



Google Drive 103

Fun with Sharing and Collaborating

Please log into your Gmail account, access your Drive and practice the following 4 items before our workshop. For our workshop, please have a Word document and PDF available.

Access your own Google Drive

1. **Create a document:** Gmail > Apps > Google Drive > File > New > Google Docs

[See Google Drive 101](#)

2. **Add text (copy and paste from a Word doc) and use styles to format document:** Find "Normal Text" dropdown menu in tools

[See Google Drive 101](#)

3. **Add text and an image:** Paste text or write text.
Then Insert > Image

[See Google Drive 102](#)

4. **Add a live link** that goes to
<http://nicotine-anonymous.org>: Add text to be linked,
such as "Nicotine Anonymous." Use link icon in top
toolbar.



For Google Drive 103 Workshop, we will:

Upload a Word document in Google Docs

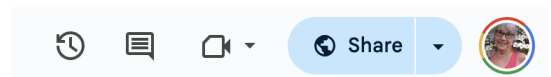
1. Gmail > Apps > Google Drive > New > File Upload.
2. Choose Word document > Open
3. Look for a small upload window in the lower right corner.
Click on the document to open it.
4. File > Open as Google Doc

Upload a PDF in Google Drive

1. Gmail > Apps > Google Drive > New > File Upload.
2. Choose PDF > Open
3. Look for a small upload window in the lower right corner.
Click on PDF to open it.

Link to a PDF in a Google Doc

1. Upload a PDF document into Google Drive (see above)
2. Select the PDF > Open > Click
blue Share button.
3. Choose if you'd like PDF
"Restricted" to those who have the link, or
"Anyone With the Link" can view the PDF.
(See "Share & Collaborate below)
4. Click "Copy link" button.
5. Go to Google Document where you'd like the link.
6. Paste the link.
7. Highlight the link and select the Link icon in the top menu
(See "Add live link" section above).



Share & Collaborate

Open any saved document in Google Drive, click blue “Share” button in upper right corner of the window.



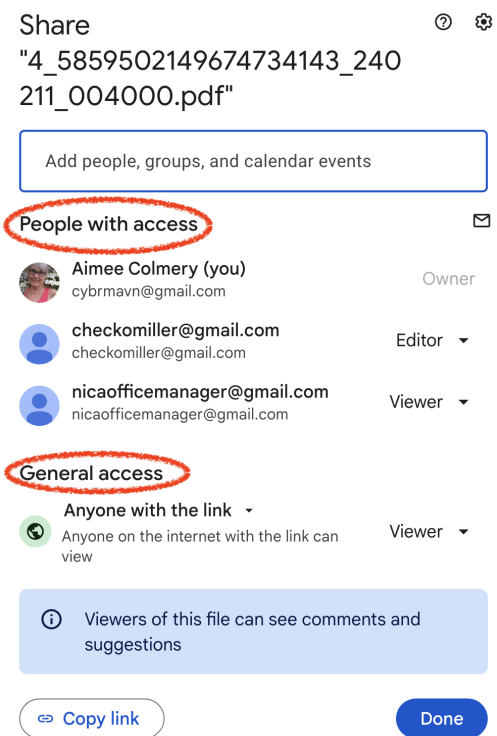
Consider the options to share with specific people and general access:

- **Share with specific people:**

- Add people's email addresses and give them permissions - Editor (default), Viewer, Commenter.
- Choose to notify them and send an email to them.

- **General Access:**

- Choose “Restricted” to those who have the link, or “Anyone With the Link” can access the document
- Choose Role: Editor, Viewer or Commenter
- Click “Copy link’ to paste link in another document, website, etc.
- Click “Done.”



Collaborative editing

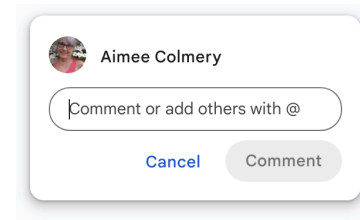
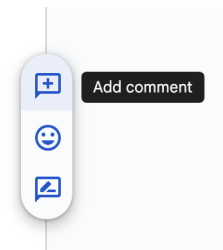
People with access to edit can work on the document simultaneously or at their leisure. They will all need to be given access as “Editor.”

Commenting

Documents which are shared with specific people with the role as “Commenter” or shared with General Access as “Commenter” can use the comment function in Google Docs to add comments.

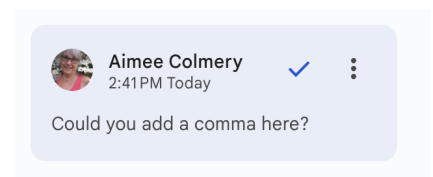
To make comments

1. Highlight text
2. In the popup menu on the right, choose the top “Comment” button with the + sign
3. In popup window on right, add a comment in the text window.
4. Click “Comment” to add it.



To resolve comments

1. Move cursor over comment
2. Click the checkmark to resolve the comment.



To see all comments

In upper right corner, click Comment icon, and all comments appear in the right column below.

