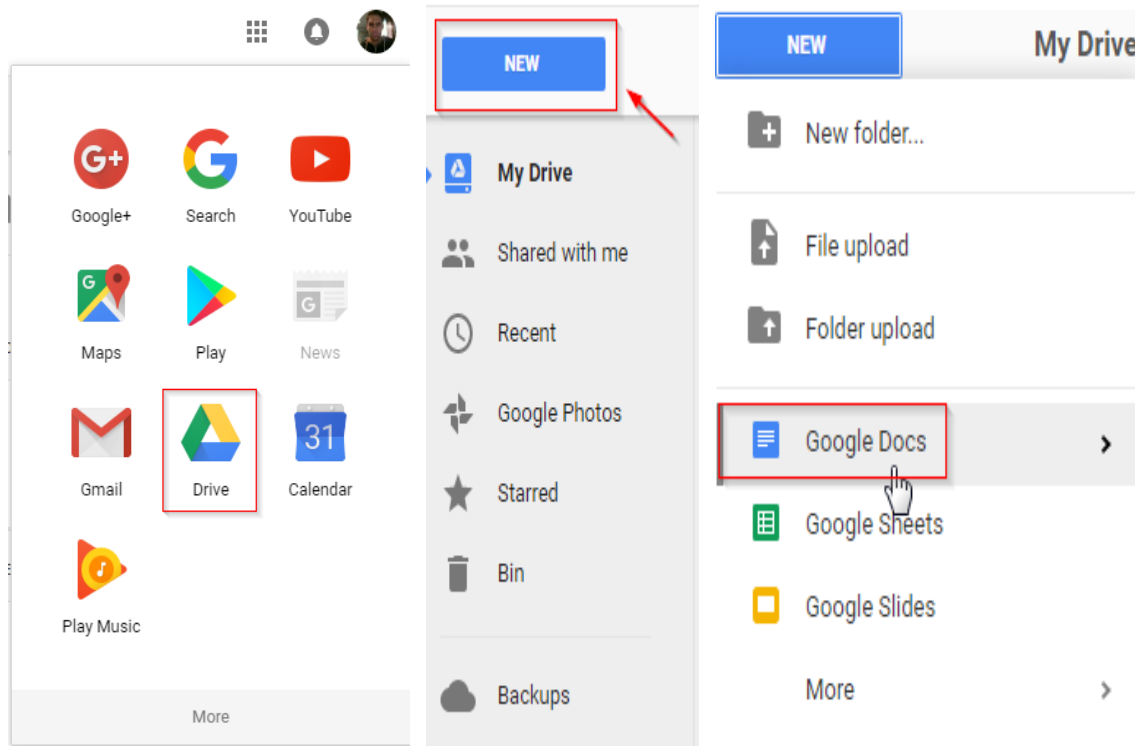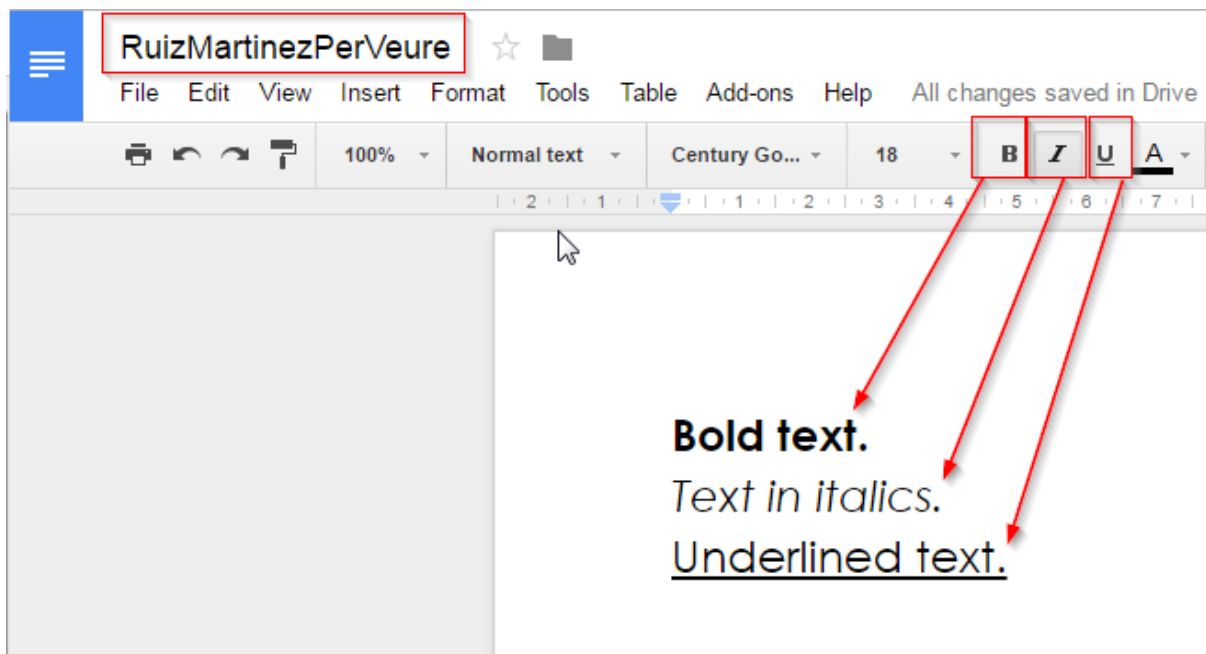## 1. Crear 4 documentos en Google Docs.

