

Sharing and Opening Shared Documents

The purpose of this document is to demonstrate how to share documents using Google's online Drive service, and how to access such documents when they are shared with you.

Prerequisites

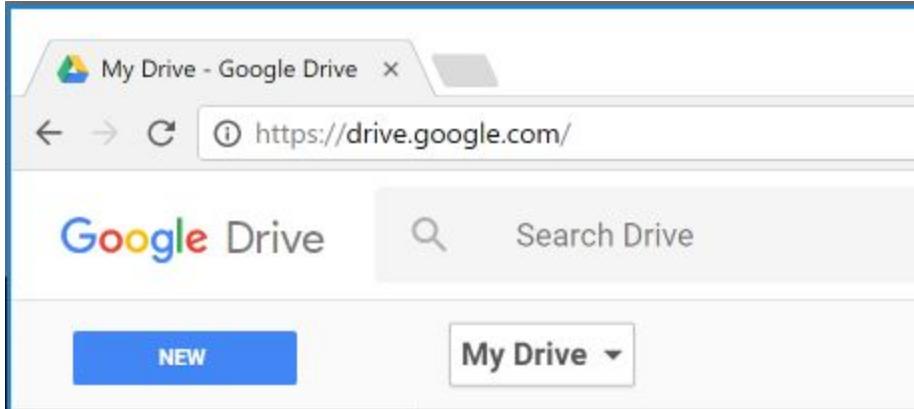
- Computer with modern web browser (Google Chrome or Firefox recommended). Alternatively, mobile device with the Google Drive app installed.
- Internet access (via wired, wireless, or cellular network)
- Google Account¹

Sharing a document

Using a computer

Using a laptop or desktop computer is probably the most efficient way to manage online documents. This approach is recommended if the appropriate hardware and internet access is available. In addition, Google frequently updates this service, so the images in this document may not precisely match what you see in the document.

1. Open Google Drive in your browser by navigating to <https://drive.google.com>



2. Locate the document that you wish to share. This may be done using the search box, or by navigating using the left side pane, under "My Drive". Keeping your drive organized

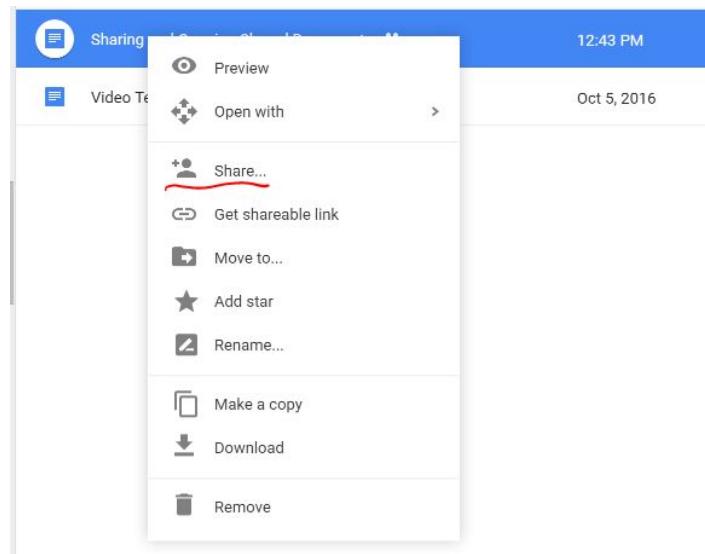
¹ For how to create a google account, see TBD (DOCUMENT LINK HERE)

into appropriate folders will help locate documents quickly.

