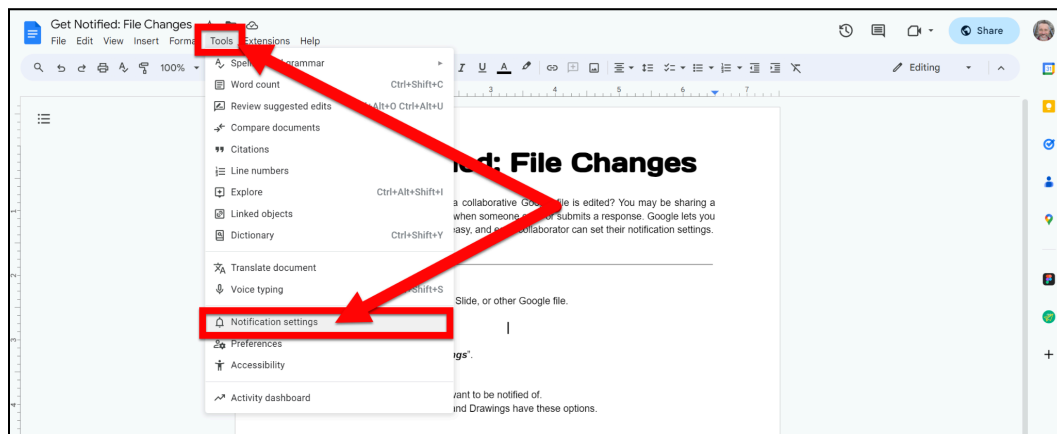# Get Notified: File Changes

Have you ever wanted to know if a collaborative Google file is edited? You may be sharing a Sheet (or Form) and want to know when someone edits or submits a response. Google lets you do this on all their file formats. It is easy, and each collaborator can set their notification settings.

Just a note, all collaborators must set their own notification settings. That is the only way they will get notifications. The owner can not set notifications for others, only for themselves.
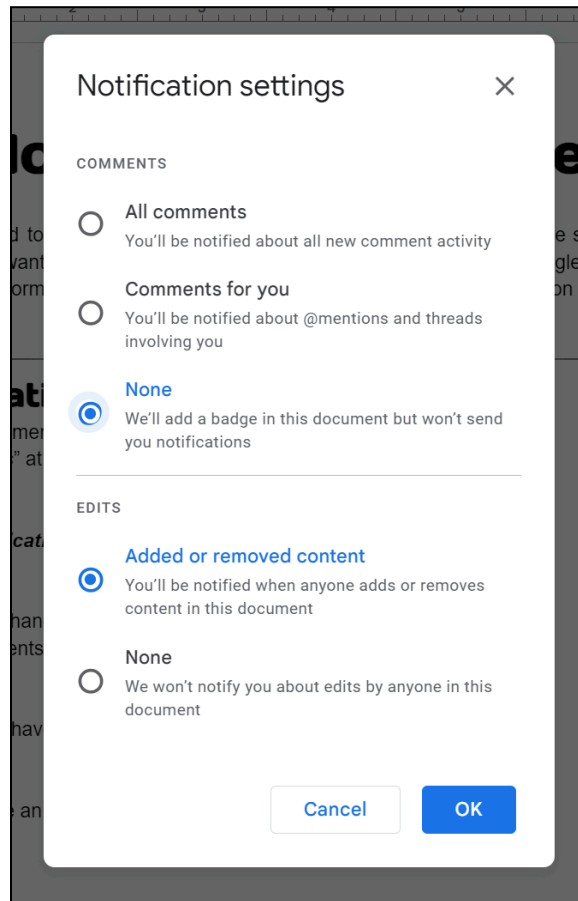
Set Notifications:

1. Open the Document, Sheet, Slide, or other Google file.
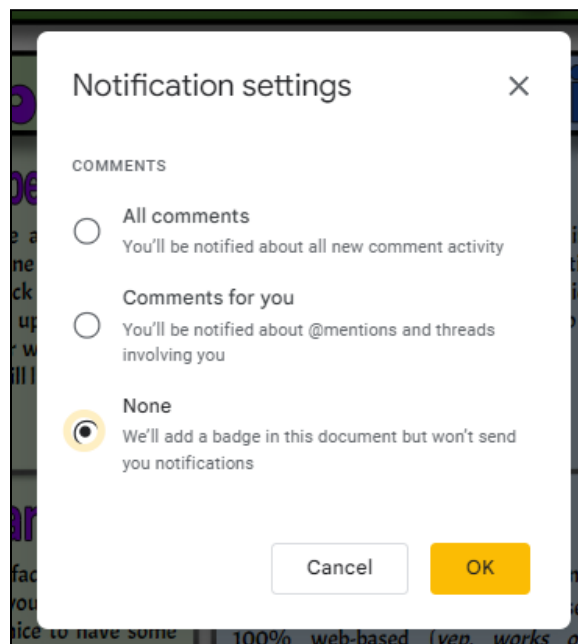2. Click on "***Tools***" at the top and click on "***Notification Settings***".

3. Choose what changes you want to be notified of.
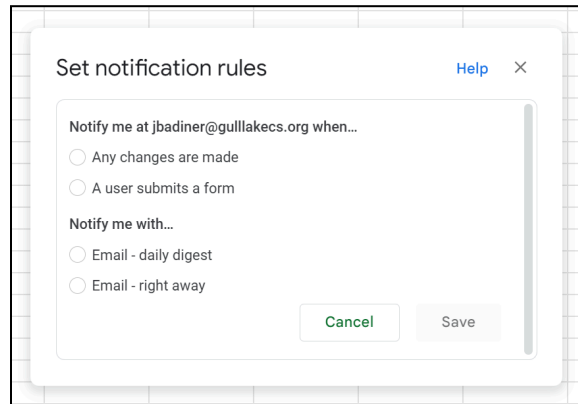   ○ Documents have these options.

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- ○ Slides and Drawings have these options.

- ○ Sheets (and sheets from Forms) have these options

Feel free to use, edit, share, or whatever you see fit to help yourself or others! Get more Google Goodies & Tech Bytes at BadinerBytes.com.

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4. You will receive an email with notification updates.
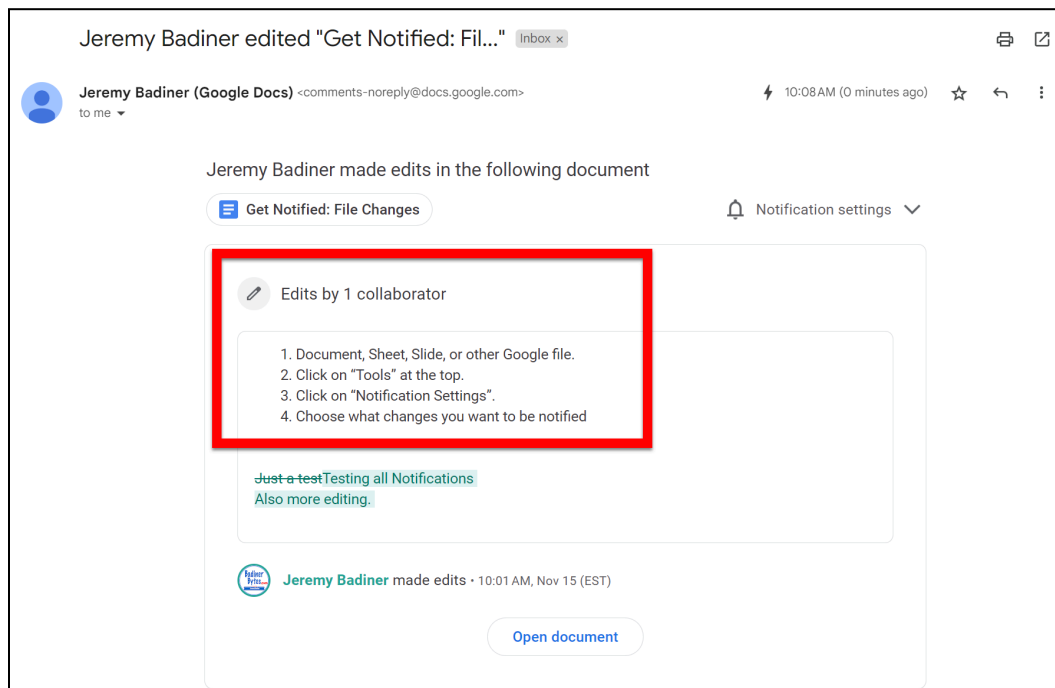
This is a great way to keep up-to-date with changes in collaborative files. Make sure to set notifications if you do not want to miss anything.

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