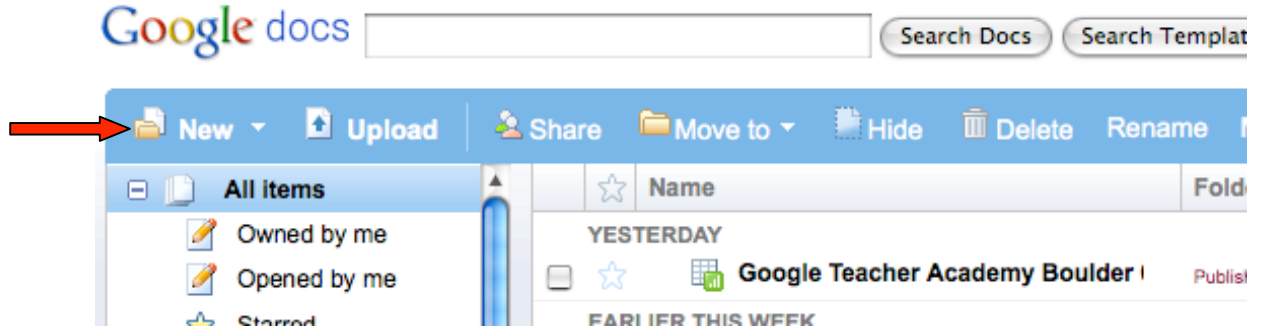


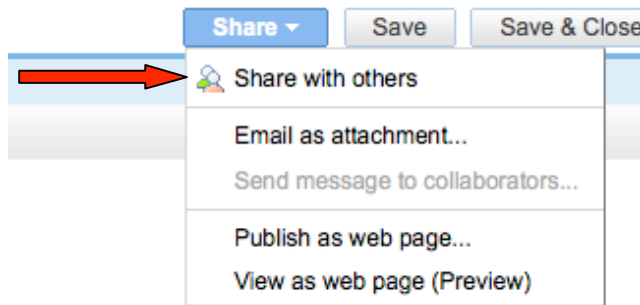
Tip Sheet for Sharing Google Docs with group members:

1. Log in to your Google Docs account at <http://docs.google.com/>
2. Under your items list, click on the document you would like to share, or create a New Document by clicking on the “New” button.



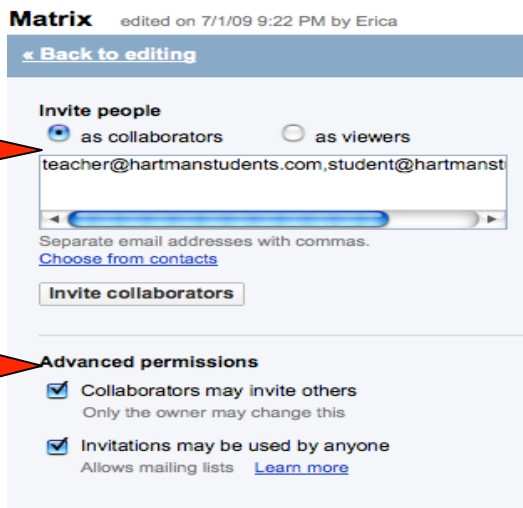
3. Once you have your document open, click on “Share” in the upper right hand corner. Choose “Share with others”.

hartman19@gmail.com | [Docs Home](#) | [Help](#) | [Sign o](#)

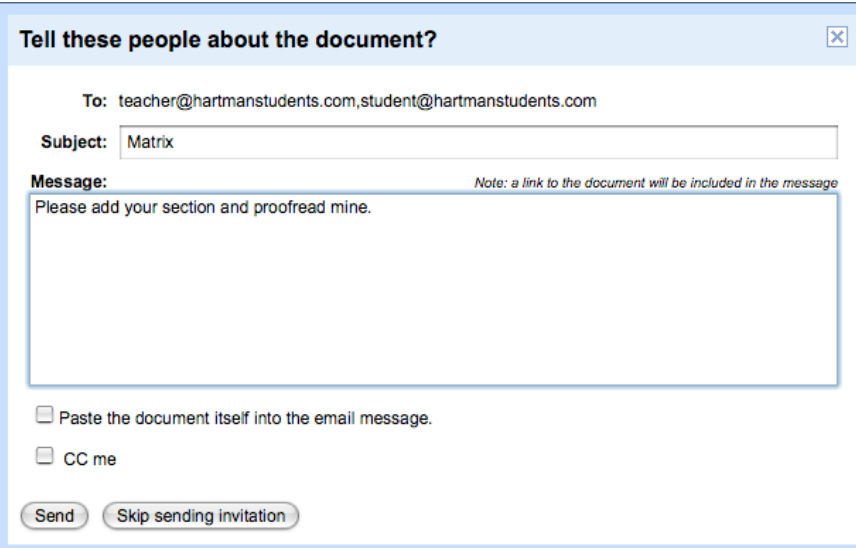


4. Decide if you would like to share your document with a “collaborator” or a “viewer”. A “viewer” will only be able to view the document. A “collaborator” can make changes. Type in the email addresses (separated by commas if more than one person) or choose them from your contact list. Before you hit “Invite collaborators”, check out the Advanced Permissions underneath.

Google docs



5. After you hit “Invite Collaborators” a new screen pops up. Type in your message and click “Send”.



Tell these people about the document?

To: teacher@hartmanstudents.com, student@hartmanstudents.com

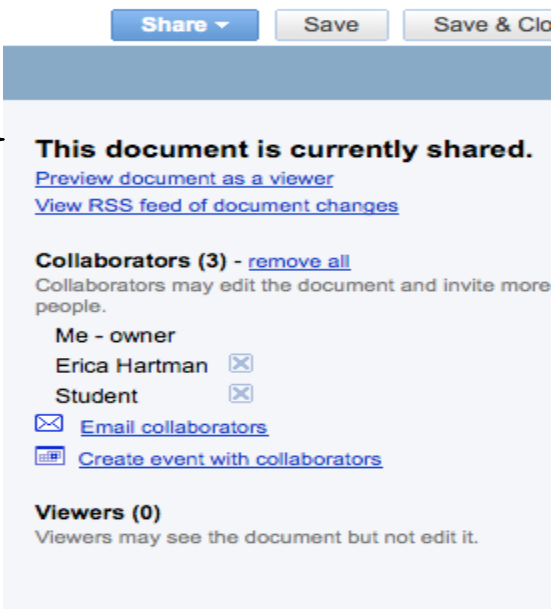
Subject: Matrix

Message: Note: a link to the document will be included in the message
Please add your section and proofread mine.

Paste the document itself into the email message.
 CC me

Send Skip sending invitation

6. If you have done this correctly, the column on the right will say that the document is “Currently Shared” and will show a list of collaborators.



Share Save Save & Clo

This document is currently shared.
[Preview document as a viewer](#)
[View RSS feed of document changes](#)

Collaborators (3) - [remove all](#)
Collaborators may edit the document and invite more people.

Me - owner
Erica Hartman
Student

[Email collaborators](#)
 [Create event with collaborators](#)

Viewers (0)
Viewers may see the document but not edit it.

Congratulations!