menu Will Appear Allowing You to Choose Permission Settings |
| 3. Choose Desired Setting |
| 4. Click Done |



C. More Options

Optional Permission Settings allow you to set permissions more broadly

- On – Public on the web: This option allows anyone on the internet to find and access documents without Google sign in.
- On – Anyone with Link: This option allows anyone with the link to access the document with or without Google sign in.
- Off – Specific People: Turns off link sharing making document only accessible to those with whom it is shared directly.



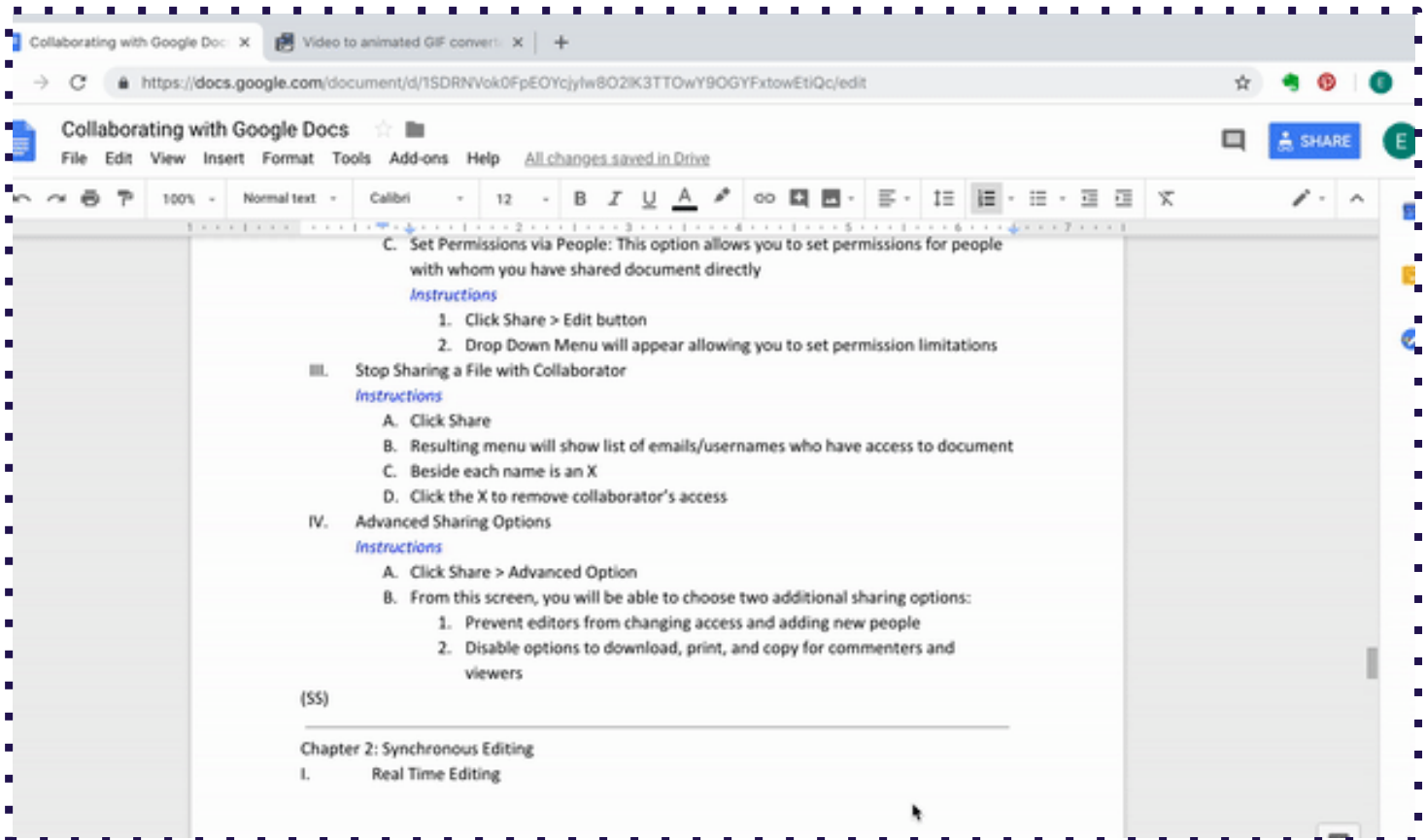
D. Set Permissions via People

This option allows you to set permissions for people with whom you will share a document directly

Instructions

- | |
|--|
| 1. Click Share > Edit button |
| 2. Drop Down Menu will appear allowing you to set permission limitations |
| 3. Choose Desired Permission Setting |
| 4. Click Done |

5. Type in name/address of Collaborator and Permissions options will apply



III. Reset Permissions for Collaborators

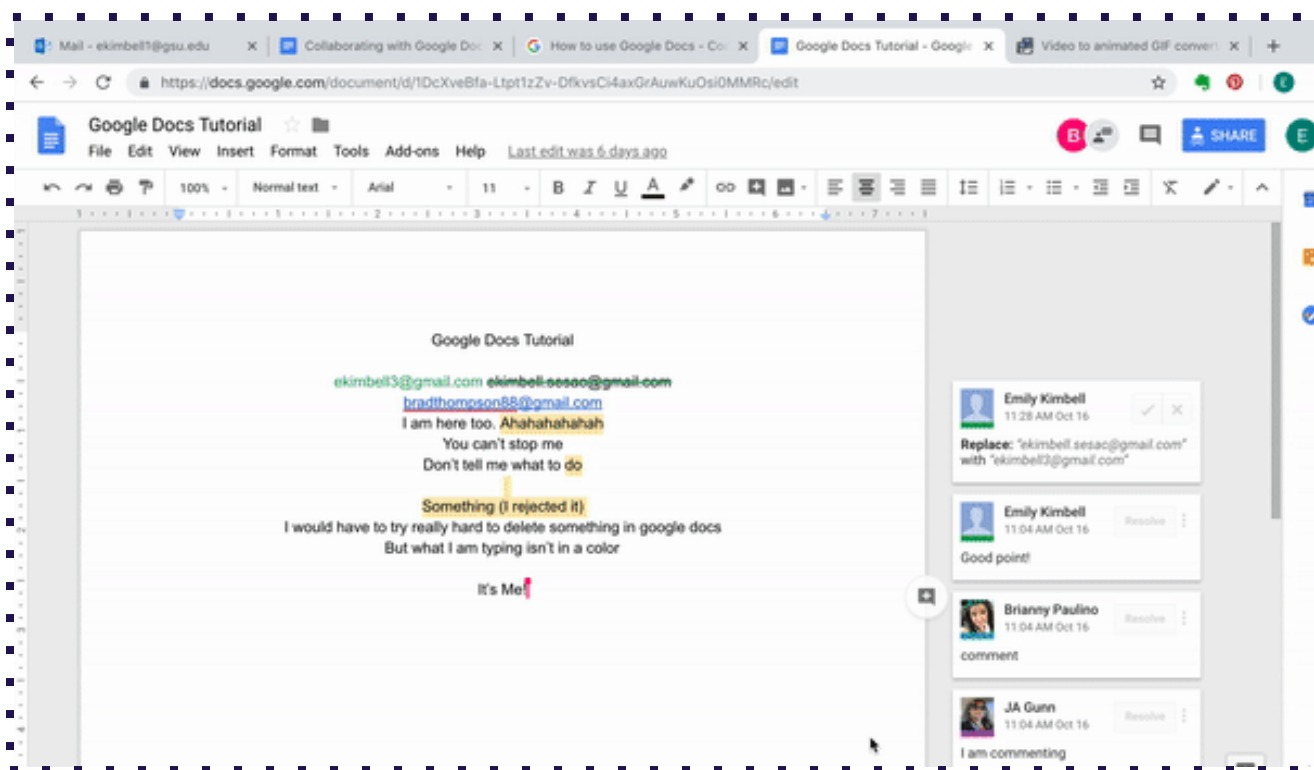
This option allows you to reset permissions for people with whom you have shared a document directly

Instructions

1. Click Share button

2. Resulting menu will show list of emails/usernames who have access to document

3. Click on list of emails/usernames
4. Beside each is a name is a drop down menu allowing you to set permission limitations
5. Choose Desired Permission Setting
6. Click Save Changes
7. Click Done

