



Guidance Manual for Google Account








(as of June 2023)

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Google Account

A Google Account is a user account that provides access to a variety of Google services and products. When you create a Google Account, you gain access to services such as

- Gmail (email) 
- Google Drive (cloud storage) 
- Google Calendar 
- Google Photos 
- Google Docs (document editing) 
- Google Sheets (spreadsheet editing) 
- Google Maps 

and many others. It's important to note that while having a Google Account offers a range of convenient features, it also means that Google collects and processes certain data associated with your account usage. Privacy settings and controls are available to manage your data and account preferences.

So, you need a Google account first if you would want to work with these tools. If you don't have one, sign up for a Google Account [here](#)!

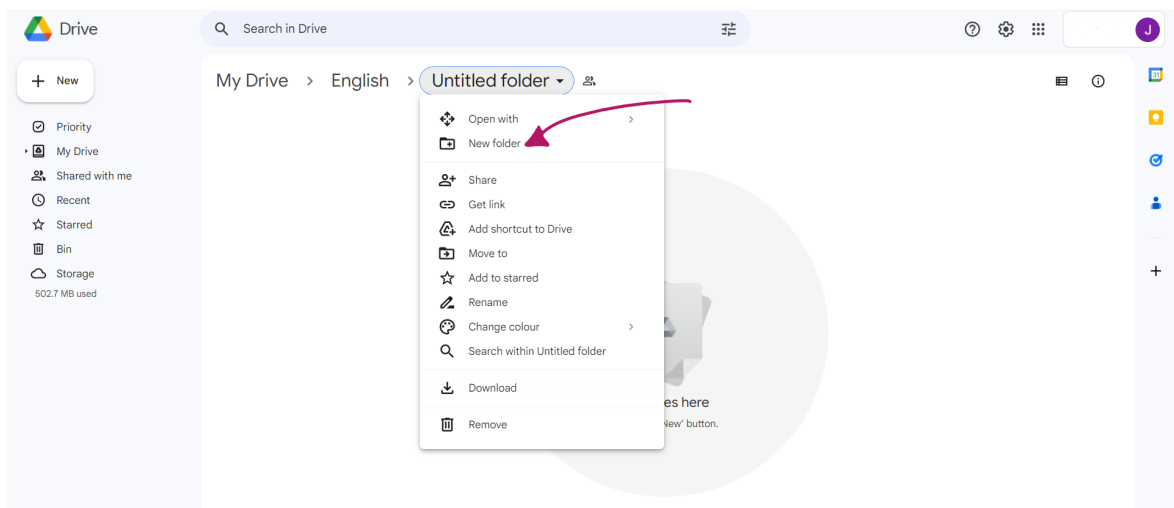
Google Drive

What is it?

Google Drive is a cloud-based file storage and synchronization service provided by Google. It allows users to store files in the cloud, access them from anywhere, and share them with others.

How does it work?

- ❖ When you first open [Google Drive](https://drive.google.com), you will see a main page that shows all of your files and folders. To create a new folder, click the "New" button in the top left corner and select "Folder". You can then name your folder and choose where you want it to be located in your Drive.



- ❖ To upload files to your Drive, you can simply drag and drop them into the folder where you want them to be stored. You can also create documents, spreadsheets, and other types of files directly in Google Drive using the "New" button.
- ❖ One of the key features of Google Drive is its ability to share files and folders with others. Detailed instructions can be found on page 8-11.
- ❖ When someone shares a link to their Google Doc with you, you can access the document by clicking on the link. Depending on the settings chosen by the person who shared the document, you may be able to view the document only or edit it as well.

