



Google Docs, Sheets, and Slides: Share and collaborate

Once you've created your document, you can share it with others. Collaborators can then edit the same document at the same time—you'll always have the most up-to-date version at your fingertips.

Share a document

To get started, click the **Share** button at the top right of the page to open this dialog:

The screenshot shows the 'Sharing settings' dialog in Google Docs. At the top, it says 'Link to share (only accessible by collaborators)' and provides a URL: 'https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYgUAKr__hLg-DJT/'. Below this, under 'Who has access', there is a lock icon and the text 'Private - Only the people listed below can access', with a 'Change...' link. A list of collaborators follows: 'Cassy Smith (you) cassy@solarmora.com' with the role 'Is owner', and 'Benito Cacciatore benjamin@solarmora.com' with the role 'Can edit' and a dropdown arrow. At the bottom, there is an 'Invite people:' section with a text input field containing 'Enter names, email addresses, or groups...' and a 'Can edit' dropdown. Below the input field, there is a checked checkbox for 'Notify people via email - Add message', and two unchecked checkboxes: 'Send a copy to myself' and 'Paste the item itself into the email'. At the bottom left are 'Share & save' and 'Cancel' buttons. At the bottom right, a note states 'Editors will be allowed to add people and change the permissions. [Change]'.

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/a/solarmora.com/document/d/1P97aaAigYgUAKr__hLg-DJT/

Who has access

Private - Only the people listed below can access [Change...](#)

Cassy Smith (you) cassy@solarmora.com [Is owner](#)

Benito Cacciatore benjamin@solarmora.com [Can edit](#) ▾ [×](#)

Invite people:

[Can edit](#) ▾

☒ Notify people via email - [Add message](#)

☐ Send a copy to myself

☐ Paste the item itself into the email

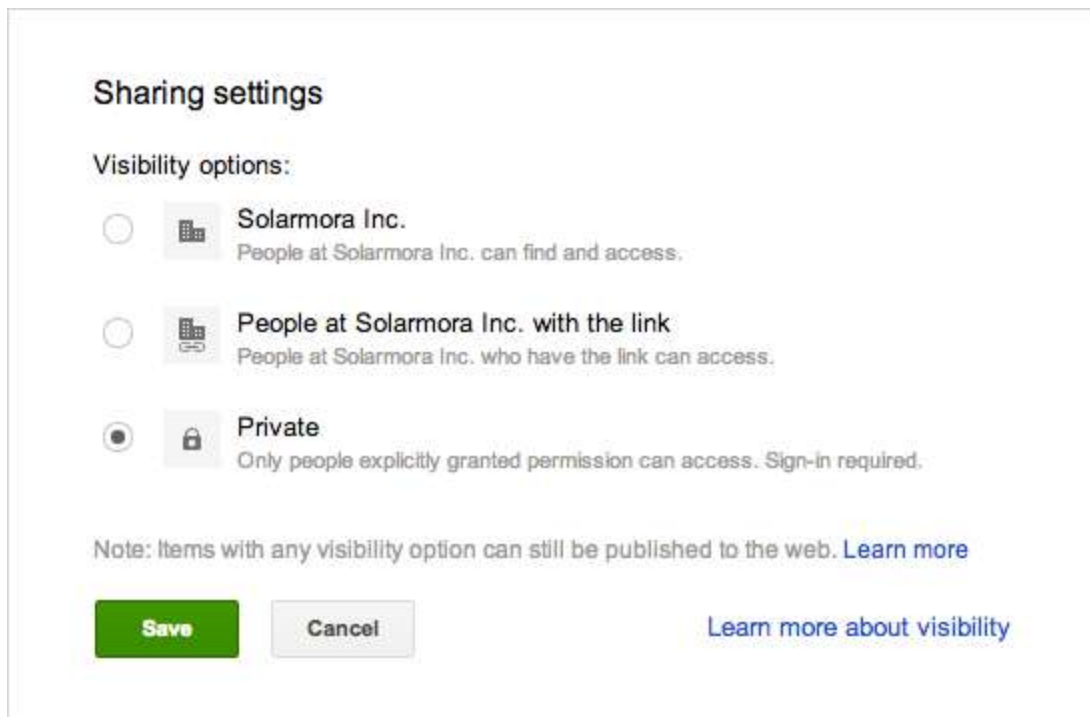
[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

