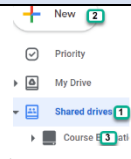

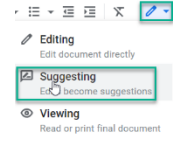
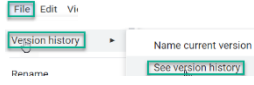


Summary of Collaboration Features in Google Docs (and Sheets and Slides)

Feature & Purpose	Finding the Feature	Using the Feature
<p>Shared Drive All files placed in Shared Drive are automatically shared with all members of the Shared Drive</p>	<p>In Google Drive, 1. Select Shared Drives 2. Click New 3. Enter name of drive 4. Use 'Manage Members' to identify users who can use Shared Drive</p> 	<ul style="list-style-type: none"> • Create new Google App files in Shared Drive to share them • Drag & Drops any file into Shared Drive
<p>Comments Use Comments to suggest and discuss ideas and broader changes regarding content</p>	<p>In a Google Doc* 1. Select some text 2. Click on '+' 3. Enter your comment</p> 	<ul style="list-style-type: none"> • Add, edit, delete your own comments • Reply to others comments (sends email notification) • Click Resolve to remove comment
<p>Recommend Edits Mode Use Recommend Edits mode to suggest specific edits to the text when proof reading for spelling, grammar word choice improvements</p>	<p>In a Google Doc* 1. Click on Pencil 2. Select 'Suggesting' mode 3. Any edits you make will be marked in text and include comment.</p> 	<ul style="list-style-type: none"> • In 'Suggesting' mode, made changes to text as you normally would • Edits are marked. Click on '+' or '-' in bubble to accept or reject the change
<p>Version History Use Version History to see past changes and restore document to a past version if necessary</p>	<p>In a Google Doc* 1. Open FILE in top menu 2. Select 'Version History' 3. Select 'See Version History'</p> 	<ul style="list-style-type: none"> • Past changes listed by time & author • Select a past version and use 'Make a Copy' to save it as a separate file • Select a past version and use 'Restore' to replace current document with the past version
<p>* This works exactly the same way in Google Doc, Sheets and Slides.</p>		

Sources for Google Collaboration Features

- [Get Started with Shared Drives](#), by Google, 2020
- [How to Collaborate in Google Docs](#), by Justin Pot, March 24, 2019
- [What Is Version History and How to Use It in Google Docs?](#), By Justin Pot, March 21, 2019