

Chapter 11

Collaborating on Files

IN THIS CHAPTER

- » Inviting other people to edit, comment on, or view your files
 - » Controlling file access
 - » Editing and commenting on other people's files
 - » Accepting or rejecting suggested edits
 - » Dealing with comments
-

Whether you're a company employee, a consultant, or a freelancer, you almost certainly work with other people in one capacity or another. Most of the time, your work with others is likely pretty informal and consists of ideas exchanged during video meetings, chats, or email messages. However, the modern work world often calls upon people to work with others more closely by collaborating with them on a file, such as a document, a spreadsheet, or a presentation. This can involve commenting on another person's spreadsheet, editing someone else's document, or dividing a presentation among multiple authors. For all these situations, G Suite offers a number of powerful collaborative tools. This chapter shows you how to use, and get the most out of, these tools.

Sharing a File

If you want to let other folks see a file, make snarky comments about a file, suggest changes to a file, or even edit a file directly, you need to *share* the file with those people. Note that when I use the word *file* here (and throughout this chapter), I'm talking about a Docs document, a Sheets spreadsheet, or a Slides presentation.

What do I mean by sharing a file? I'm talking about collaborating in one or more of the following ways:

- » **Viewing:** Looking at the file but not making any changes to it.
- » **Commenting:** Giving feedback about the file as a whole or about sections of the file.
- » **Suggesting:** Making temporary changes to the file. The owner of the file (or other people who are allowed to edit the file) can then either accept or reject those changes individually.



REMEMBER If you've used Microsoft Word in the past, Suggesting mode is similar to Word's Track Changes feature.

- » **Editing:** Making changes directly to the file.

When you share a file, G Suite asks you to specify the level of *permission* you want to apply to each person or group you want to share the file with. A user's permission level defines, among other things, which of the collaboration modes in this list the user can work in. You can play around with three permission levels:

- *Editor:* Can make changes to the file, add comments to the file, suggest changes to the file, accept and reject changes suggested by other people, change collaborators' permissions, and share the file with others
- *Commenter:* Can only add comments to the file and suggest changes to the file
- *Viewer:* Can only view the file

G Suite gives you two ways to share a file:

- » **Via email:** You specify the email address of each collaborator (or the group address of multiple collaborators) and G Suite emails an invitation that includes an Open in *App* button (where *App* is Docs,

Sheets, or Slides, depending on the file) that the collaborator selects to load the file into the specified app.

- » **Via a link:** G Suite provides you with a unique link address that you can copy and then paste into a chat message, Groups post, social media post, email, web page, or whatever. You can restrict the link to specified email addresses, or you can make the link public so that anyone can view (but only view) the file via the link.



REMEMBER Amazingly, you can have up to 100 people collaborate on a single file in Docs, Sheets, or Slides.

Sharing a file for editing

The highest level of collaboration occurs when you ask another person to make changes to a document. That is, rather than suggest changes or add comments, the other person performs the actual changes herself. Giving a person Editor permission can save you a lot of time and effort but should be reserved for people you trust explicitly, because you're giving that person a great deal of power over your document.

Follow these steps to share a file for editing:

- 1. Open the file in Docs, Sheets, or Slides, or select the file in Drive.**
- 2. Start the sharing process:**
 - *In Docs, Sheets, or Slides*, click the Share button in the top right corner of the page.
 - *In Drive*, click the Share icon. (Refer to [Figure 11-1](#).)

Either way, you're confronted by the Share with People and Groups dialog box.

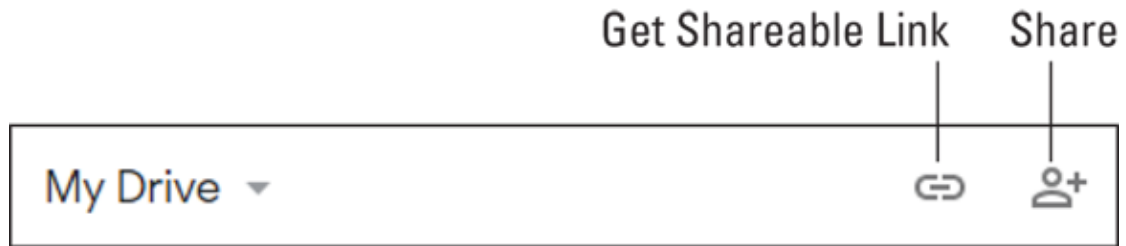


FIGURE 11-1: In Drive, select the file and then click Share.

3. Use the Add People and Groups text box to enter the names or email addresses of the people or groups you want editing the file.
4. In the Permission list to the right, make sure the Editor permission is selected, as shown in [Figure 11-2](#).

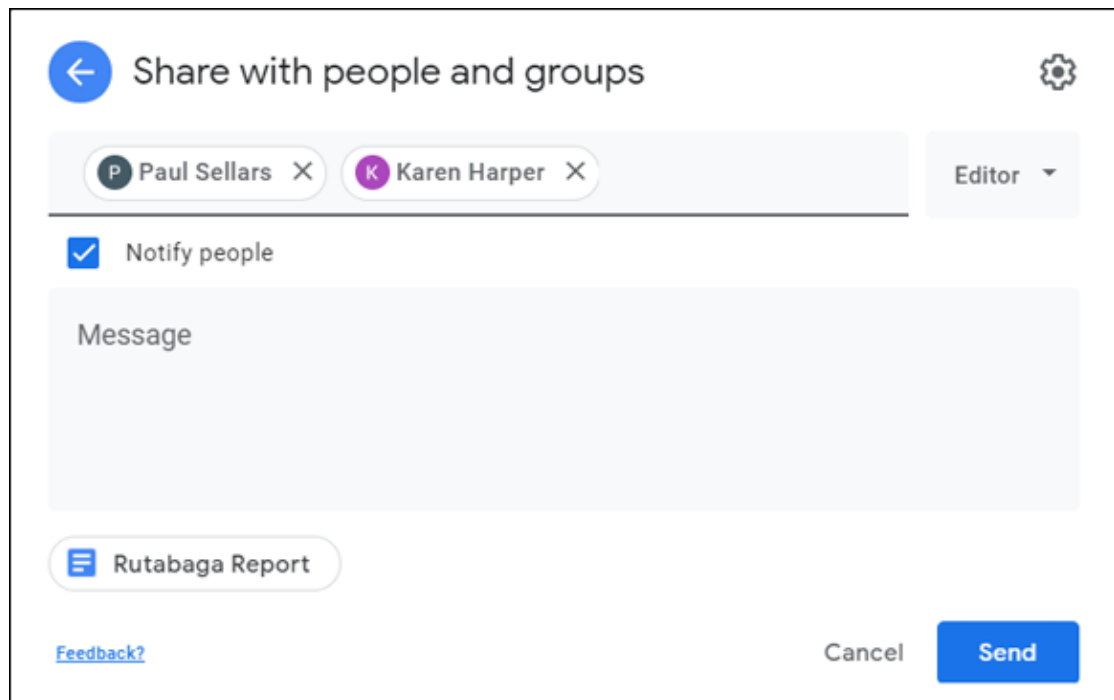


FIGURE 11-2: To give your collaborators Editor permission, make sure the Editor permission is selected.

5. Use the Message box to enter a short note that appears in the body of your invitation email.
If you don't want to send the email for some reason, deselect the Notify People check box.



TIP

To prevent editors from changing the file's sharing permissions and from sharing the file with others, click Share with People Settings (the gear icon) and then clear the Editors Can Change Permissions and Share box.

6. Click the Send button.

If you deselected the Notify People check box, click OK instead.

Your file is now shared for editing with the specified users.

Sharing a file for commenting and suggesting

If you want to ask people for feedback on a file, you can ask them each to write that feedback in a separate document or in an email message. However, feedback is most useful when it appears in the proper context. That is, if someone has a suggestion or critique of a particular word, sentence, or paragraph, you'll understand that feedback more readily if it appears near the text in question. To do that in Docs, Sheets, or Slides, you insert a *comment*, a separate section of text that's associated with some part of the original document.