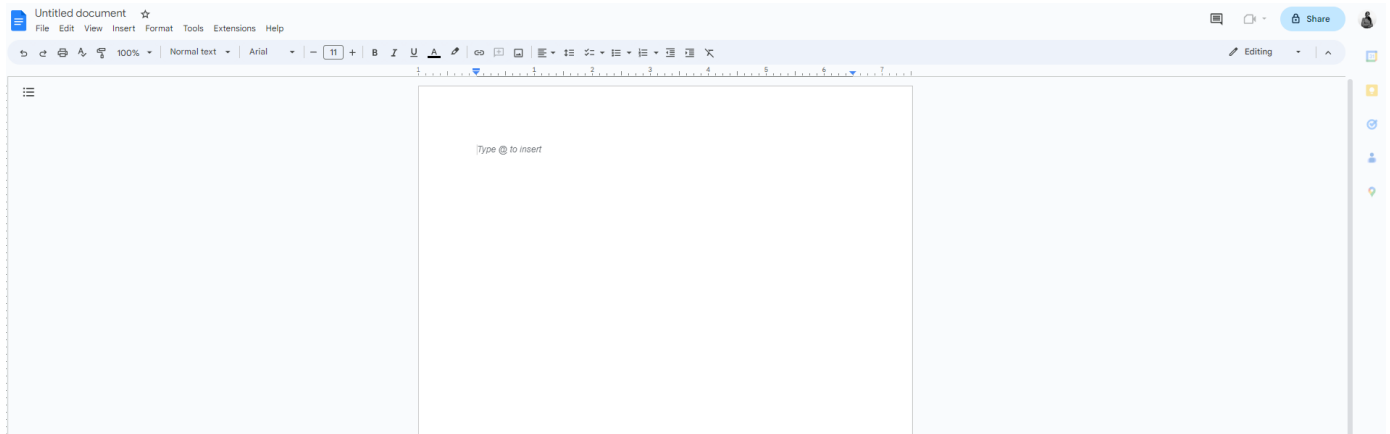
- If you have editing access to the document, you can make changes directly within the document. Any changes you make will be saved automatically, and the person who shared the document with you will be able to see the changes you made.
- If you only have view access to the document, you cannot make changes directly within the document. However, you can make a copy of the document or request permission to edit it from the person who shared it with you.
- When you are viewing or editing a Google Doc, you can see who else is working on the document in real time. This allows multiple people to collaborate on a document simultaneously, making it a useful tool for group projects or team collaboration.

***Google Drive also offers a range of other features, such as the ability to search for specific files or folders using keywords, the ability to organize files into collections or categories, and the ability to access your files from any device with an internet connection.

Google Document

What can you do with Google Document?

With Google Docs, you can create and edit documents, such as essays, reports, and letters, right in your web browser. You can also upload existing Word documents, OpenOffice, or PDF files and convert them into Google Docs format.

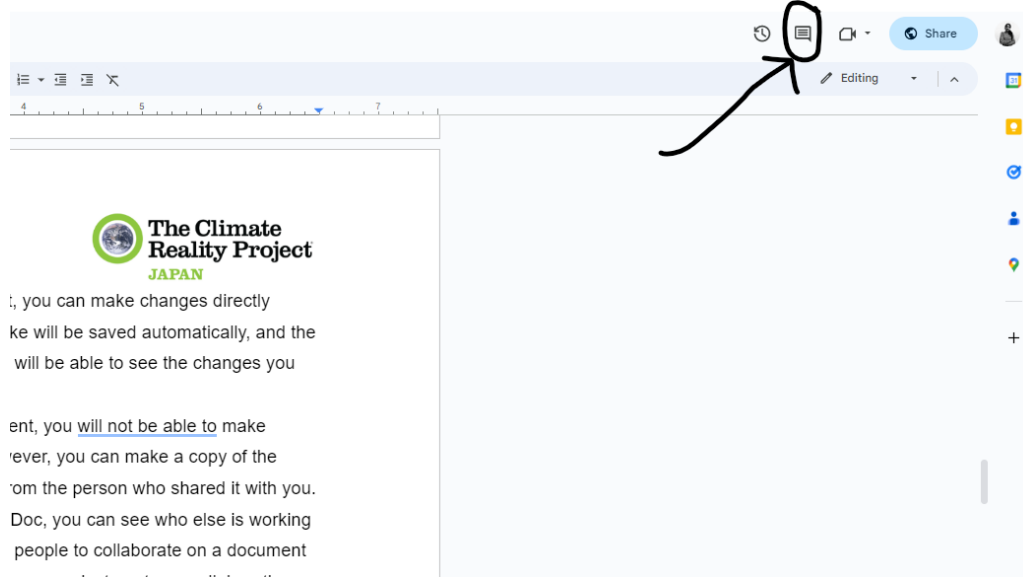


One of the main **advantages** of using Google Docs is the ability to collaborate in real-time with others on the same document. Multiple people can work on a document simultaneously, and changes are saved automatically in real-time. This makes it a great tool for working on group projects, sharing notes with classmates or colleagues, or for any situation where you need to work collaboratively with others.

Google Docs also offers easy sharing options, allowing you to share your document with others via a link or by adding collaborators. This is particularly useful if you need to share a document with members of your Action Group or other community groups you may be involved in.

