Google Docs, Sheets, and Slides: Share and collaborate

After you create a file, you can share it with others and collaborate. Anyone you share a file or folder with can edit it at the same time, so you always have the most up-to-date version at your fingertips.

Share a document

1. To get started, open the file and click **Share**.

2. Enter the email addresses of the people or Google **Groups** you want to share with. You can also search for contacts by entering them in the box.

3. Select **Can edit**.

4. Click **Done**. The individuals or groups will receive an email letting them know you've shared the file or folder with them.

Set the visibility and permissions

Another way to share a file is to choose who can find and view it.

1. Open the file or folder, click **Share**, and then click **Advanced**.

Sharing settings

Link to share (only accessible by collaborators)

ı/document/d/1ZvOtfQOv1dhNI8LWaRlaN3TTJdtujnernu8q6XlfH0Q/edit?usp=sharing

Who has access

🔒   Private - Only you can access   Change...

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

Invite people:

    Enter names or email addresses...

Editors will be allowed to add people and change the permissions. [Change]

Done

2.   Click **Change**.

Link sharing

○   🌐   **On** - Public on the web
          Anyone on the Internet can find and access. No sign-in required.

○   🔗   **On** - Anyone with the link
          Anyone who has the link can access. No sign-in required.

○   🏢   **On** - Solarmora Inc.
          People at Solarmora Inc. can find and access.

●   🏢   **On** - People at Solarmora Inc. with the link
          People at Solarmora Inc. who have the link can access.

                                 Can edit

○   👥   **Off** - Specific people   Can comment
          Shared with specific people.   ✓   Can view

Access: Anyone within Solarmora Inc.   Can view ▼

Note: Items with any visibility option can still be published to the web. Learn more

Save   Cancel   Learn more about visibility

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

3. Choose how you want to share the file. For example, to share with anyone in your organization who has the link, select **People at <your organization> with the link**.

   If someone who has access to the link shares it with someone else in your company, they can also access the file.

4. Choose the access level:

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

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

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

5. Click **Save**.

See who has access

To see who has access to a file, including their permission level, open it and click **Share**. Notice that you can also change the permission level if needed.
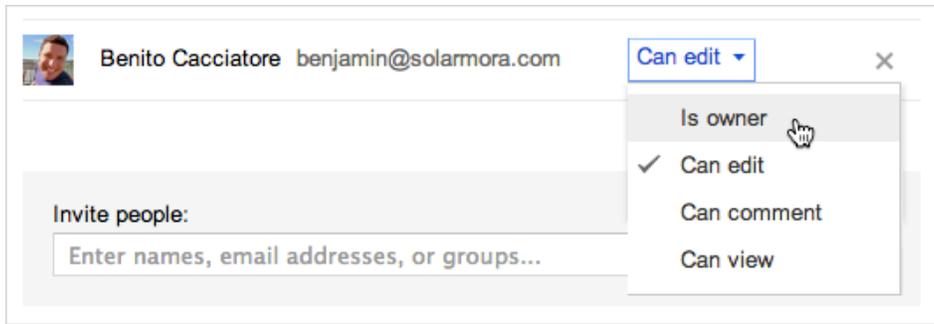
Change the document owner

You can change the owner of a file to any individual who has access. You may want to do this when someone leaves the company or changes projects. To change ownership, click the permission level next to the person you want to make the owner and select **Is owner**.

You still have edit access to the file, 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, 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	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

You can get instant feedback without ever leaving the file. If more than one person has the file open, just click the 💬 icon to open a group chat with whoever has the file open. (You can't chat with only one collaborator.)
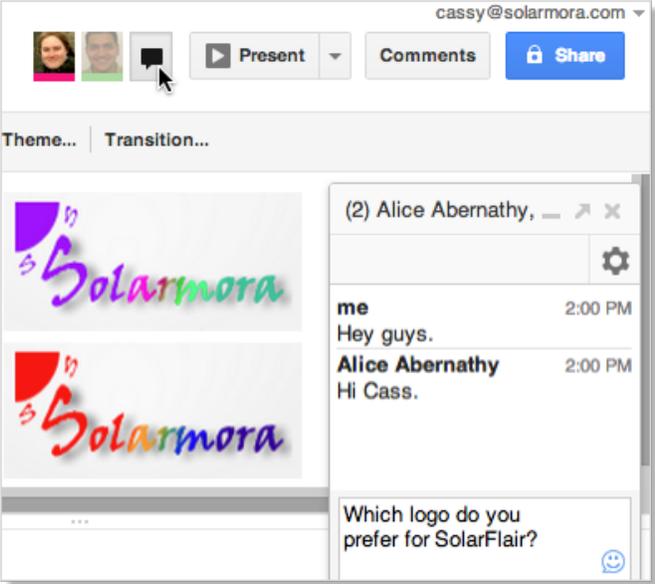