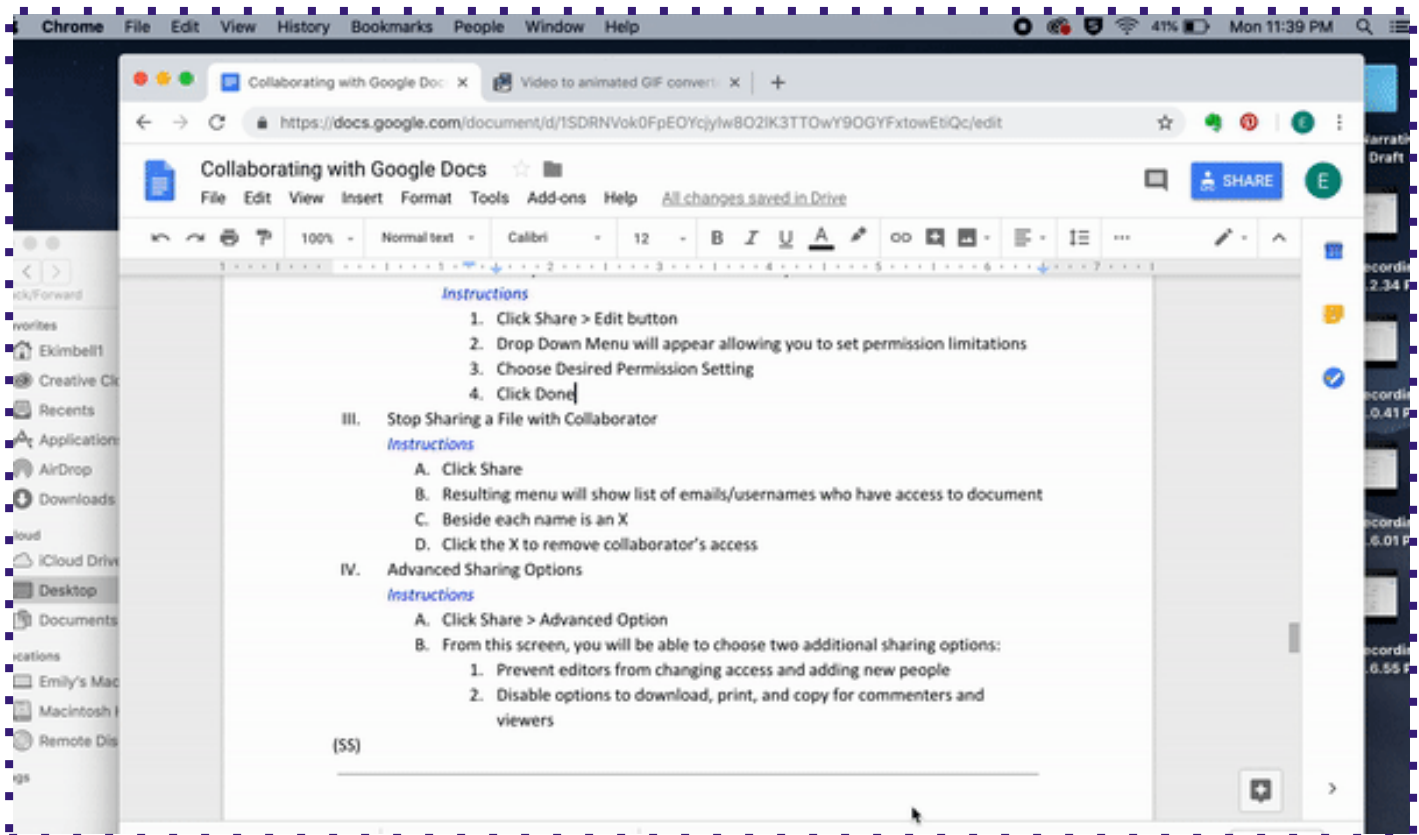


IV. Stop Sharing a File with Collaborator

Instructions

1. Click Share
2. Resulting menu will show list of emails/usernames who have access to document
3. Beside each name is an X
4. Click the X to remove collaborator's access

5. Press Done to Save changes



V. Advanced Sharing Options

Instructions

1. Click Share > Advanced Option

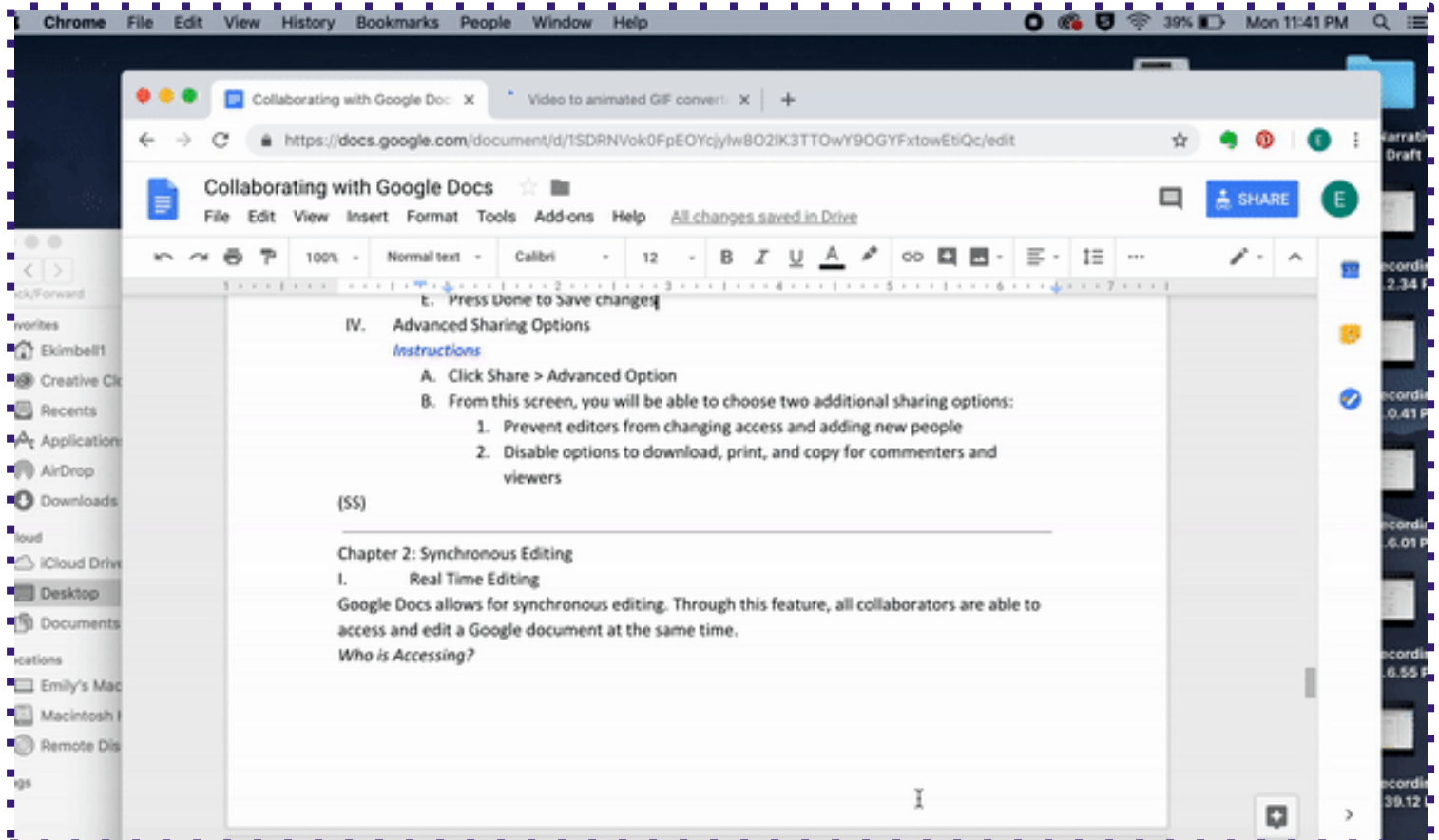
2. From this screen, you will be able to choose two additional sharing options:

a. Prevent editors from changing access and adding new people

b. Disable options to download, print, and copy for commenters and viewers

3. Press Save Changes to Implement permission options

4. Click Done



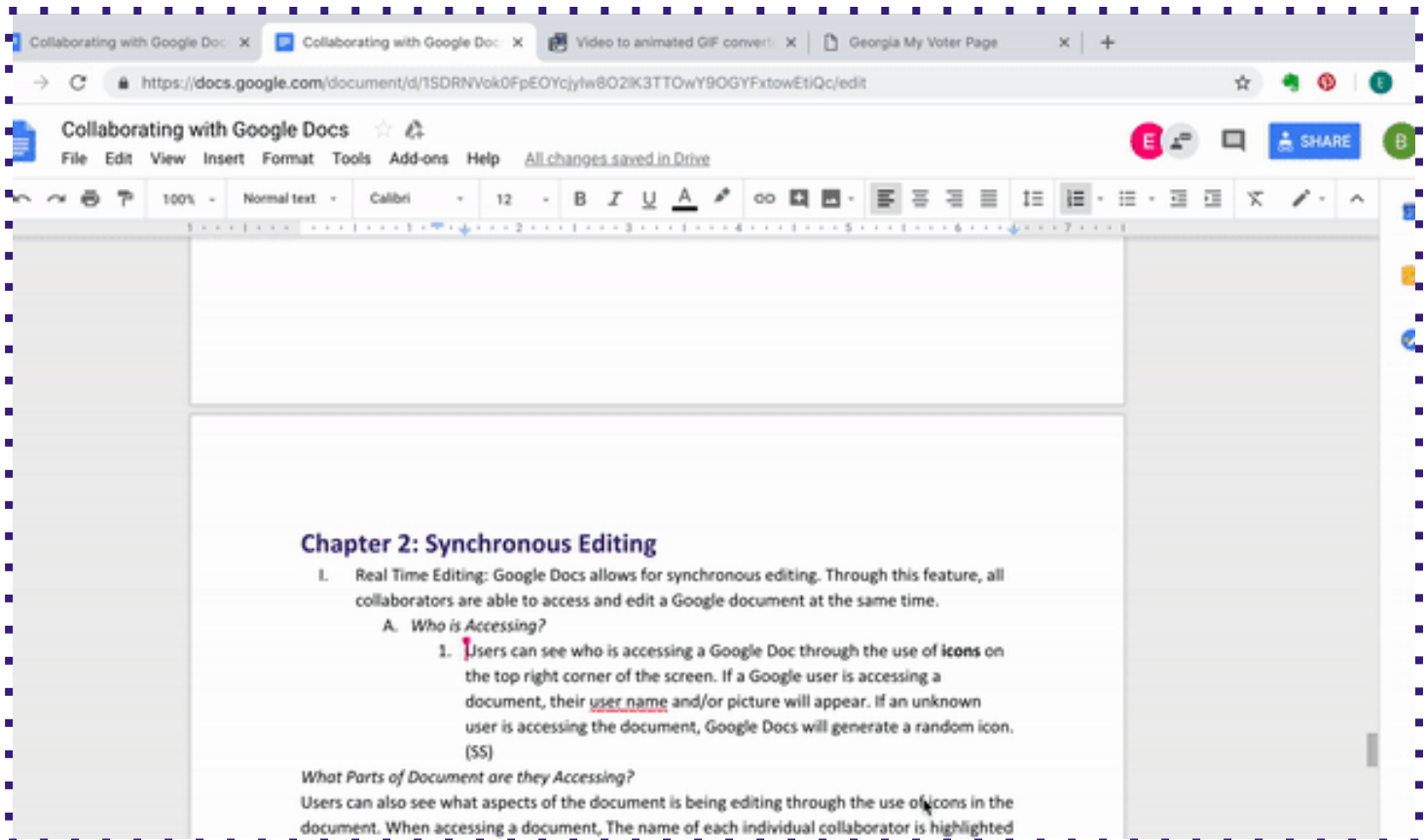
Chapter 2: Synchronous Editing

I. Real Time Editing

Google Docs allows for synchronous editing. Through this feature, all collaborators are able to access and edit a Google document at the same time.

A. Who is Accessing?

Users can see who is accessing a Google Doc through the use of **icons** on the top right corner of the screen. If a Google user is accessing a document, their username and/or picture will appear. If an unknown user is accessing the document, Google Docs will generate a random icon



B. What Parts of Document are Collaborators Accessing?

Users can also see what aspects of the document are being edited through the use of icons in the document. When accessing a document, the name of each individual collaborator is highlighted notifying each user as to where their cursor is located in the document.

The screenshot shows a Google Docs interface with a document titled "Chapter 2: Synchronous Editing". The document content is as follows:

Chapter 2: Synchronous Editing

- I. Real Time Editing: Google Docs allows for synchronous editing. Through this feature, all collaborators are able to access and edit a Google document at the same time.
 - A. Who is Accessing?
 1. Users can see who is accessing a Google Doc through the use of icons on the top right corner of the screen. If a Google user is accessing a document, their user name and/or picture will appear. If an unknown user is accessing the document, Google Docs will generate a random icon. (SS)

What Parts of Document are they Accessing?

Users can also see what aspects of the document is being editing through the use of icons in the document. When accessing a document, The name of each individual collaborator is highlighted notifying each user as to where their cursor is located in the document.

- II. Editing Options
 - A. Editing Mode: Changes document directly. Revisions are not highlighted and are treated as final edits to the master document.
 - B. Suggesting Mode: Does Not Make Direct Edits to Document. Changes are noted in new color. Anything deleted from document is crossed out rather than eliminated. You must resolve edits in suggesting mode for them to become permanent changes.
 - C. Changing Modes
 - a. Click Editing Button
 - b. Drop-Down Menu will appear where user may choose editing, suggesting, or viewing mode (read/view final look of document; no editing options available in this mode)

II. Editing Options

A. Editing and Suggesting Mode

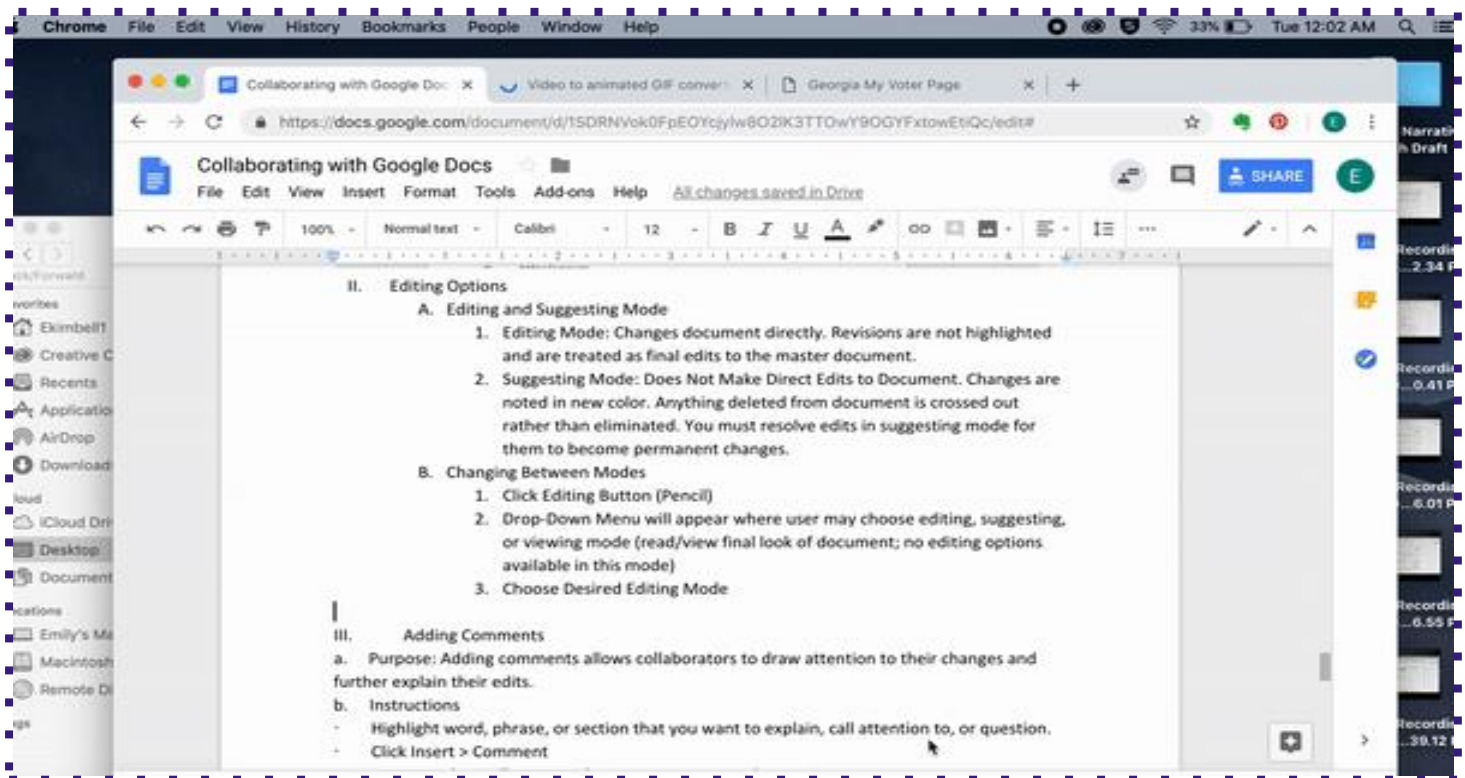
1. Editing Mode: Changes document directly. Revisions are not highlighted and are treated as final edits to the master document.

2. **Suggesting Mode: Does Not Make Direct Edits to Document.** Changes are noted in new color. Anything deleted from document is crossed out rather than eliminated. You must resolve edits in suggesting mode for them to become permanent changes.

B. Changing Between Modes

Instructions

1. **Click Editing Button (Pencil)**
2. **Drop-Down Menu will appear where user may choose editing, suggesting, or viewing mode (read/view final look of document; no editing options available in this mode)**
3. **Choose Desired Editing Mode**