The first step is to access **Google Drive**. Once inside we will start to create the docs how I show in the next captures:

Once inside **Google Drive** we click on the button and select the type doc that we want to create.
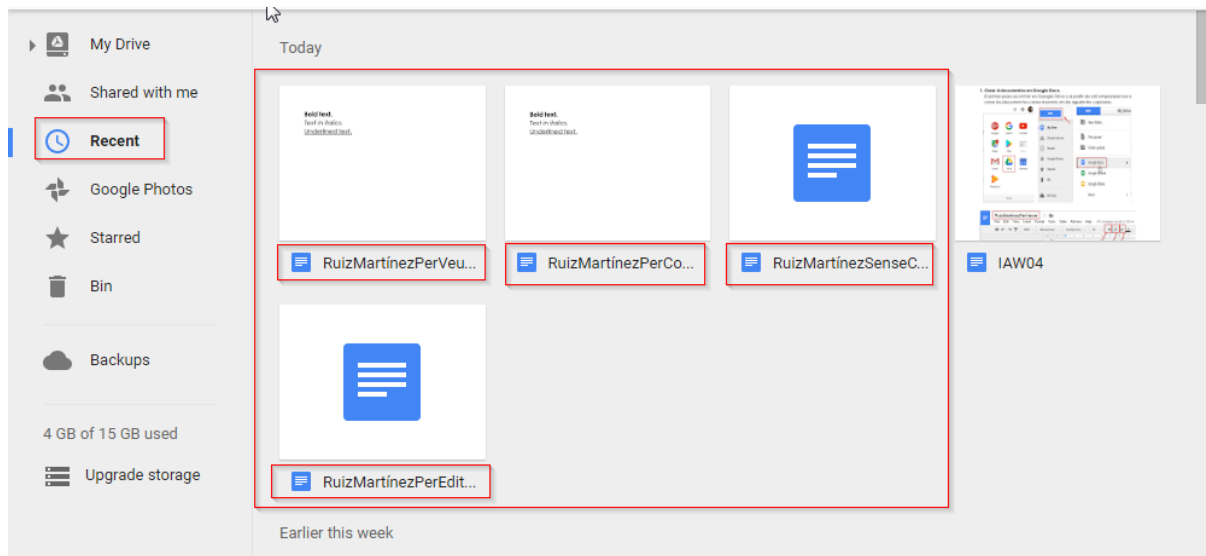

Once selected the doc type, we define the title of the doc and we add the content as the statement asks:

We perform the same process for the other three docs.

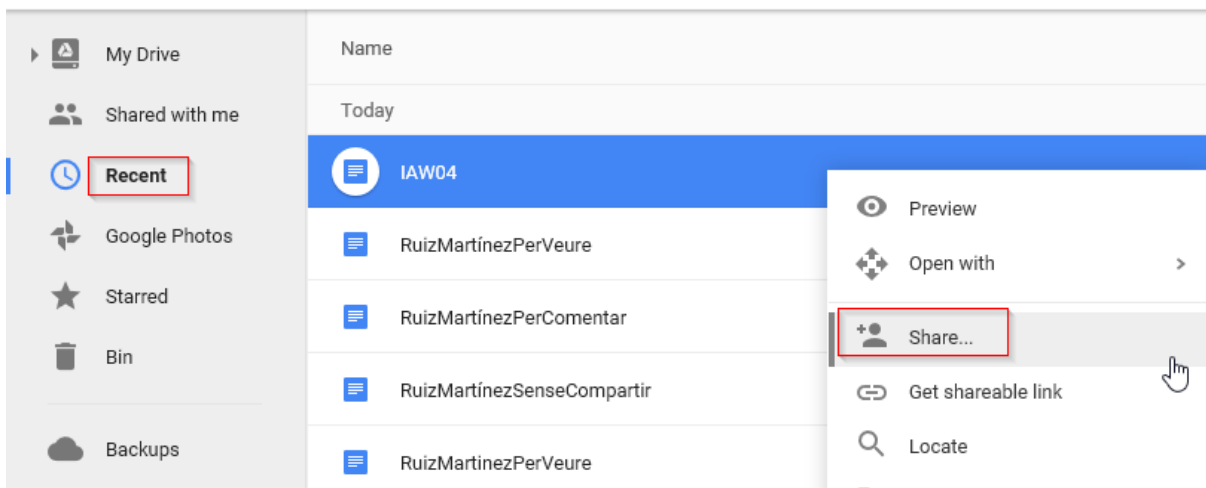Below I show the 4 documents created on **Drive** and **Docs**:

2. Compartir documentos.

For to share a doc, we can to do since **Google Drive** or **Google Docs**. Both process are similar. Then I explain how to do it:
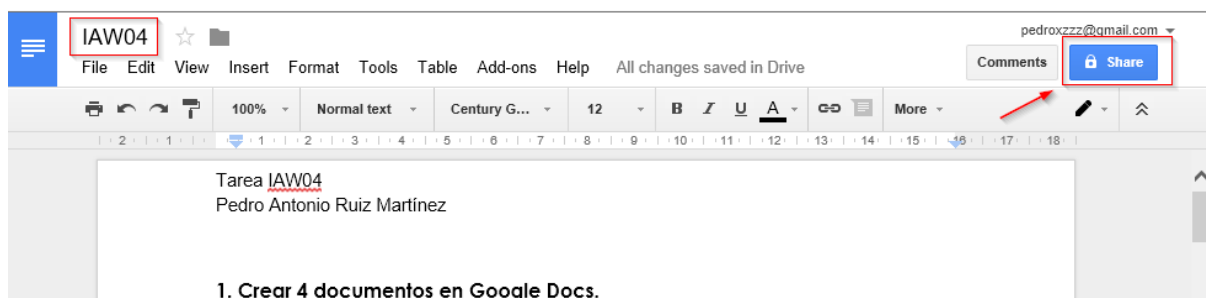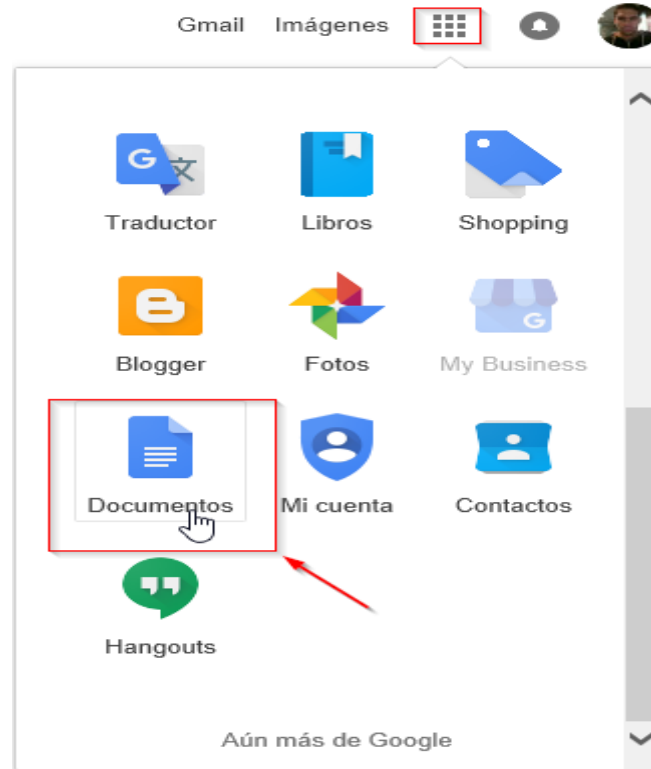
Google Drive:
Once inside Google Drive, We search the desired doc (in my case I search it in the **"Recent"** section) and We click on with the mouse right button and select "**Share**":

Google Docs:

Once inside the Docs we open the desired doc and click on "**Share**" button located at the top right:

After explaining this, we proceed to explain how to share the 4 documents so you can only view, comment or edit:

Just watch it:

To share the document so that it can only be viewed, once we have selected the "Share" option we have a series of options. As in this case we have to send the document to the address iaw.distancia@gmail.com so that you can only view it, we have to configure the following options:

Share with others

Get shareable link 🔗

People

✏️ ▾

Done

Advanced

Sharing settings

Automatically generated link

Link to share (only accessible by collaborators)

https://docs.google.com/document/d/1rlxu_idcNy42NYj0QzYPamJWhED4TOGNkhefl

Share link via: 📧 G+ f 🐦

Who has access

🔒 Private – Only you can access   Change...

