

Quick Guide	<h1>Google Docs Sharing</h1> <p>UH Mānoa</p>
1	Private: Only you can access
2	Specific People: Only specific people you choose can access ✓ Users must log in to view
3	University of Hawai'i People with the Link: ✓ Users must log in to view
4	University of Hawai'i: People at the University of Hawai'i can find and access ✓ Users must log in to view
5	Anyone with the link: Anyone with the link (url) can access ✓ No sign-in required
6	Public on the Web: Anyone on the internet can find and access ✓ No sign-in required

Quick Guide	<h1>Google Docs: Access Levels</h1>
can view	<p>This restricts what collaborators can do with your document to view only.</p> <p>Viewers can :</p> <ul style="list-style-type: none"> ■ View files and folders ■ Download or sync something to another device ■ Make a copy of something to save in Google Drive ■ Viewers can't permanently delete a file or folder, nor can they change something's sharing settings
can edit	<p>This allows collaborators to edit and change the content of the document.</p> <p>Editors can :</p> <ul style="list-style-type: none"> ■ Edit Google documents, spreadsheets, presentations, and drawings ■ Invite or remove other collaborators, if the owner has given editors this permission ■ Download or sync something to another device ■ View the list of other collaborators ■ Make a copy of something to save in Google Drive ■ Upload and delete file versions (synced or uploaded files only) ■ Add and remove items from a folder <p>Editors can't permanently delete a file or folder.</p>
can comment	<p>This allows collaborators to add comments to documents, spreadsheets, or presentations.</p> <p>Commenters can :</p> <ul style="list-style-type: none"> ■ Comment on Google documents, spreadsheets, and presentations ■ View documents, spreadsheets, and presentations ■ Download or sync the document, spreadsheet, or presentation to another device ■ Make a copy of a document, spreadsheet, or presentation to save in Google Drive <p>Commenters can't permanently delete a file or folder, nor can they change something's sharing settings.</p>