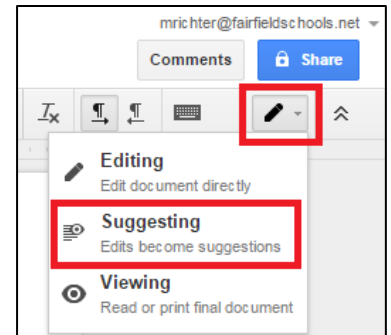


GOOGLE DRIVE – COLLABORATIVE WRITING

One of the best features of Google Drive files is the ability for more than one person to edit a file at the same time. This cannot be done with files created in any of the Microsoft Office products. When a Google drive file is created it can be SHARED with others by granting EDIT, COMMENT or VIEW access. Individuals, logged into their FPS Google Account who have been granted EDIT access to a file, can directly edit, make comments or view the file as it would be printed. The method for commenting is slightly different depending on the type of Google file you are using.

Making Comments/Suggestions in a Google Document:

By default, any changes you type in a Google Document file to which you have been given EDIT permissions (versus COMMENT/VIEW access) will automatically change the contents of the file. The SUGGESTING feature in a Google Document enables you to comment on file contents without directly editing the file. To change from EDITING to SUGGESTING mode, click the PENCIL icon in the upper right corner of the screen (shown here to the right.) Put your mouse over the SUGGESTING option & click once.



Once in SUGGESTING mode, as you type in the document your suggestions/comments appear in the document as green text. In addition, a suggestion box will appear in the right hand margin of the document. The original text of the document will not be changed until the document owner:

- **Approves** the suggestions/comments by clicking the checkmark ✓ in the box to the right
- **Rejects** the suggestions/comment by closing the suggestion box by clicking the X

A screenshot of a Google Document. The main text is: "The materials available to Ancient Egyptians strongly affected the health and well being of the people. Most of the medicines were herbal remedies. So, if that crop was not in season or had to be imported into Ancient Egypt, it did not do much good for the Egyptians. It would be best not to start the sentence with the word So. Revise. Also, medicines were commonly made out of animals and mixed with a variety of ingredients in which the Egyptians had to hunt and find to cure the illness. mice Mice were typically used and mixed with anything from wine to Cheese (sp) Medicine could also not be available depending upon your social class. The social classes of the ancient Egyptians ranged from a pharaoh which in other words". The suggestions are: "It would be best not to start the sentence with the word So. Revise." (highlighted in green), "Mice" (highlighted in green), and "(sp)" (highlighted in green). On the right side, there is a suggestion box with three entries: "Replace: 'So' with 'It would be best to start the sentence with the word Revise.'" (checked), "Add: 'Mice'" (checked), and "Add: '(sp)'" (checked).

Note: Your comments can be actual changes that you think should be made (i.e.: *typing the word Mice, in the text shown above, with a capital M or in the example to the right, changing the word strength to power*) or suggestions for revising/editing (i.e.: *in the example above, asking the student to revise the sentence so that it doesn't start with the word So and to look at how they spelled the word cheese.*)

A screenshot of a Google Document. The main text is: "been able to keep the power strength governments. is in American been fierce debate on cy of the Milwaukee emented in 1990, the bgram only covered ents whose families e eligible. However". A suggestion box is open over the word "strength". The suggestion is: "Replace: 'strength' with 'power'". The suggestion box has a checkmark and an X button.

Making Suggestions/Comments in a Google Spreadsheet or Presentation:

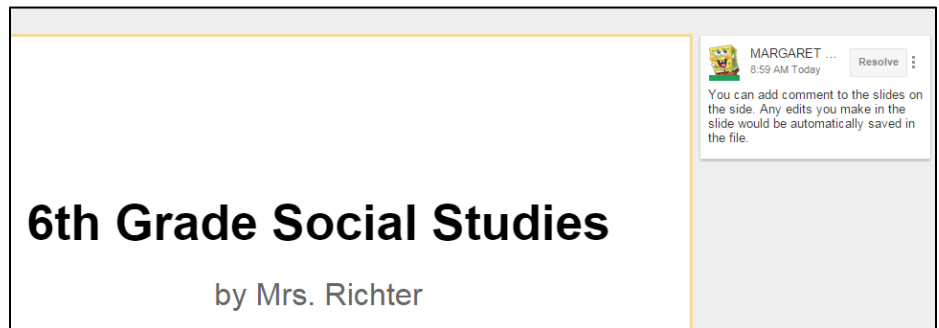
The spreadsheet and presentation files in Google don't have the PENCIL button to change to SUGGESTING mode; however you can create comments in the right margin on a presentation file and by cell in a spreadsheet file.

Comments in a Google Presentation:

To make comments/suggestions in a Google presentation file, click the **COMMENTS** button in the upper right hand corner of the screen (shown here outlined in red.) *(On files with previous comments, you may need to click a COMMENT button again.)*

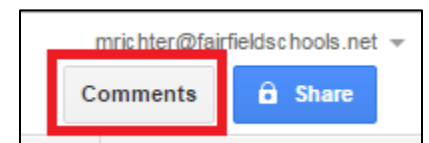


Once you are in COMMENTS mode, a comment thread will appear in the right margin of the document. Any suggestions/comments will NOT be directly edited in the document. An individual with EDIT access to the file must type in the suggested changes.



Comments in a Google Spreadsheet:

To make comments/suggestions on a Google spreadsheet file, select the cell on which you want to make a comment and click the **COMMENTS** button in the upper right hand corner of the screen (shown here outlined in red.) *(On files with previous comments, you may need to click a COMMENT button again.)*



Once you are in Comments mode, a comment box will appear next to the selected cell. Any cells that have COMMENTS will have a small, yellow triangle in the upper right corner of the cell.

To view, the COMMENT hover the mouse over the yellow triangle. To **REPLY** to the comment or **RESOLVE** it, click in the cell. Any suggestions or comments will NOT be directly edited in the document. An individual with EDIT access to the file must type in the suggested changes.