PEDRO RUIZ MARTINEZ (you)   Is the owner
pedroxzzz@gmail.com

Owner

iaw.distancia@gmail.com

Invite people:

👤 Jaume Oliver ✕   Add more people...   ✏️ ▾

☑ Notify people - Add message

✓ Can edit

Send   Cancel   ☑ Send a copy   Can comment
☐ Paste the iter   Can view

Owner settings Learn more
☐ Prevent editors from changing access and adding new people
☐ Disable options to download, print and copy for commenters and viewers

Only comment:

To only be able to comment the document we have to follow the same steps as for you can only view it, but with a tint, you have to select "**Can comment**":

Edit:

We follow the same steps that for to see the doc and comment, but we change the option for "**Can edit**":

We can also send the links via "**Share link via:**" instead of entering the email in the "Invite people" field although the effect is the same, I will explain the process:
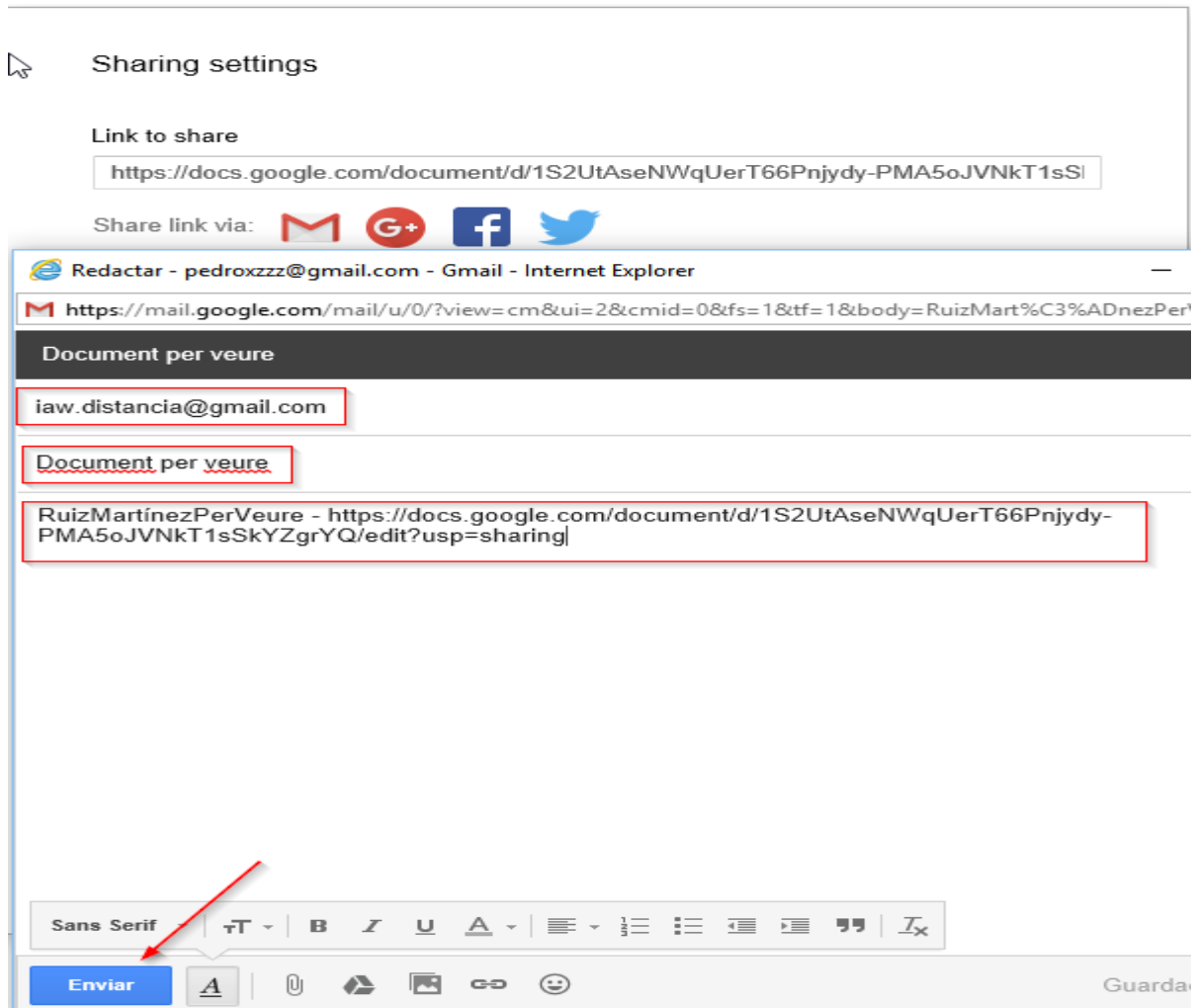
3. Descargar un documento.

For this point of the task, there are several ways to do it. The first step is to go to Drive, choose a file that is not shared "**RuizMartínezSenseShare**" and right click on it.