Alternatively, if you're working in Docs, you might prefer that collaborators make changes to a document. You can give people Editor permission, but that can lead to problems if you really want to know what parts of the document the user edited. For example, if you don't know what the user changed, you have no way of checking the changes for style or for factual errors. To avoid such problems, you can give users Commenter permission, which enables them to collaborate not only by commenting but also by suggesting. This way, Docs tracks all changes made to a document. This means that any time a Commenter makes suggested changes to the original text — including adding, editing, deleting, and formatting the text — Docs keeps track of the changes and shows not only what changes were made but also who made them and when. You, as the document owner, can then accept or reject those suggested changes.

Here are the steps to follow to share a file for commenting and (in Docs) suggesting:

1. **Open the file in Docs, Sheets, or Slides, or select the file in Drive.**
2. **Start the sharing process:**
 - *In Docs, Sheets, or Slides*, click the Share button in the top right corner of the page.
 - *In Drive*, click the Share icon. (Refer to [Figure 11-1](#).)

Either way, you see the Share with People and Groups dialog box.

3. **Use the Add People and Groups text box to enter the names or email addresses of the people or groups you want to comment on the file.**
4. **In the Permission list to the right, make sure the Commenter permission is selected.**
5. **Use the Message box to enter a short note that will appear in the body of your invitation email.**

If you don't want to send the email for some reason, deselect the Notify People check box.



TIP

To prevent commenters (and viewers) from being able to download, copy, and print the file, click Share with People Settings (the gear icon) and then clear the Viewers and Commenters Can See the Option to Download, Print, and Copy check box.

6. **Click Send.**

If you deselected the Notify People check box, click OK instead.

Your file is now shared for commenting and suggesting with the specified users.

Sharing a file for viewing

Sometimes you just want some people to take a look at a file. You don't need feedback or suggestions or any other type of two-cents'-worth.

When you just want to allow some people to take a peek at a file, you need to follow these steps to share the file with Viewer permission:

1. **Open the file in Docs, Sheets, or Slides, or select the file in Drive.**
2. **Start the sharing process:**
 - *In Docs, Sheets, or Slides*, click the Share button in the top right corner of the page.
 - *In Drive*, click the Share icon. (Refer to [Figure 11-1](#).)

The Share with People and Groups dialog box appears.

3. **Use the Add People and Groups text box to enter the names or email addresses of the people or groups you want to edit the file.**
4. **In the Permission list to the right, make sure the Viewer permission is selected.**
5. **Use the Message box to enter a short note that will appear in the body of your invitation email.**

If you don't want to send the email for some reason, deselect the Notify People check box.

6. **Click Send.**

If you deselected the Notify People check box, click OK instead.

Your file is now shared for viewing with the specified users.

Sharing a link to a file

In the previous few sections, I talk about emailing an invitation to share a file as an editor, a commenter, or a viewer. Nothing wrong with the email invitation, but it isn't always the best choice. Specifically, in some situations you want to offer people a simple link to click to initiate a file collaboration.

For example, if you're chatting with a few people and the subject of collaborating on a file comes up, it's better if you can just send a collaboration link in a chat message. Similarly, you might want to ask for volunteers to view or comment on a file. Rather than guess at who

ought to receive an email invitation, it's better to post the link to, say, an internal web page.

You can share a collaboration link with people in your company, with specific users, or with the public. The next three sections show you how it's done.

Sharing a link with your organization

Here are the steps to follow to share a link to a file with everyone in your organization who has access to the link:

- 1. Open the file in Docs, Sheets, or Slides, or select the file in Drive.**
- 2. Start the sharing process:**
 - *In Docs, Sheets, or Slides*, click the Share button in the top right corner of the page.
 - *In Drive*, click the Get Shareable Link icon (refer to [Figure 11-1](#)) and then click Sharing Settings.

The Share with People and Groups dialog box and the Get Link dialog box open.

- 3. In the Get Link dialog box, click the Change Link to *Company* link (where *Company* is the name of your organization).**

You now see the version of the Get Link dialog box that looks like the one shown in [Figure 11-3](#).

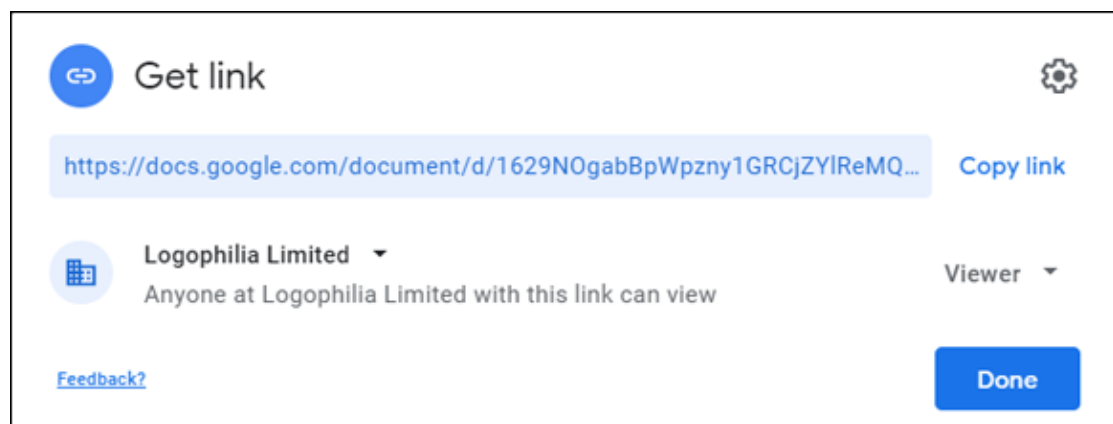


FIGURE 11-3: Use the Get Link dialog box to select the permission level you want to give people who have the link.

4. Using the list on the right, select the permission level you want to give:

- *Editor*: Gives Editing permission to everyone at your organization who has access to the link.
- *Commenter*: Gives Commenting and Suggesting permissions to everyone at your organization who has access to the link.
- *Viewer*: Gives Viewing permission to everyone at your organization who has access to the link.

5. Click the Copy Link button.

The link to the file is copied to the clipboard.

6. Share the link by pasting it where the people you want to give access to the file can see and click the link.

Sharing a link with selected users

If you'd rather restrict access to just a few users, here are the steps to follow in order to share a link with specific people:

1. Open the file in Docs, Sheets, or Slides, or select the file in Drive.

2. Start the sharing process:

- *In Docs, Sheets, or Slides*, click the Share button, click the Share button in the top right corner of the page.
- *In Drive*, click the Get Shareable Link icon (refer to [Figure 11-1](#)) and then click Sharing Settings.

The Share with People and Groups dialog box and the Get Link dialog box open.

You should see Restricted in the Get Link dialog box. If not, click your company name in the Get Link dialog box and then click Restricted.

3. In the Get Link dialog box, click Copy Link.

The link to the file is copied to the clipboard.

4. Use the Add People and Groups text box to enter the names or email addresses of the people or groups you want to access the

file.

5. In the Permission list to the right, choose the permission level you want to grant to the users you specified in Step 4.

6. Clear the Notify People check box.

The assumption here is that you'll be sharing the link with people in some other way (via, say, a text message), so no need to send the sharing invitation.

7. Click the Share button.

Your file is now shared with specific people

8. Share the link by pasting it where the people you selected in Step 4 can see and click the link.

Sharing a link with the public

Here are the steps to follow to share a link to a file with everyone who has access to the link:

1. Open the file in Docs, Sheets, or Slides, or select the file in Drive.

2. Start the sharing process:

- *In Docs, Sheets, or Slides*, click the Share button in the top right corner of the page.
- *In Drive*, click the Get Shareable Link icon (refer to [Figure 11-1](#)) and then click Sharing Settings.

The Share with People and Groups dialog box and the Get Link dialog box open.

