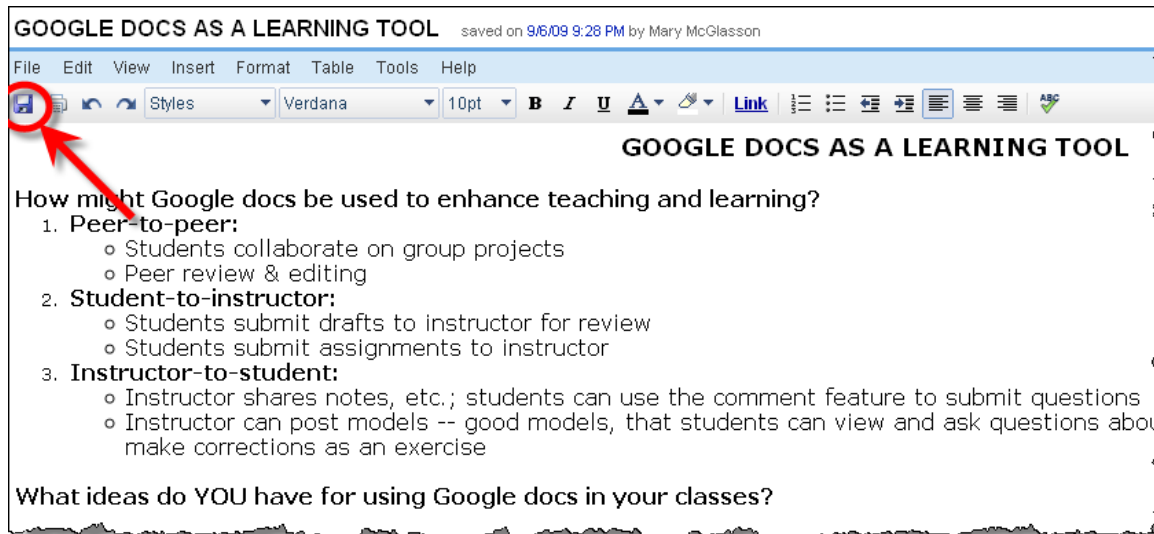**GOOGLEAPPS@MARICOPA:** SHARING A GOOGLE DOC

1. What do I do with my document once I have created it? Google docs will periodically save your document while you are working, but be sure to save when you are done to get all of your most recent edits!
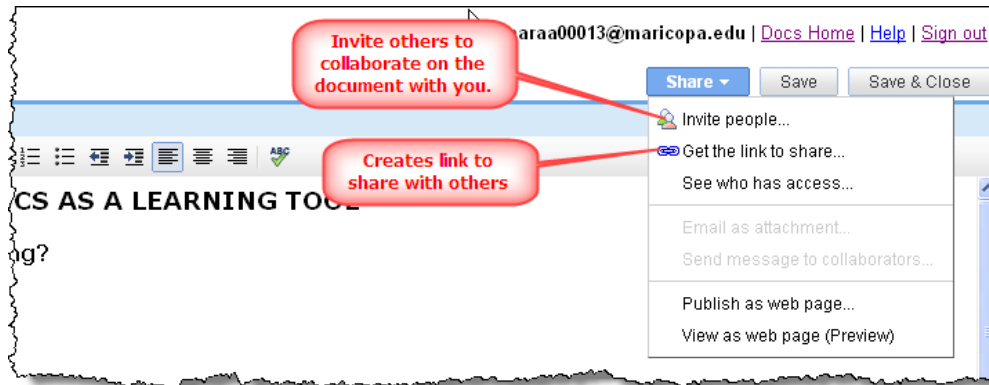


