

HOW TO USE GOOGLE DOCS TO COLLABORATE



WHY SHOULD YOU LEARN THIS?

More businesses and schools are using applications like Google Docs to create documents that several people can work on at the same time. These services enable teams to support each other by editing, commenting and providing feedback on one document at the same time. Learning to use these platforms is not only useful but also helps you develop great collaborative working skills you will need in higher education or the workplace.

WHAT?

Google Docs is very similar to most word processing programs already on your computer. Google Docs can do just about everything your everyday word processing application (like Microsoft Word) can do but it also has the added features of being able to invite others to join in and work on the same document you're working on at the same time! Because you can see the collaborator's cursor, you know where each person is looking and what part of the document they are currently working on.

INSTRUCTIONS:

- 01 Go to docs.google.com and log in using your Google account.
- 02 To create a new document, click the big 'plus' sign titled 'blank'.
 - Check out this feature: for different templates, like resume templates, report templates and more, browse the home screen and click the template you want to use.
 - When you are in a pre-created template, all you need to do is fill in the blanks for titles, subtitles, and body text.
- 03 Once you are in your document, you can begin typing away! Or, you can begin using the online features and add collaborators to the document.
- 04 Before you add anyone, fill in a title for the document. You do this in the top left: click where it says 'Untitled Document', this will name your file with the first words or you can choose your own name.
- 05 To add a collaborator, click the 'Share' button in the top right corner.
- 06 Type in the email of the contributor (or contributors, you can add many different contributors from your team) and select them.

07

Notice the icon to the right of the email? It should look like a pencil, which means the collaborator can edit the document with you. If you just want someone to view your document and not change anything, change the icon to 'can view'. Or you can also have a collaborator just comment and provide feedback, for this option, click 'can comment' instead.

08

You can also click the 'get shareable link' icon to send a link of the document to a collaborator via email.

09

Happy collaborating! Now you and your collaborators can work together efficiently on one document.



GOT IT?

- Once you've mastered this, get your team working together at any time! Now you don't have to organise meetings to complete a task, you can work when you're all free to collaborate. Once you've got it, try exploring some of the more advanced features!



TRY THIS

- Try starting small by collaborating with just one friend or teammate to get used to the functions of the application (and writing at the same time as someone else!)
- Try using some of the other collaborative features like commenting and providing feedback.

SO WHAT?

- Working in teams is a valuable skill in today's world, and collaborating with people from around the globe is a common practice amongst businesses. Getting ahead of the curve is important to ensure you have the skills necessary to succeed!

WHAT ACTION WILL YOU TAKE?

- Create a Google Doc and invite a friend to have a go
- Try commenting on a Google Doc and providing feedback to your collaborator
- Begin using it for tasks at school or work



IF YOU LIKED THIS ONE YOU MIGHT WANT TO TRY...

- How to Check Who Owns a Website
- How to Be Productive
- How to Organise a Group Project
- How to Create Team Expectations