3. In the Get Link dialog box, click the Change Link to *Company* link (where *Company* is the name of your organization).

You now see the version of the Get Link dialog box that looks like the one shown earlier in [Figure 11-3](#).

4. Click the Restricted setting to open the menu, and then click *Anyone with the Link*.

5. Use the Access list to specify the permission level.

The default here is Viewer, which is safest. However, you can also choose either Editor or Commenter, if either one seems reasonable to you.

6. Click the Copy Link button.

The link to the file is copied to the clipboard.

7. Click the Done button.

8. Share the link by pasting it where the people you want to give access to the file can see and click the link.

Emailing your collaborators

If you've shared a file via an email invitation (not via a link to a file), you can reach out to your collaborators by sending them an email message directly from within the file's app. Here's how it works:

1. Open the shared file in its app.

2. Choose File ⇒ Email Collaborators from the menu bar.

The Send Message dialog box appears.

3. Fill in the Subject and Message text boxes.

4. If you want to skip any collaborators, deselect each person's check box in the Recipients list.

5. If you want to receive a copy of the message yourself, select the Send Yourself a Copy check box.

6. Click the Send button.

The app fires off the message.

Setting an access expiration date

By default, the sharing access you give each user is indefinite and remains in effect until you revoke a user's access (as I describe in the later section “[Removing a user's sharing access](#)”). If you prefer that a user have access to your file for only a limited time, you can set an access expiration date. Here's how:

1. **Open the file you shared.**
2. **Click the Share button in the top right corner of the page.**
The Share with People and Groups dialog box appears.
3. **Click the permissions list to the right of the user you want to work with, and then click the Give Temporary Access command.**



REMEMBER When you give a user an access expiration date, you can only give that user permission to comment on and view the file. That is, you can't give the user Editor permission.

The app automatically sets the user's access to expire in 30 days. If this works for you, feel free to skip Step 4.

4. **Click the date link that appears to the right of the `Access Expires in 30 Days` text (see [Figure 11-4](#)) and then select an expiration date using the calendar that appears.**
5. **Click the Save button.**
The app will expire the user's access at the specified time.

Click here to change the expiration date.

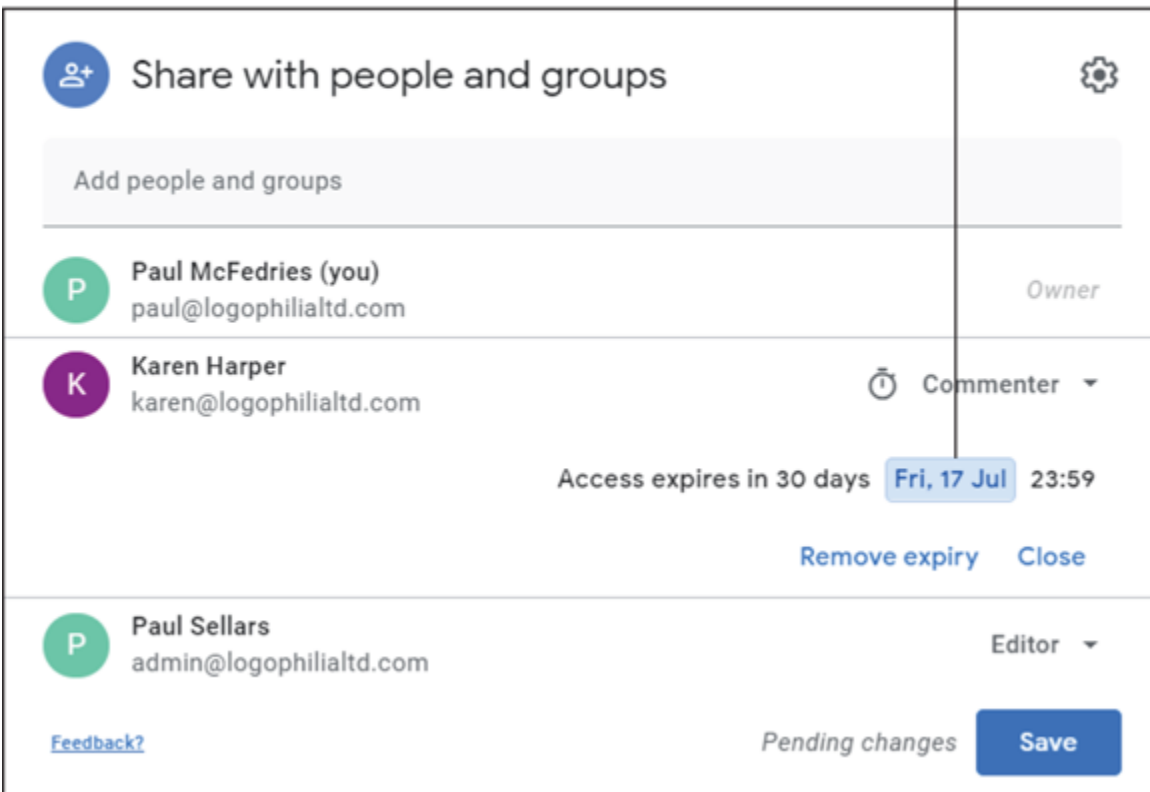


FIGURE 11-4: Use the Access Expires list to set when the user's sharing access is no more.

Changing a user's sharing access

If you've given a user a particular level of sharing permission, you might change your mind later on and decide to give that user either a higher or lower permission level. Here's what you have to do to change a collaborator's permission level:

1. **Open the shared file.**
2. **Click the Share button.**
3. **To the right of the user you want to modify, use the Permission list to choose the new permission level.**
4. **Click the Save button.**

The app updates the user's access permission.

Removing a user's sharing access

Sometimes you come to regret giving a user *any* level of permission. Hey, these things happen. If expiring the user's access isn't feasible (for example, if you want this user gone *now*), you can completely revoke the user's access. Here's what's needed:

1. **Open the shared file.**
2. **Click the Share button.**
3. **To the right of the user you want to yank, use the Permission list to click Remove.**

The app removes the user.

4. **Click the Save button.**

The app revokes the user's access permission.

Dealing with Shared Files

In the previous few sections, I talk about sharing files with other people. However, collaboration is a two-way street, so you're going to get your share (pun intended) of shared-file invitations and links. To help you prepare, I talk about dealing with shared files in the next two sections.

Responding to a sharing invitation

When you receive an email invitation to collaborate on a file, the message looks at least a little bit like the one shown in [Figure 11-5](#). How do you know which permission level you've been given? Take a look at the first line of the message (*address has invited you ...*): The verb in bold (see [Figure 11-5](#)) tells you your permission level: edit, comment on, or view.

When you're ready to begin your collaboration, click the Open in *App* button, where *App* is the shared file's native app (Docs, Sheets, or Slides).

