

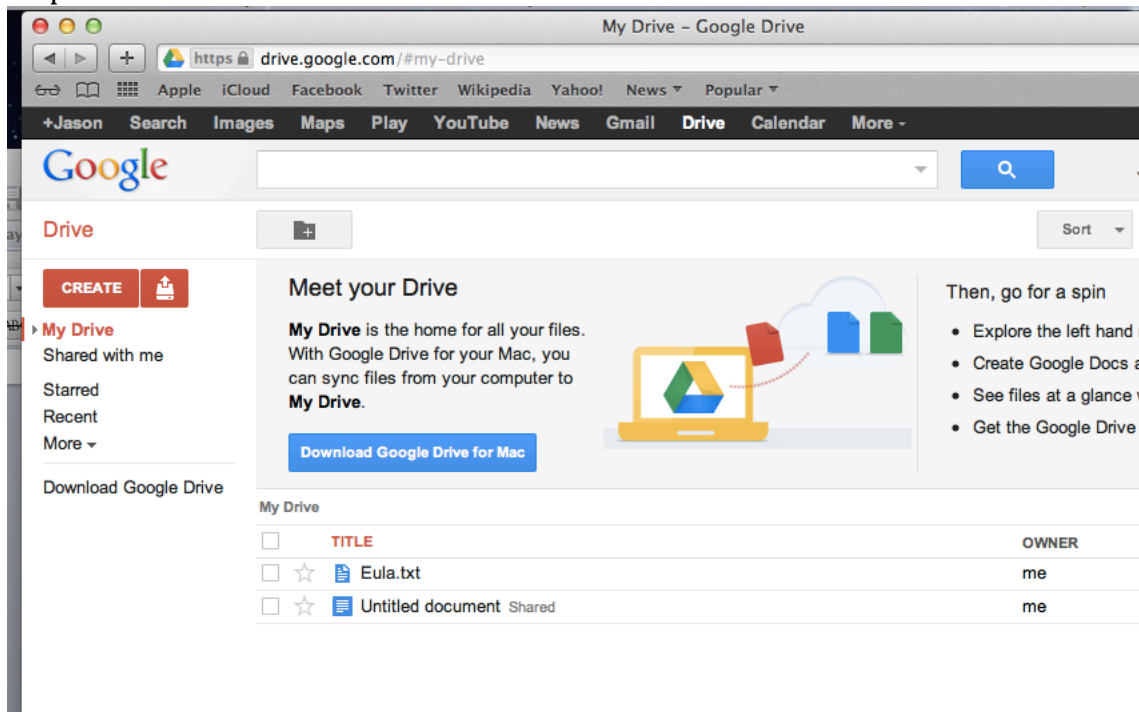
Google Docs for Collaborative Note Taking

The Google Docs Platform can be used for collaborative note taking between two, or more users. For instructions on doing this, please see below:

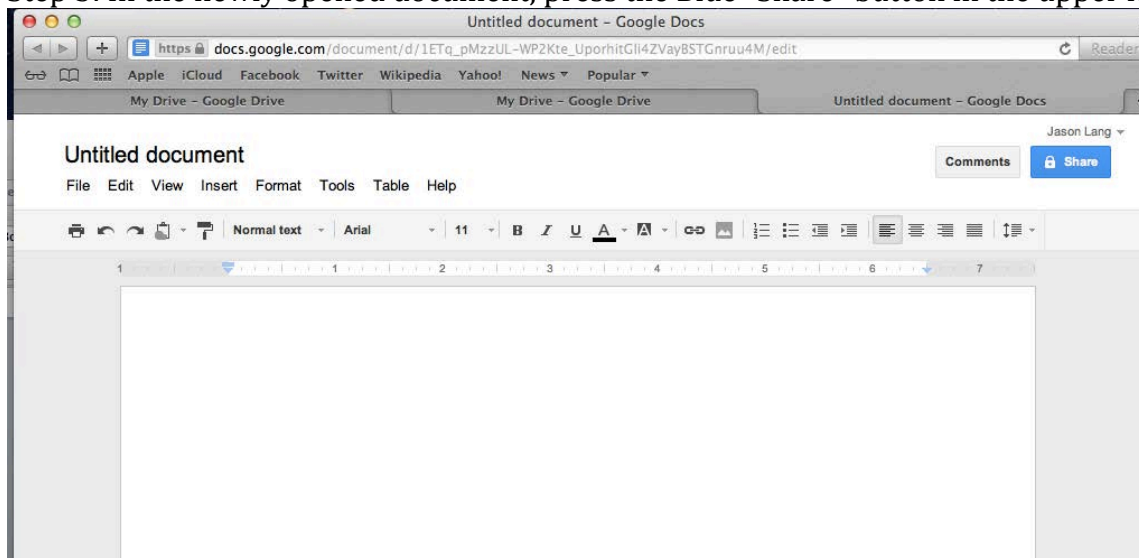
Conditions: All users that want to participate must have a Google account. All RIT Students have a Google account by default, and for non RIT Students, setting one up is free.

