

Share & Collaborate with Google Docs and Presentation (PowerPoint)

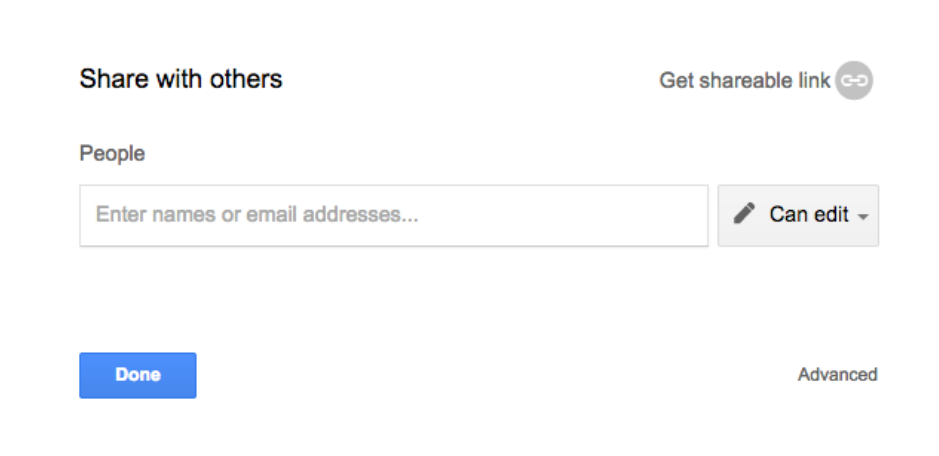
One of the most powerful features of Google Docs is that you can share and collaborate on documents with others. It opens up possibilities for real time collaboration and feedback.

Sharing with individuals is relatively easy.

Click the blue “Share” button in the top right corner and input the email addresses for those you want to collaborate with (add a message if you would like), select if you want them to be able to “edit,” “comment,” or “view” and click send!

Be sure to have students share with you.

If they are peer editing have them select Can Comment



The screenshot shows the 'Share with others' dialog box in Google Docs. At the top left is the title 'Share with others'. At the top right is a link 'Get shareable link' with a circular icon containing a chain link. Below the title is the section 'People'. Under 'People' is a text input field with the placeholder text 'Enter names or email addresses...'. To the right of this field is a button with a pencil icon and the text 'Can edit' followed by a downward arrow. At the bottom left is a blue button labeled 'Done'. At the bottom right is the text 'Advanced'.