You then have the following options:

Set the visibility

One way to share your document is to choose who can find and view it. Click the **Change** link and then choose your visibility settings:



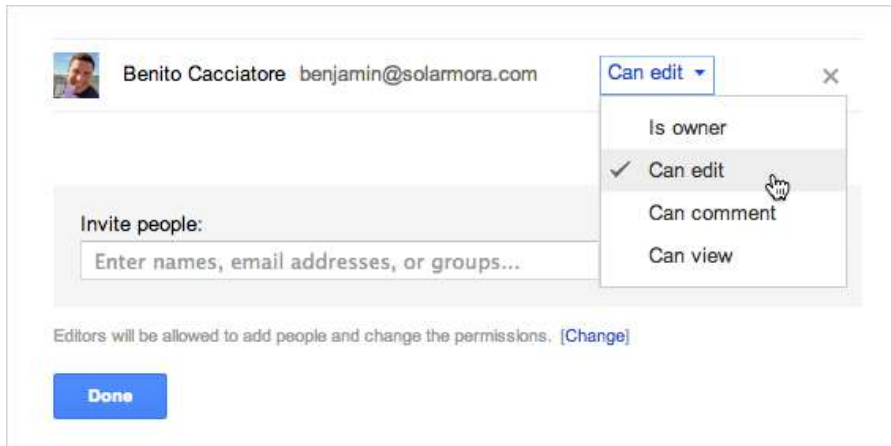
The screenshot shows the 'Sharing settings' dialog box in Google Docs. It has a title 'Sharing settings' and a section 'Visibility options:' with three radio button options. The first option is 'Solarmora Inc.' with a building icon and the description 'People at Solarmora Inc. can find and access.' The second option is 'People at Solarmora Inc. with the link' with a building and link icon and the description 'People at Solarmora Inc. who have the link can access.' The third option is 'Private' with a lock icon and the description 'Only people explicitly granted permission can access. Sign-in required.' The 'Private' option is selected. Below the options is a note: 'Note: Items with any visibility option can still be published to the web. [Learn more](#)'. At the bottom are two buttons: a green 'Save' button and a grey 'Cancel' button. To the right of the 'Cancel' button is a blue link: '[Learn more about visibility](#)'.

Note: Your administrator can disable the settings to share outside your organization, so you might not see those options.

Invite individuals to view or edit

You can also share your document with specific people and determine their level of access.

1. At the bottom of the Sharing Settings dialog, add people you want to share with and choose their permission level:



Can edit: Collaborators can add and edit content in your document, or add comments.