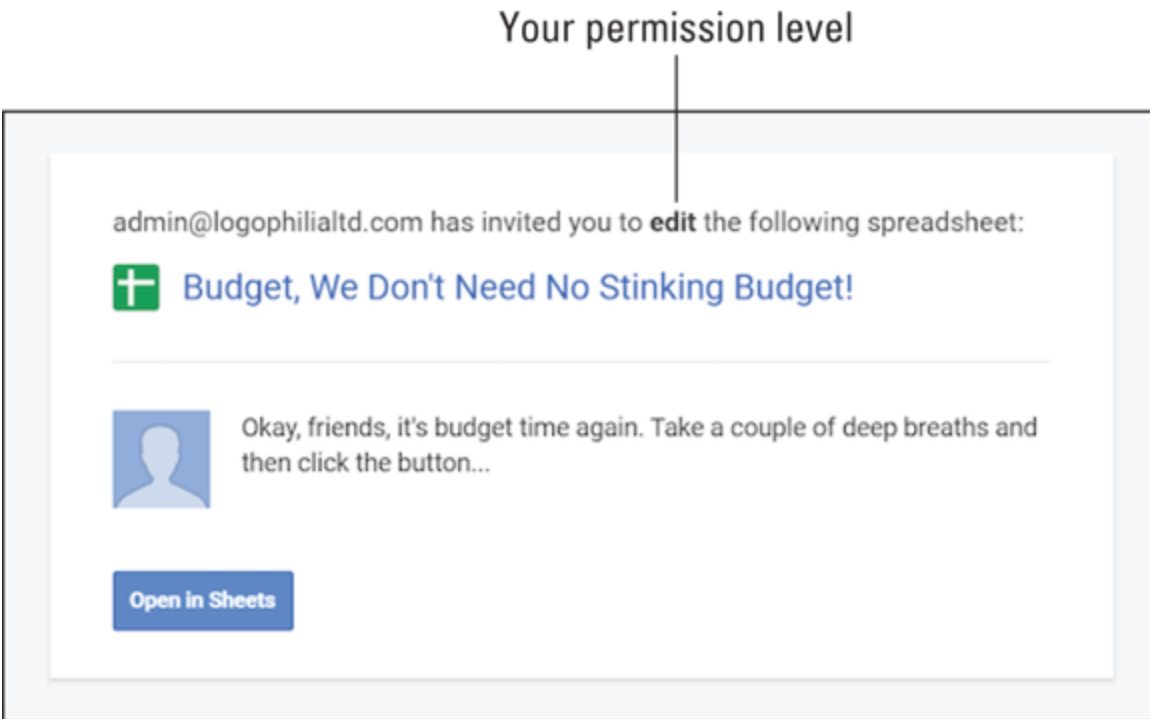


FIGURE 11-5: The sharing invitation email tells you your access level and offers a button to open the file.

Viewing which files have been shared with you

If you receive a ton of sharing invitations, it can be tough keeping them all straight. Fortunately, that's one chore you can leave off your to-do list because Google has your back on this one. Specifically, the Drive app has your back because it maintains a list of all the files folks have shared with you.

To see this list, head over to drive.google.com and then select the Shared with Me folder. As you can see in [Figure 11-6](#), Drive displays your shared files with a couple of recent files at the top and then all the rest organized by the date they were shared with you.

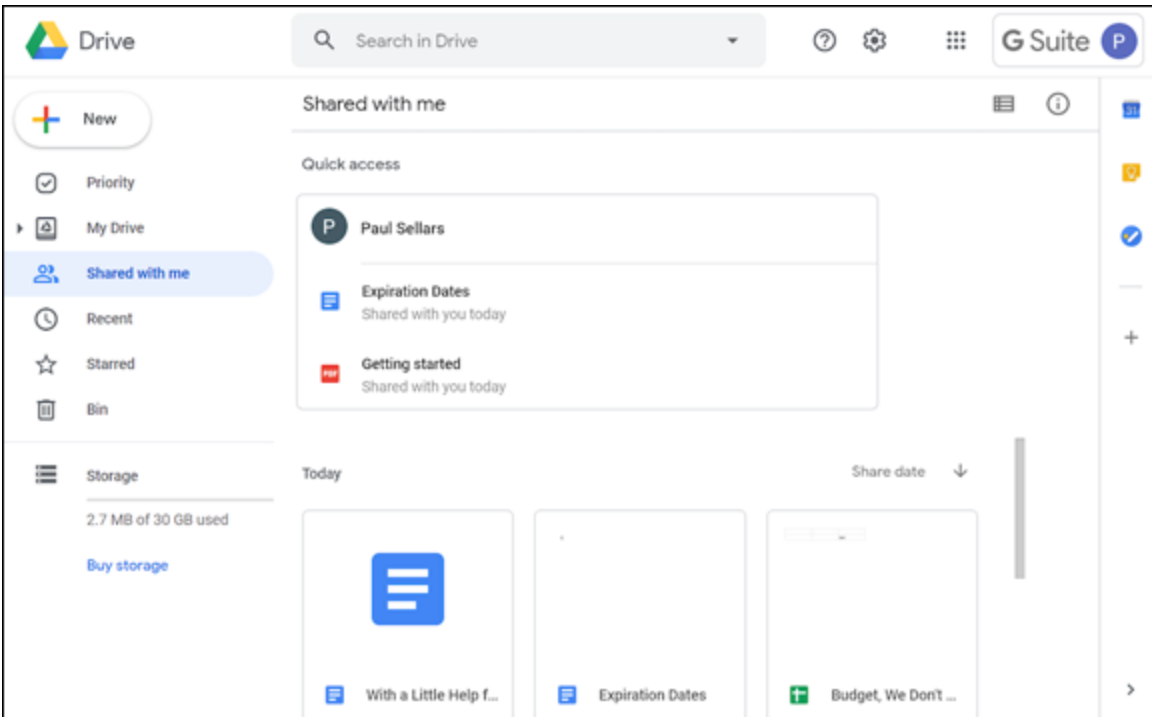


FIGURE 11-6: Open Drive's Shared with Me folder to see every file that people have been generous enough to share with you.

Working on a Shared File

After you've shared a file with one or more of your colleagues, or after any of those colleagues has invited you to edit or comment on a file, it's time to get to work and do some actual collaborating. Unfortunately, G Suite makes file collaboration overly confusing, because what you can do with a file depends on the app and the user's permission level. Here's a summary to help you get sharing straight in your head:

» **Docs document:** People can collaborate as follows:

- *Editors:* Can edit the document directly, make suggested changes, and comment on the document
- *Commenters:* Can make suggested changes and comment on the document

» **Sheets spreadsheet:** People can collaborate as follows:

- *Editors*: Can edit the spreadsheet directly and comment on the spreadsheet
- *Commenters*: Can comment on the spreadsheet

» **Slides presentation**: People can collaborate as follows:

- *Editors*: Can edit the presentation directly and comment on the presentation
- *Commenters*: Can comment on the presentation

In all cases, people with Viewer permission can only look at the file.

When you open a file that has been shared, the app lets you know when other people are working on the file at the same time, by displaying an icon for each person who has the file open, as shown in [Figure 11-7](#).

Want to know more about a particular collaborator? Click (or just hover the mouse pointer over) that person's icon to open a pop-up that shows the user's name, email address, and phone number and several icons for contacting that person. (See [Figure 11-8](#).)

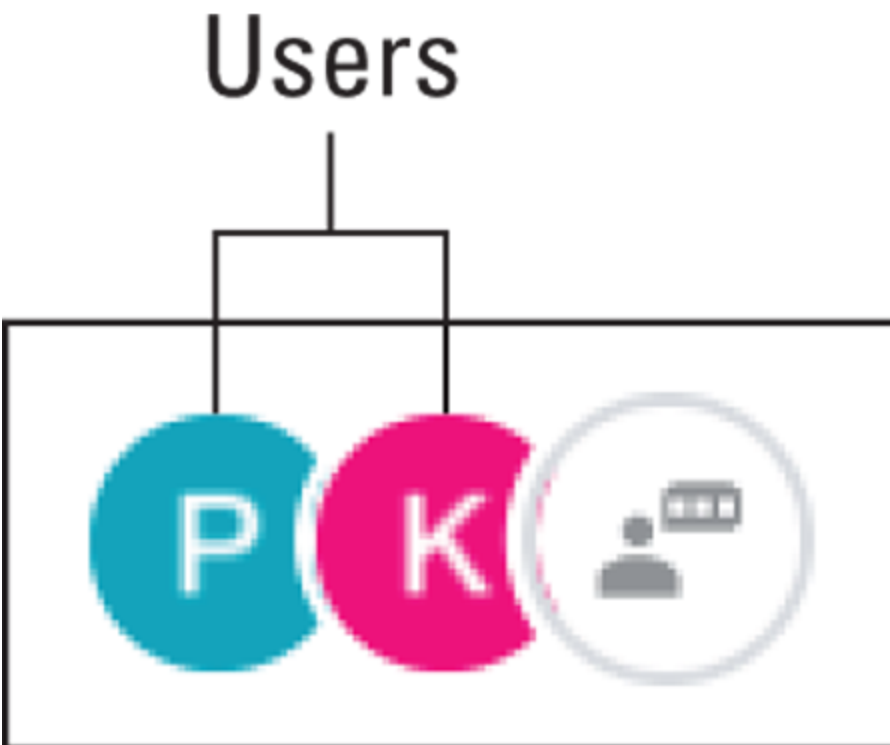


FIGURE 11-7: The app displays an icon for each person who currently has the file open.