2. The single most powerful feature of Google docs – the reason that you would use a tool like this rather than a standard word-processing program – is the ability to collaborate with others. It's time to share your document:
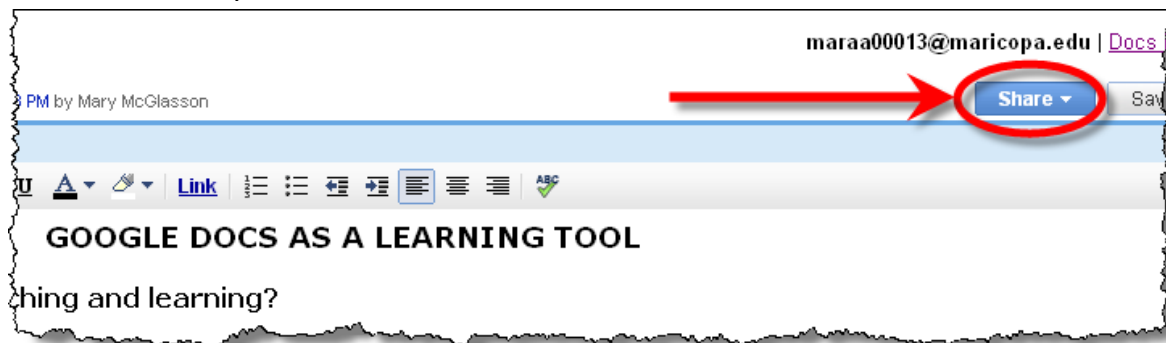


3. When you click the "share" button, you will see a pulldown menu with several options:
   - "invite people" - invite others directly from Google docs
   - "Get a link to share with others" – provides a URL address (useful if you want to send to a large distribution list).
   - The "See who has access" link is good if you can't remember whether you've shared with someone already, or if you have allowed those that you have shared with to invite others to collaborate.
   - (For the time being, we will not be using the "Publish as a web page" option.)

Try the "Invite people" link:

Invite others to collaborate on the document with you.
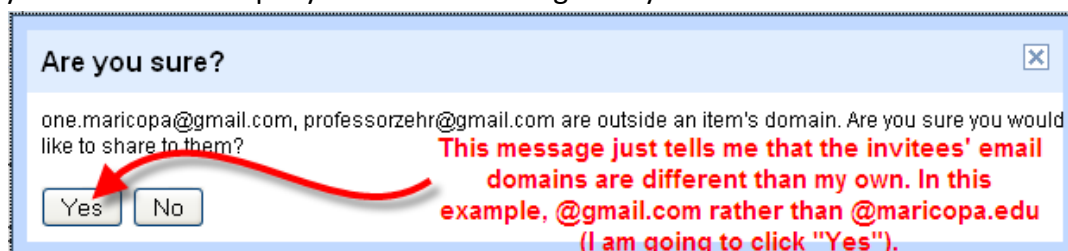
araa00013@maricopa.edu | Docs Home | Help | Sign out

Share ▾    Save    Save & Close

Invite people...

Creates link to share with others

Get the link to share...

See who has access...

CS AS A LEARNING TOOL

Email as attachment...

Send message to collaborators...

g?

Publish as web page...

View as web page (Preview)

4.  Now you will see the "Share with others" window; in the box that says "Invite," you may add as many emails as you like of the people that you want to share with. Then you can either add a message so that the invitees will receive an email notification, or click "Add without sending an invitation." If you choose the latter, your invitees will simply see your doc added to their list the next time they log in.

Share with others

Invite people    People with access    Advanced permis

Invite: (Any email address will work)

one.maricopa@gmail.com
professorzehr@gmail.com

STEP 2: You may want to add a message as to the purpose of the document.

Subject:

GOOGLE DOCS AS A LEARNING TOOL

Message:

Here is the handout for this week's Tech Tuesdays workshop - take a look! |

◉ To edit    ○ To view

Choose from contacts

STEP 1: Just enter the email addresses of the invitees here.

Send a copy to me

NOTE: If you like, you can skip STEP 2 and just add a new collaborator without an email notification.

Ready? Just click "Send"!