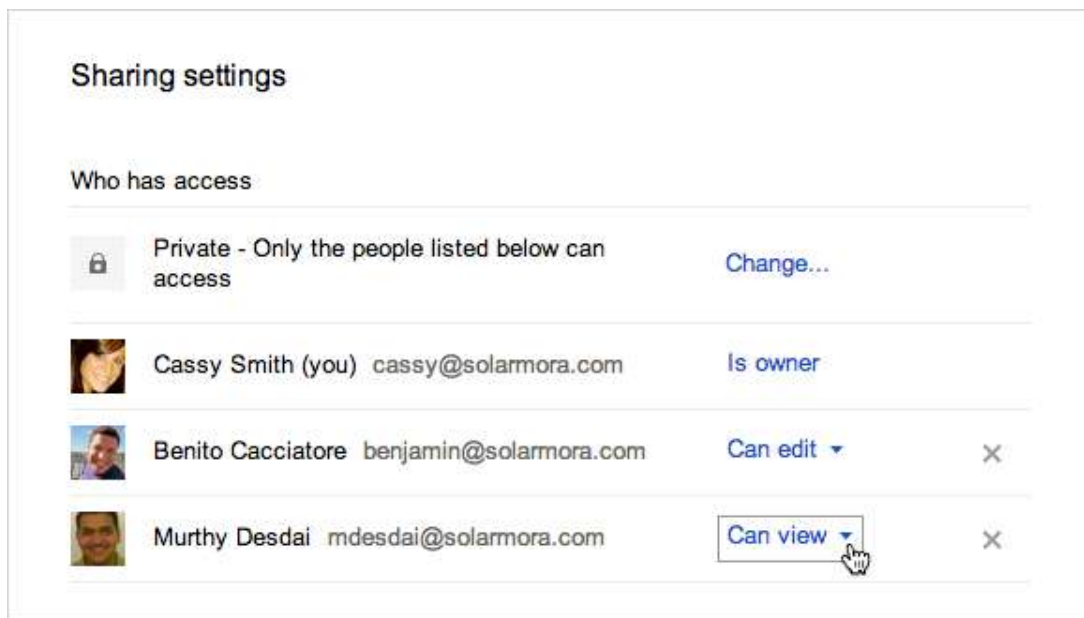
Can comment: Collaborators can add comments, but they can't edit the content.

Can view: People can view your document, but they can't edit it or add comments.

2. Do you want to send people you added an email containing a link to the document? If so, check **Notify people via email** to send a standard notification. Click **Add message** if you want to add your own note.
3. Click **Share & save**.

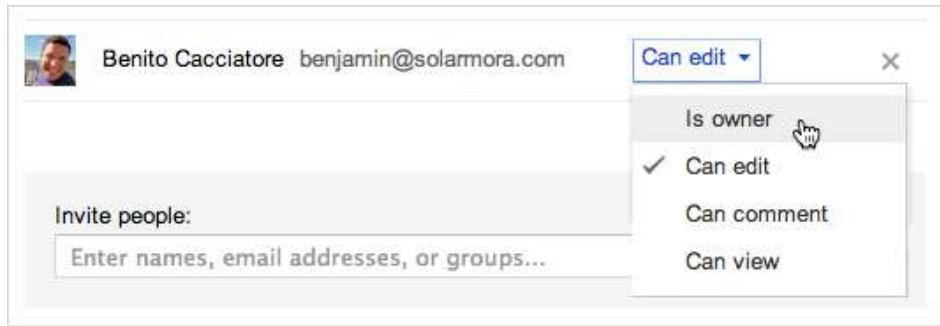
See who has access

To see who has access to your document, including their permission levels, click the **Share** button. Notice that you can also change permission levels here.



Change the document owner

You can change the owner of the document to any individual in your organization who has access. You might want to do this when someone leaves the company or changes projects. Just click the drop-down arrow by their permission level and select **Is owner**:



You'll still have edit access to the document, but keep in the mind that the new owner can revoke that.

Collaborate on a document

With Docs, Sheets, and Slides, it's easy to collaborate on a document.

After you share a document, you can work on it with people all over the world, in real time, just as you would if you were sitting together. Depending on the permissions you grant, other people can update the document, use comments beside the document to discuss it, or discuss changes with chat.

Collaborate with simultaneous edits

Anyone with edit permission can make direct changes to a document.