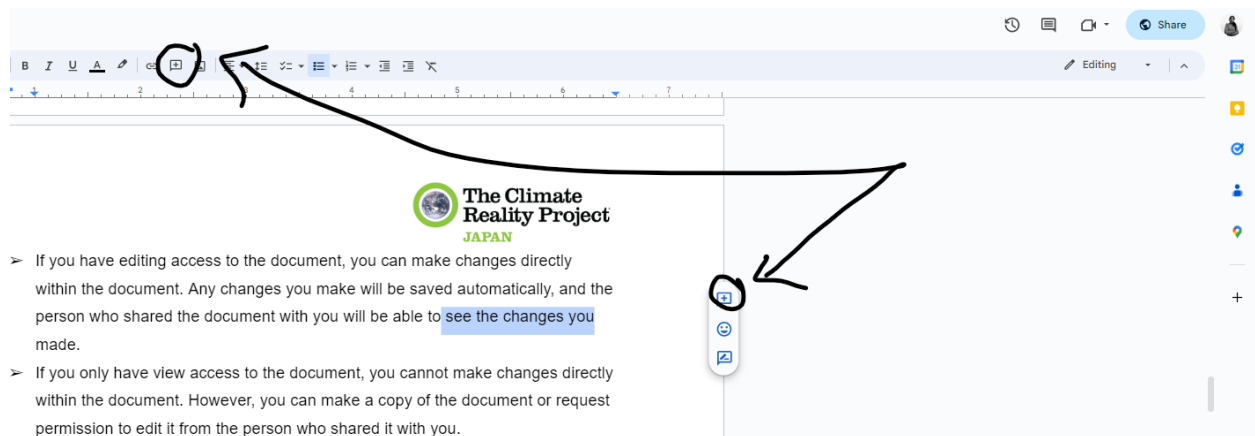
HOW TO view comments in Google Docs:

Click on the Comment button in the top right corner of the document. By default, this will list all the comments on the document.



HOW TO make comments in Google Docs:

In a document on which you have editing or commenting rights, highlight or place your cursor next to the text, image, cell, or slide to which you want to add a comment. Click either the comment icon in the toolbar or the one on the document's righthand side.



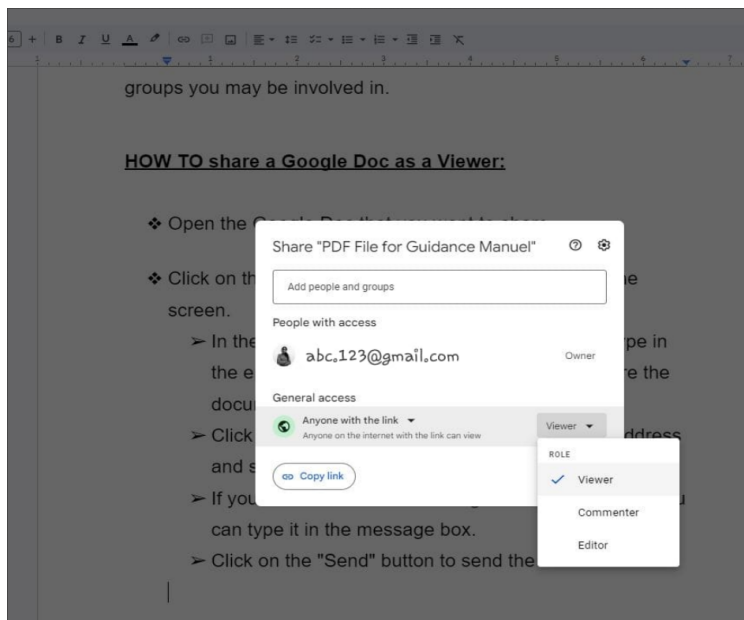
HOW TO share a Google Doc:

- ❖ Open the Google Doc that you want to share.
- ❖ You can share in 2 ways: by **"Share with people and groups"** or **"Share by link"** option:
 - **Share with people and groups:** Click on the "Share" button in the top right corner of the screen. In the "Share with people and groups" section, type in the email address of the person you want to share the document with.
 - **Share by link:** You can click on the drop-down menu next to the email address and select "Viewer, Commentor or Editor" from the options. Click on the "Copy link" button and share the link with whoever you want to give access to the Google Docs.

