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SpeedGeeking: Collaborative Writing using GoogleDocs

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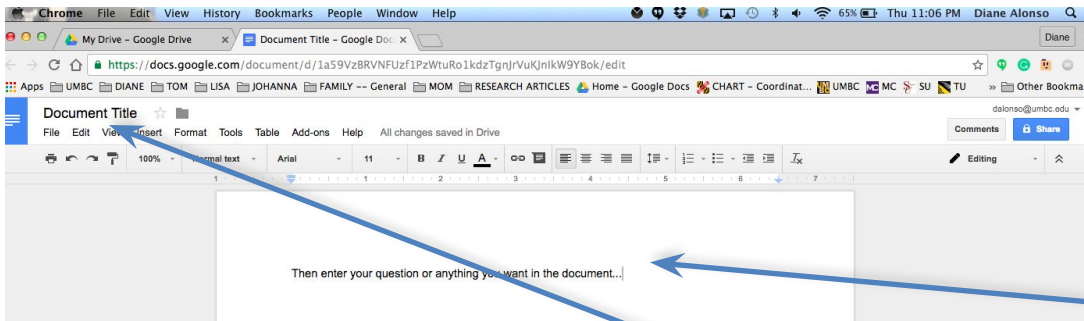
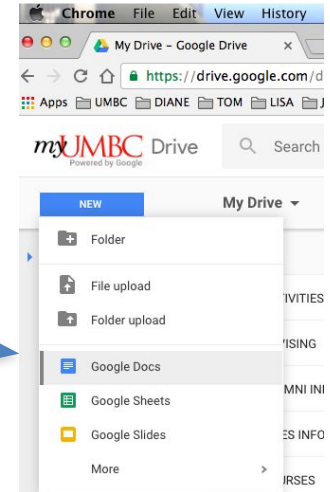


Try This

- If you have technology (computer, iPhone, iPad, etc.) please log on to the following URL:
- **<http://tinyurl.com/umbc-speedgeeking>**
- Then, click on the folder for your group (see upper-left hand corner) and, as a group, answer the questions listed on that page.

How To Create a GoogleDoc

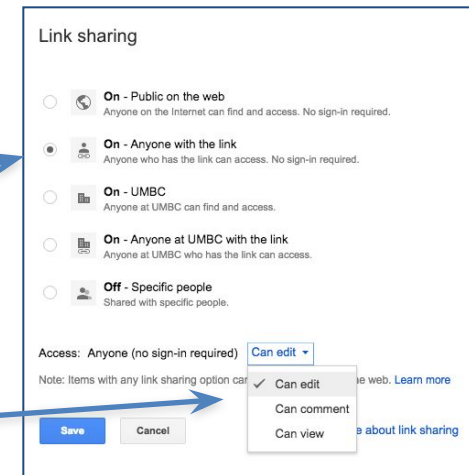
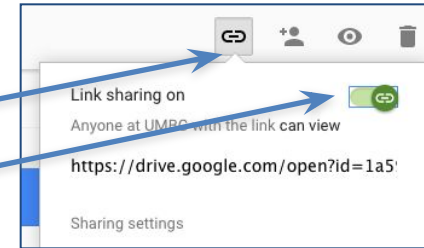
- Go to the URL: drive.google.com
- Click on the “New” button, then the “GoogleDocs” link



- Then give the file a title and enter anything you like directly into the document. It is automatically saved!

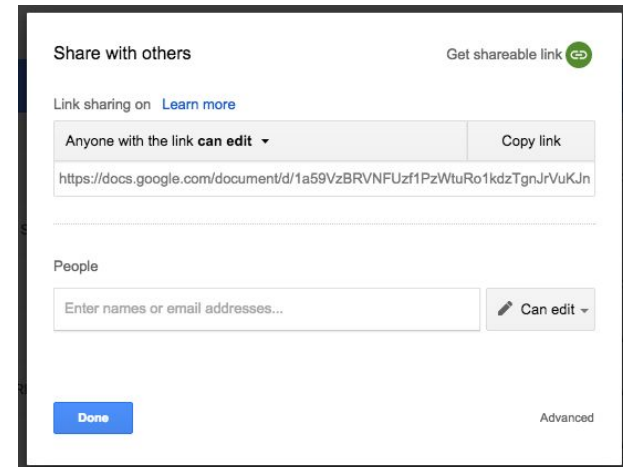
How To Share a GoogleDoc

- Go back to the URL: drive.google.com, select your document and click on the “Link” icon
- Slide the green button to the right. This turns sharing on and shows you who can view or edit the link.
- Click “Sharing Settings” to change that, then click “More” to see all options on the Link Sharing pop-up.
 - For class, I usually select “Anyone with the link” and if you want to allow them to edit (as in our exercise) make sure you set it to “Can Edit”, then Save.
- Last thing is to copy the link so others can see the file...



How To Copy the Link

- When you click “Save” you see the “Share with others” pop-up.
- Just click “Copy Link”. It is now saved to your clipboard so you can post it.



Final Thoughts

- If you would like to provide any feedback on this session, please go to <http://tinyurl.com/umbc-speedgeeking-feedback>

Thank you!

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