If other people make changes at the same time as you, you can see the changes happen as they're made. Each person's changes are marked by a cursor with a different color. In the example below, someone else is updating the name of a project member:


Project Member	Role
Ted Wallace	Team Lead
Ashl	Project Coordinator
Sam Sterling	Sout

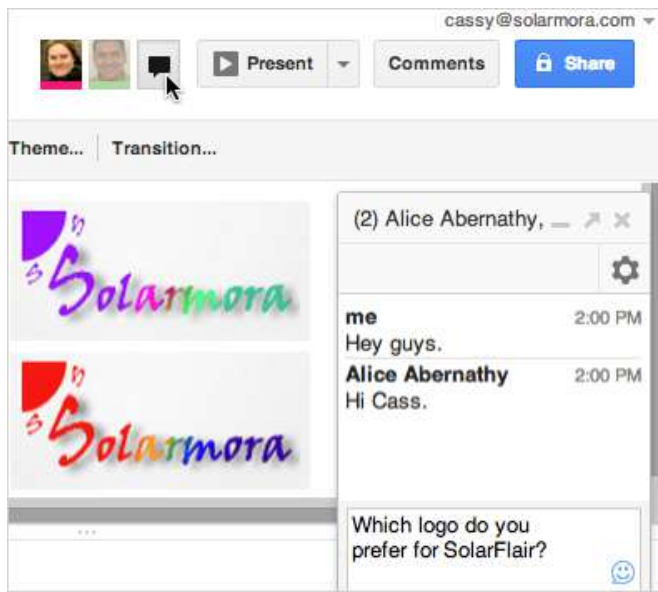
If you want to know who is making this change, just hover over the cursor:

Project Member	Role
Ted Wallace	Team Lead
Ashl <small>Cassy Smith</small>	Project Coordinator
Sam Sterling	Sout

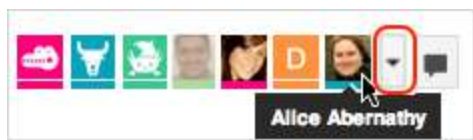
Note: When multiple people edit a spreadsheet, only one person can edit a cell at a time.

Collaborate with chat

Now you can get feedback from your collaborators without ever leaving the document. Just click the  icon to open a group chat with everyone in the document. (You can't chat with just one collaborator.)



You can identify who is viewing your document by mousing over their picture. (Collaborators whose pictures are slightly grayed out have the document open, but aren't actively looking at it). If your document is public or shared outside of your domain, you may see anonymous animals or letters. If your document has more collaborators than can fit in the header, you can view a list by clicking the down arrow next to the chat icon.

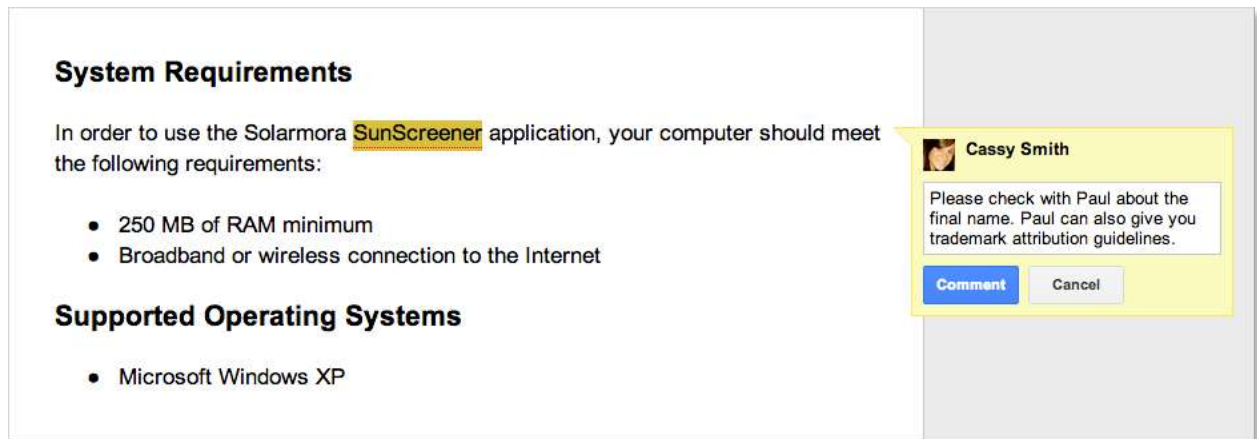


Collaborate using comments

If you can't collaborate together in real time, you can leave comments for your team members to look at when they open the document.