Step 1. Have one user login to <http://docs.google.com>

Step 2. Use the Red "Create" button to create a new document.



Step 3: In the newly opened document, press the Blue "Share" button in the upper left hand corner.



Step 4: Use the “Add People” section to type in the Email Addresses of one or more person(s) to invite to collaborate on the document with.

Note: The email addresses must be Google accounts.



Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/document/d/1ETq_pMzzUL-WP2Kte_UporhitGli4ZVayBSTG

Share link via:    

Who has access

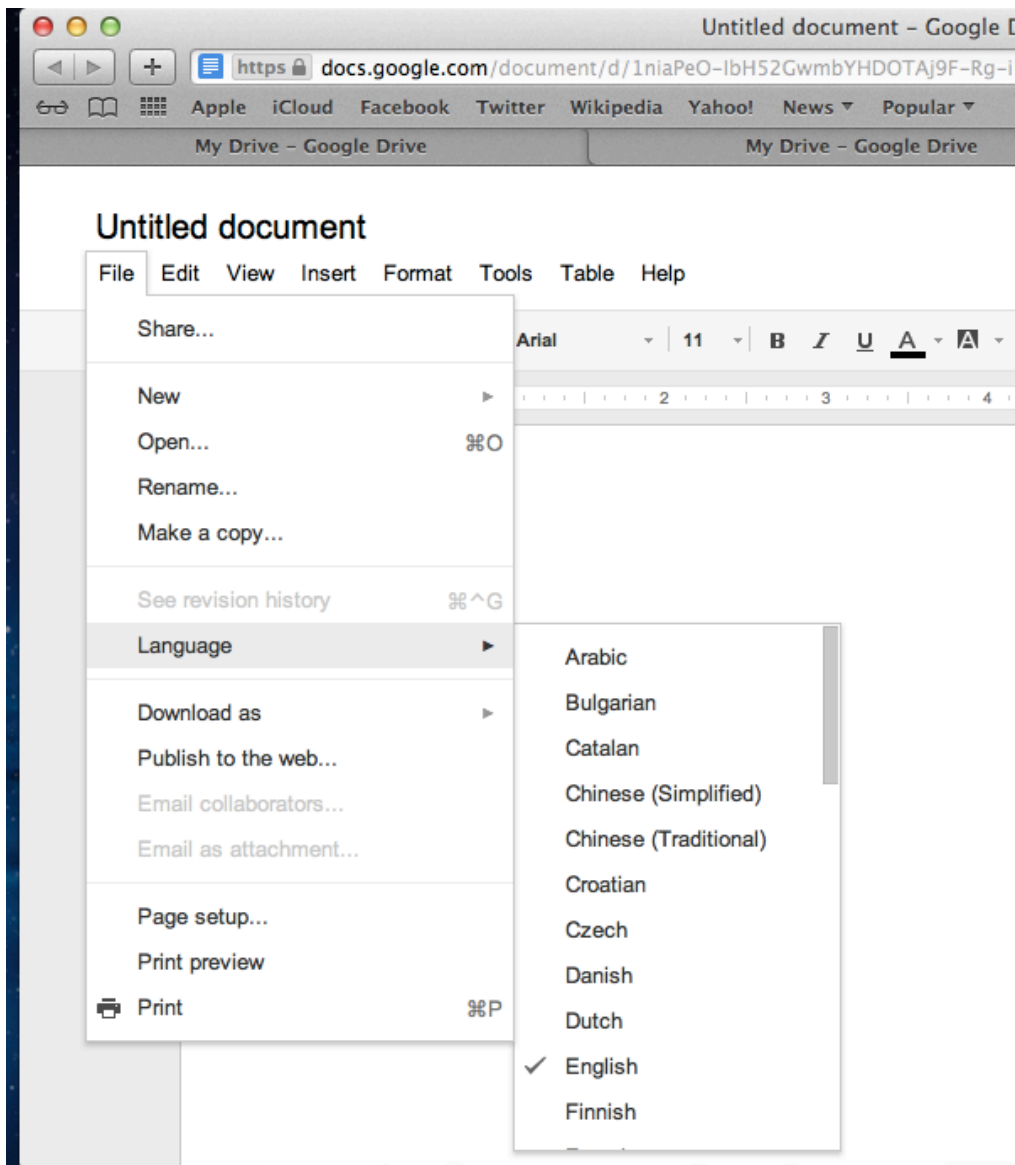
| | | |
|---|---|---------------------------|
|  | Private - Only the people listed below can access | Change... |
|  | Jason Lang (you) langjv@gmail.com | Is owner |

Add people:

Enter names, email addresses, or groups...

Step 5: The Users will be able to login to <http://docs.google.com> and join the collaborative document

Step 6: If the language used to type will be NON-English, switch the document language at File -> Language. Otherwise, you will be unable to type in that language properly.



Step 7: Have each user select a different “color” to type in, This will allow edits from each person to be color coded. Additionally, Google will show live edits with the username who is making them.

When the document is completed, save it within Google docs. Additionally, you can use the File -> Download as -> PDF menu to create a PDF copy as needed.