



## Google Docs: Share and collaborate

Once you've created your document, share it with others! Collaborators can then edit the same document at the same time -- you'll always have the most up-to-date version at your fingertips.

### Share a document

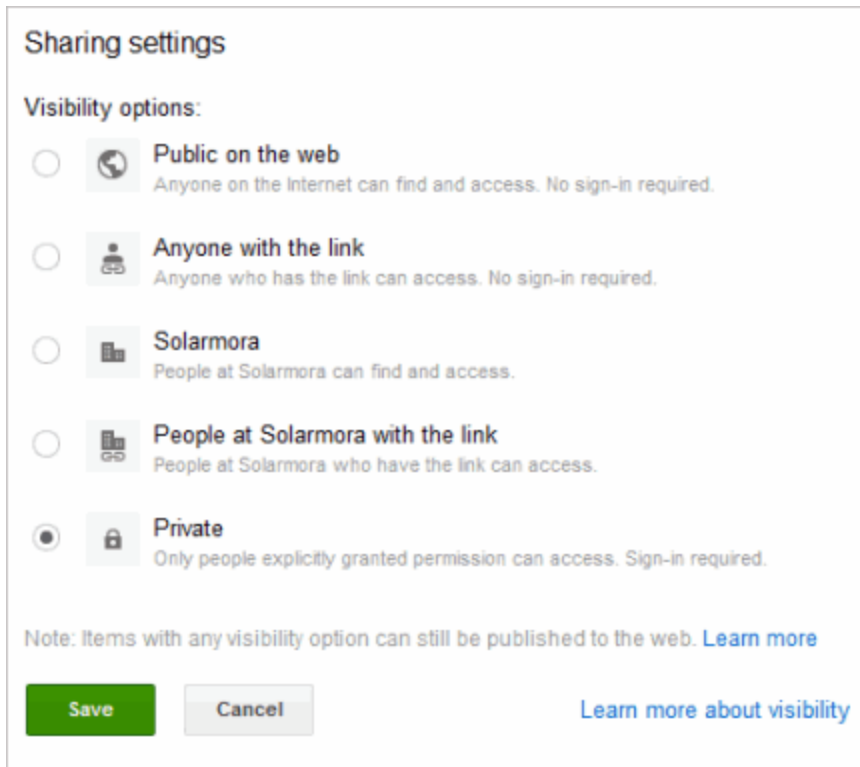
To get started, click the **Share** button at the top right of the page to open this dialog:

The image shows a 'Sharing settings' dialog box. At the top, it says 'Sharing settings'. Below that, under 'Who has access', there is a lock icon and the text 'Private - Only the people listed below can access' with a 'Change...' link. Below this, there are two entries: 'Cassy Smith (you) cassy@solarmora.com' with 'Is owner' and 'Benito Cacciatore benjamin@solarmora.com' with 'Can edit' and a dropdown arrow, and a close button 'x'. At the bottom, there is an 'Add people:' section with a text input field containing the placeholder 'Enter names, email addresses, or groups...'. Below the input field, it says 'Editors will be allowed to add people and change the permissions. [Change]'. At the very bottom is a blue 'Done' button.

You then have the following options:

### Set the visibility

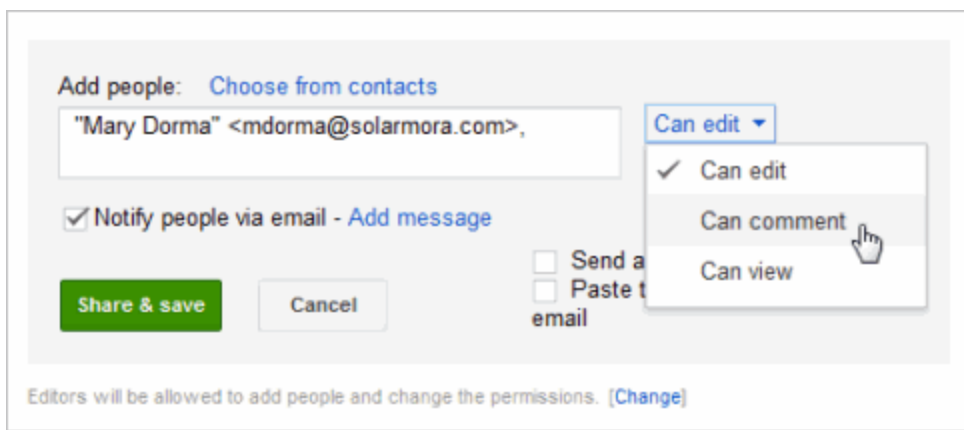
One way to share your document is to choose who can find and view it. Click the **Change** link and then choose one of the following visibility settings:



## Invite individuals to view or edit

You can also share your document with specific people and determine their level of access.