To comment on the document:

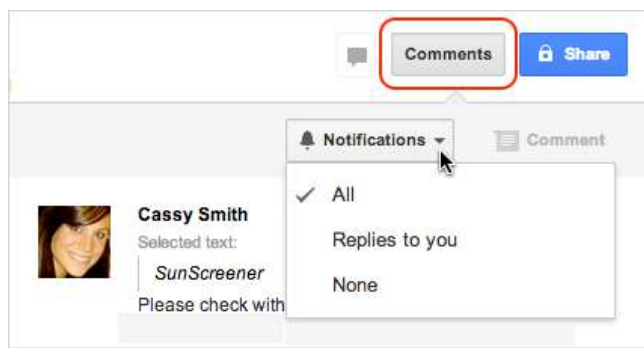
1. Select a section of text that you want to comment on.
2. Click **Insert > Comment** (or use the right-click menu).
3. Add your notes and click the **Comment** button.



4. Comments appear in the area to the right of your document. You can click a comment to verify which section of text it refers to, or to contribute to the discussion. You can also edit or delete your own comments.



To choose when you're notified (via email) about comments to a document, click **Comments > Notifications** in the upper-right corner of the page:



If a comment is important for a specific collaborator, add their email to the comment. Just type + and then their email address and they will receive a notification in their Inbox. (Remember to share the document with them as well. Otherwise they'll receive a notification, but won't be able to view, comment, or edit the document, depending on their permission settings.)



To resolve a comment and hide it:

1. When you're done with a discussion, select the comment and click **Resolve**:



The comment is marked as resolved and removed from the right column.

Note: The comment doesn't go away completely unless the person who started the discussion deletes it. You can see resolved comments by clicking **Comments**. You can then re-open a comment if you think it needs more discussion.

Email a copy of your document

The easiest way to share a Google Doc is just by clicking the **Share** button. But, if you need to share your Google document in another format, such as Microsoft Word or PDF, you can email it as an attachment, right from your Docs editor.

Note: This sends a copy of the document instead of sharing the original.

To email your document, click **File > Email as attachment**, choose a document format, and compose your message:

Email as attachment

Attach as

HTML ▾

To (required)

"Sondar Jenkins" <sondra@solarmora.com>,

Subject

Project specs

Message

Hi Sondra,

Here are the project specs you requested. This is the latest version and has been approved by Sappho Knox. We're still working on a new section about the risks and back-up plans, and I'll send you an update as soon as that's finalized.

-Cassy

☐ Send a copy to myself

Send Cancel

Publish as a web page

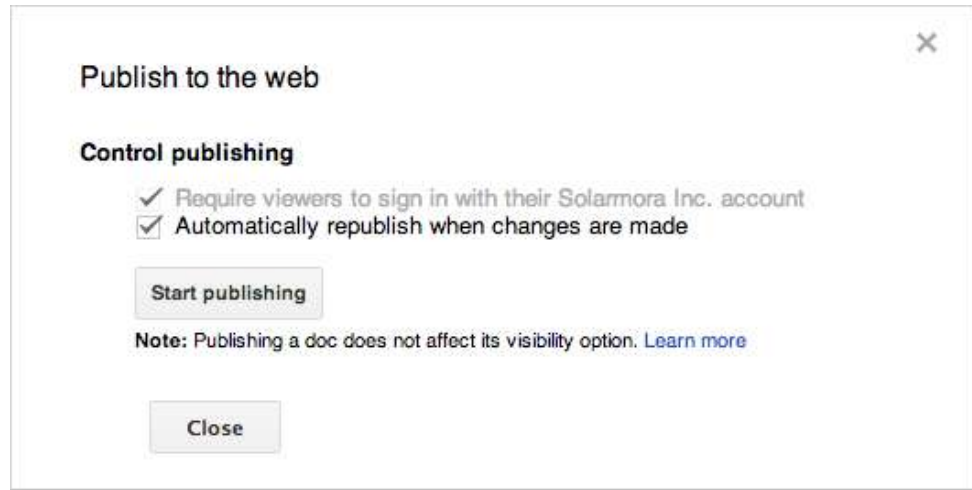
In addition to sharing a document, you can publish it as a web page. The published version is given a unique address (URL) and is a separate web page, so it isn't affected by the visibility option you choose when you share the original document. Only users to whom you've shared the document can view or edit the original version, but anyone with the link to the published version can view that content.