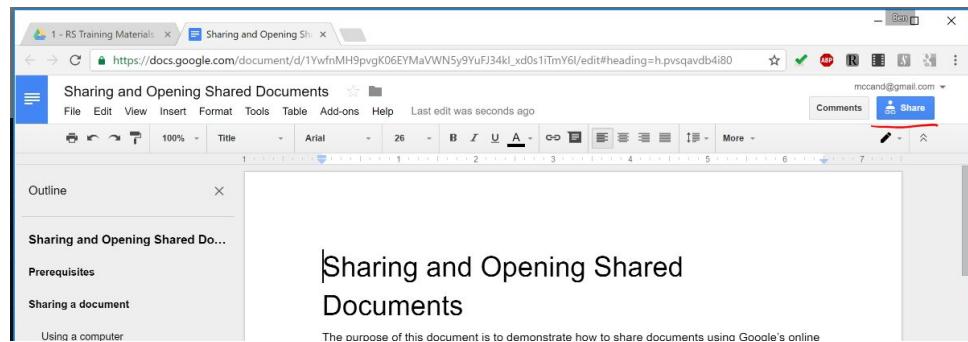
The screenshot shows a Google Drive interface. At the top, there's a navigation bar with a back arrow, forward arrow, and a URL field containing <https://drive.google.com/drive/folders/0ByLjPsmV2BtJUWg1c3kyTlZINzA>. Below the bar, the Google Drive logo and a search bar are visible. The main area shows a breadcrumb path: My Drive > My Projects > 018 ASRC Remote Support Training > 1 - RS Training M. On the left, there's a sidebar with a 'NEW' button and a list of folders: 1 - RS Trainin, 2 - RS Training, 3 - RS Personl, and 4 - RS Workflc. The main content area lists files by name and last modified time. A file titled 'Sharing and Opening Shared Documents' is listed, with a red underline underneath its title.

3. The document can be shared in two ways:

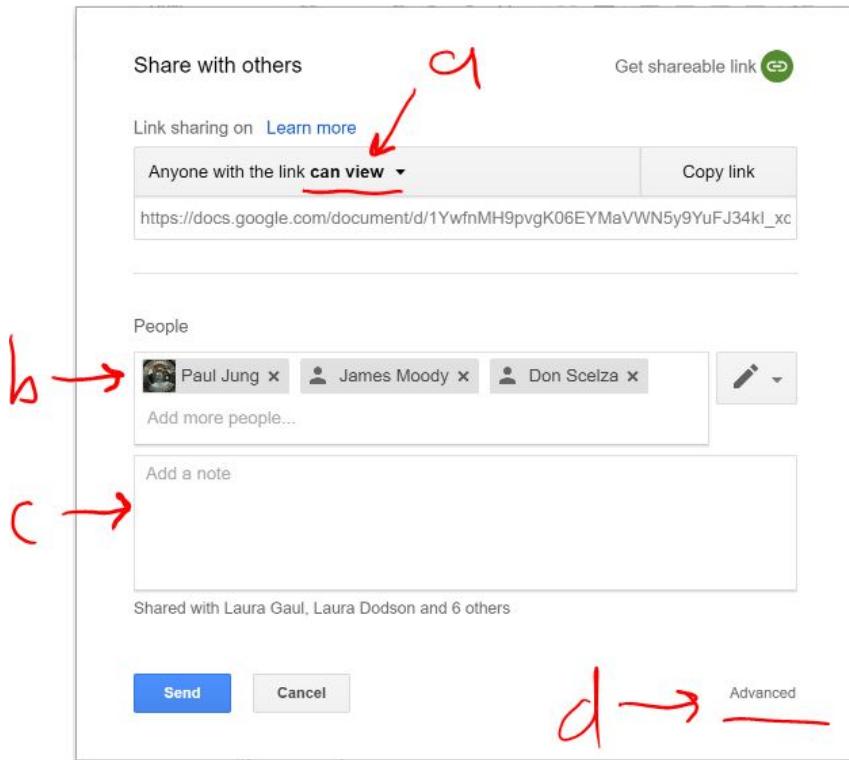
- In the view above, you may right-click on the document title, which will bring up a context menu. In this menu, click on "Share"



- Alternatively, you may open the document (by double-clicking on the title), then clicking on the "Share" button on the upper-right portion of the document window.



4. In either case, this will open the “Share with Others” dialog.



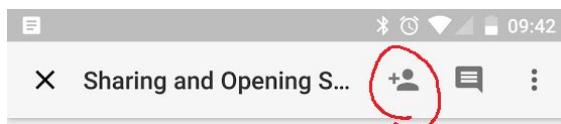
This dialog lets you do several things.

