Google Docs

(From Wikipedia:)

Google Docs, Google Sheets and Google Slides are a word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered by Google within its Google Drive service. All files created with the apps are by default saved to Google Drive.

The suite allows users to create and edit documents online while collaborating with other users in real-time. The three apps are available as web applications, as Chrome apps that work offline, and as mobile apps for Android and iOS. The apps are compatible with Microsoft Office file formats.

Video:

Accessing your PTS Google Drive Account

Everyone at the Seminary may request a Google account.

To request your Seminary Google account, please contact the Help Desk at help.desk@ptsem.edu or 609 497 7812

The Seminary would provide access to Google Docs, Sheets and Slides through the Seminary's own security system. In other words, you sign into Google with your Seminary username and password.

Files can be shared through Google Drive. Meaning, if you create a document, you can send a share notice to another person who also has a Google account and they can access this document online (including other PTS accounts).

You can give them permission to edit, make comments, or simply view the document. When you share a document, you can both edit it at the same time. You will see edits made by the other person (almost) immediately.

To access Google with your PTS account:

1. You cannot sign in from Google's site; you need to sign into your PTS account at gdrive.ptsem.edu.

2. This will bring you to your Google Drive main page.
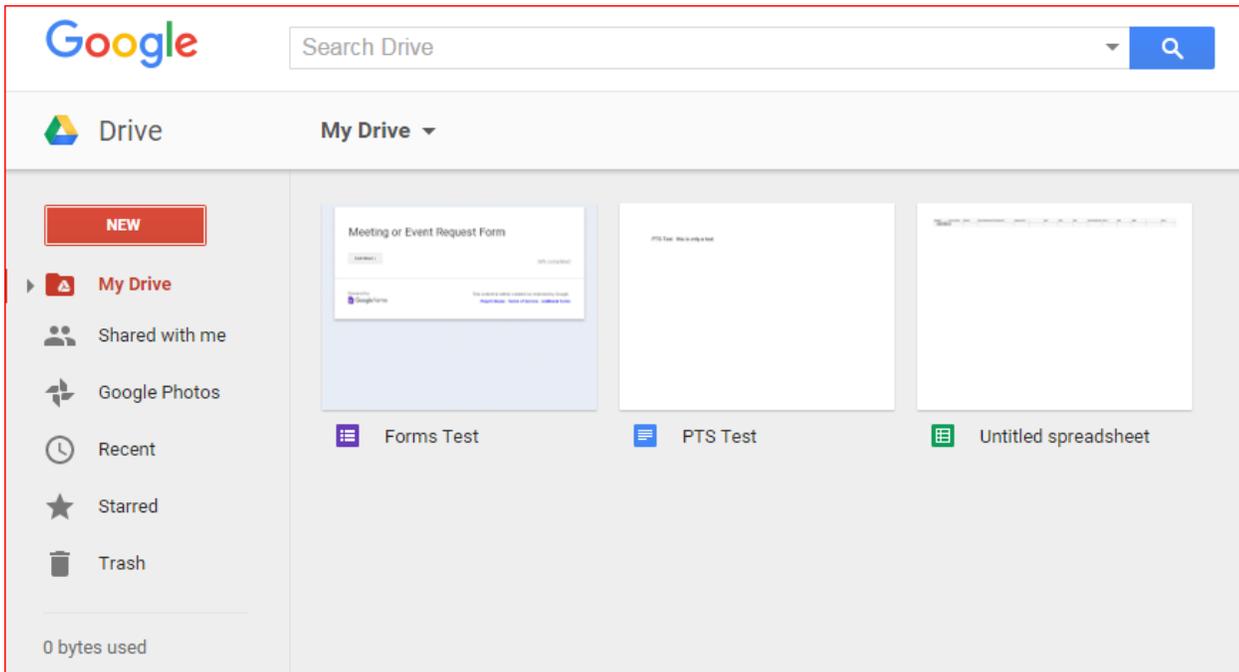
If you are already logged into Google as a different user:

Click "Add Account" ...
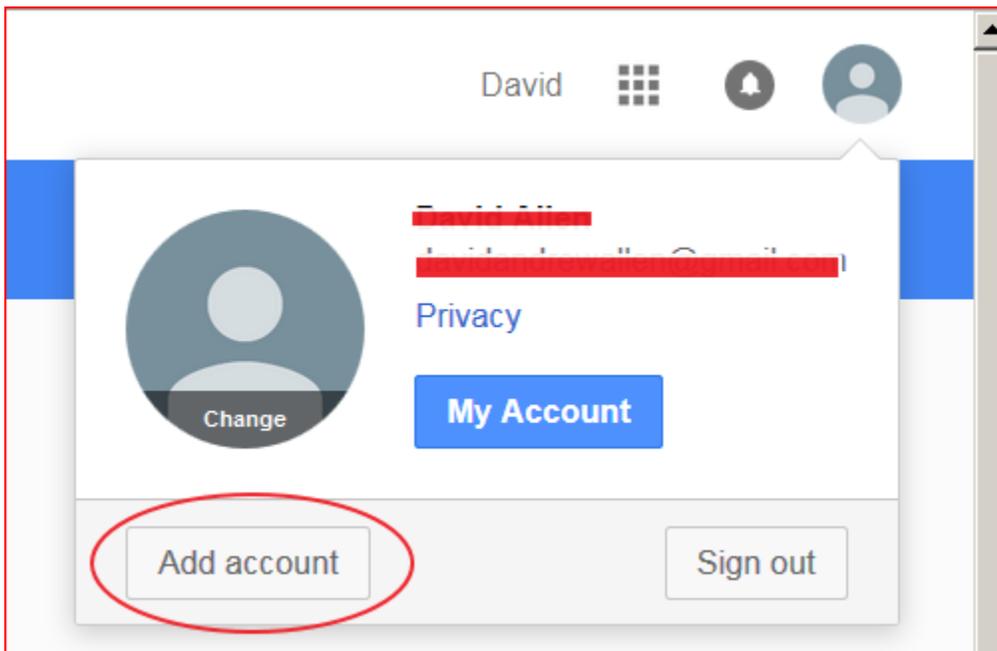
... and enter your PTS email address.

This will redirect you back to PTS's sign-in page where you can now enter your PTS password.

After logging in here, you will be taken to Google's standard search page.

