



Google Docs with Low Vision

Sharing Your Files with Others

Here are two simple ways to share your Docs with other people.

With Google Docs, you can work with friends, family members, and colleagues on the exact same document, instead of sending files back and forth. You can even make changes at the same time and see each other's work. **Learn how it works!**

1. To begin, open the Google Doc you want to share.

Tip: If you need help or a quick refresher, check out another workshop in this series that shows several ways to open a file.

Share a File Directly

2. Select the **Share** button in the top right corner of the window.

Two windows pop up.

3. To select who you'll share the Doc with, move your cursor to the top window—**Share with people and groups**—and click in the field called **Add people and groups**.

In this field, type one or more email addresses for anyone you want to share the file with.

4. To select what people can do with the file, select the **Editor** button to the right of the email addresses.

A dropdown menu opens with the following choices:

- **Viewers**—can view the file, but can't make any changes or comments and can't share the file with others.
- **Commenters**—can add comments to the document, but can't change the file or share it with others.
- **Editors**—have full access to the document, and can make changes, accept or reject suggestions, and share the file with others.

Use the up and down arrows to select the option you want, and press **Enter**.

Tip: Editor is the default, so you can skip this step if you want people to have full access.

5. To let people know you've shared the file with them, make sure the **Notify people** checkbox is selected so they'll receive an email.

Tip: If you uncheck the box, the file will be shared, but an email won't be sent.

6. In the **Message** field, type the message you want to send when people are notified.
7. To send the email and share the file, select the **Send** button in the lower right corner.

Tip: If anyone in your email list is not using a Gmail account, a window pops up to let you know they will have access without signing in. To send the email and share the document, select Share anyway or press Enter.

Share a Link to the File

8. After you open your Google Doc, select the blue **Share** button in the upper right corner of the screen.
9. When the two windows pop up, select the lower window, **Get link**.

The title of your document appears, as a link, in a field within the window.

10. Select the **Copy link** button to the right of the field with the document title.

A quick note pops up at the bottom of the window to tell you the link was copied to the clipboard. That means it's ready to paste into an email.

11. To determine who can view the document, select the word **Restricted**, just below the document name.

A dropdown menu opens with the following choices:

- **Restricted**—Only people you share the file with will be able to view it.
- **Anyone with the link**—Anyone who has the link can access the file. Once you share the document, if someone forwards the link to another person, that person can also access the file.

Use the up and down arrows to select the option you want, and press **Enter**—then select the **Done** button.

Tip: Restricted is the default—so you can skip this step if that's the option you want.

12. To insert the copied link into an email, open an email and select **Control + V** to paste the link.

Tip: To remember Control + V, think of V for Velcro—which attaches things together.

After you share the document or link, you and your friends or family members can make edits and suggestions to the file—even at the same time. Here's how it works:

Make Changes in Real Time

13. Anyone with **Editor** access can make changes in the document—such as adding or deleting words—and others can see those changes as they happen.

To make changes, simply open the document and type, delete, or move text as usual.

14. Anyone with **Editor** or **Commenter** access can make comments in the document, and others can see the comments.

To make a comment, select the **Insert** menu then select Comment from the menu.

Tip: You can also use the keyboard shortcut CTRL + ALT + M.

A new window opens with a text field. Enter the comment in the text field, then select the **Comment** button to post it.

Now you're ready to share your files easily and work with others while Google Docs takes care of the details. Keep exploring the workshops in this series and learn to use even more great features.

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