- You set the sharing behavior for sharing the link. (You can copy this link and send it to people via email or text message). Anyone who uses the link to access the document will have privileges as set here. The recommended setting for most documents is “can view” or “can comment”. Setting this to “can edit” is discouraged, as anyone who has possession of the link can surreptitiously modify the document. Note: this field should be set to “OFF” for any documents that contain sensitive information.
- If you wish to share the document with specific people, you can list their email addresses in the box shown. (Note: the system can auto-complete email address if you use your google account for email.) The box to the right of the “People” field lets you set permissions for the people being added. The “pencil” indicates that anyone added at this time will get editing privileges. Using this method to share the document (as opposed to link sharing) will result in an email being automatically sent to the recipient, indicating that a document has been shared with them.
- This field lets you send a note to those people who you are sharing this document.
- The “Advanced” link opens a dialog allowing you to alter access permissions for all accounts that are currently authorized to access the document as well as altering a few other document settings. You can use this to fix mistakes or remove access permissions.

Using a mobile device

The Google Drive app is available for several platforms (such as Android or iOS), and there are frequently differences in the apps for various platforms. In addition, these apps are updated frequently, so images shown in this document may not precisely match what you see on your screen. If there is a substantial difference, please notify the document administrator so that they can bring this document up to date.

To share a document, first open it within the Google Drive application on your device, then click on the “Share Document Button.”



Sharing and Opening Shared Documents

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Sharing a document

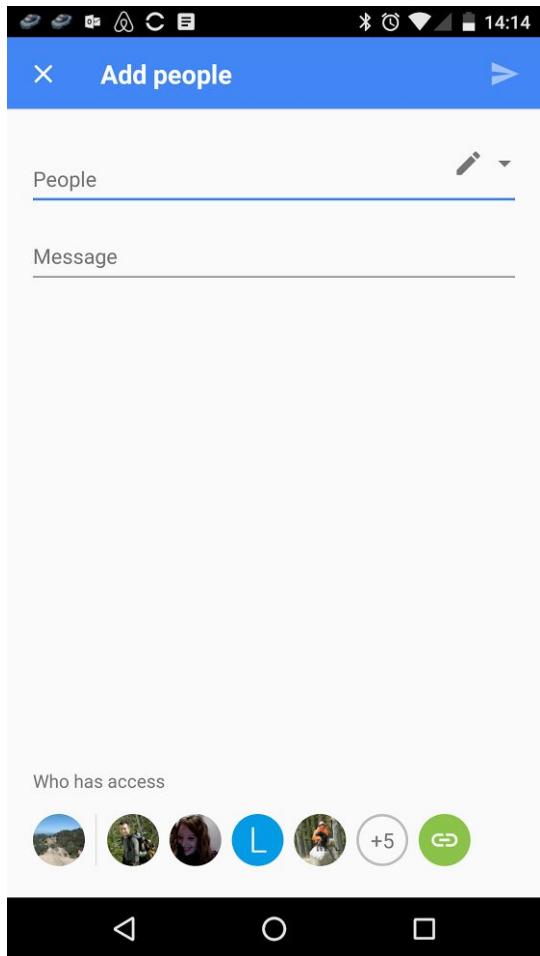
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Using a laptop or desktop computer is probably the most efficient way to manage online documents. This



Now enter the email addresses for all individuals that you wish to share the document with. The icon to the right of the email address field indicates the privileges that the recipient will be granted. A pencil indicates that all recipients will receive editing privileges, a speech bubble indicates that commenting is permitted (recommended), and an eye indicates that the recipients can only view the document.