1. At the bottom of the Sharing Settings dialog, add people you want to share with and choose their permission level:



**Can edit:** Collaborators can add and edit content in your document, or add comments.

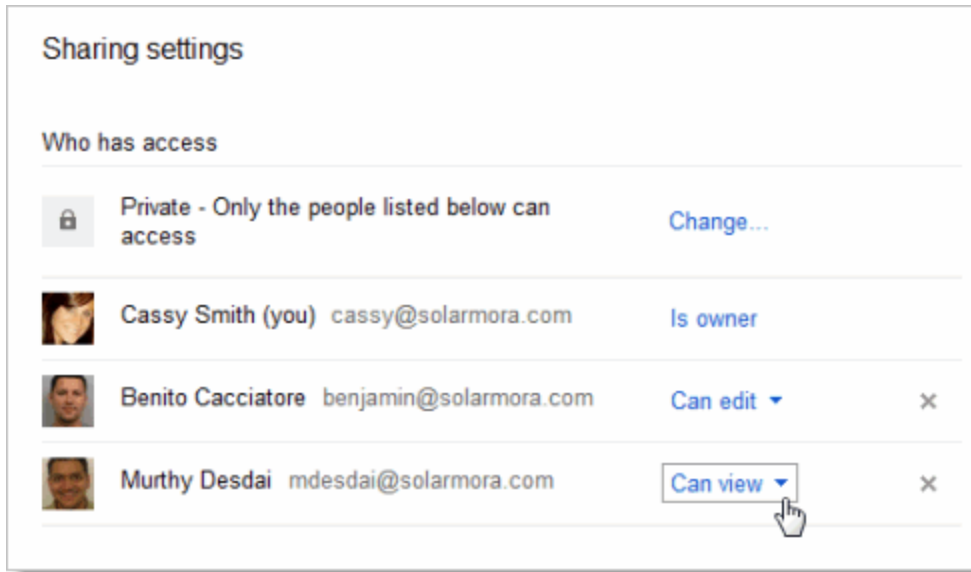
**Can comment:** Collaborators can add comments, but they can't edit the content. (This option is available for standard text documents, but not for spreadsheets or presentations.)

**Can view:** People can view your document, but they can't edit it or add comments.

2. Do you want to send people you added an email containing a link to the document? If so, check **Notify people via email** to send a standard notification. Click **Add message** if you want to add your own note.
3. Click **Share & save**.

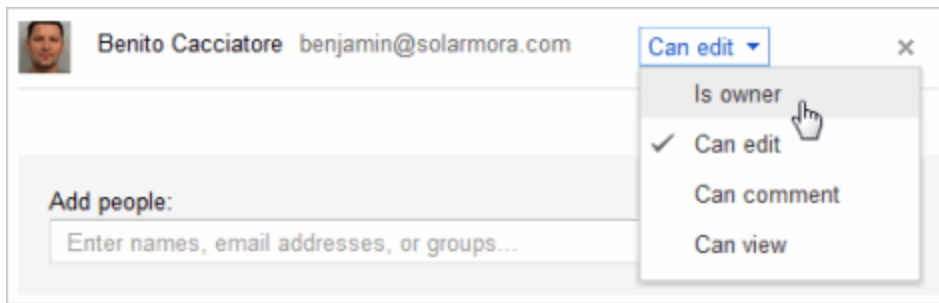
## See who has access

To see who has access to your document, including their permission levels, click the **Share** button. Notice that you can also change permission levels here.