Send    Add without sending invitation

Notice that I get an alert message – these invitees have different email address extensions than my own (here, "@gmail.com" rather than "@maricopa.edu"). This might matter to you if, for example, you work for a company that uses its own gmail system that is for internal use only:

Are you sure?                                                                ✕

one.maricopa@gmail.com, professorzehr@gmail.com are outside an item's domain. Are you sure you would like to share to them?

This message just tells me that the invitees' email domains are different than my own. In this example, @gmail.com rather than @maricopa.edu (I am going to click "Yes").

Yes    No

5. Here is your confirmation window – once you have sent the invitation, you get a list of everyone who now has access to the document. This is also the place to decide just how much access you want collaborators to have; do you want your invitees to have full access to make changes to this document, or viewing privileges only?
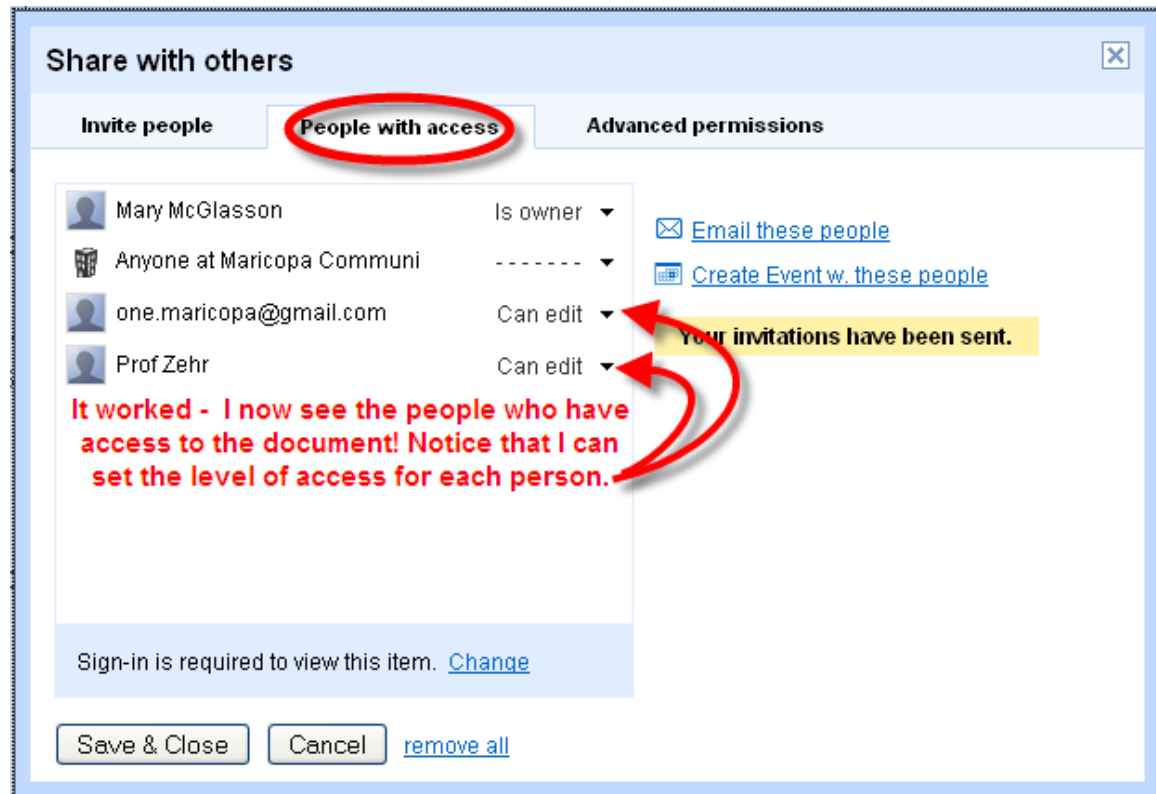


**That's all there is to sharing a document with Google docs! Wasn't that easy? And don't forget – Google docs also lets you create and work on spreadsheets and slide presentations collaboratively.**