Here are the details: 🖱️

Share a Google Doc as a Viewer

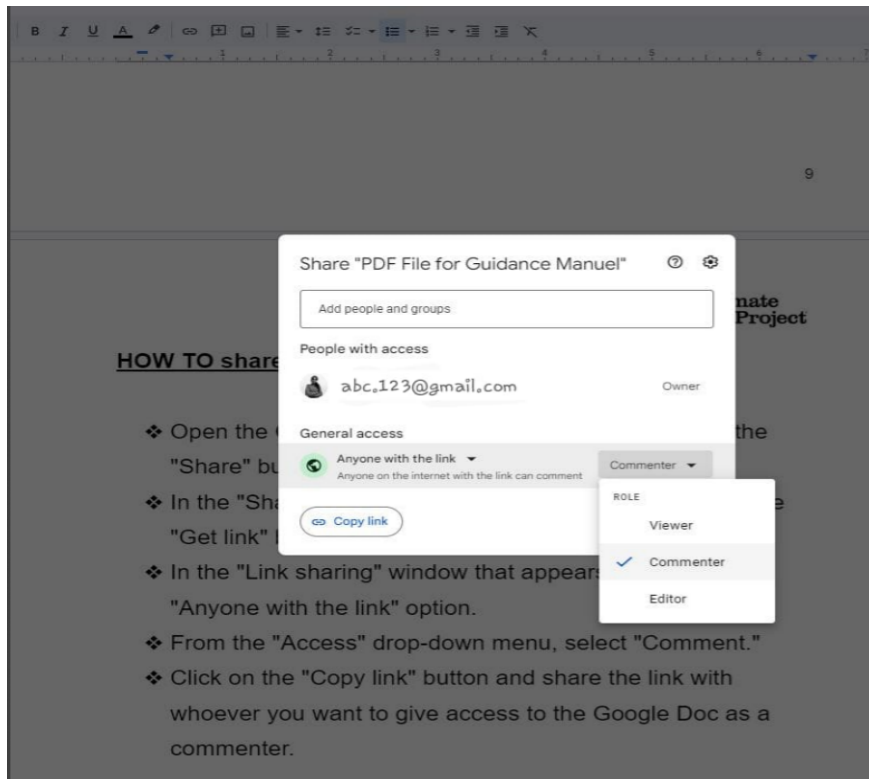
- ❖ From the "Access" drop-down menu, select "Comment."
- ❖ Click on the "Copy link" button and share the link with whoever you want to give access to the Google Doc as a commenter.



To share a reference-only doc **that you don't want others to edit**, this is the usual procedure. Once you've shared the document with someone as a viewer, they will be able to see the document but won't be able to make any changes to it.

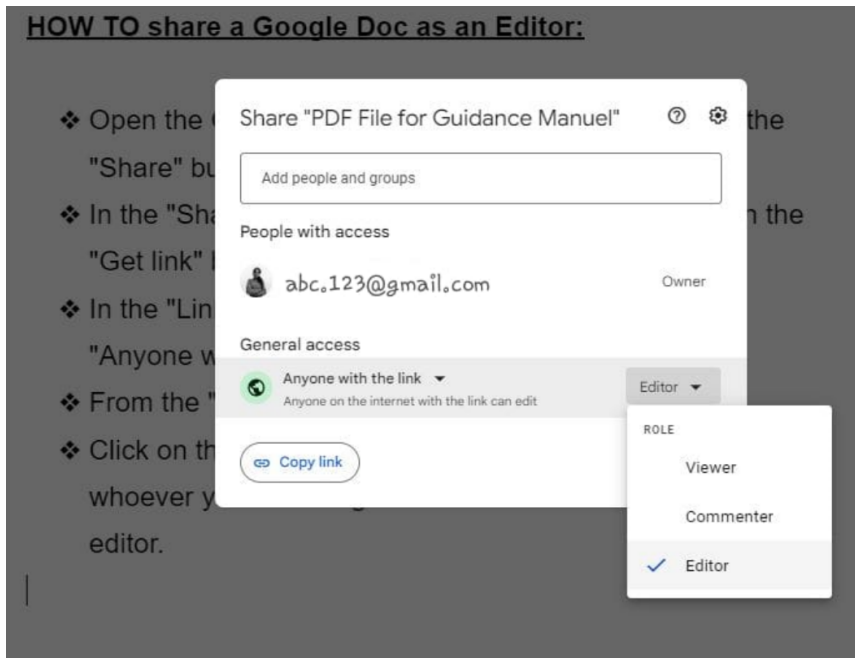
Share a Google Doc as a Commenter:

- ❖ From the "Access" drop-down menu, select "Comment."
- ❖ Click on the "Copy link" button and share the link with whoever you want to give access to the Google Doc as a commenter.



Share a Google Doc as an Editor:

- ❖ From the "Access" drop-down menu, select "Editor."
- ❖ Click on the "Copy link" button and share the link with whoever you want to give access to the Google Doc as an editor.



*****Note*****

Keep in mind that sharing a Google Doc publicly means that anyone with the link can access it, so make sure you only share it with people you trust.