## Change the document owner

You can change the owner of the document to any individual in your organization who has access. You might want to do this when someone leaves the company or changes projects. Just click the drop-down arrow by their permission level and select **Is owner**:



You'll still have edit access to the document, but keep in the mind that the new owner can revoke that.

## Collaborate on a document

With Google Docs, it's easy to collaborate on a document.

After you share a document, you can work on it with people all over the world, in real time, just as you would if you were sitting together. Depending on the permissions you grant, other people can update the document itself or, if it's a text document, use comments beside the document to discuss it.

## Collaborate with simultaneous edits

Anyone with edit permission can make direct changes to a document.

If other people make changes at the same time as you, you can see the changes happen as they're made. Each person's changes are marked by a cursor with a different color. In the example below, someone else is updating the name of a project member:

Project Member	Role
Ted Wallace	Team Lead
Julie R	Project Coordinator
Sam Sterling	Scout

If you want to know who is making this change, just hover over the cursor:

Project Member	Role
Ted Wallace	Team Lead
Julie Robe	Project Coordinator
Sam Sterling	Scout

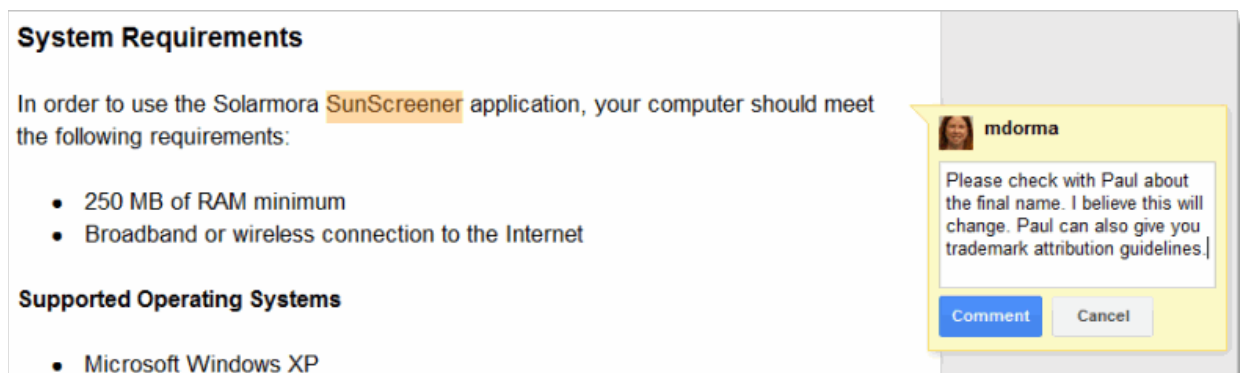
**Note:** When multiple people edit a spreadsheet, only one person can edit a cell at a time.

## Collaborate using comments

Anyone who can edit or comment on a text document or presentation created with the new presentation editor can discuss it using comments that appear to the right of the document.

To comment on the document:

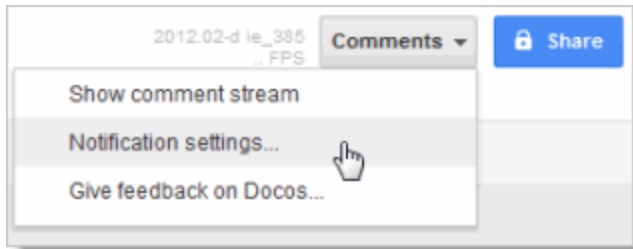
1. Select a section of text that you want to comment on.
2. Click **Insert > Comment** (or use the right-click menu).
3. Add your notes and click the **Comment** button.



The screenshot shows a document titled "System Requirements". The text reads: "In order to use the Solarmora SunScreeener application, your computer should meet the following requirements:". Below this are two bullet points: "250 MB of RAM minimum" and "Broadband or wireless connection to the Internet". Underneath is a section titled "Supported Operating Systems" with one bullet point: "Microsoft Windows XP". A comment box is open on the right side of the document, showing a profile picture and the name "mdorma". The comment text says: "Please check with Paul about the final name. I believe this will change. Paul can also give you trademark attribution guidelines." At the bottom of the comment box are two buttons: "Comment" and "Cancel".

