

# Sharing & Collaborating Docs with GSuite

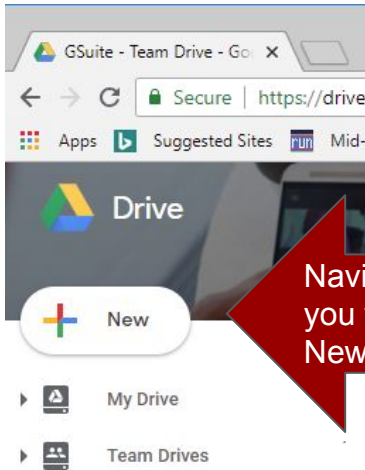
G Suite for Education at Bard LLI

For more help, go to Google Learning  
Center

[G Suite Learning Center](#)

# Starting Google Docs

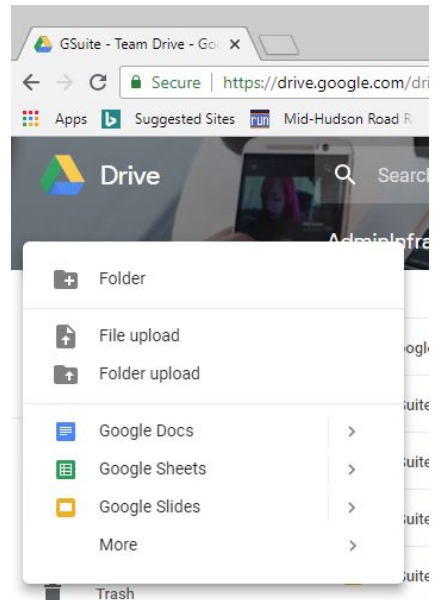
In Drive, use the New button to choose what you want to do.



Navigate to the Drive>Folder where you want to work. Then, click the New button.

From New,  you can:

1. Add a folder
2. Upload a file (such as a Word document on your computer)
3. Upload a folder
4. Start a Google Doc, Sheet, Slide



More resources at [GSuite Learning Center](#) (10 minute lesson)

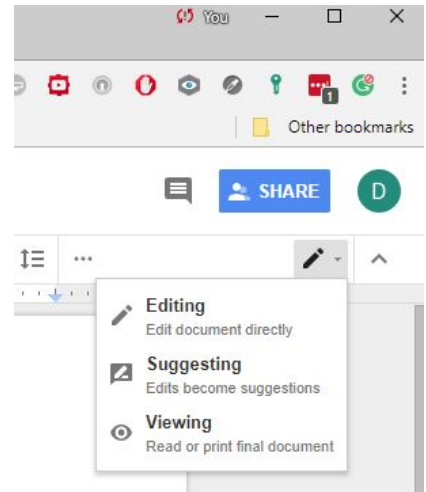
# Share, Edit, Comment

Open the Google Docs of interest.



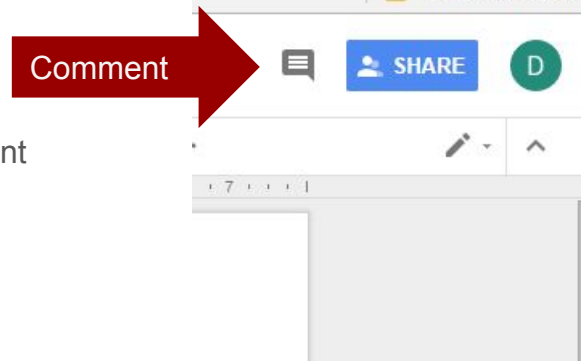
Three editing modes from pencil:

1. Editing (like any other document)
2. Suggesting (your edits shown in your color)  
There is a nice text conversation here
3. Viewing (removes suggestions)



Add a comment

- Highlight text of interest and click comment



The screenshot shows a Google Docs window titled "Credits Headings.docx". The document content is a list of committees and departments:

- LLI COMMITTEES AND VOLUNTEERS**
- Catalog**    **Curriculum**
- Class Support**  
Committee    Class Managers *This is a suggested edit*
- AV-Tech**  
Tech    AV and Video
- Communications**  
Committee    Phone Team
- Elections**    **Finance**
- Hospitality**    **Special Events**
- Member Services**    **Registration**
- Planning & Evaluation**    **Program**
- VLD**

On the right side, there is a comment box for Deborah Schwartz with the text "This is a comment" and buttons for "Comment" and "Cancel". Below it is another comment box for Deborah Schwartz dated "9:14 AM Today" with the text "Add: 'This is a..." and checkmark and close buttons.

Comment on comments!

Accept or reject suggested edits