



Create and Share

Once you are logged in to Google Docs, creating and sharing your documents is easy.

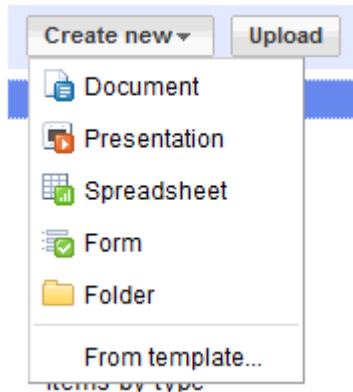
A few things to remember:

- Docs you create are not accessible to anyone but you until you explicitly share them with others.
- When sharing documents with others, there are two options, depending on how much access you'd like them to have: they can be added as either **viewers** or **collaborators**.
 - **Viewers** can see the most recent content of a document; however, they can't make any changes.
 - **Collaborators** have access to the most recent version of the document, and can make changes and view past versions.
 - You can also choose if you'd like your collaborators to be able to add other collaborators. (**Found in Advanced Permissions**)
- Note that when collaborating with students, it's always best for you to create the doc, then share it with them. This will avoid any issues in which the doc is erased from the student's account, the collaboration settings are changed, or other avoidable problems having to do with ownership rights.

How to create and share docs

To create a doc:

1. From your Docs list, select "New" from the upper-left corner.



2. Select which kind of doc you'd like to create: Document, Presentation, Presentation or Form.
3. A brand new version of the doc type selected will open for you, ready to be edited and/or shared.

To share a doc:

1. From within the document you would like to share, click the "Share" tab, in the upper-right corner*.
2. Enter the email addresses of whomever you would like to add and select the button next to "As collaborators:" or "As viewers", depending on what kind of access you'd like them to have.
3. Click "Invite collaborators."
4. If you'd like, in the window that appears send an email to your collaborators explaining a little about the doc. Whether or not you send this email, your doc is now shared.

*A note about Advanced permissions:

In the "Share" tab, you will notice a couple of options below the invite screen that bear further explanation.

- o "Collaborators may invite others" is exactly what it says -- an option that allows or prevents those you invite from inviting others to the doc.
- o "Invitations may be used by anyone" is a feature that allows invitations to be forwarded, and allow access to, anyone who receives them. In effect, this option works similarly, to "Collaborators may invite others."

Note that when inviting a mailing list to collaborate on a doc, you will need to have this option checked.