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| How to work with Google Docs – Online Document Editor |
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| Welcome to this short video on using Google Docs which covers permissions for sharing, making changes anonymously, viewing the version history for the Doc and restoring changes. |
| **Sharing a Google Doc: There are several ways to share a Google Doc.**  **Share a Document with specific people:**   1. Open your Google Drive, find the Google Doc you want to share and click on the three dots Three vertical black dots on a blue background      at the far right.   A screenshot of a Google Doc in a Google Drive with an arrow pointing to the three vertical dots.  This will open a text box showing several options you have. Click on A screenshot of a stick figure of a head and shoulders with a plus sign to the right.Share and this opens a choice to A screenshot of a stick figure of a head and shoulders with a plus sign to the right.Share or A screenshot of an oval resting on its side with a dash in the middle. Copy Link.  If you choose A screenshot of an oval resting on its side with a dash in the middle. Copy Link first, you will get a link to share but without knowing what kind of access the receiver is granted.  A screenshot of the options of how to find the options and how to Share a Google Doc.    Clicking on A screenshot of a stick figure of a head and shoulders with a plus sign to the right.Share will open a box where you can input the email address of the person(s) you want to Share the Doc with. Currently, the  General access is ‘Restricted’ which means that only people who have been given access can open the Doc with the link.  A screenshot of the Share options for a Google Doc and Restricted General Access. A screenshot of how to change the General Access from Restricted to Anyone with the link in a Google Doc.   1. To add people, type the person(s) email address and select the permission you want to grant (Viewer, Commenter or Editor). Check if you   want to notify them by email that they now have access and add any message. Click on the Copy Link symbol A screenshot of an oval resting on its side with a dash in the middle.for a link to this Doc.  When done, click Send. In this example, when you go back into the Share section the person assigned is now set up as an Editor.  A screenshot of changing a user's role option to Editor and notifying them with an inputting a message to send them about this. A screenshot of Share for the Google Doc including people with access and their roles. Plus the General Access setting.  **Share a Document to ‘Anyone with the link’:**   1. You can choose if your file will be available to anyone or restricted to only the people with access. If you allow access to anyone with the link, your folder won't restrict who can access it. Select from three options for the Role anyone with the link can have: Viewer, Commenter or Editor.   A screenshot of changing the permissions from Restricted to Anyone with the link.  A screenshot of changing a user's role option to Editor and notifying them with an inputting a message to send them about this.   1. Click on ‘Copy Link’ to obtain a Shareable link, then click Done. A screenshot of an orange arrow pointing to a white oval with the words 'Copy Link'. To the right of this is a blue oval with the word Done in white.   **Share your Document from within the Doc itself:**   1. When in a Google Doc, locate the Share button near the top right. Click on the word ‘Share’ and it takes you to the same sequence to determine who will have access to the Doc, the type of access and the Role. These are shown in the steps mentioned earlier in the video.   A screenshot of a Google Doc in a Google Drive with an arrow a Blue oval with the word Share and a small down arrow to the right.    A screenshot of the Share options for a Google Doc and Restricted General Access.   1. If you click on the down arrow beside Share, you have the option to ‘Copy Link’ and you will see any previous actions for this Doc. In this   case it has been ‘Shared with 1 person’.  A screenshot of the down arrow beside Share within a Google Doc, the option to click on the Copy link and that it has been shared with 1 person.    A screenshot of a Google Doc in a Google Drive with an arrow pointing to an oval with the words 'Request edit access'.   1. As a user, if you have a link to a Doc and are not signed into Google and need access, click on the note ‘Request Edit access’ and a message   will be sent to the person who owns the Doc. The owner of the Doc can receive an email and will see this request as shown below when  they are in their Doc. To grant access, the owner selects which role to assign this person. There is the option to Notify and send them  message if you choose. Then click ‘Share’.  A screenshot of a Request for Access by a user, granting the Editor role and notifying with a message.    **Determining who is viewing, commenting, or editing a Google Doc:**  If a person is in a shared Doc in any role (Viewer, Commenter, Editor) and using a shared link but not signed into a Google Drive or Gmail their  presence will show up as an Anonymous animal icon.  A screenshot of a Google Doc in a Google Drive with an arrow pointing to a pink circle with a white whale inside it.    When a person is accessing a shared Doc and is signed into their Google Drive and Gmail in any role (Viewer, Commenter, Editor) their initial(s)  will show near the top right.  A screenshot of a Google Doc in a Google Drive with an arrow pointing to a green circle with a white captial 'R' inside it.  **Viewing the History of a Google Doc:**     1. The history of all changes made in a Doc is kept. This can be accessed through the ‘clock’ icon on the top right area of the toolbar between   ‘Show Chat’ and ‘Show all Comments’. By hovering over the clock this will show the time of the ‘Last edit’.  A screenshot of a Google Doc in a Google Drive with an arrow pointing to a clock symbol with the words underneath - Last edit was yesterday at 12:11pm.     1. Click on the ‘clock’ to see ‘Version history’ of the Doc. Click on the three vertical dots, it will give the options to Name this version or make a   copy.  A screenshot of the Version history of a Google Doc. The two options for each version under the vertical three dots shows Name this version or Make a copy.   1. When you click on any date in the version history you will be shown a version of the Doc at that time before any subsequent changes. You   Will have the option to ‘Restore this version’ which is found near the top left of the screen.    A screenshot of rectangle with a left-pointing arrow on the left of the date: April 22, 11:07AM and an orange arrow pointing to a blue oval with white words Restore this version.  **Viewing Edits to a version of a Google Doc:**   1. To see what edits have been done to a Doc, click a date in the Version history. This opens the Doc for that date and time, and you can see the number of edits. The edits are shown in a different colored font and are highlighted.   **A screenshot of accessing one Version history of the Doc which shows there was one edit indicates this edit in a teal text color.**    Thank you for viewing this short video on Google Doc permissions for sharing, making changes anonymously, viewing the version history for the Doc  and restoring changes.  Roberta Thomson, Adaptech Research Network  Funding: Entente Canada-Québec (ECQ) |