

# wazmac QuickStart

## Sharing Google Docs

### Background

This document provides information about sharing documents created within *Google Apps*.

You can share these documents directly with other *Google* users, to collaboratively edit the documents, or via a web link in 'read only' format.



Sharing documents with editing rights might be useful for writing newsletters with multiple contributors, designing school plans, etc, while the 'read only' format would be more appropriate for distributing staff notices, supervision rosters, or newsletters with the broader school community.

### Getting Connected

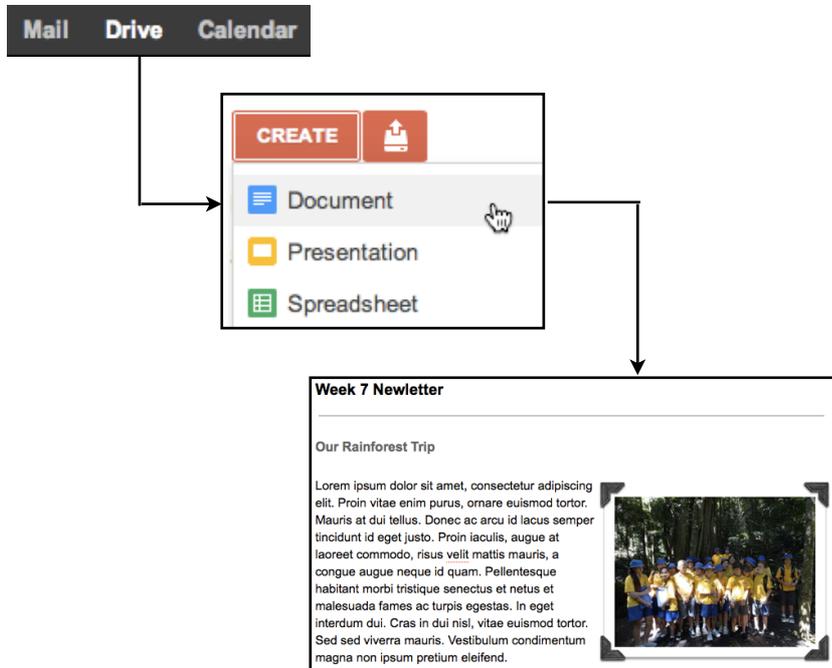
You will need a *Google* account to create and share documents, or to contribute to documents shared by others.

*Google Docs* is free to anyone who has a *Google* account. It is also a part of the *Google Apps for Education* suite of applications.

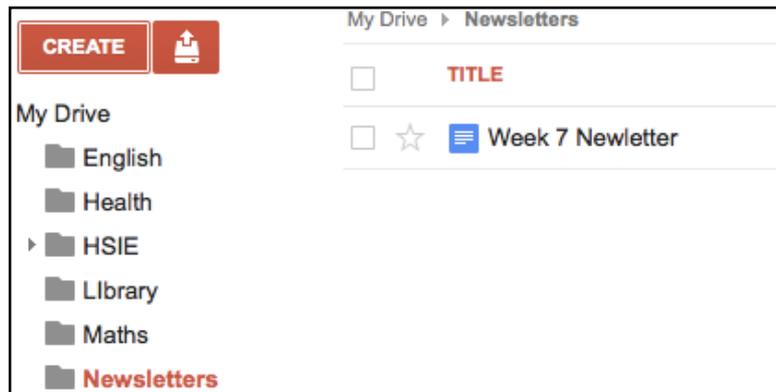
If you do not already have a *Google* account go to <https://accounts.google.com/SignUp> and create a new (free) account.

# 1. Create a Document

- 1.1. Sign in to *Google Apps* and create a document. For this example we will use a text document, though you can use the same process to share other presentations, spreadsheets and drawings.



- 1.2. Your document is automatically saved to your *Google Drive*.



## 2. Sharing a document with other Google Users

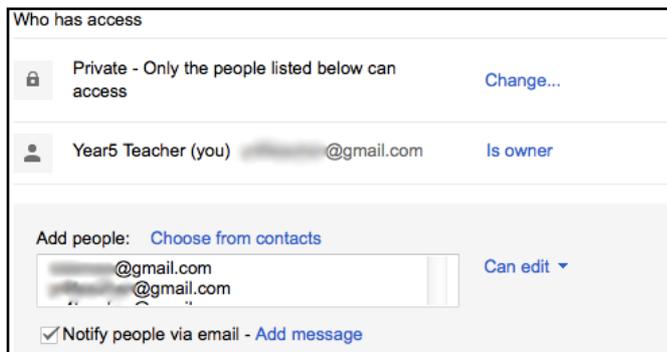
We can choose to share our document with other designated *Google* users.

- 2.1. With the document open, click on the **Share** button at the top right of the window.

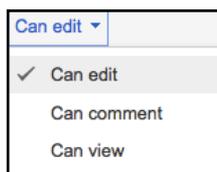


By default the only person who can see the document is you.

- 2.2. Add the email addresses of other *Google* users. If you use *Google Contacts*, you can add people from your contacts list.



- 2.3. Using the pop-up menu to the right of the email address field, you can choose what level of access those people have to the shared document. Those to whom you have designated **Edit** rights can alter the document.



