

Creating a Google Document for Digication

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In this document, you will learn how to:

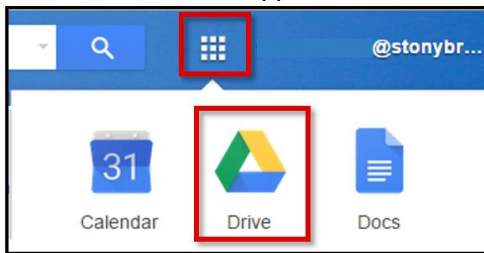
1. Log into Google Apps for Education Drive
2. Create a Google Document
3. Adjusting the sharing settings

About Google Docs

Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time (<https://support.google.com/docs/answer/49008>). An advantage of using Google Documents is that the sharing link remains unchanged as content is edited and sharing settings are adjusted, so hyperlinks only have to be created once.

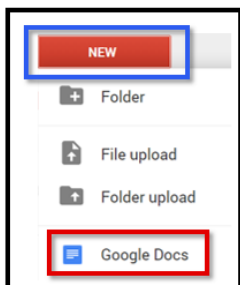
Logging into Google Apps for Education Drive

1. You can access your Stony Brook Google Apps Account by going to stonybrook.edu/mycloud and signing in with your NetID and NetID Password (For NetID help, please visit: <http://it.stonybrook.edu/services/netid>)
2. Once you log in using your NetID and NetID password, you will be taken to your email homepage
3. Click on the Apps Icon and then the Drive Icon.



Creating a Google Document

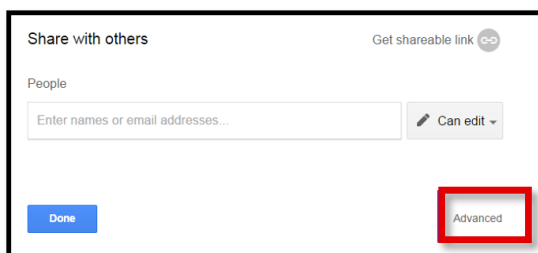
1. Click on the New button and select Google Docs
2. Copy (Ctrl+C or Command+C) and paste (Ctrl+V or Command+V) content onto the Google Doc using keyboard shortcuts.
3. Click on Untitled Document to rename the Google Doc



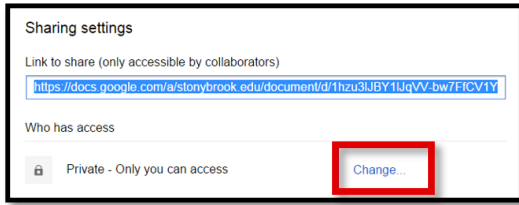
Adjust Sharing Settings

The automatic setting for a Google Document is "Private to only me." If you plan on hyperlinking a Google Doc to an ePortfolio, the setting must be "Anyone with the link can view."

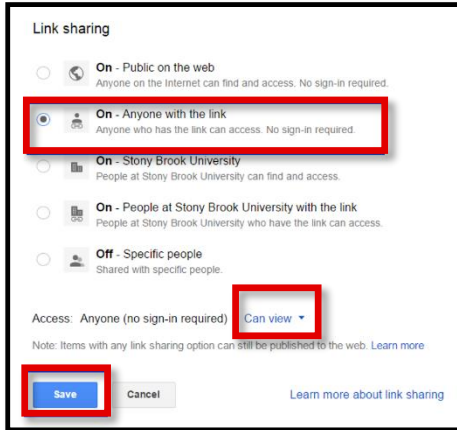
1. Click the blue **Share** button
2. Click **Advanced**



3. Click **Change** and select the Link sharing setting “On - Anyone with the link”



4. The access should be set to “Can view”



5. Click **Save**
6. Review the sharing settings, copy the sharing link, and click **Done**

Note: You may invite individual access to an instructor/collaborator for editing, commenting or viewing access.