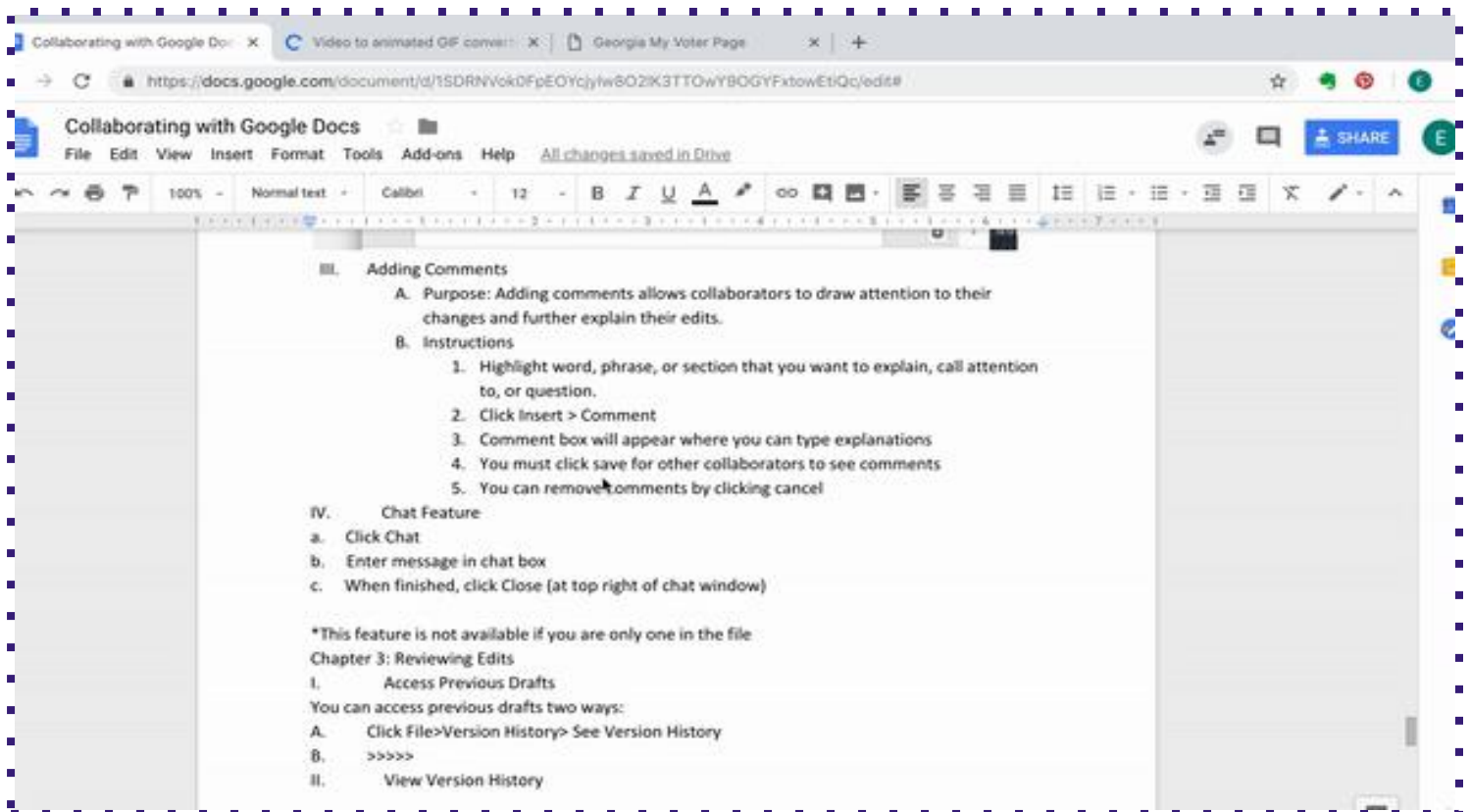


III. Adding Comments

Adding comments allows collaborators to draw attention to their changes and further explain their edits.

Instructions

1. Highlight word, phrase, or section that you want to explain, call attention to, or question.
2. Click Insert > Comment
3. Comment box will appear where you can type explanations
4. Type comments that you want collaborator to see
5. Click save for other collaborators to see comments
6. You can remove comments by clicking cancel



IV. Reply to Comment

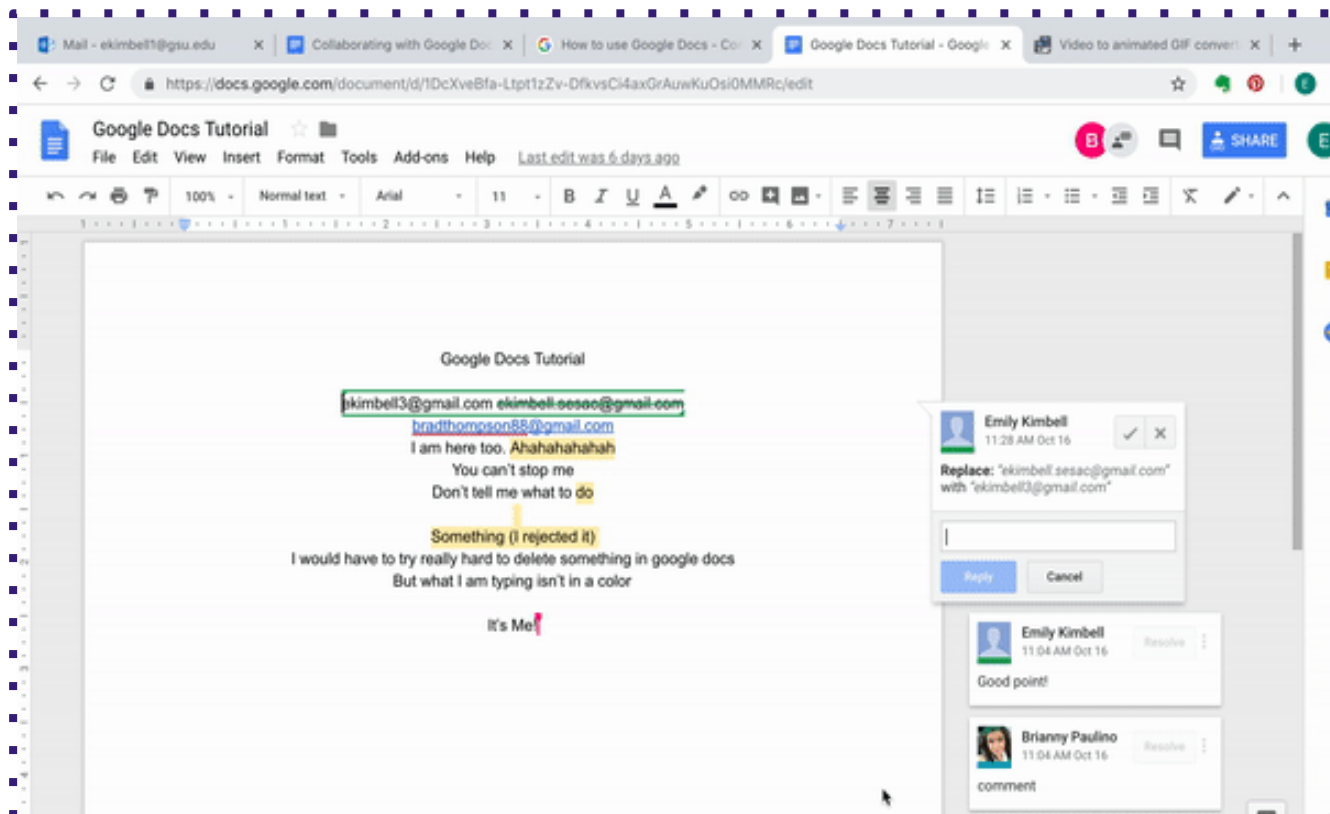
Replying to comments allows collaborators to engage in conversation, pose questions, and reply to inquiries.

Instructions

1. Click on a Comment

2. A Reply Option will Appear

3. Type in your reply and click Reply to Post or Cancel to Delete

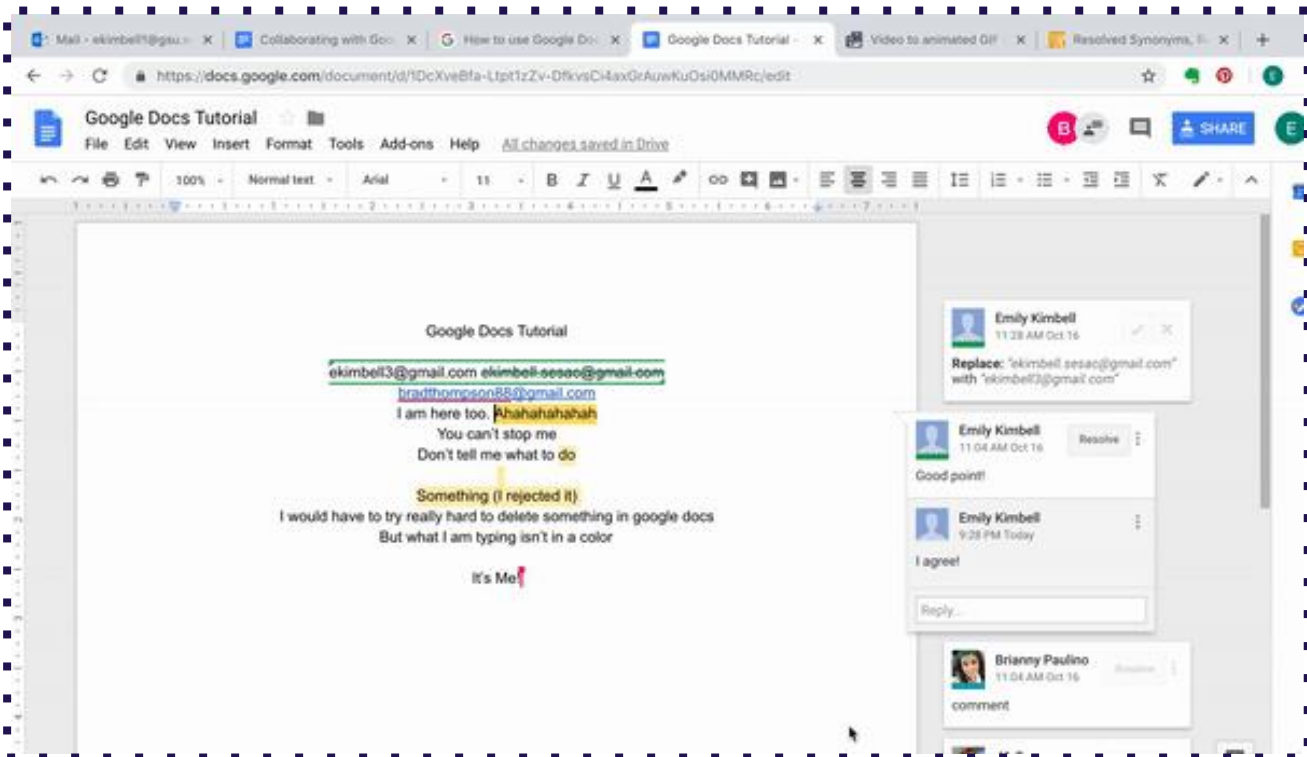


V. Resolve Comment

Resolving a comments hides the comment conversation from the Google Document

Instructions

1. Click on or Hover Over a Comment Conversation
2. A Resolve Option will Appear in Top Right Corner
3. Click Resolve to mark as settled and hide discussion



