Sharing & Collaborating Docs with GSuite
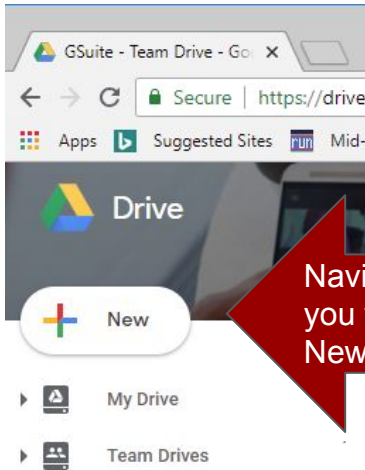
G Suite for Education at Bard LLI

For more help, go to Google Learning Center
[G Suite Learning Center](#)

Starting Google Docs

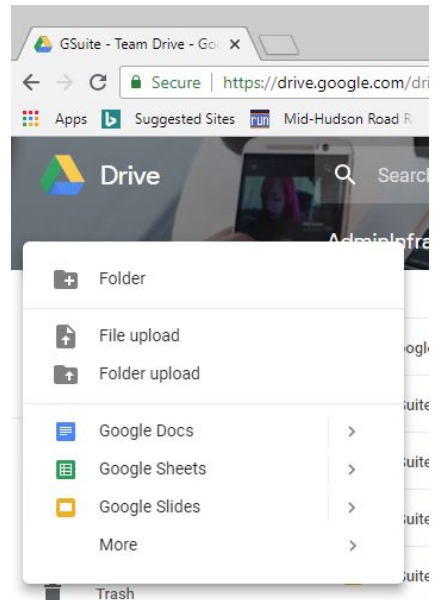**Bard** Lifetime Learning Institute **LLI**

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, [+ 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

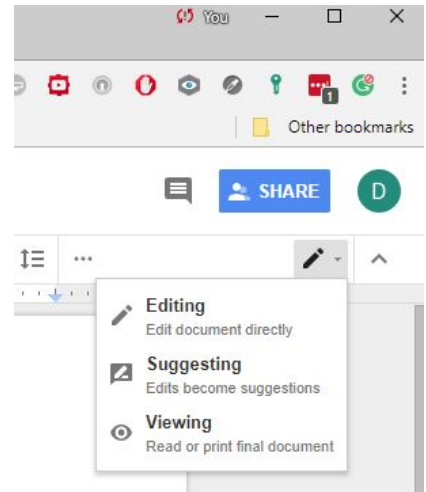More resources at GSuite Learning Center (10 minute lesson)

Bard LLI Lifetime Learning Institute Share, Edit, Comment

Open the Google Docs of interest.

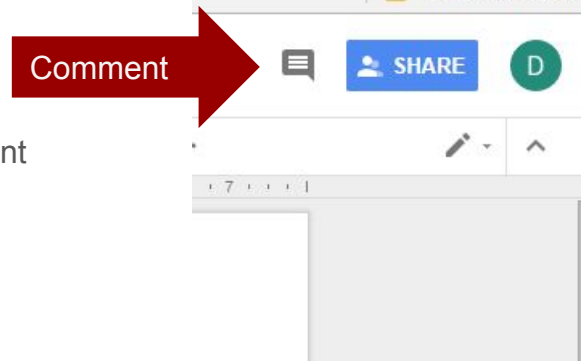Google Docs icon on Drive

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)

Editing
Edit document directly

Suggesting
Edits become suggestions

Viewing
Read or print final document

Add a comment

Comment

- Highlight text of interest and click comment

Sample Results