We select the option "**Share → Advanced**", at the top of the window that opens, select the automatically generated link, copy it and then paste it into the email that we will write later to the address "*iaw.distancia@gmail.com*":
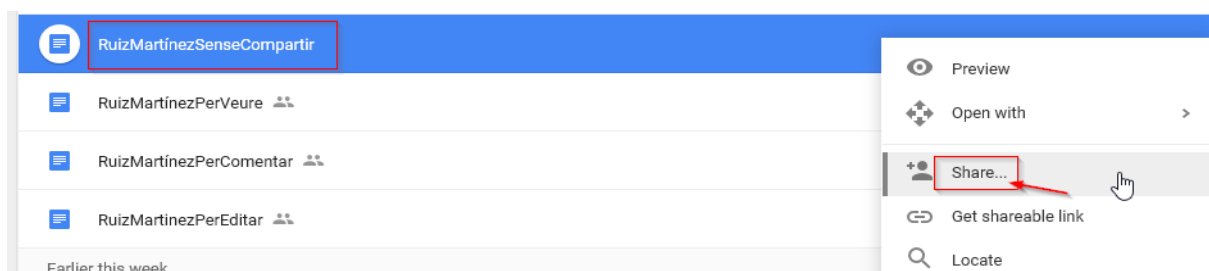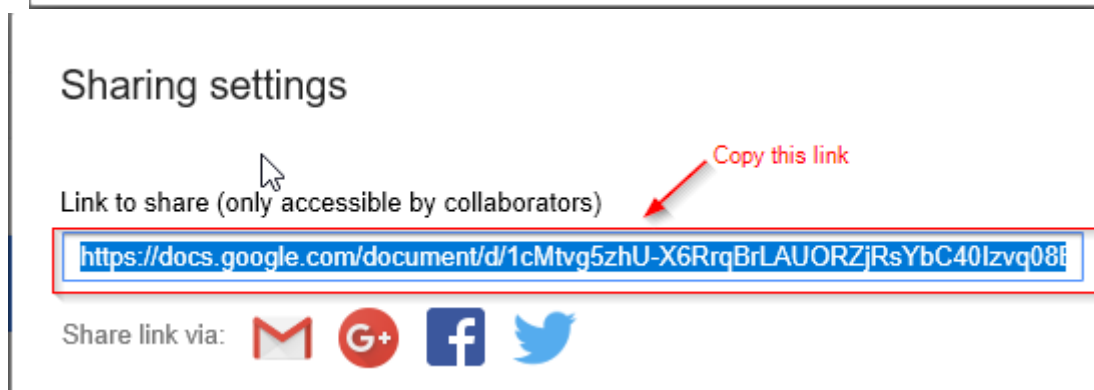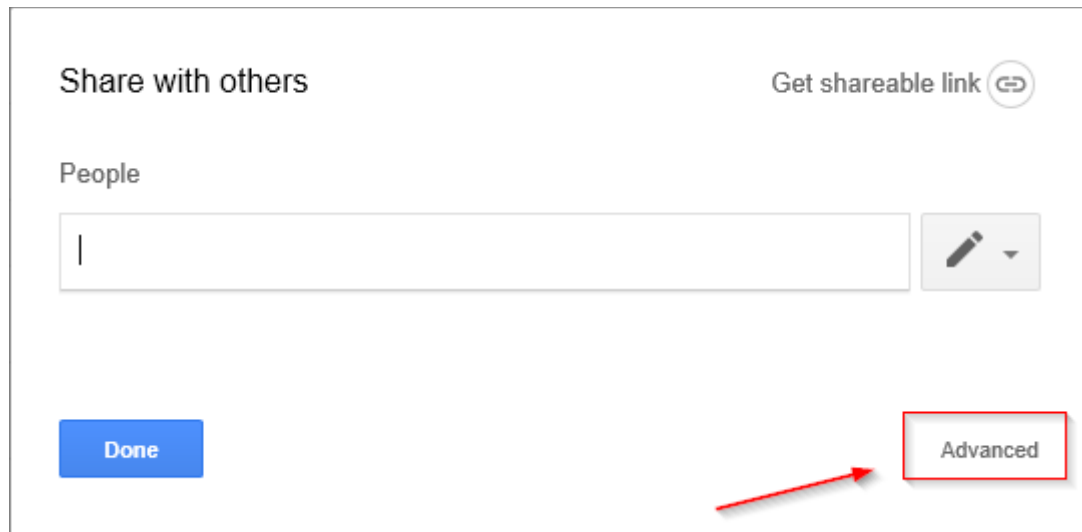