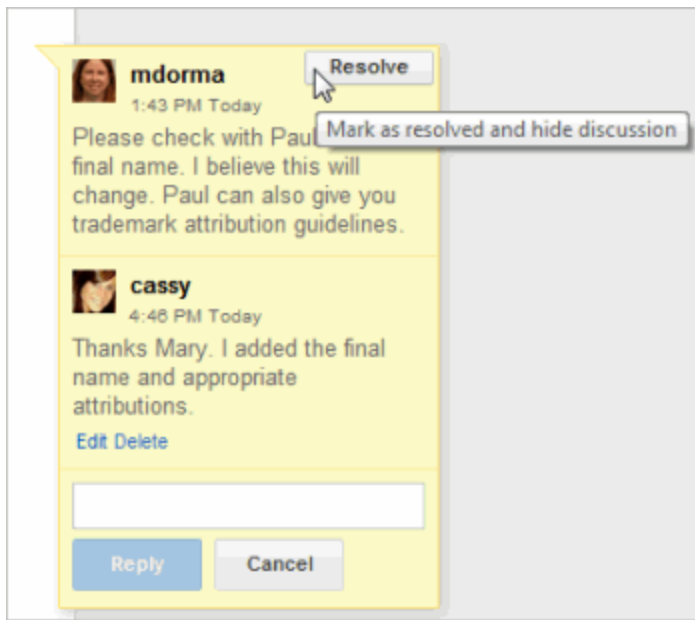
- Comments appear in the area to the right of your document. You can click a comment to verify which section of text it refers to, or to contribute to the discussion. You can also edit or delete your own comments.

**Tip:** To choose when you're notified (via email) about comments to a document, click **Comments > Notification settings** in the upper-right corner of the page:



To resolve a comment and hide it:

- When you're done with a discussion, select the comment and click **Resolve**:



The comment is marked as resolved and removed from the right column.

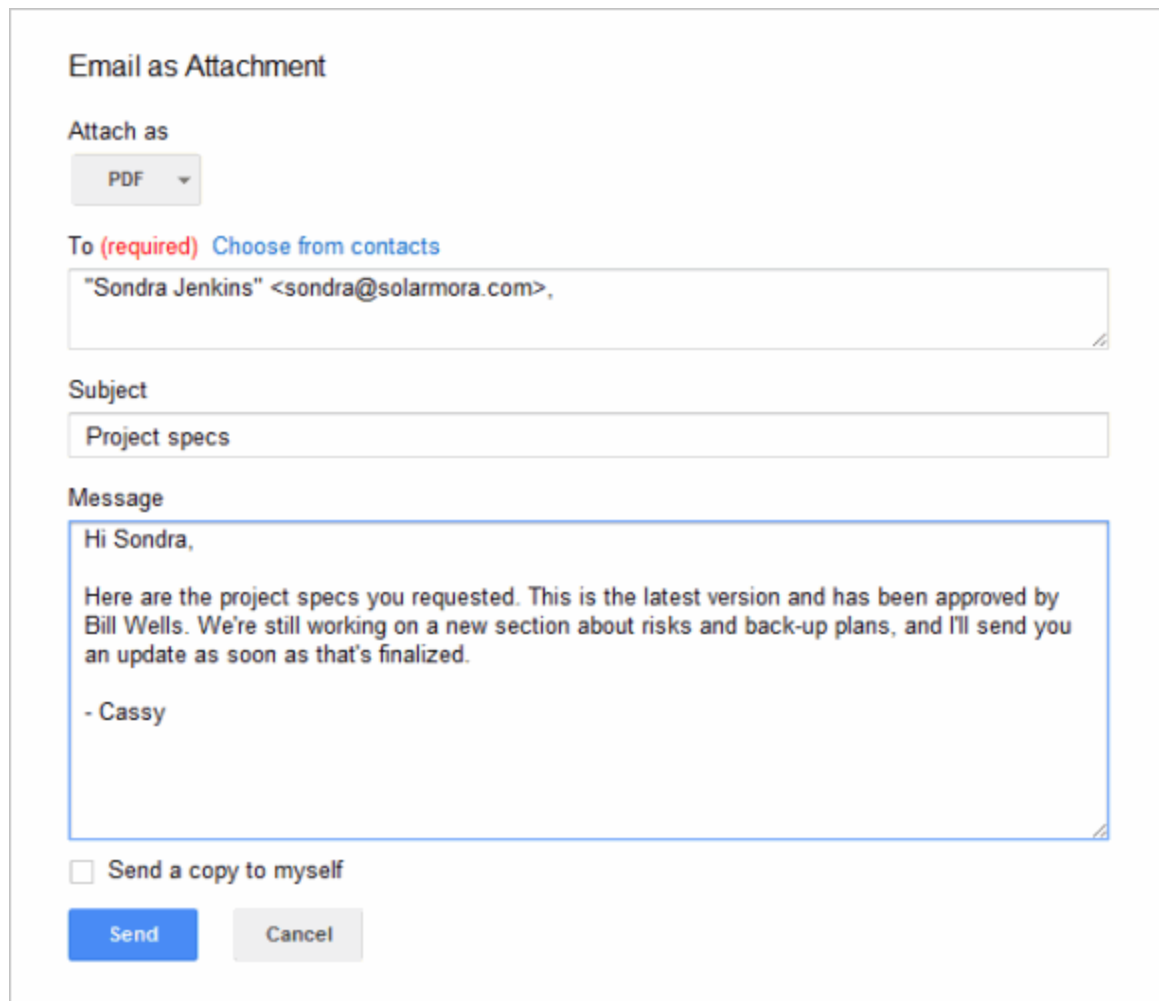
**Note:** The comment doesn't go away completely unless the person who started the discussion deletes it. You can see resolved comments by clicking **Comments > Show comment stream**. You can then re-open a comment if you think it needs more discussion.

