Instructions for Creating a Secure Document Sharing Account

Each participant will need a personal Gmail email address to work on documents. If a participant does not already have a personal Gmail email account, then before continuing with these instructions, follow these steps:

1. Go to google.com in your web browser
2. Click Sign Up in the top right corner
3. Fill out information as required
4. Create Gmail address
5. There is no cost for this account

Group Leader (Setting up a working document)

1. Get team members Gmail account email addresses
2. Go to your Gmail account at https//docs.google.com
3. On the left side of the screen select either Create or download a document
4. Once a document has been created, or downloaded, select the document and from the top right corner of the screen select Share
5. Input each team members Gmail account email address and assign their participation level:
    a. Edit - allows the participant to make changes to the document
    b. Comment - allows the participant to make comments but not changes
    c. View - only allows the participant to see the document
6. Next, select “Done” and an email will be sent letting the participant know he or she has been invited
7. Only those invited can access the document

Collaboration:

1. Go to Google.com and select Sign In from the top right-hand corner.
2. Login using your Gmail account.
3. Click on the “Drive” tab at the top of your screen.
4. Click on “Shared with me” from the side-panel.
5. This will display the document you have been invited to share.
6. Select the document

Working on a Document

1. At the top right of the screen will be color coded taps with letters in them. Each represents a logged in participant. Editors will also have a cursor in their color. When it is placed on the document it is seen by all participants. Putting a cursor on top of a cursor brings up the name of the participant.
2. A group can work on a document at the same time by either using a conference call or by text messaging. To use text messaging select the button next to the Comments button. This will start a text string.

3. If a participant is reviewing the document alone comments can be left by highlighting the part of the document being commented on and selecting the Comments button at the top right of the screen. When the comment is made it stays next to the place on the document highlighted until it has been discussed and resolved by selecting Resolved. The comment than leaves the document but remains in the Comments log. It can be reloaded for further comment if needed.
4. Activity can also be tracked by selecting File from the top left of the screen and selecting See Revision History. This will be up a list of every action taken by participant(s) name(s), day and time and action taken.
5. The documents work like simple versions of Word, Excel and Power Point. Once the type is selected further development features can be activated as needed.