Another way a little more direct:
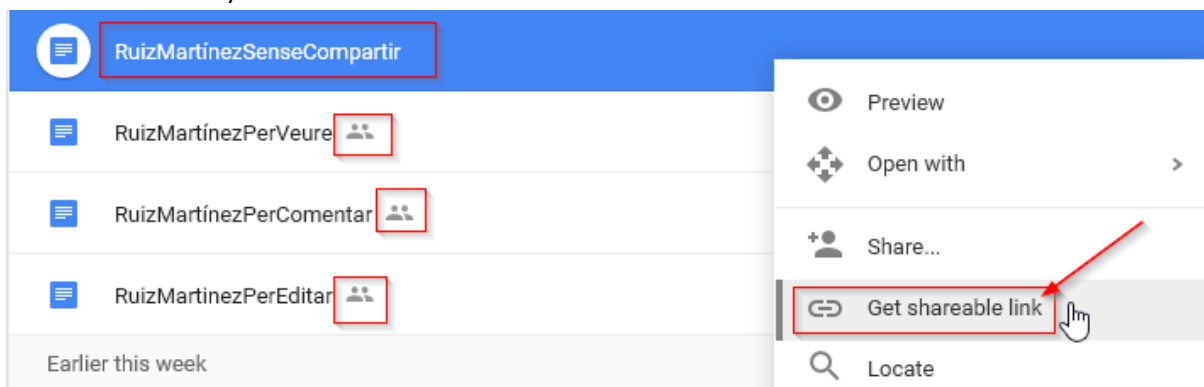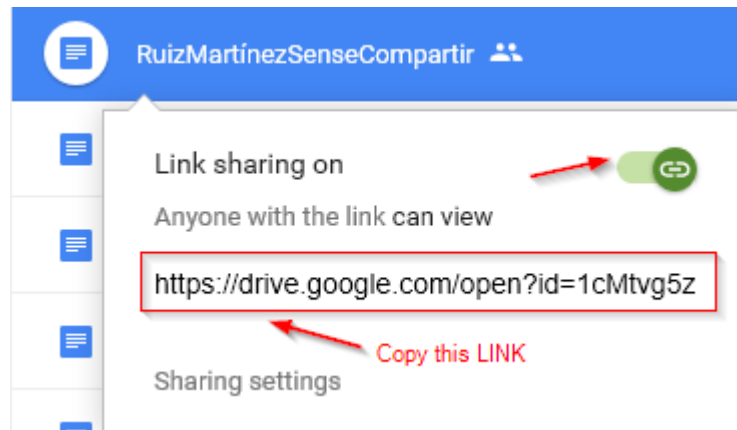
The next step is write the mail and send it. For to it we open Gmail and insert link that before we generate:
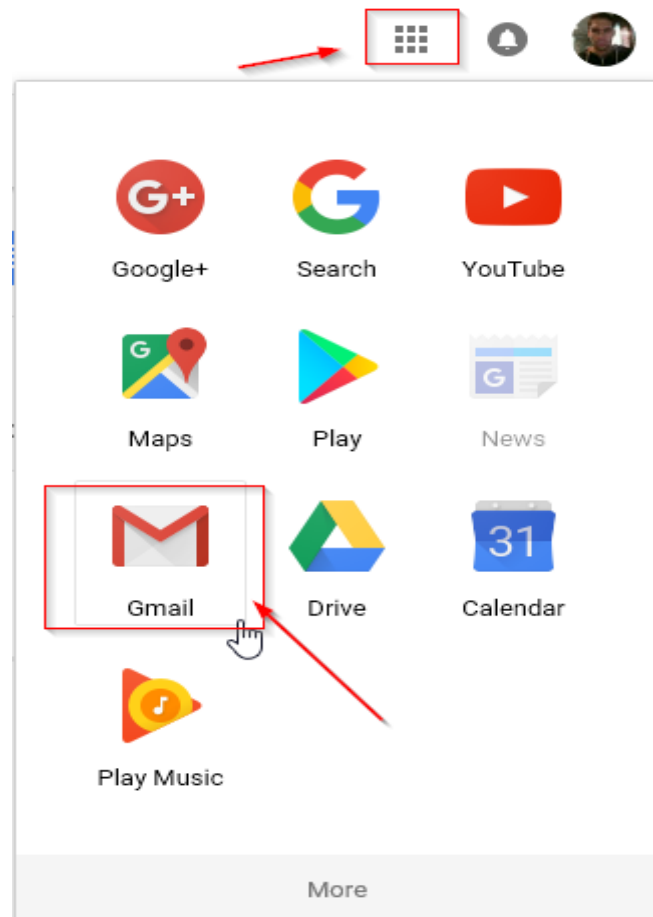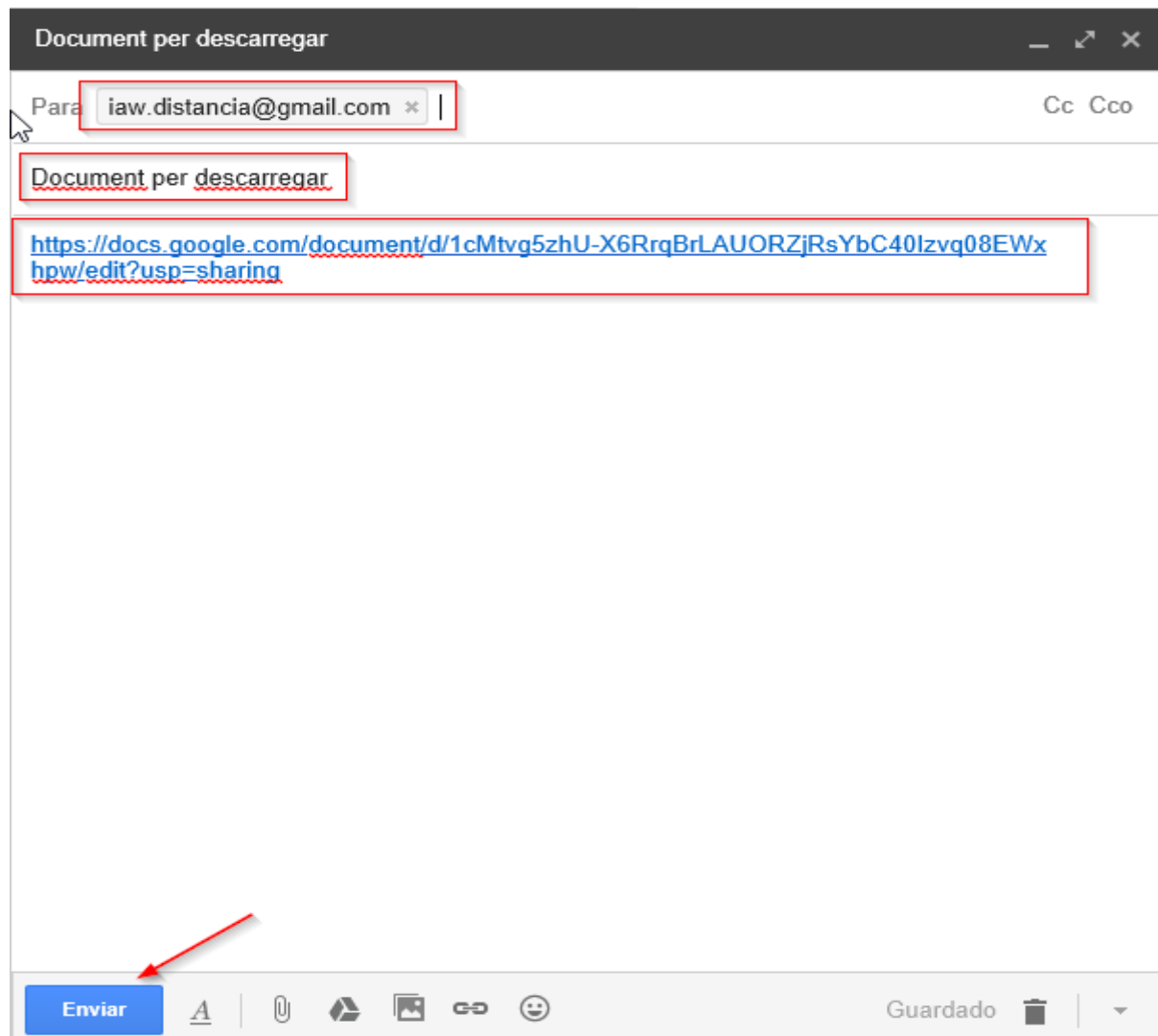
