

# Google Drive

## How do I start using Google Drive?

Google Drive is part of Google Apps for Education that Carthage uses as an email and document sharing system. Drive is a great tool for sharing documents, spreadsheets, photos, pdfs, etc. with others.

Users might use Google Drive for

- Group project management.
- Peer editing, students share with class, comment only.
- Students may take notes collaboratively.
- Back up important documents using Google Docs.

The website [learnfree.org](http://www.gcflearnfree.org) has an excellent database on all things Google Drive. It includes tutorials on how to share, edit, comment, and view; how to send a Google Doc as an email attachment, revisions, and mostly anything else you would want, or need, to know. Follow this link for more information:

<http://www.gcflearnfree.org/googledriveanddocs>

### Basics of Google Drive

#### Sharing Options: Edit, Comment, View

You decide what kind of access you want each person you share a document with to have. In an open document, click the "Share" button.

- Can edit
- Can comment
- Can view

You can also choose to give comment-only access to anyone with the link or anyone on the web by changing the sharing settings within the document. To do this, click "Change" in the sharing settings window and change visibility options to "Public on the web" or "Anyone with the link," then change the access options to "Can comment."

#### Sending a Doc as an Email Attachment

If you'd like to share a doc in a format other than Google Docs format, such as Microsoft Word, you can email it as an attachment.

1. Open the file you'd like to share.
2. Go to the "File" menu, and select "Email as attachment..."
3. Select a file type from the drop-down menu.
4. Enter the email address of the people to whom you'd like to send the file. If you'd like, you can also add a subject and a message.
5. Click "Send." People to whom you're emailing this doc will receive it as a downloadable attachment in the file format you selected in Step 2.

#### Revision History

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Go to “File” and “See Revision History,” and you will see all versions of a document as it has progressed. Google Docs auto-saves everything you do, so this can be a particularly useful feature, and you can see who made each amendment to the document too. Users can even view two versions simultaneously, and see color-coded changes.

## Using Comments

To add a comment to your spreadsheet, follow these steps:

1. Click the cell where you'd like to insert a comment.
2. Choose one of the following methods to insert a comment:
  - Right-click the cell and select “Insert comment.”
  - Go to the “Insert” menu and select “Comment.”
  - Use the keyboard shortcut “Shift-F2.”
3. A yellow comment box appears with your username. Enter the text of your comment.
4. To save your comment and close the comment box, click another cell in the spreadsheet or press “Enter.”
5. An orange mark will show in the top right corner of the cell where you inserted the comment.

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