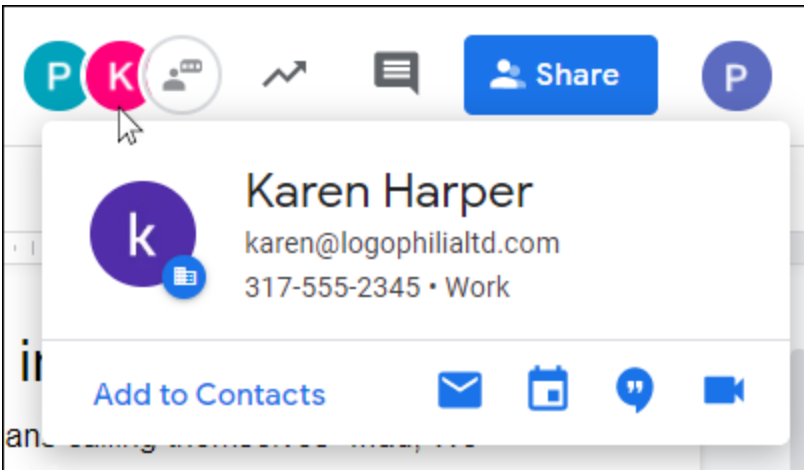


FIGURE 11-8: Click a user's icon to see details for that user.



REMEMBER If lots of people are collaborating on the file, there isn't enough room to display an icon for every user, so the app displays a single icon with the number of users. Click that icon to see the list of users who have the file open.

The app also gives you a visual indication of where each person is working within the file:

- » **Docs:** For each user, you see a pin — a vertical bar with a square top — that's the same color as the user's icon. When the user moves the cursor or makes an edit (or a suggested change), Docs displays the person's name at the top of the pin, as shown in [Figure 11-9](#). You can also hover the mouse pointer over a user's pin to see the name.

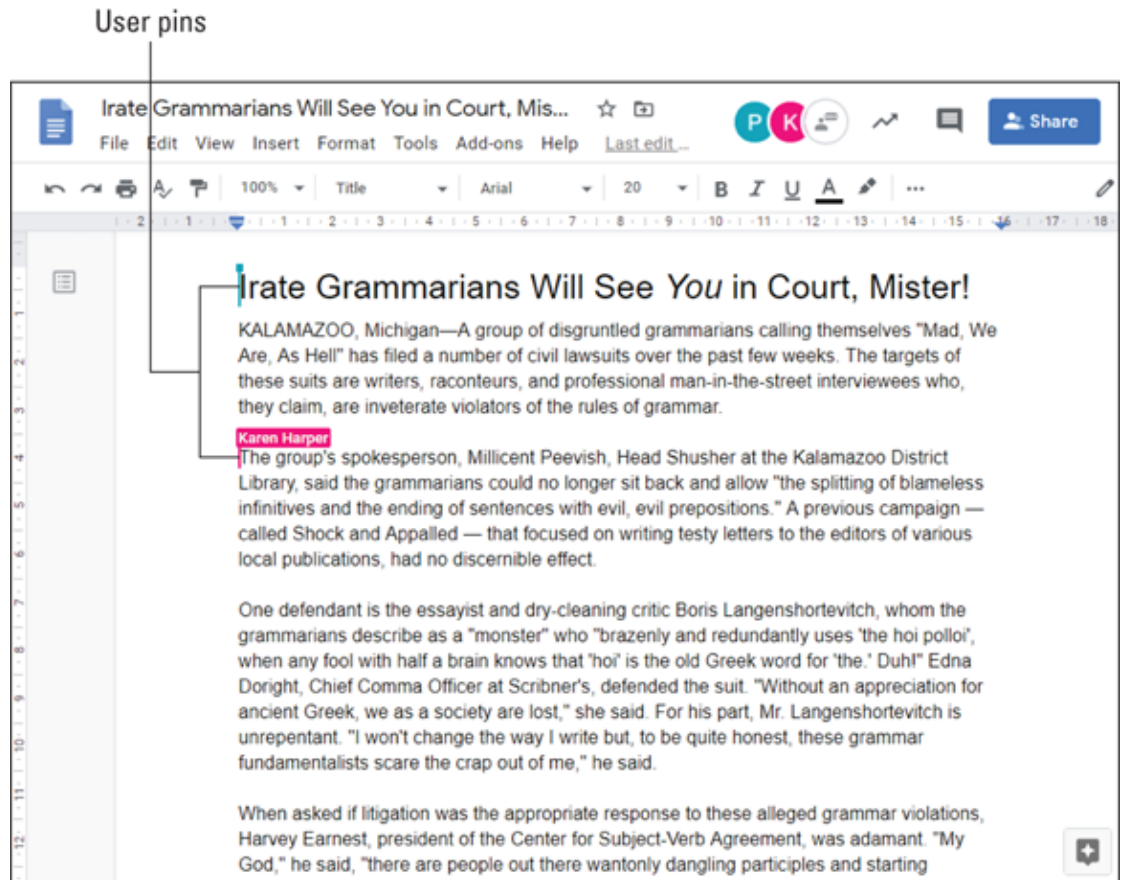


FIGURE 11-9: Docs displays a pin for each user and adds the person's name to the pin when the person moves the cursor or makes an edit.

- » **Slides:** This app uses the system as Docs (that is, a pin for each user that shows the user's current position within the presentation).
- » **Sheets:** Displays a border around whatever cell is active for the user, and that border is the same color as the user's icon. (If the user has selected a range, Sheets adds the border to the first cell of the range). To see the name of the user, hover the mouse pointer over the cell, as shown in [Figure 11-10](#).

	A	B	
1	Expenses		
2	Item	Amount	
3	Jelly Beans	\$11,452,000	
4	Index Finger Tacks	\$2,792,703	
5	Sandpaper Bathroom Tissue	\$9,502,394	
6	Water-Resistant Sponges	\$5,412,440	
7	TOTAL	\$29,159,537	
8			
9	Sales		
			Paul Sellars
10	Inflatable Dartboard	\$2,796,965	
11	Banana Skin Welcome Mat	\$9,284,235	
12	Helium-Filled Paperweight	\$9,844,690	
13	Flame-Retardant Firewood	\$4,603,582	
14	TOTAL	\$26,526,472	
15	Profit (You Wish!)	-\$2,633,065	
16			

FIGURE 11-10: Sheets adds a border around the user's active cell. Hover the mouse over the cell to see the user's name.

Making suggested edits to a shared Docs document

If you have Editor permission for a Docs document, you're free to make whatever changes you see fit within the document (this is called working in *Editing mode*). However, if you're not sure about an edit, the prudent thing to do is to make a *suggested edit*, which is a temporary change to the document that the document owner (or another person with Editor access) can later accept or reject. (This is called working in *Suggesting mode*; see “[Accepting or rejecting suggested changes in Docs](#),” later in this chapter.)

To switch from Editing mode to Suggesting mode, click the Editing Mode button on the right side of the toolbar and then choose Suggesting from the menu that appears, as shown in [Figure 11-11](#).