## Email a copy of your document

If you want to share your document in another format, such as Microsoft Word or PDF for a text document, you can email it as an attachment.

**Note:** This sends a copy of the document instead of sharing the original.

To email your document, click **File > Email as attachment**, choose a document format, and compose your message:



The screenshot shows the 'Email as Attachment' dialog box. At the top, it says 'Email as Attachment'. Below that is the 'Attach as' section with a dropdown menu set to 'PDF'. The 'To' field is labeled '(required) Choose from contacts' and contains the text '"Sondra Jenkins" <sondra@solarmora.com>'. The 'Subject' field contains 'Project specs'. The 'Message' field contains the text: 'Hi Sondra, Here are the project specs you requested. This is the latest version and has been approved by Bill Wells. We're still working on a new section about risks and back-up plans, and I'll send you an update as soon as that's finalized. - Cassy'. At the bottom, there is a checkbox for 'Send a copy to myself' which is unchecked, and two buttons: 'Send' and 'Cancel'.

## Publish as a web page

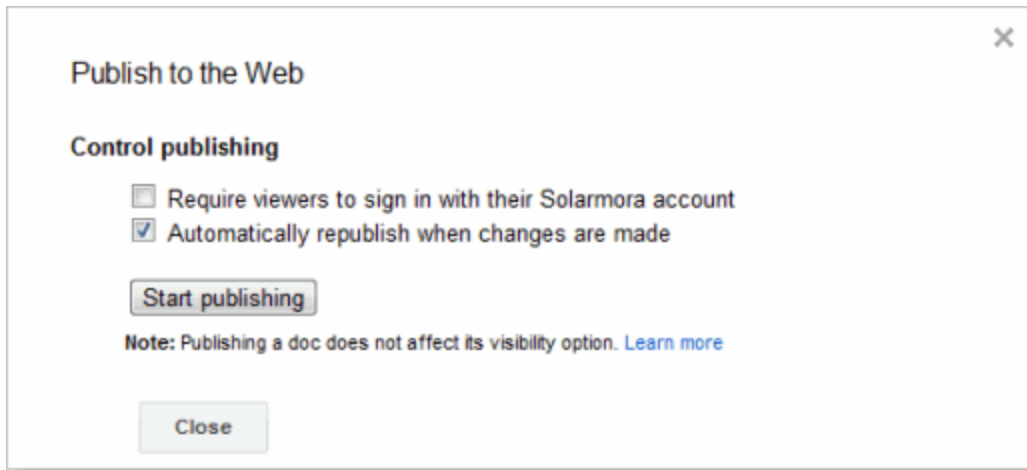
In addition to sharing a document, you can publish it as a web page. The published version is given a unique address (URL) and is a separate web page, so it isn't affected by the visibility option you choose when you share the original document. Only users to whom you've shared the document can view or edit the original version, but anyone with the link to the published version can view that content.