You can also assign rights individually after you have shared the document.

- 2.4. Click on the **Share & save** button. Each of those people will now be notified by email that you have shared a document with them.

When they go to their *Google Drive* they will see the document when they click on **Shared with me**.



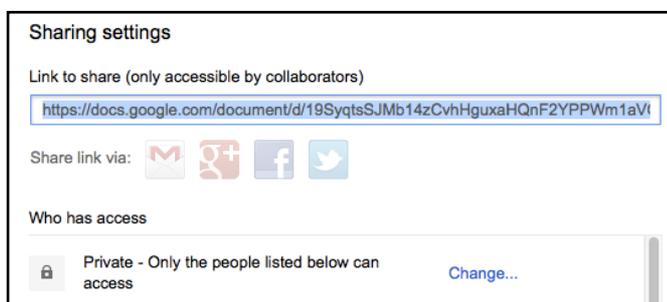
### 3. Sharing a document to a wider audience

Every document that you save to *Google Drive* has a web address. You can choose to share that address with others.

- 3.1. With the document open, click on the **Share** button at the top right of the window.

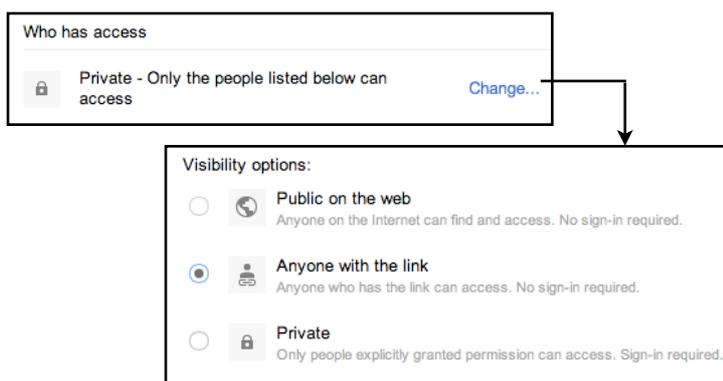


- 3.2. The **Sharing Settings** screen provides a link that can be used to share the document.



By default the document is set to **Private** - accessible only by you, and other people that you specifically nominate (as described in the previous section).

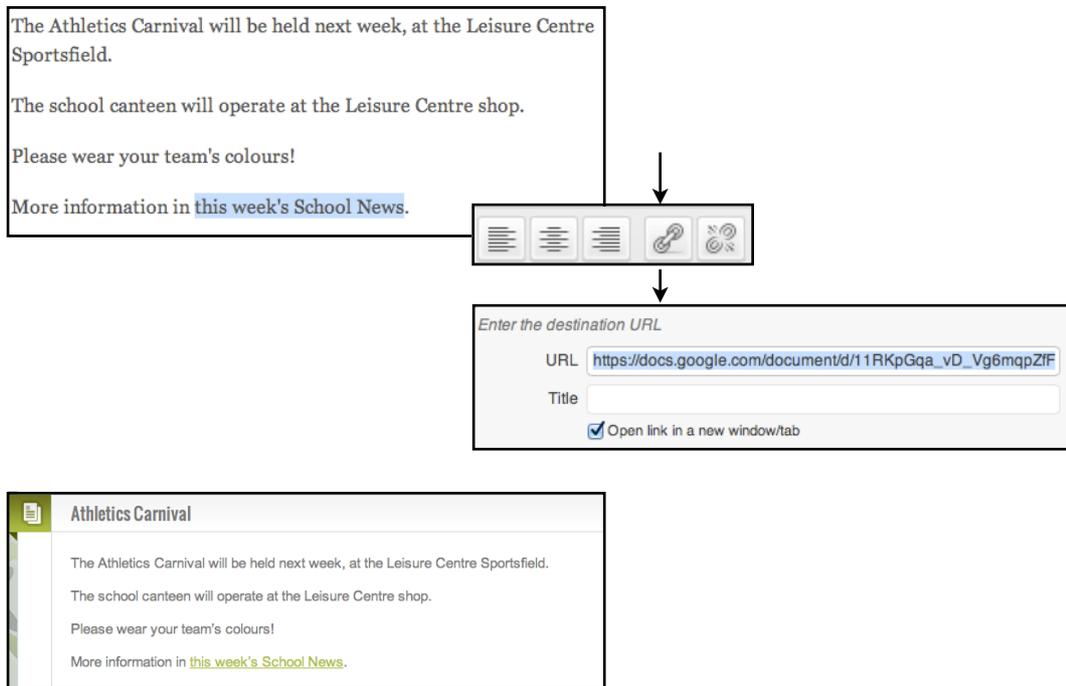
- 3.3. Under **Who has access**, click on the **Change** link, and alter the settings to **Anyone with the link**.



Click on the **Save** button.

- 3.4. Copy the link address displayed at the top of the **Sharing settings** window, then click on the **Done** button.

- 3.5. To add a link to the document to an Intranet or Internet site, highlight the text that you want to link, then paste the address (that you copied in *Google Docs*) into the URL link field....



- 3.6. You can also paste the link into an email which can be sent to multiple people.