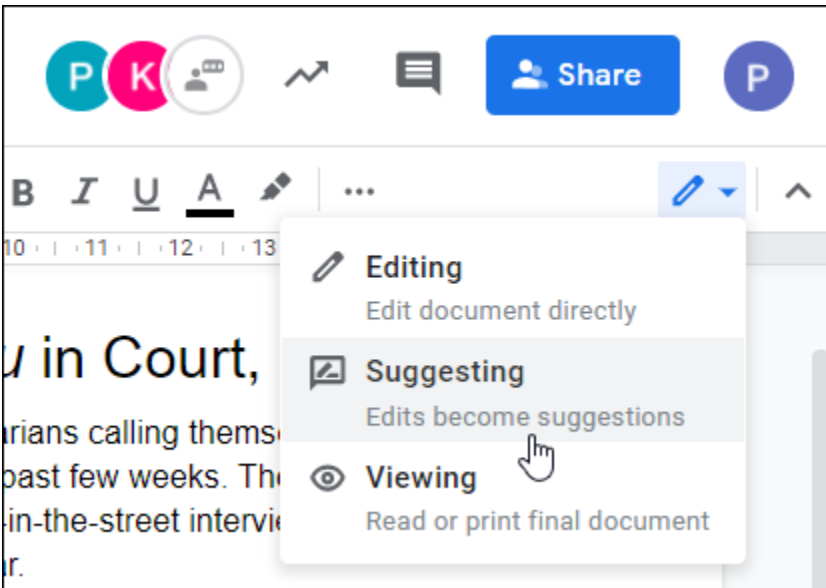


FIGURE 11-11: Click the Editing Mode button and then select Suggesting to switch to Suggesting mode in Docs.

Adding comments to a file

If you're working on a shared file with Editor or Commenter access, you can add comments to the file. Comments are separate from the file content itself and are useful if you want to provide feedback, ask (or answer) questions, make suggestions, and so on. Here are the steps to follow to add a comment to a shared file:

- 1. Position the cursor at the file location that contains the content you want to comment on. (In Sheets, make the cell you're interested in the active cell.)**

- 2. Choose Insert ⇒ Comment.**

You can also press Ctrl+Alt+M (⌘+Option+M on a Mac) or right-click the content and then choose Comment.

The app highlights the content and displays a comment box.

- 3. Enter your comment in the text box. (See [Figure 11-12](#).)**
- 4. Click Comment.**

The app adds the comment to the file.

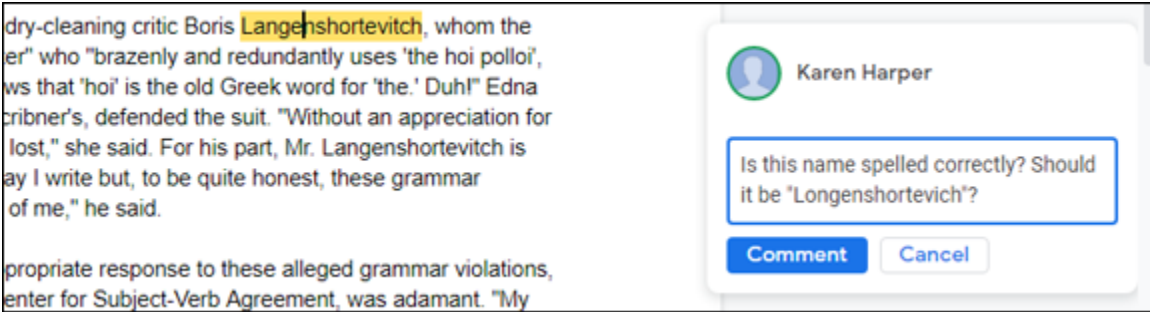


FIGURE 11-12: A comment, ready to be added to a document.

Requesting edit access

If you've been given Commenter access to a spreadsheet or presentation, the app displays a toolbar with a radically downsized set of buttons and an extra button labeled Comment Only. [Figure 11-13](#) shows the reduced toolbar and Comment Only button as they appear in Sheets. (Note, too, that if you have Viewer access to the file, you see only the View Only button instead.)

Budget, We Don't Need No Stinking Budget!

File Edit View Insert Format Data Tools Add-

100% Comment only

	A	B	C
1	Expenses		
2	Item	Amount	
3	Jelly Beans	\$11,452,000	
4	Index Finger Tacks	\$2,792,703	
5	Sandpaper Bathroom Tissue	\$9,502,394	
6	Water-Resistant Sponges	\$5,412,440	
7	TOTAL	\$29,159,537	
8			
9	Sales		
10	Inflatable Dartboard	\$2,796,965	
11	Banana Skin Welcome Mat	\$9,281,235	
12	Helium-Filled Paperweight	\$9,844,690	
13	Flame-Retardant Firewood	\$4,603,582	
14	TOTAL	\$26,526,472	
15	Profit (You Wish!)	-\$2,633,065	
16			

FIGURE 11-13: A comment, ready to be added to a document.

If you feel someone has done you wrong by giving you only Commenter access, you can ask the file owner to hike your privileges to Editor access by following these steps.

- 1. Click the Comment Only button.**

If you just have Viewer access, click the View Only button instead.

- 2. Choose the Request Edit Access option from the menu that appears.**

The Request Edit Access dialog box shows up.

3. **Enter a note pleading your case to the file owner.**
4. **Click the Send Request button.**

The app sends your edit access request to the file owner.

If the owner accepts your request (congratulations!), you'll get an email invitation to edit the file.

Chatting with your fellow collaborators

I point out earlier (refer to [Figure 11-8](#)) that you can click a collaborator's icon to see various way to communicate with that user, including sending an email or text or connecting with a video call. However, if the person has an icon showing in the file, it means that the person is right there with you, so to speak, so why communicate in a roundabout way? Why not, instead, “talk” to the person directly, by conducting a chat right there in the file itself?

It makes sense, so go ahead and click the Show Chat icon, which appears to the right of the collaborator icons. (It's pointed out in [Figure 11-14](#).) You can now see the Chat pane; you use the text box at the bottom to enter your message. Press Enter when you're done and you're off and chatting.