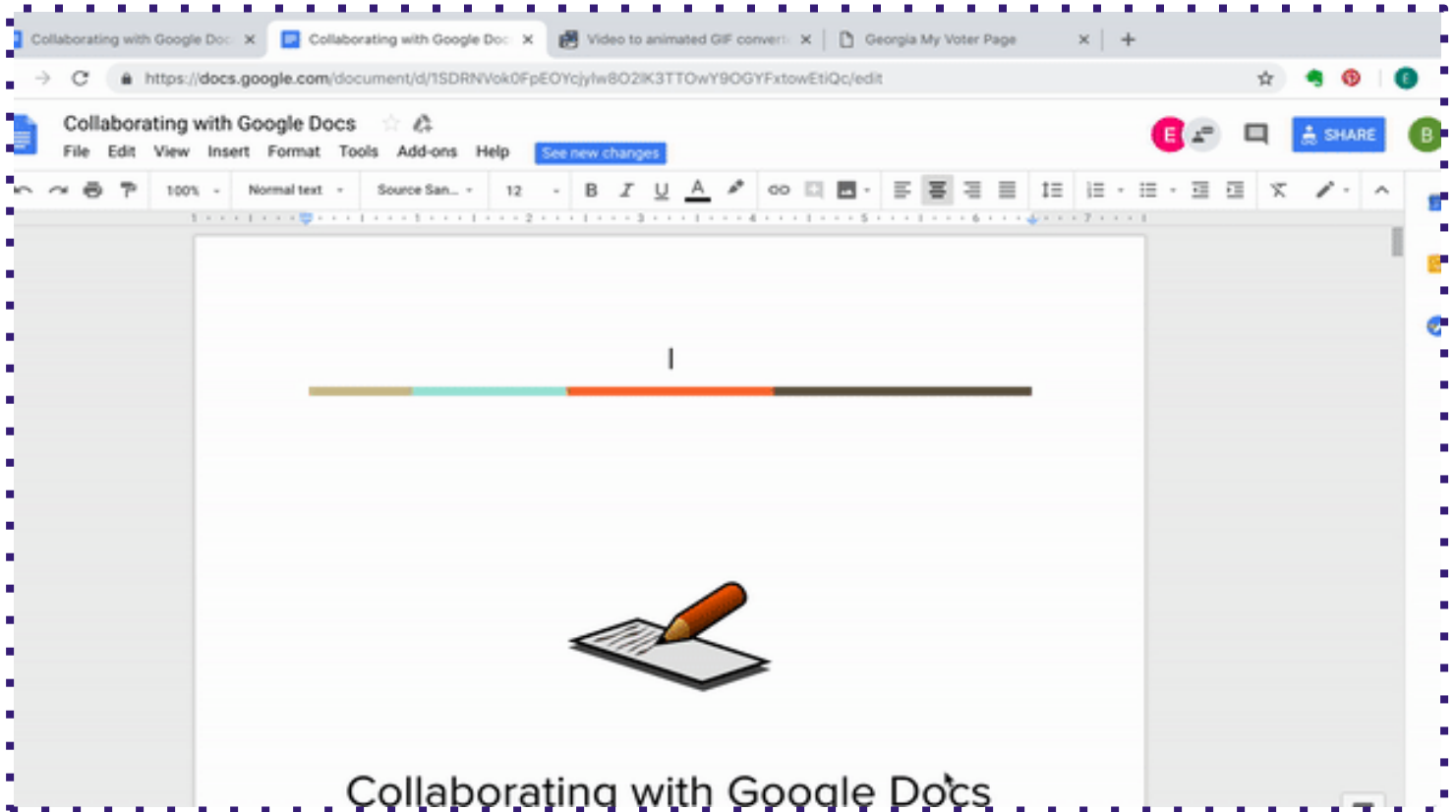
VI. Chat Feature

Instructions

1. Click Chat*
2. Enter message in chat box

3. When finished, click Close (at top right of chat window)

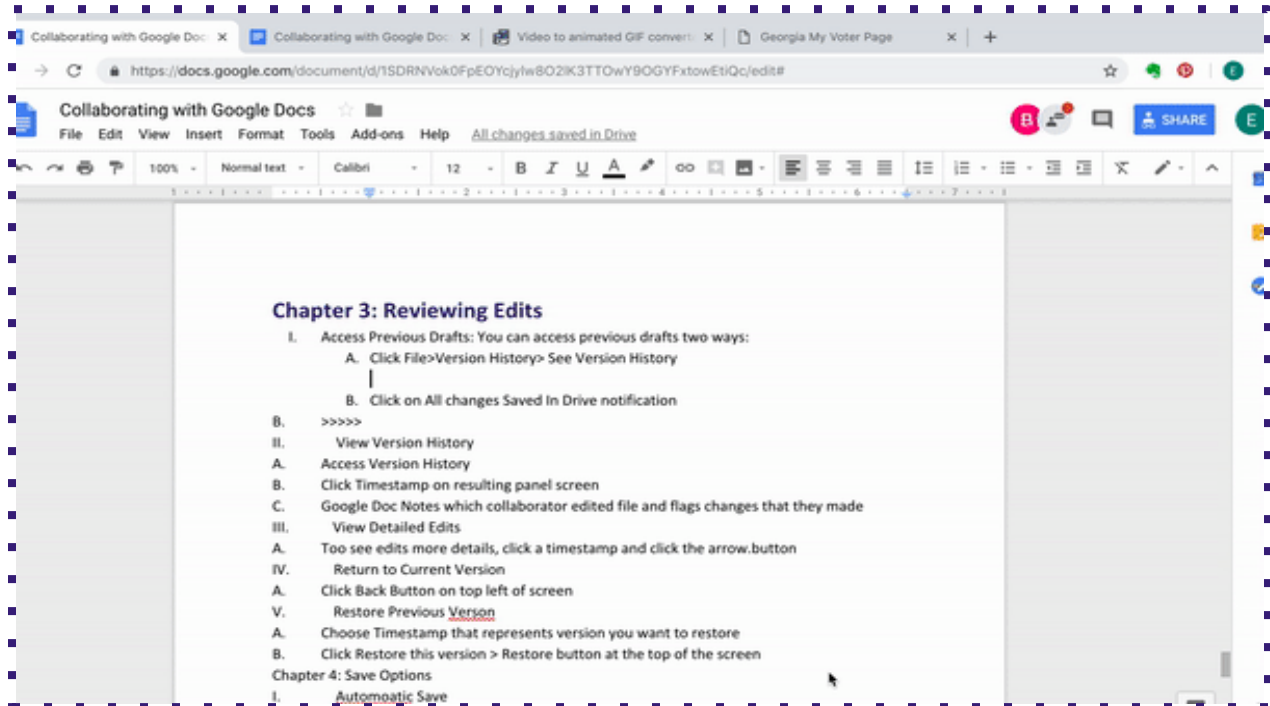
**This feature is not available if you are only one in the file*



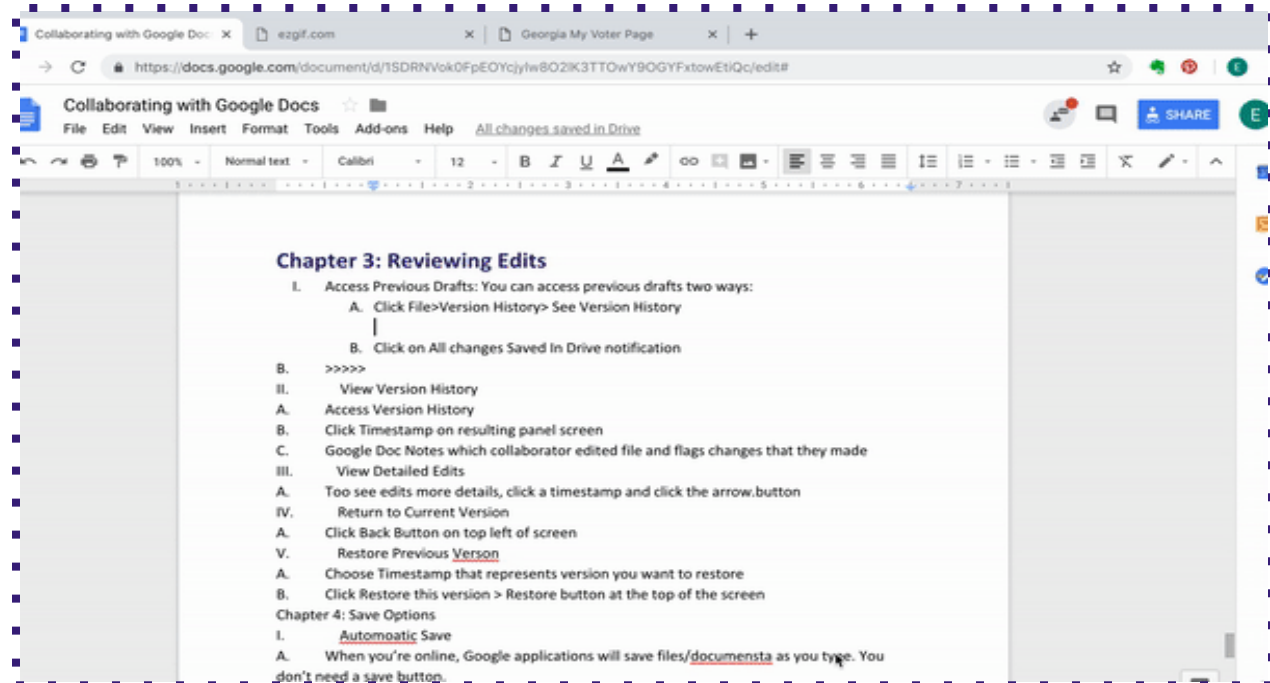
Chapter 3: Reviewing Edits

I. Access Previous Drafts

You can access previous drafts two ways:



1. Click File>Version History> See Version History
2. Click on All changes Saved In Drive notification

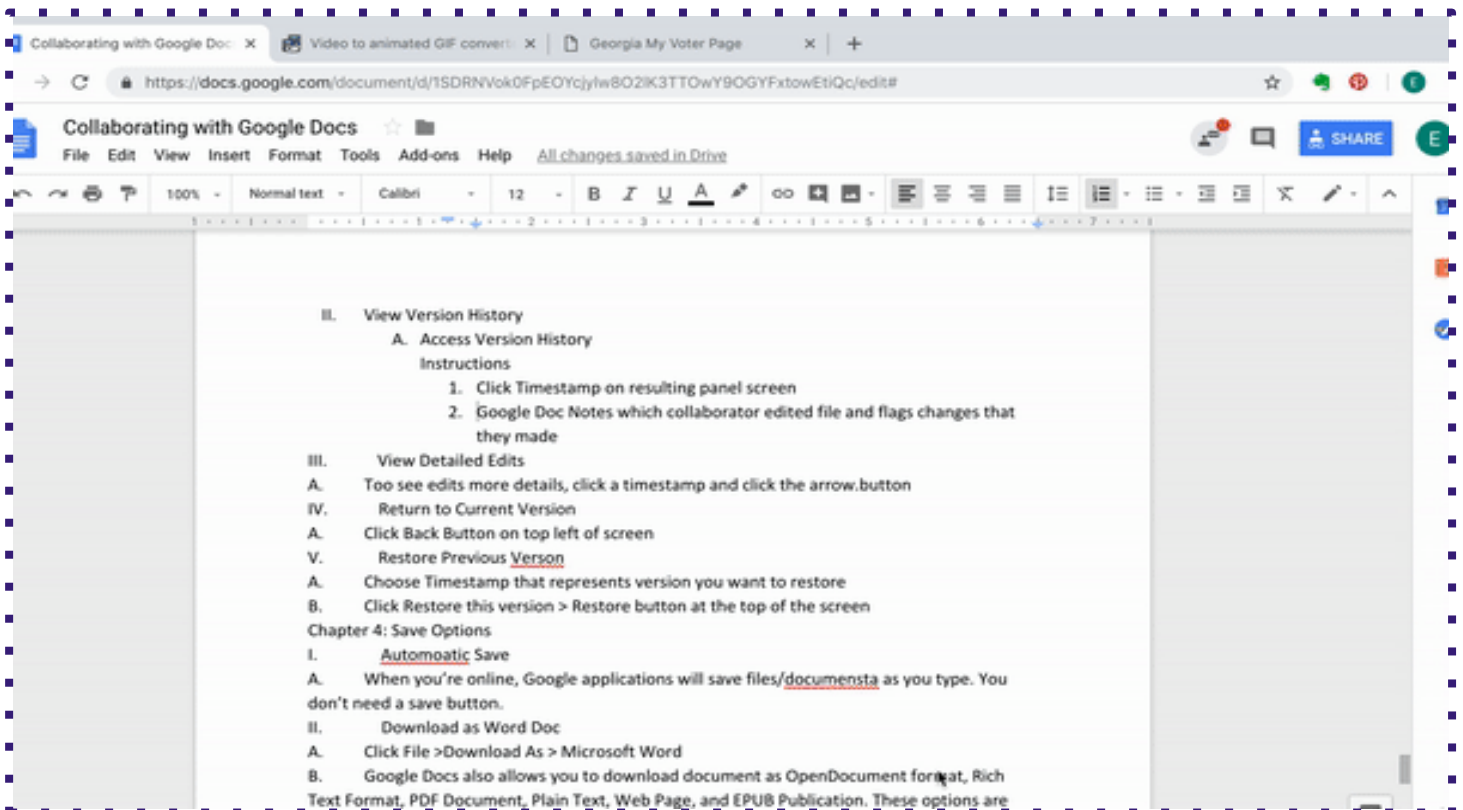


II. View Version History

A. Access Version History

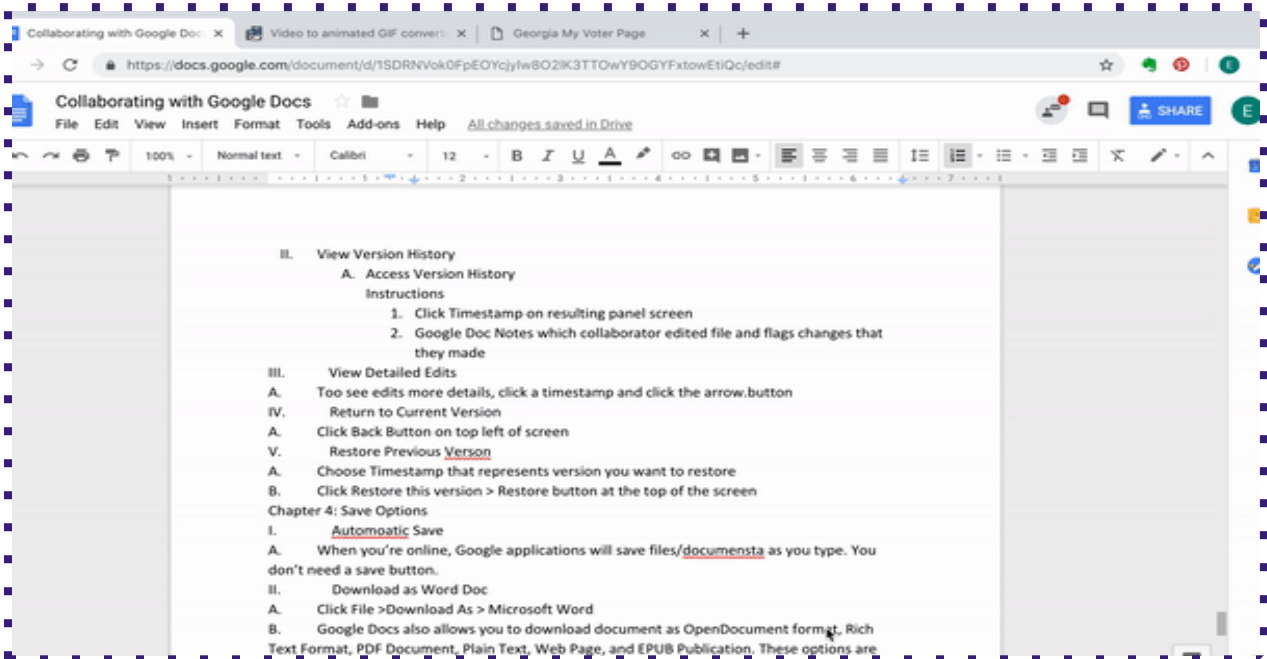
Instructions

1. Click Timestamp on resulting panel screen
2. Google Doc Notes which collaborator edited file and flags changes that they made



III. View Detailed Edits

Instructions

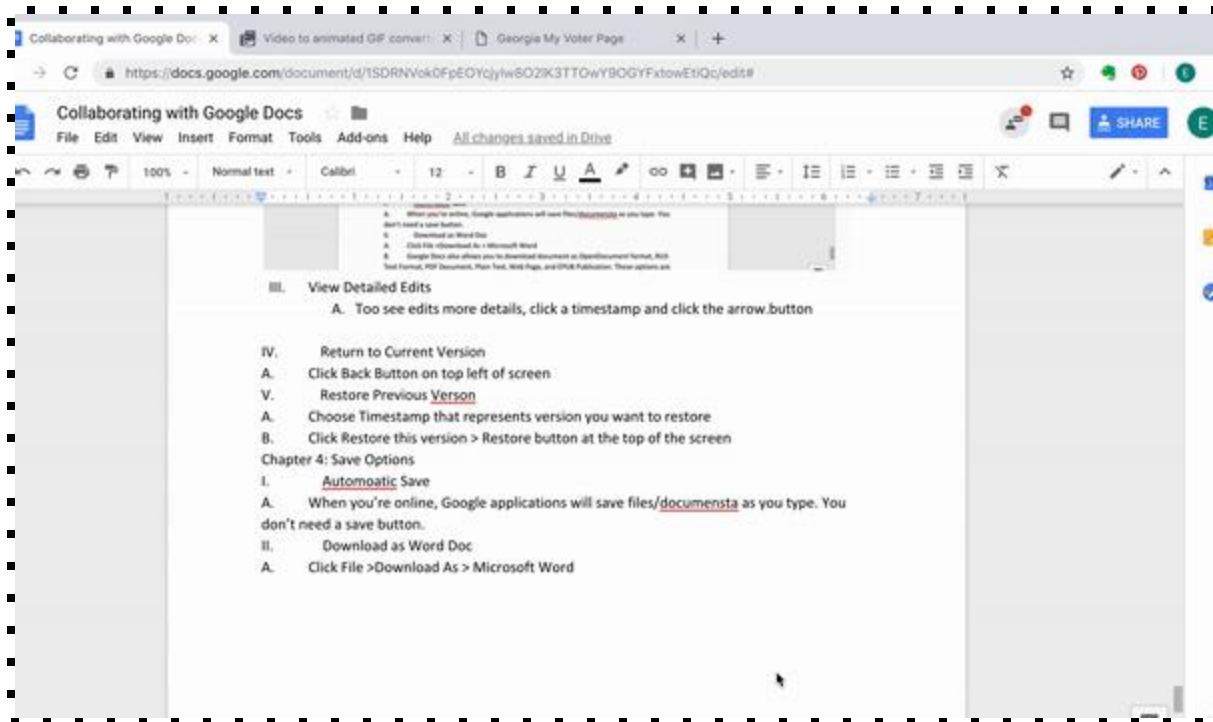


1. Too see edits more details, click a timestamp and click the arrow button

IV. Return to Current Version

Instructions

1. To return to the current version of the document, click the back button on top left of screen



V. Restore Previous Version

Instructions

1. Choose Timestamp that represents version you want to restore

2. Click Restore this version > Restore button at the top of the screen

The screenshot shows a Google Docs interface with a document titled "Collaborating with Google Docs". The document content includes a list of steps for restoring a previous version and saving options. The steps are as follows:

- IV. Return to Current Version
 - A. Click Back Button on top left of screen
- V. Restore Previous Version
 - A. Choose Timestamp that represents version you want to restore
 - B. Click Restore this version > Restore button at the top of the screen

Chapter 4: Save Options

- I. Automatic Save
 - A. When you're online, Google applications will save files/documenta as you type. You don't need a save button.
- II. Download as Word Doc
 - A. Click File > Download As > Microsoft Word
 - B. Google Docs also allows you to download document as OpenDocument format, Rich Text Format, PDF Document, Plain Text, Web Page, and EPUB Publication. These options are accessible from the File > Download As tab
- III. Email as Attachment

Chapter 4: Save Options

I. Automatic Save

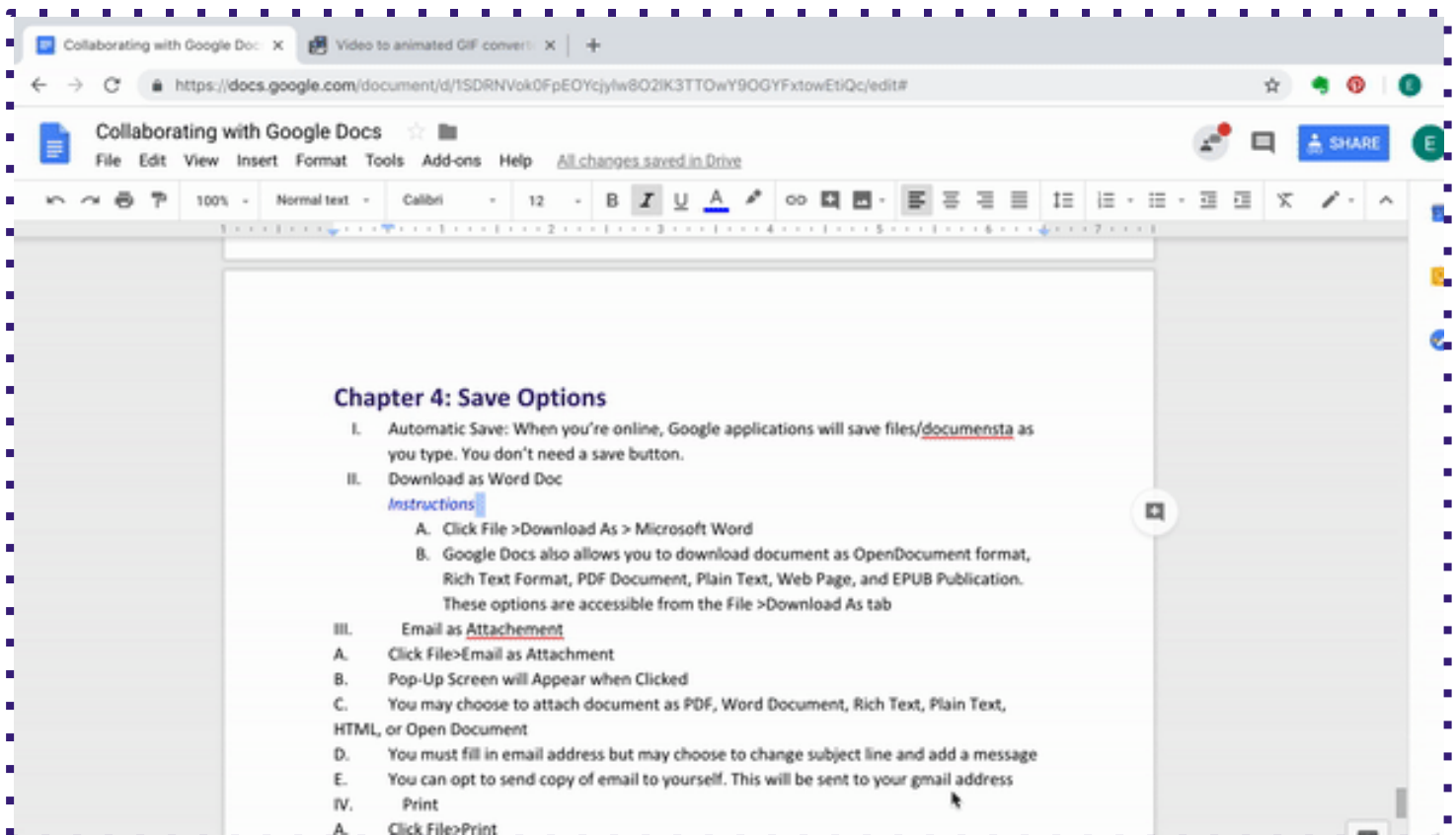
When you're online, Google applications will save files/documents as you type. You don't need a save button.

II. Download as Word Doc

Instructions

1. Click File >Download As > Microsoft Word

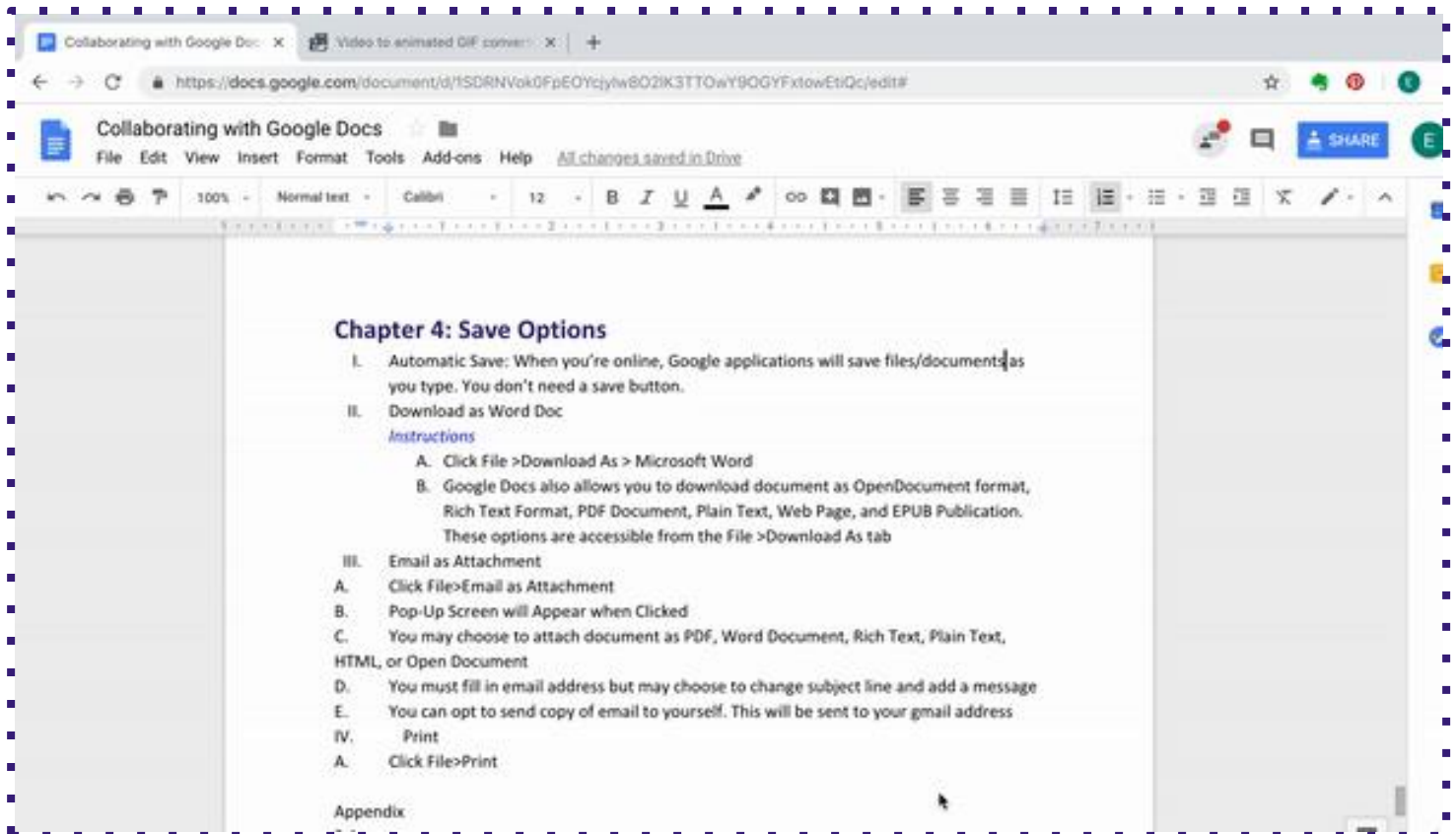
2. Google Docs also allows you to download documents as OpenDocument format, Rich Text Format, PDF Document, Plain Text, Web Page, and EPUB Publication. These options are accessible from the File >Download As tab



