Hadley

Google Docs: Sharing Your Files with Others Sample

Presented by Vikki Vaughan

Hi, my name is Vikki Vaughan, and in today's workshop we’ll learn how to share a Google Doc. We'll also discuss opening a document we've created in the past.

One of my favorite things about Google Docs is how easy it is to share my files with others. Let's say we have a family grocery list. Instead of sending a file back and forth between family members, we can make edits and suggestions all at once, as if we’re working on the same computer in real time. With a few commands, I can create and share a document, view any changes from family members, and save the file automatically. Now, that’s what I call easy!

There are several different ways we can share our files. In today’s workshop, we’ll focus on the two most common methods: sharing a file and sharing a link to a file.

**Ed:** Now that you've had a chance to learn a bit with us, we'd like to learn more about you, your name, email address. How you heard about Hadley and your relationship to vision loss. Learning more will give us a better understanding of how to personalize Hadley just for you. And don't worry, everything you share with us online will be kept safe and secure. Of course, if you'd prefer to talk through these questions, we're just a phone call away at 800-323-4238.

Taking these few steps saves your preferences so you can continue right where you left off and track your progress every time you log on. Plus, it connects you to the Hadley Community and help sustain our funding to keep Hadley free of charge. And last but not least, it gives you direct access to experts like me. Now, where were we?