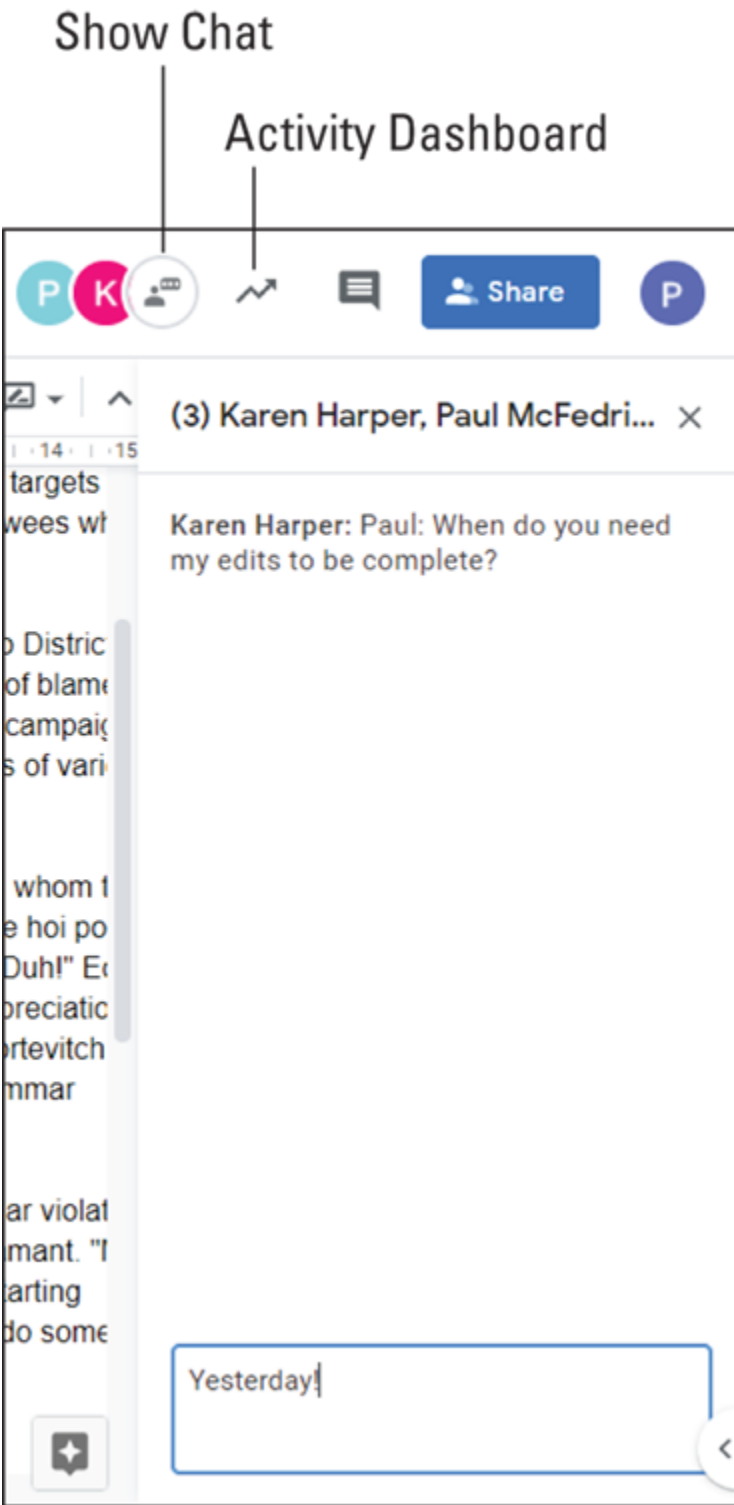


FIGURE 11-14: Click the Show Chat icon to start a chat with your collaborators.

Viewing a file's sharing activity

It's one thing to invite folks to collaborate on a file, but it's quite another to know whether they actually did any collaboration. Sure, you can see comments and, in Docs, suggested edits, but it would be nice to have a bit more data about what everyone has been doing.

If you're the owner of a shared file, you can get some useful data by displaying the Activity Dashboard, which you persuade to appear onscreen by clicking the Activity Dashboard icon. (Refer to [Figure 11-14](#).) You end up eyeballing the window shown in [Figure 11-15](#), which includes the following tabs:

- » **Viewers:** Displays a list of the people who can view the file and when each person last viewed the file
- » **Viewer trend:** Shows charts that track the daily unique viewers of the file over time
- » **Comment trend:** Shows charts that track the daily number of comments and replies over time
- » **Sharing history:** Shows a timeline of when you shared the file and with whom
- » **Privacy settings:** Enables you to opt out of allowing other people to see your view history — your options are as follows:
 - *Account setting:* Set this toggle to Off to prevent anyone from seeing your view history for all the files you collaborate on.
 - *Document setting:* Set this toggle to Off to prevent anyone from seeing your view history for just the current file.

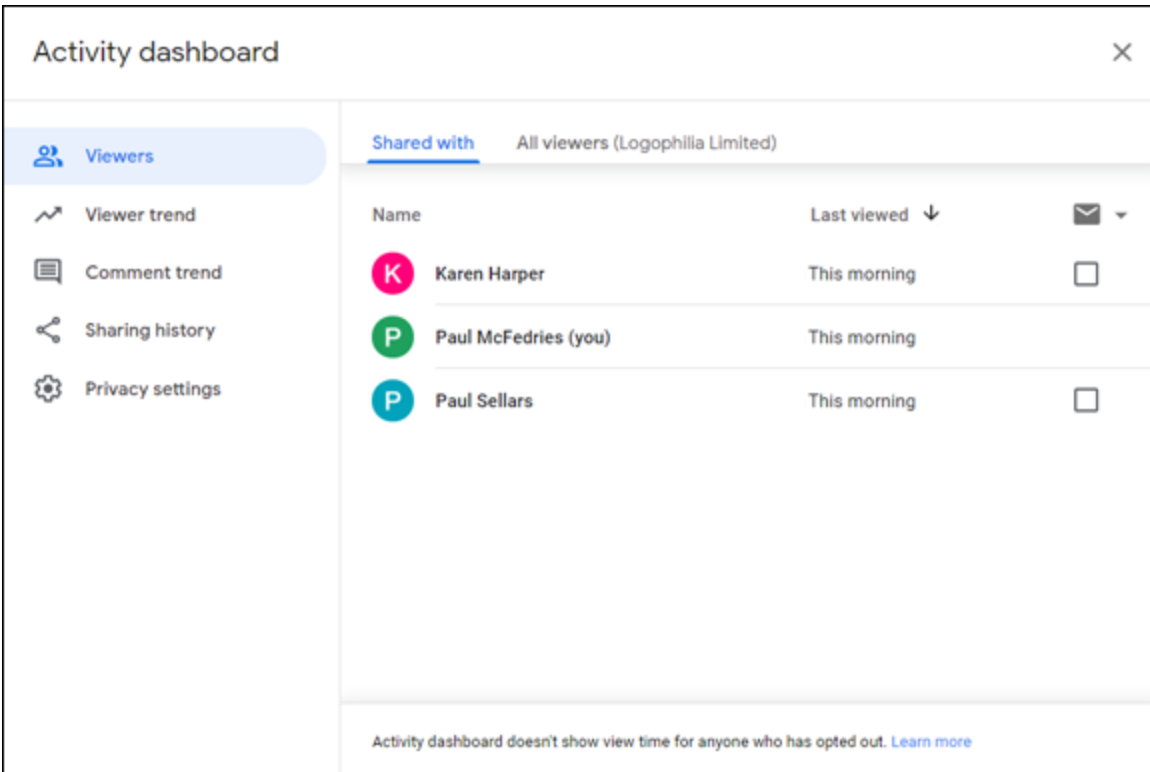


FIGURE 11-15: Use the Activity Dashboard to see sharing data and trends for the shared file.

Reviewing a Shared File

If you've given people Commenter access to a file, having those folks add their comments or, in Docs, make suggested edits is only the first part of the sharing process. After your collaborators have had their say, it's your turn to review those suggestions and comments. In the next couple of sections, I walk you through all the important reviewing tools and techniques.

Accepting or rejecting suggested changes in Docs

One of the unique features in Docs is Suggesting mode, whereby collaborators make temporary changes to document text, layout, and formatting. The operative word here is *temporary* because each person's suggestions are just that: potential changes, not (yet) actual ones.

The point of having someone make suggested edits to a document is to later review the changes and then either incorporate some or all of them

into the final version or remove those that aren't useful or suitable. The point is to give you, in a word, *control* over a person's edits.

What kind of control are we talking about here? Actually, just two things:

- » **Accepting those edits that you want to keep.** When you accept a suggested edit, Docs officially incorporates the previously temporary edit into the document.
- » **Rejecting any edits that don't pass muster, for whatever reason.** When you reject a suggested edit, Docs reverts the text to what it was before the temporary edit was made.

To review the suggested edits in a document, follow these steps:

1. **Open the document that contains the suggested edits.**
Docs displays all suggested edits in a pane to the right of the document.
2. **Choose Tools ⇒ Review Suggested Edits from the menu bar.**
Docs opens the Suggested Edits dialog box.
3. **Click the Move to Next Suggestion icon.**
Docs opens the suggested edit info to the right of the document and highlights the edit in the document, as shown in [Figure 11-16](#).

