Tip Sheet for Sharing Google Docs with group members:

Publish as web page... View as web page (Preview)

- 1. Log in to your Google Docs account at <u>http://docs.google.com/</u>
- 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.

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<ul> <li>3. Once you have your document open, click on "Share" in the upper right hand corner. Choose "Share with others".</li> <li>hartman19@gmail.com   Docs Home   Help   Sign o</li> </ul>								
Share - Save	Save & C	lose						
Share with others		_						
Email as attachment								
Send message to colla	borators							

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.

Matrix edited on 7/1/09 9:22 PM by Erica
<u>« Back to editing</u>
Invite people as collaborators or as viewers
teacher@hartmanstudents.com,student@hartmanst
Separate email addresses with commas. Choose from contacts
Invite collaborators
Advanced permissions
Collaborators may invite others
<ul> <li>Invitations may be used by anyone</li> <li>Allows mailing lists <u>Learn more</u></li> </ul>

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

To:	teacher@hartmanstudents.com,student@hartmanstudents	.com
Subject:	Matrix	
Message:		the document will be included in the m
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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 i Preview document as a View RSS feed of docur	viewer	-			
Collaborators (3) - remove all Collaborators may edit the document and invite more people.					
Me - owner Erica Hartman 🛛					
Student Email collaborators Create event with c					
Viewers (0) Viewers may see the do		ot edit it.			

Congratulations!