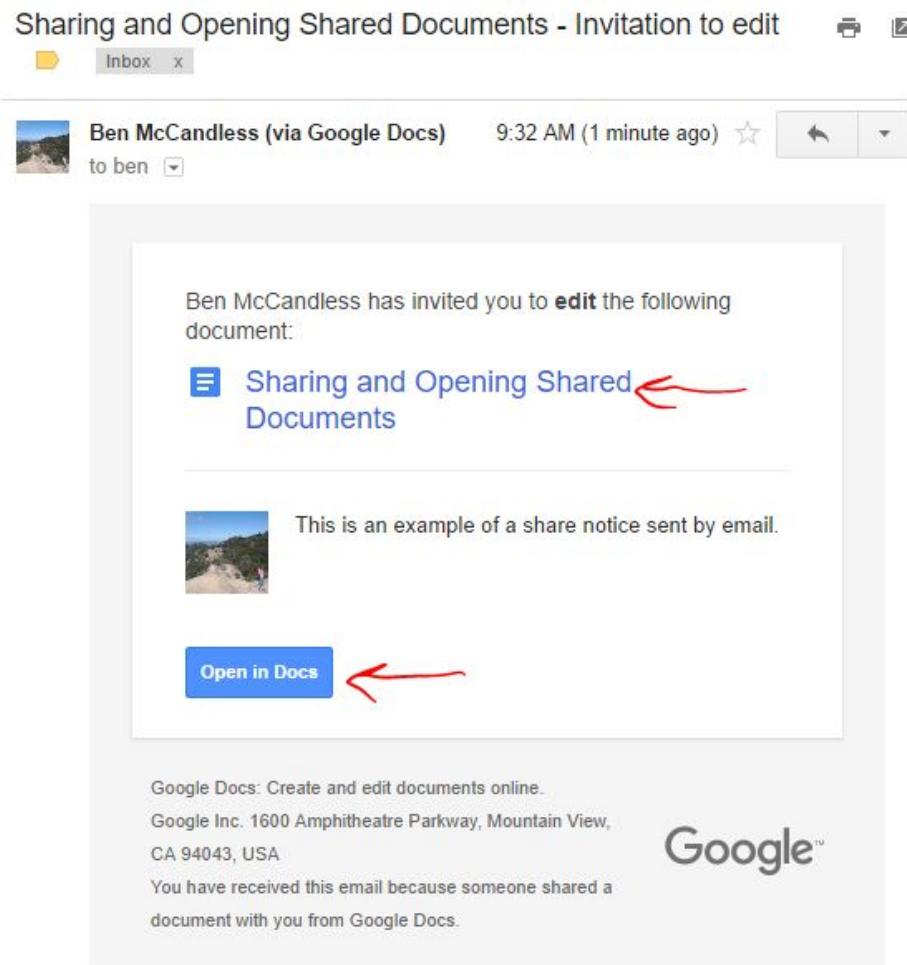


Once this is sent (using the blue triangle in the upper right corner), the recipients will be notified that a document has been shared with them.

Opening a Shared Document

Using a computer

When a document is shared with you, you will receive an email notification. Here is an



example:

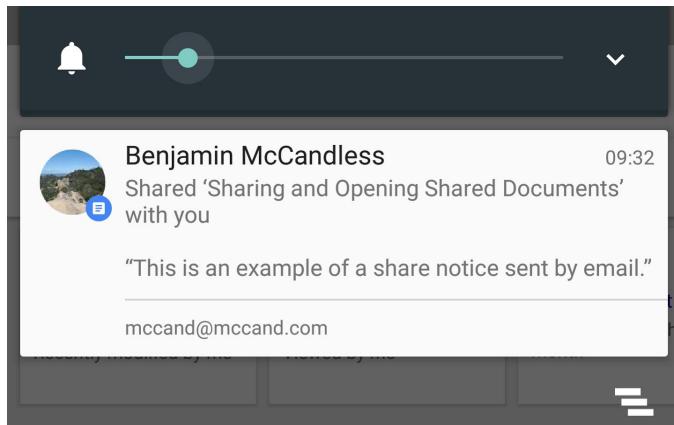
Clicking on either the document title or the “Open in Docs” button will open a web page and allow you to see the document. Depending on the permissions settings for the document, you may be asked to sign into your google account in order to view, comment, or edit the document.

EDITING: If you have editing privileges, you may modify the document simply by clicking on the document and typing.

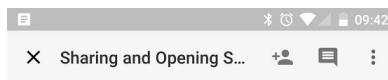
COMMENTING: Comments may be added by selecting the text of interest and clicking the “Add comment” icon. This can be found in the toolbar above the document, and if text is selected, it will appear in the margin to the right of the selected text.

Using a mobile device

If you are using a mobile device, you should receive a notification when a document is shared with you.



Clicking on the notification should open the document, or you may open the Drive app and navigate directly to the document. (If the document is not immediately visible, try navigating to the “Shared with me” Section, and searching there.)



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EDITING: If you have editing privileges, clicking on the Blue pencil icon will allow you to make changes to the document.

COMMENTING: Comments may be added by selecting the text of interest and clicking “Add Comment” in the context menu that pops up.