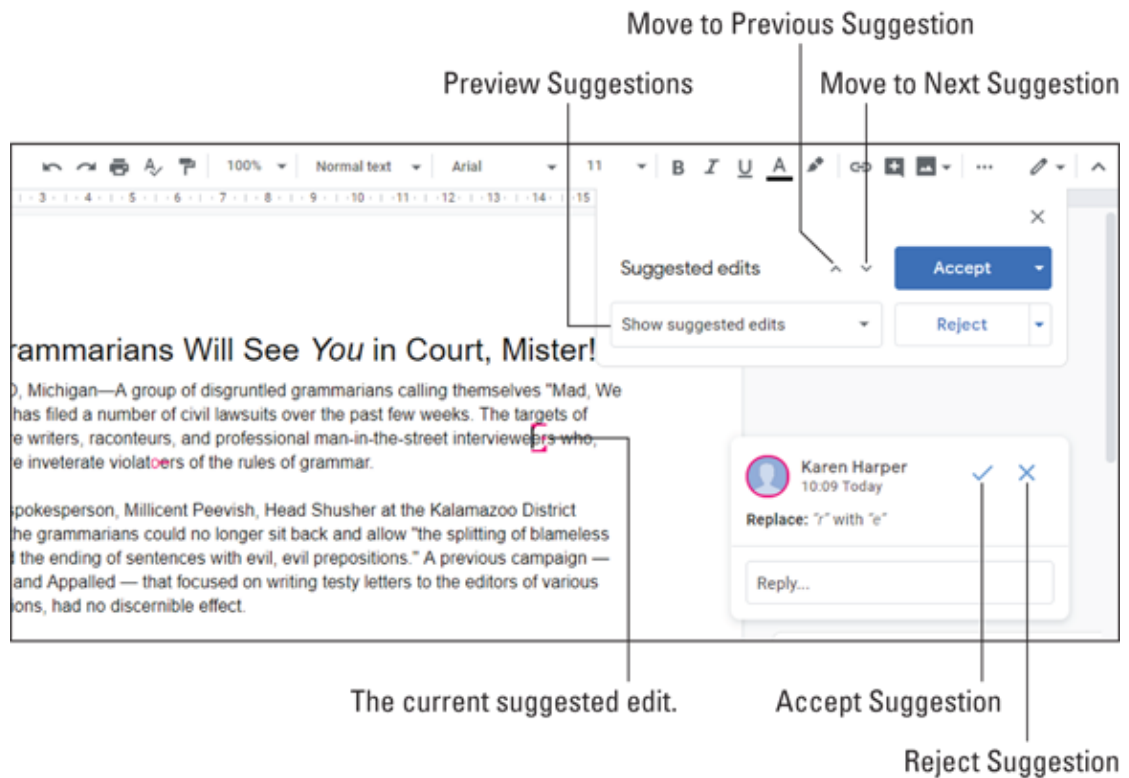


FIGURE 11-16: When you move to a suggestion, Docs displays the edit info and the edit itself.

4. Review the suggested edit. You have three choices:

- *Reply to the edit:* If you have a question about the edit, want more information, or are in some other way not ready to finalize the edit, use the Reply box to send a message to the collaborator who made the edit.
- *Accept the edit:* Click the Accept button or the Accept Suggestion icon (the check mark).
- *Reject the edit:* Click the Reject button or the Reject Suggestion icon (X).

5. Repeat Steps 3 and 4 until you've reviewed all suggested edits.



REMEMBER If you're sure you want to either accept or reject every suggested edit, let me save you a whack of time: To accept every edit in the document, pull down the Accept list in the Suggested Edits dialog box and then click Accept All. If instead you want to reject every edit in the document, pull down the Reject list in the Suggested Edits dialog box and then click Reject All.



TIP If clicking Accept All or Reject All strikes you as rash, I hear you. Before accepting or rejecting all suggestions willy-nilly, pull down the Preview Suggestions list in the Suggested Edits dialog box and then select either Preview “Accept All” or Preview “Reject All.” If you don't like what you see, you can revert the document by pulling down the Preview Suggestions list and choosing Show Suggested Edits. Otherwise, you can make the previewed edits permanent by clicking either Accept All or Reject All.

Working with comments

If your co-conspirators — er, I mean, collaborators — have been busy loading up a file with helpful comments, you'll almost certainly want to review those comments before finalizing your file. Docs, Sheets, and Slides give you no fewer than three ways to work with file comments:

- » **Replying to a comment:** To ask a question or solicit more info from a commenter, select the comment, use the Reply text box to enter your response, and then click Reply.
- » **Resolving a comment:** If you're done with a comment, select the comment and then click Resolve. (See [Figure 11-17](#).) The app removes the comment from the file.

More Options

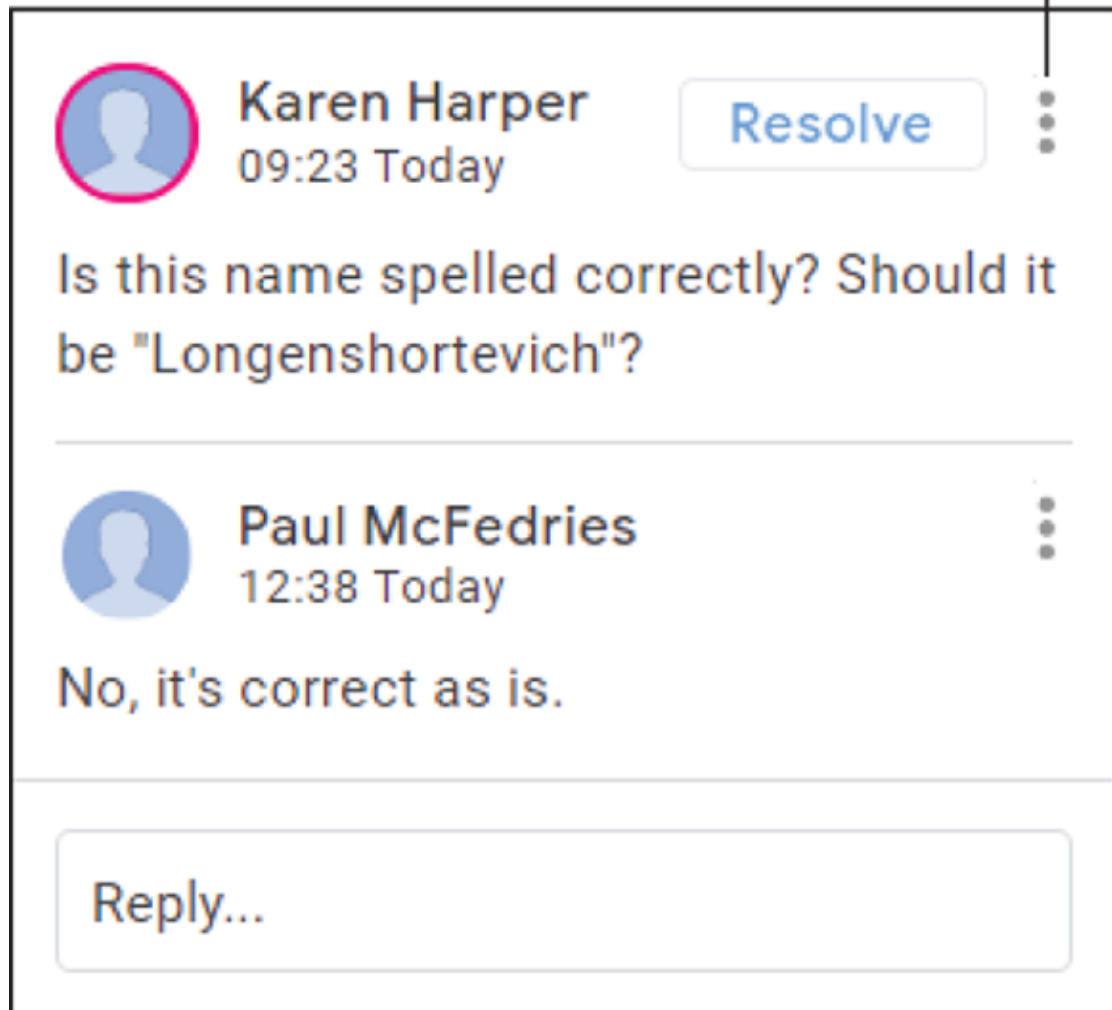


FIGURE 11-17: When you're done with a comment or comment thread, click Resolve to hide it.

- » **Linking to a comment:** If you want someone else to weigh in on a comment, it's often best to send that person a link that takes them directly to the comment. (This is particularly true for very long files.) Click the More Options icon (pointed out in [Figure 11-17](#)), choose Link to This Comment from the menu that appears, click Copy Link in the new dialog box that pops up, and then click Done. Now paste the link in an email, a text, or whatever other communications