You can identify who is viewing a file by hovering over their picture. (Collaborators whose pictures are slightly grayed out have the file open, but aren't actively looking at it.) If the file is public or shared outside of your domain, you may see anonymous animals or letters. If the file has more collaborators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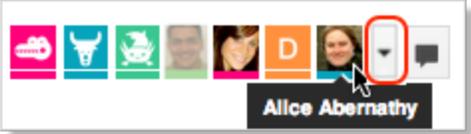
Collaborate using comments

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

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 **Comment**.
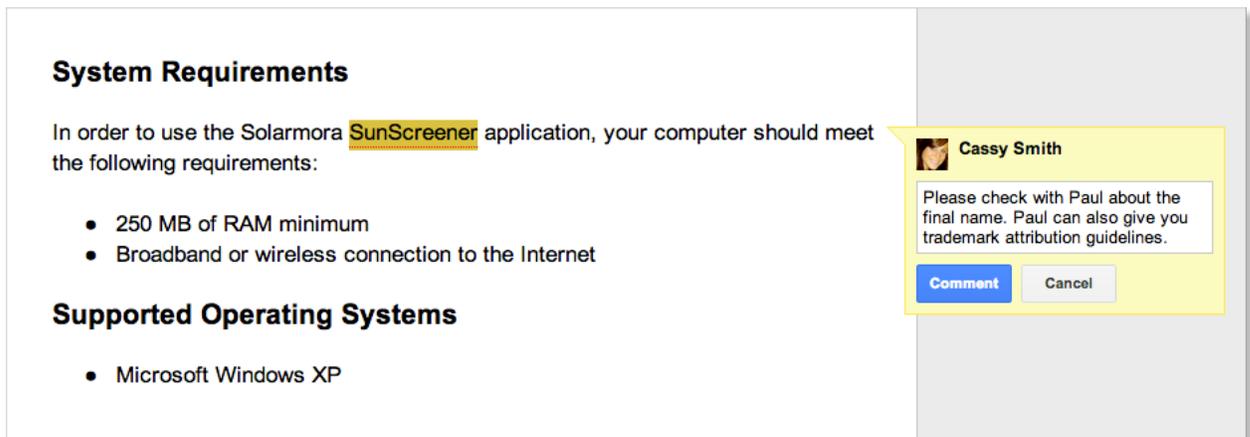
4. You can click a comment to verify which section of text it refers to, or to contribute to the discussion. You can also edit or delete your own comments.

To get an email notification when comments are made, click **Comments > Notifications.**
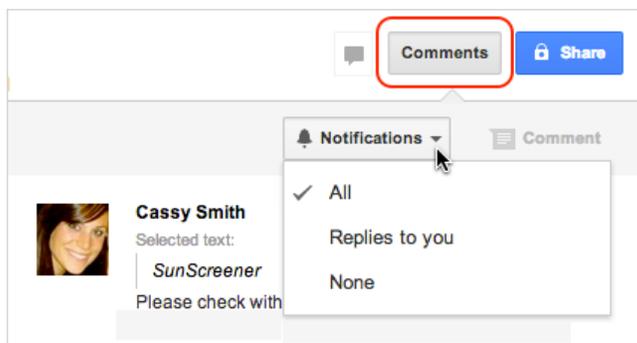
If a comment is important for a specific collaborator, add their email address to the comment. Just enter **+** and then the address and they will receive a notification. (Remember to share the document with them as well. Otherwise, they'll receive a notification, but won't be able to view, comment, or edit the file, depending on their permission setting.)
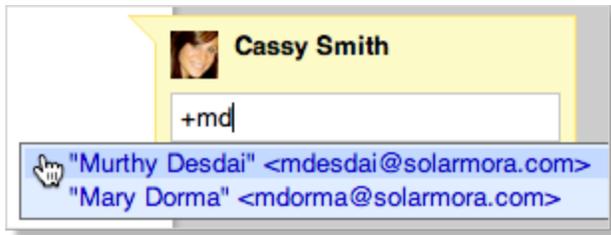
To resolve a comment and hide it when you're done with a discussion, select the comment and click **Resolve**.
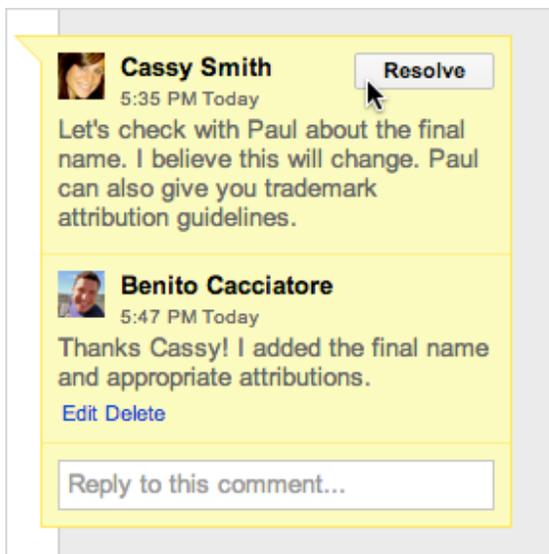
Note: The comment doesn't go away completely unless the person who added the comment deletes it. You can see resolved comments by clicking **Comments**. You can then re-open a comment if you think it needs more discussion.