III. Email as Attachment

Instructions

1. Click File>Email as Attachment
2. Pop-Up Screen will Appear when Clicked
3. You may choose to attach document as PDF, Word Document, Rich Text, Plain Text, HTML, or Open Document
4. You must fill in email address but may choose to change subject line and add a message
5. You can opt to send a copy of the email to yourself. This will be sent to your gmail address

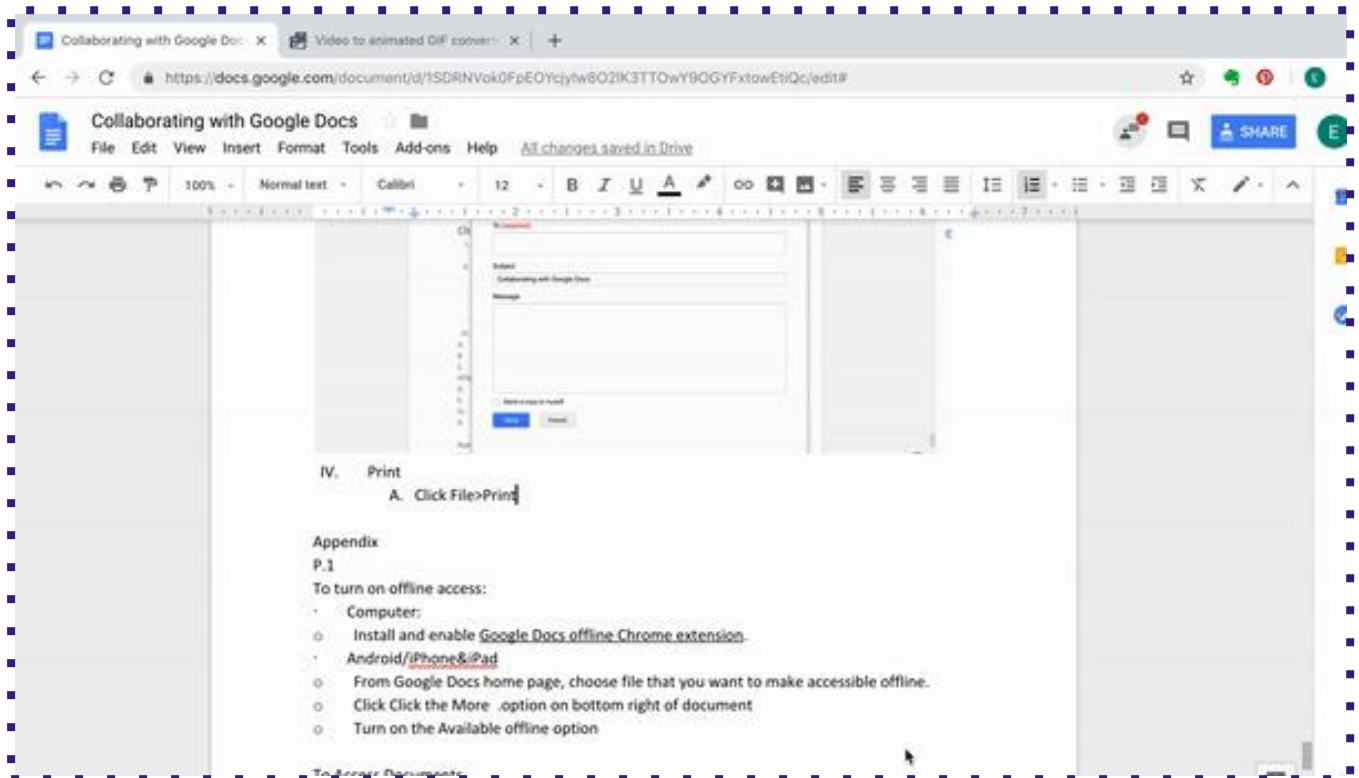


IV. Print

Instructions

1. Click File>Print

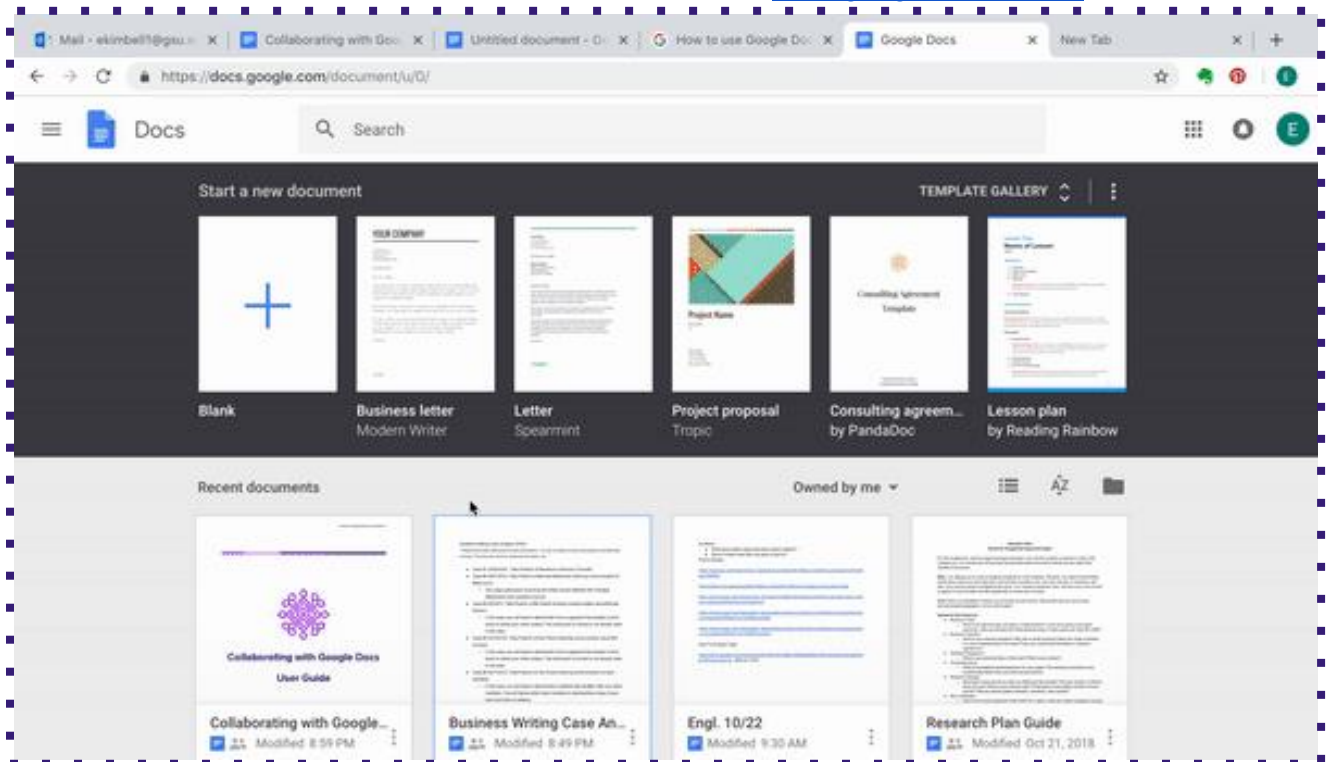
2. Follow Computer Printing Prompts



Appendix

I. P.1: Creating a Google Document

- A. Open Docs home screen at docs.google.com
- B. Under “Start a new document,” click the plus sign button **+** above the blank document option.
- C. New Documents can also be created from the URL docs.google.com/create



II. P.2: Enable Offline Capabilities

To turn on offline access

- Computer:
 - Install and enable [Google Docs offline Chrome extension](#).
- Android/iPhone & iPad
 - From Google Docs home page, choose the file that you want to make accessible offline.
 - Click Click the More .option on bottom right of document
 - Turn on the Available offline option

To access offline documents

- In Google Docs app, click Menu button on the top left corner.
- Click the Offline option to view available documents

III. Tutorial Instructions

A. Preface Material/Set Up

1. Go over Preface info in User Guide
2. Get access to Collaborative Google Document

B. Chapter 1 Material

1. Share Document
 - a) Note in User Guide how to share document via link
 - b) Share with one person via People and Add an Option Note
 - (1) Everyone share with one person in the classroom
2. Change Permission Level
 - (1) Change Permission to View
 - (a) Viewer note how that changes how you can interact with document
 - (b) Change permissions back to Edit
3. Overview
 - a) Go Over How To Delete Someone
 - b) Go Over Advanced Options

C. Ch. 2 Materials

1. Collaborators
 - a) Look at shared document
 - b) View icons (who is accessing) and flags (where they are accessing)
2. Collaborative Writing
 - a) Write - Everyone takes 2 minutes to write about their day. Pick a section in document and write. We should be able to see where everyone is located in the document.
3. Collaborative Editing/Revising
 - a) Change to Suggesting Mode
 - b) Add One Comment to Documentation
 - c) Add Message in Chat Feature

D. Ch. 3 Material

1. Reviewing Edits
 - a) See Version History
 - b) Go Back to Original Version
 - c) Restore Earlier Version
 - (1) One person restore an earlier draft of paper

E. Ch. 4 Material

1. Saving Paper
 - a) Go over options for saving paper
 - b) Everyone save their document in one format