So, why publish a document instead of just sharing it? Publishing lets you:

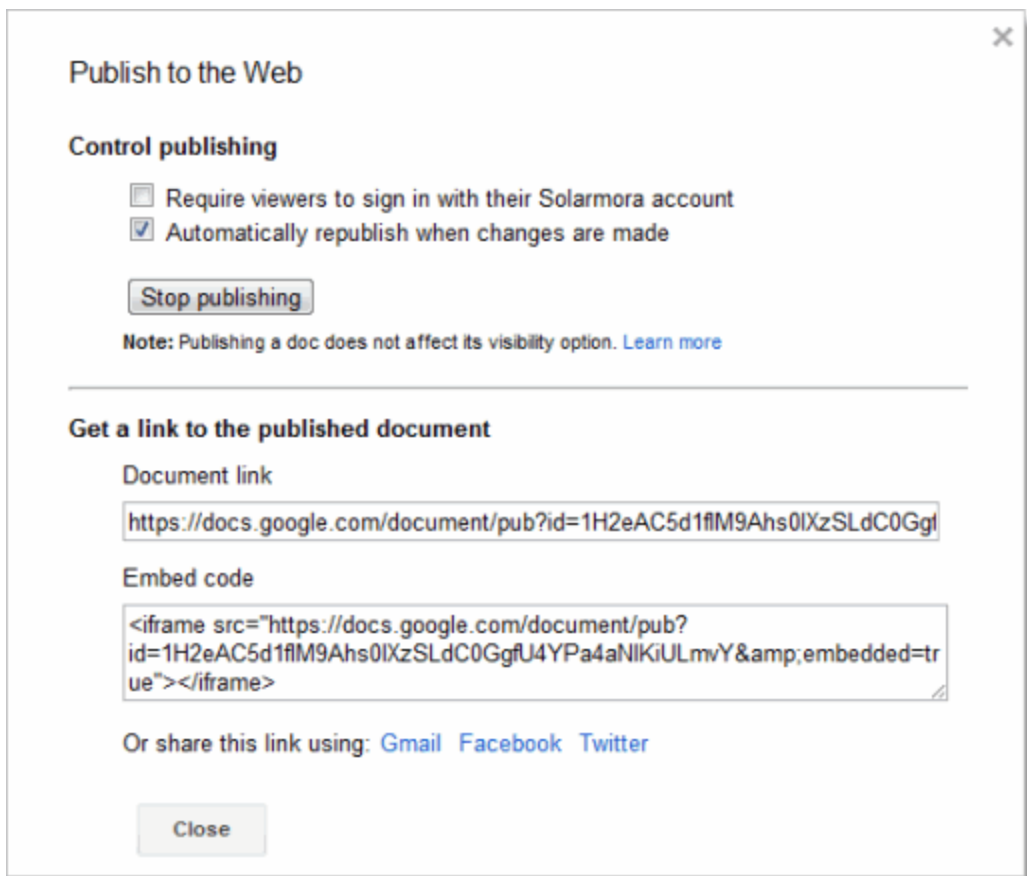
- Create an HTML version of a document that you can embed in blogs, Google Sites, and more.
- Show your document to large web audiences. Up to 50 people can view a Google Doc at a time, but a published web page has much higher limits.
- Publish a one-time snapshot of a living document.
- Publish individual sheets or cell selections in a Google Spreadsheet.

To publish a document:

1. Click **File > Publish to the Web**. You'll see this:



2. If you want to create a one-time snapshot of your document, deselect **Automatically republish when changes are made**. Keep this option selected if you want your published content to always match the latest version.
3. Click **Start publishing**. You'll see the links to access it:



**Tip:** Once you've published your document, you can stop publishing it or get its links at any time. Just click **File > Publish to the Web** again.