

# Google Docs



Fostering online co-creation among learners and teachers

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## STEPS

### 01 Getting started

In order to use Google Docs, you need a Google Account<sup>1</sup>.

- Go to <https://docs.google.com>
- Sign in using your Google Account.

### 02 Creating a new Google Doc

- Click on the button 'New'.



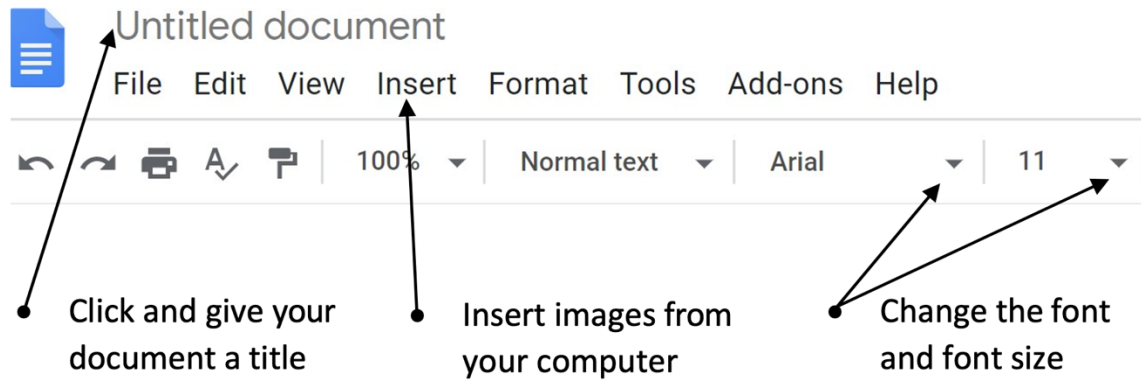
- Click on 'Google Docs'.



- A new screen appears, you can now start typing and editing your file. All the changes you make are automatically saved. In the menu bar on top you are provided with tools to edit your document, here are the most basic once:

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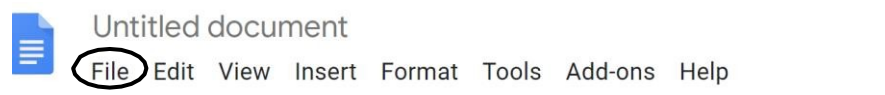
<sup>1</sup> See tutorial on how to create a Google Account



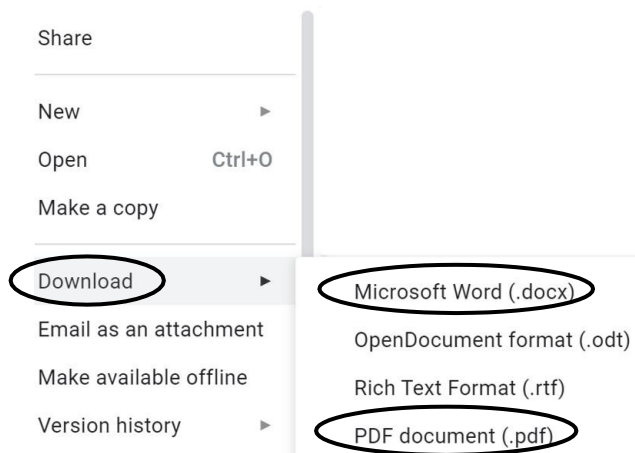
### 03 Downloading your document

Once you have created your document, you can download it to your computer.

- Click **'File'** in the top menu bar.



- Click **'Download'**, then click on the file type in which you want your document to be downloaded (PDF, Word, etc.).



## 04 Sharing and collaborating

Using Google Drive and Google Docs, you can collaborate with several people at the same time within one document. In order to do this, you have to share your document:

- Inside your created document, Click **'Share'** in the right corner of the menu bar.



- A new screen will appear. The system will now provide you with two options to share your document; by mail OR by a shareable link.

### Sharing your document by mail

A screenshot of the "Share with others" dialog box in Google Docs. The dialog has a title "Share with others" and a "Get shareable link" button with a link icon. Below the title is a "People" section with a text input field containing "Enter names or email addresses...". To the right of the input field is a button with a pencil icon and a dropdown arrow. A dropdown menu is open, showing three options: "Can edit" (checked), "Can comment", and "Can view". At the bottom left of the dialog is a blue "Done" button. Three arrows point from text annotations to the input field, the dropdown menu, and the "Done" button.

Share with others Get shareable link

People

Enter names or email addresses...

Can edit  
Can comment  
Can view

Done

Type the mail addresses of the people you want to share with.

Unfold the arrow, and click on the type of permission you want collaborators to have.

Finally, the 'Done' button will transform into 'Send', click 'Send' to share your document.

### Sharing your document by shareable link

- Click on 'Get shareable link'.

Share with others

Get shareable link 

People


Enter names or email addresses...



- ✓ Can edit
- Can comment
- Can view

Done

- You will get a notification that the link to your document is copied to clipboard. You can now share this link by mail, social media, ... for people to access your Document.

 Link copied to clipboard.

- Similar to sharing your document by mail, decide and click on the type of permission you want your collaborators to have (*Can edit, Can comment, Can view*).