Email a copy of your file

The easiest way to share a file is to open it and click **Share**. But, if you need to work with someone on a file that is in another format, such as Microsoft® Word or Adobe® PDF, you can email it as an attachment.

Note: This sends a copy of the document instead of sharing the original so you cannot use the collaboration tools outlined above.

1. Click **File > Email as attachment**.
2. Select a format and, optionally, enter a message.
3. Click **Send**.

Publish as a web page

In addition to sharing a file, you can publish it as a webpage. The published version is given a unique address (URL) and is a separate webpage, so it isn't affected by the visibility options you chose when you shared the original document. Only users that you shared the file with can view or edit the original version, but anyone with the link to the published version can view the most up-to-date content.

So, why publish a file 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 one version of a changing document.
- Publish individual sheets or cell selections in a Google Sheet.

To publish a document:

1. Click **File > Publish to the web**.
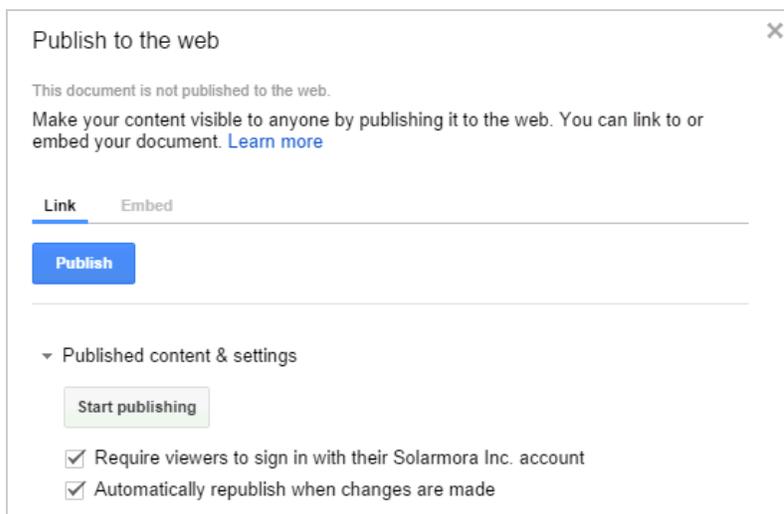
2. If you want to create a one-time snapshot of the file, uncheck **Automatically republish when changes are made**. Keep this option selected if you want your published content to always match the latest version.
3. Click **Publish**.
4. Copy any links to the published content you may need and click **x**.

Publish to the web   ✕

This document is published to the web.

Make your content visible to anyone by publishing it to the web. You can link to or embed your document. Learn more

Link   Embed

https://docs.google.com/a/solarmora.com/document/d/1ZvOtfQOv1dhNl8LWaRlaN3

Or share this link using: [G+] [M] [f] [Twitter]

Published

▾ Published content & settings

Stop publishing

☑ Require viewers to sign in with their Solarmora Inc. account
☑ Automatically republish when changes are made

💡 After you publish a file, you can stop publishing it or get a link to it at any time by clicking **File > Publish to the web**.