



**Please Note:** In order to collaborate on a document the person you share the document with must have a Google Account. Otherwise they can only view the document.

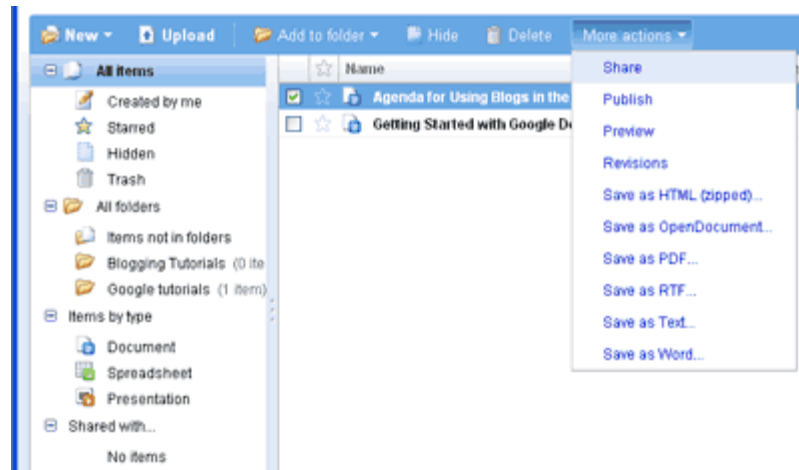
## Lesson 4: Sharing, Collaborating and Publishing a Document

A wonderful feature of Google Docs is the ability to share your work with others. You have many options to do this. You can give access to a document where the viewers are only able to read the document and not make any changes. You can also give access to a document where people can collaborate with you by making changes. You will be able to see the changes that each person has made to your document. In this lesson you will learn how to share your document with others and publish the final version.



**Limits for documents and presentations:** 200 combined viewers and collaborators. 10 people may edit and/or view at any given time.

There is currently no limit to the number of people with whom you can share a spreadsheet. However, only 50 people can edit a spreadsheet at the same time.



### Activity 1: Sharing and Collaborating on a Document

1. Click on **All Items** in your left navigation menu to show all the items that you have in your Google Docs account. Select which one you would like to share with another person by clicking the checkbox in front of the document. Then click on the **More Actions** button on the Menu bar and select **Share**.

2. You have the option to invite others to be **Collaborators** or **Viewers**. Collaborators are able to view as well as edit any documents that you share using this option. Viewers are only able to view the document. They are not able to make any changes to the document. After selecting the Collaborator or Viewer option you will need to type in the email addresses of the people with whom you would like to share the document. Separate addresses with a comma. Then click on the **Invite Collaborators/Viewers** button.

**Please note:** If you'd like to allow Collaborators to add and delete other collaborators and/or viewers, select the checkbox next to **Collaborators may invite others** under **Advanced permissions**. Collaborators, once given this permission, can share the document by forwarding their invitation to others. To successfully add a mailing list, you must select the **Invitations may be used by others** checkbox (under **Advanced permissions** at the bottom of the screen). This allows all members of a group to access the document using this one invitation.

3. A window will pop up that will ask you to type in a message that will be emailed along with the invitation to access the document. Type in your message and click on the **Send** button. You have the option to CC yourself on the message by making sure the checkbox is selected next to **CC me**.

4. Anyone that receives the invitation can then click on the link within the message to begin viewing and/or editing the document. They will need to log in with their Google Account in order to edit if they are a collaborator.

## Activity 2: Revising a Document

The chance to revise a document while working on it is very helpful to both teachers and students. Teachers no longer have to wait for their students to turn in the paper before they get a chance to offer suggestions. A teacher can check in with a student's work online and offer suggestions for revisions or provide ideas for further development while the student is in the writing process. Below are some ideas on how you can utilize the Revision feature in Google Docs.

1. Follow the above instructions on sharing a document. Be sure your students include you as a collaborator on their documents so you are able to view and provide feedback during the writing process.
2. If you would like to see who made what additions or changes to the document you need to click on the **Revisions** tab.
3. You should now see all of the revisions that have occurred to that document. You can also see who has collaborated on the document. By selecting a particular revision you can see what changes or additions that person made. Or by selecting two or more revisions you can compare them. You will get a screen similar to the one below with color highlighting who made what changes. In this case the changes that are highlighted in green were done by the author "Me". Any changes that were done by "anotheruser" would be highlighted in blue.
4. If you would like to add comments to a student's work you can do so without making edits to the document. Select the area that you would like to comment on and then go to the **Insert** menu and click on the **Comments** link. Then type in the comment you would like to leave. By doing this a student can read your suggestion and determine whether or not to make a change. It will not directly change their document. When they publish their document as a web page, post it to their blog, or print it, the comments will disappear.



If you would like the document to be republished every time a change is made, be sure to check the box that says **Automatically re-publish when changes are made**

## Activity 3: Publishing a Document

Publishing a document means that you will be making it available to anyone via the Internet. Google adds your document to the Google Index so that if someone does a search on the topic of your document it may be accessed.

1. To publish your document you need to click on the **Publish** tab on the upper right side of your screen after selecting which document you would like to publish. A screen like the one below will appear.
2. The Publishing tab allows you to publish to the Internet and will provide you with a URL. Or you can publish to your blog. You will need to set up your blog by clicking on the **set up your blog site settings** link. Choose which option by clicking on the **Publish Document** button or **Post to Blog** button. When choosing **Publish Document** a screen like the one below should appear. You can use the URL provided to share the document with others.