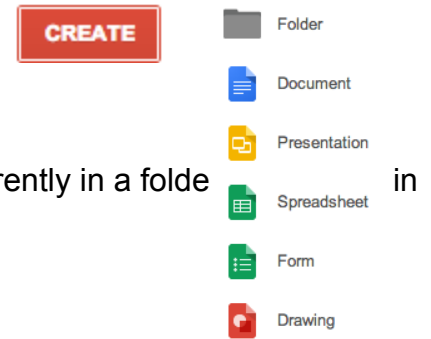


ES Tech Tip - Creating and Sharing Google Docs

1. Open Drive

2. Create

- selection of file types to create
- careful about creating a new document when you are currently in a folder in your drive, will automatically place the file in that folder

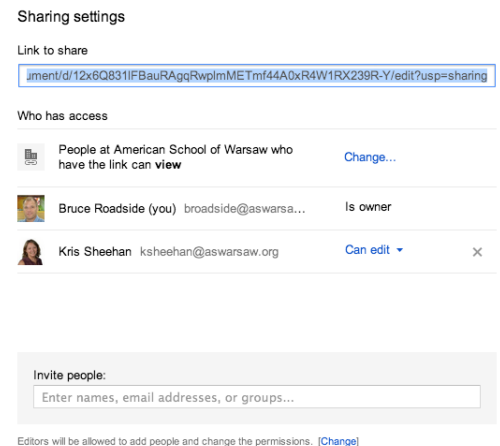


3. Document

- Name the file
- Organize into a folder (if you have your Drive organized) by clicking on the folder icon to the right of the File Name.
 - you can select multiple folders by using cmd- clicking folders

4. Share

- great for collaborating on a document or going paperless
- Link to Share
- People who have the link can...
- Invite
 - can View
 - can Edit
 - can Comment
- Editors allowed to add people



5. Revision History

- see who made what changes and also revert back to previous version
- **File/See Revision History**

6. Commenting

- great for giving feedback or asking for clarification about a specific part of a document
- very useful when collaborating or giving students feedback
- **Highlight a portion of the document, click Insert/Comment**
- starts a Comment Thread allowing contributors/commenters to Add/Reply/Resolve