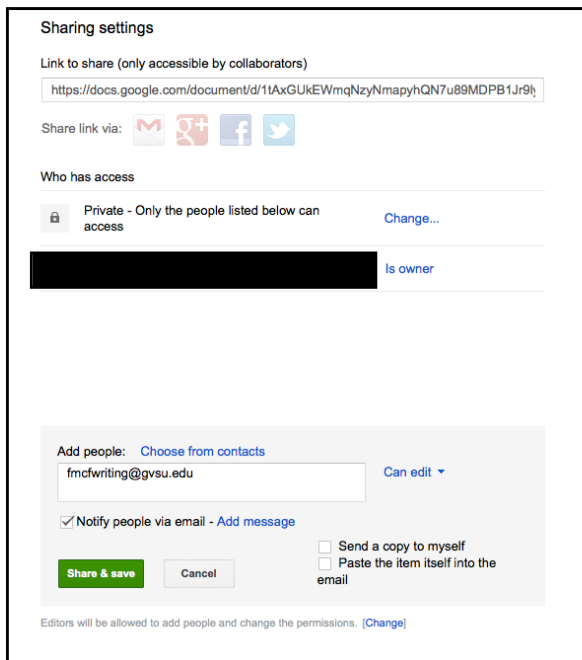# Directions for using Google Docs for online consultations

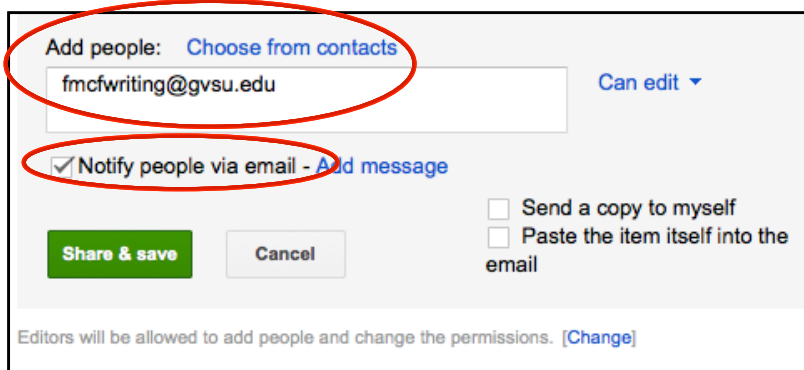<u>Steps for the student</u>

This step-by-step guide walks you through the process of sharing documents with the Writing Center using Google Docs.

1. Sign in to your GVSU Google account
2. Click 'documents'
3. Select 'upload' icon (next to 'create' button)
4. Click 'files'
5. Select the file you want to work on
6. Click "share" in the top, right hand corner
7. Enter "fmcfwriting@gvsu.edu" in the "add people" text box
8. Make sure the consultant 'can edit' or 'can comment'
9. Make sure there is a check mark next to "Notify people via email." In the message section, please indicate the areas of the paper you would like the consultant to focus on.
10. Click 'Share & save."
11. In the 'settings' menu (top left of upload pop up), make sure to check "convert uploaded files to Google Docs format." Note: this prevents formatting errors.

Google Docs screen shot, which highlights the email address needed in order to share your work with a writing consultant.

General tips for working in Google Docs:

Chatting between student and consultant:
You can open a chat with the consultant by clicking on the 'other viewers' button (located below the 'comment' and 'share' buttons). The chat opens in a sidebar and will allow you and the consultant to discuss the paper and your concerns.

Adding comments:
There are two commenting options: highlighting a specific section or commenting on the entire document.

Commenting on a specific part of text:
1. Select/highlight text you want to discuss
2. Right click
3. Select 'comment'
4. Enter comment
5. Click 'Comment' (you must click this button to make the comment visible)

Commenting on the entire draft:
1. Click comment
2. Enter comment
3. You can view overall comments by clicking the 'comment' button, which displays the commenting history of the draft.

Resolving/deleting a comment:
1. Click on a comment you posted
2. Click 'resolve' in the upper right hand corner of the command box

Troubleshooting common problems:
If you are having problems sharing your draft, click "File" (on Google, not Firefox) and select "Email collaborators." Reenter "fmcfwriting@gvsu.edu" into the 'add people' box and click 'Share & Save.' Google requires an active link to initiate the session so resending the link could fix the problem.