If you click on the little man at the top right of the search page, you will see you now have two accounts.
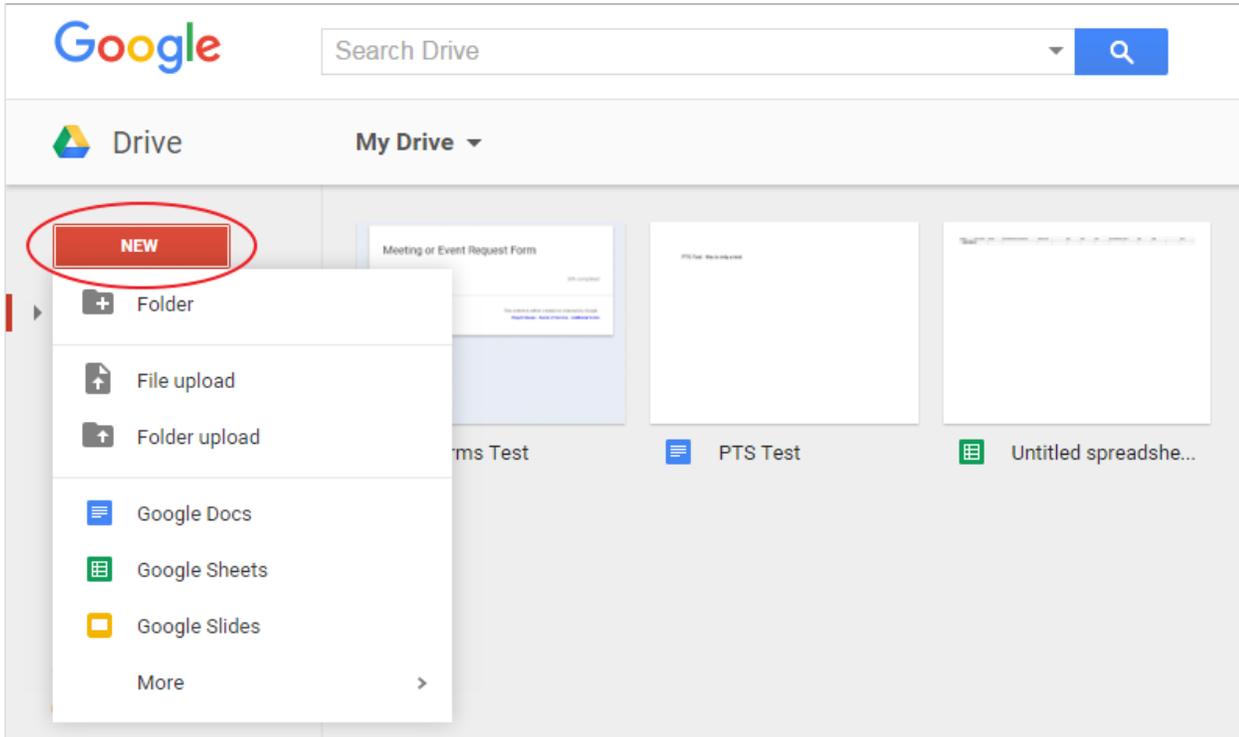
(Although you will see Mail at the top right, this is NOT your ptsem.edu mail account and should not be used.)
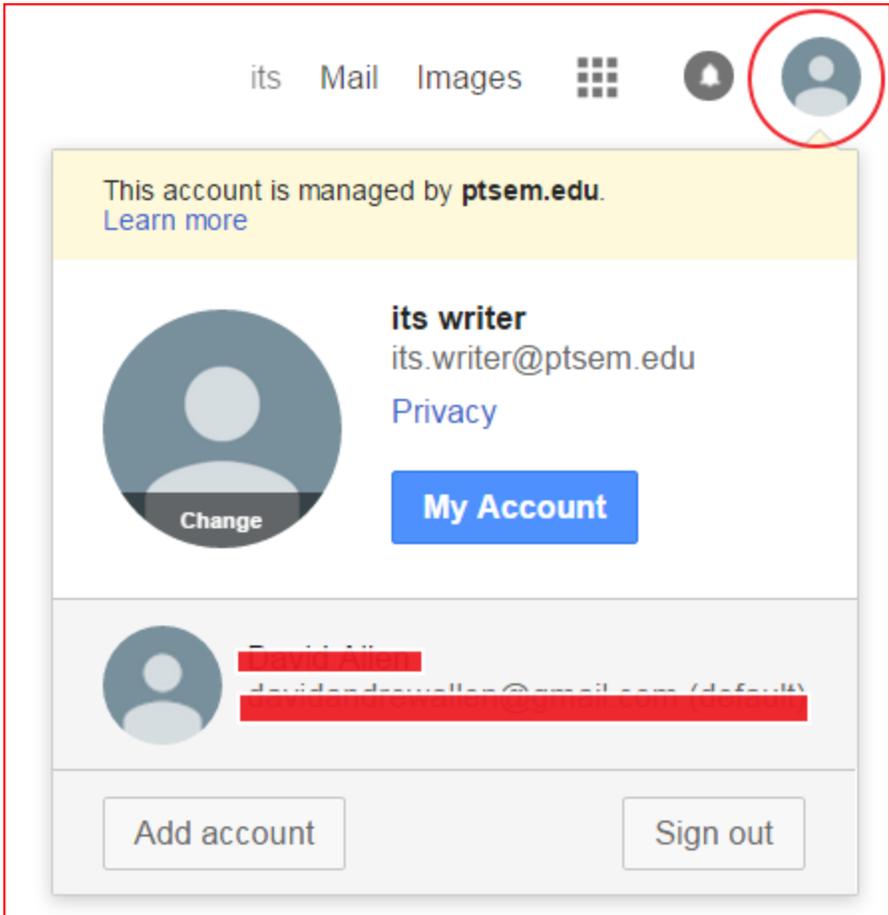
Clicking on the "checkerboard" will allow you to access your PTS Google drive.
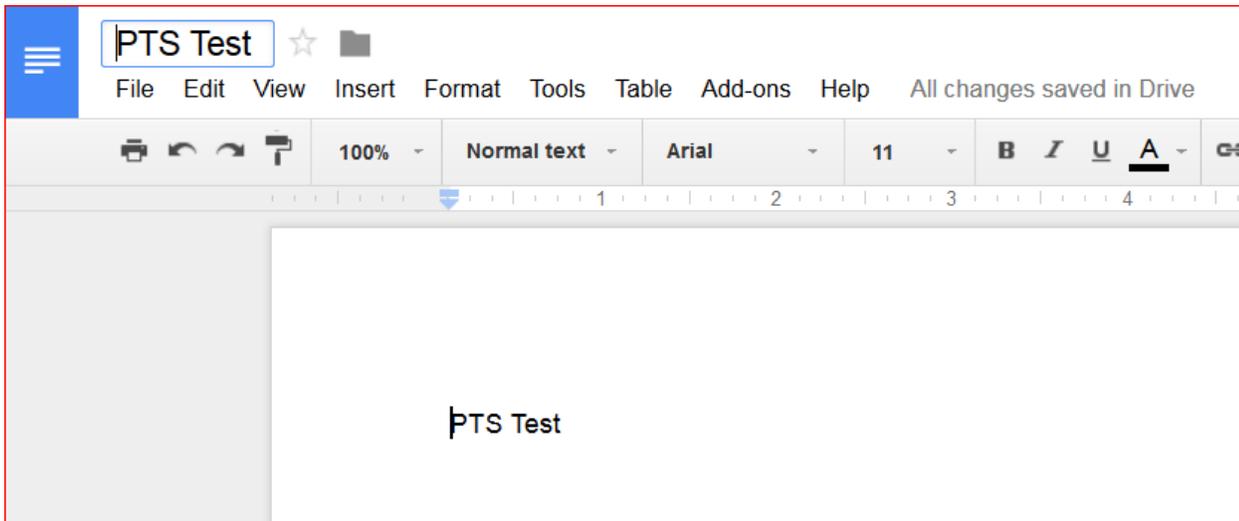
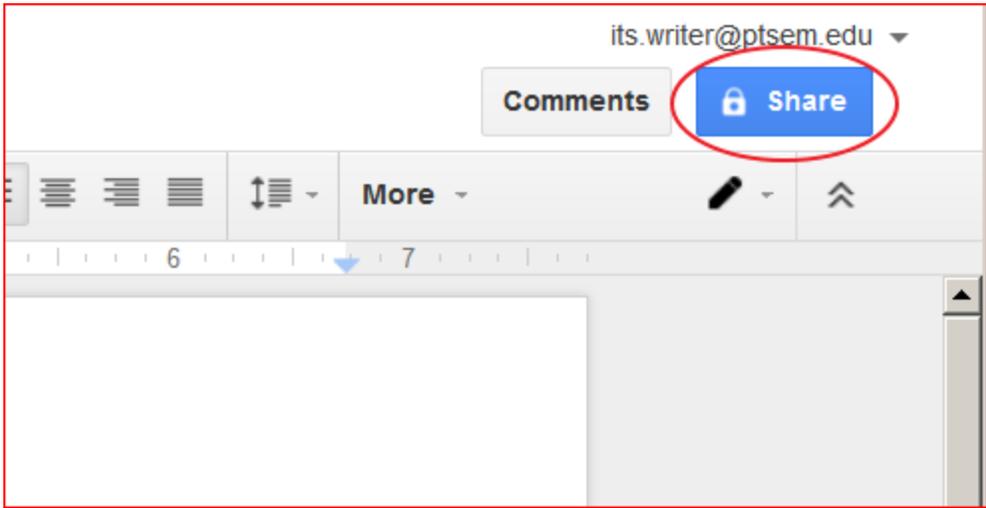## To create a new doc file:

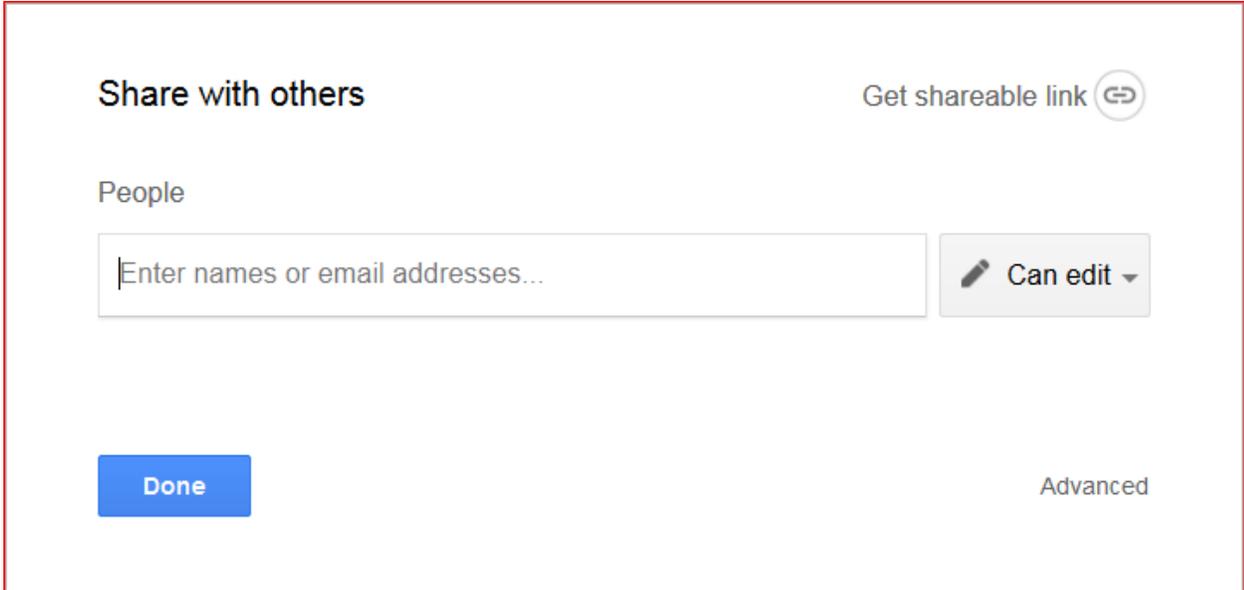Click NEW ...

To share a doc:

After creating or opening a doc ...

Click the Share button on the upper right of the screen.

Enter email addresses of those you wish to share with and click Done.

Your recipient will receive an email like the following:

PTS Test - Invitation to edit   Inbox   x

its writer (via Google Docs) <drive-shares-noreply@google.com>

to me

its writer has invited you to **edit** the following document:

PTS Test

Open in Docs