So, why publish a document instead of just sharing it? Publishing lets you:

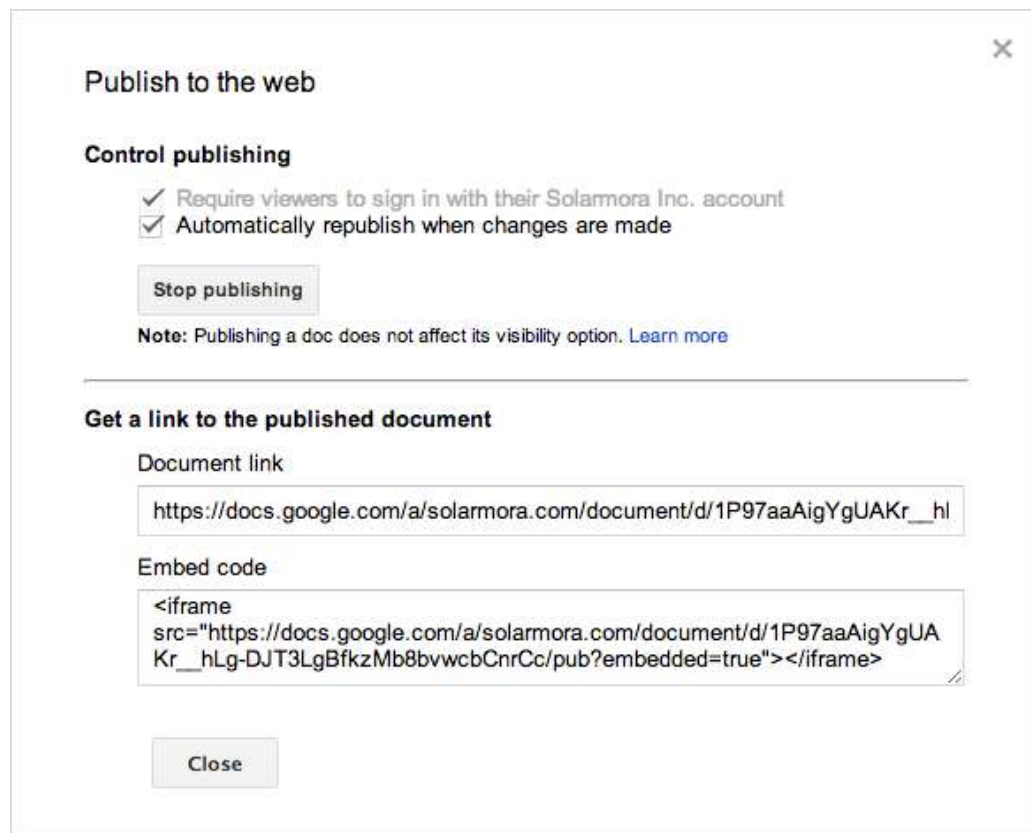
- Create an HTML version of a document that you can embed in blogs, Google Sites, and more.
- Show your document to large web audiences.
- Publish a one-time snapshot of a living document.
- Publish individual sheets or cell selections in a Google Sheet.

To publish a document:

1. Click **File > Publish to the Web**. You'll see this:



2. If you want to create a one-time snapshot of your document, deselect **Automatically republish when changes are made**. Keep this option selected if you want your published content to always match the latest version.
3. Click **Start publishing**. You'll see the links to access it:





Once you've published your document, you can stop publishing it or get its links at any time. Just click **File > Publish to the Web** again.