We can see in the following capture that we can access through the link and even save it in our **Google Drive**:
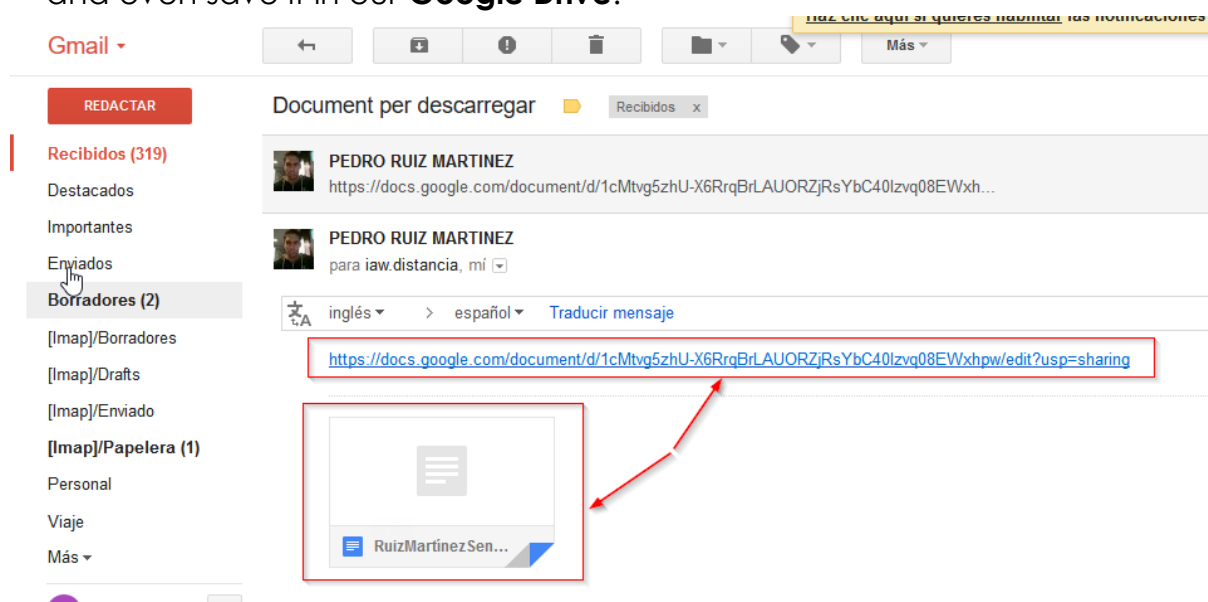
Once we click on the link, we are going to **Archivo → Descargar como** and choose the format we want:
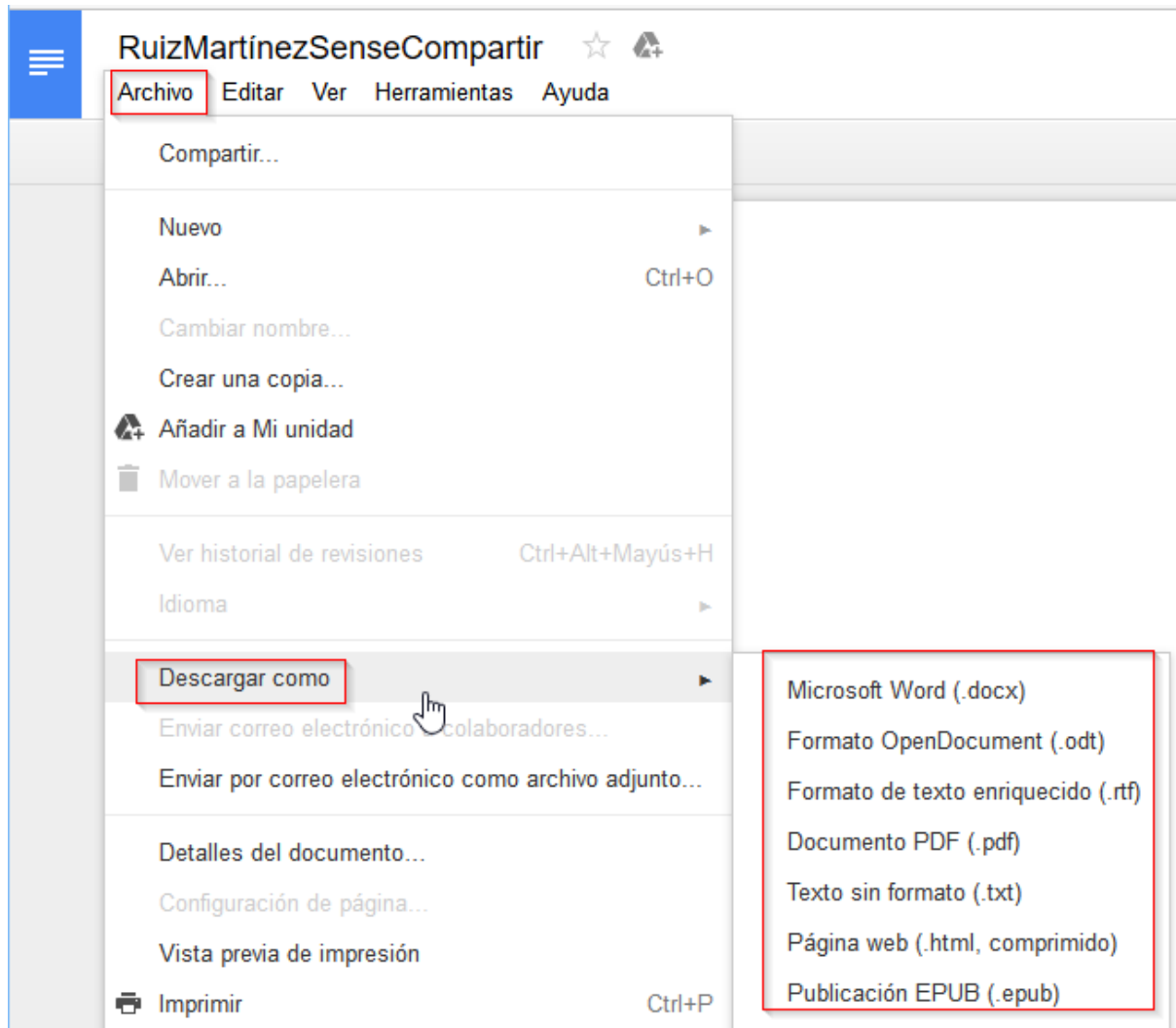
There is another way to generate self-unloading links:
- First step, we open the desired document.
- Second step copy the ID of the document from the URL generated by it.
- Third step. Once the ID is copied we generate a link of this type: https://docs.google.com/document/d/XXXXX /export?format=YYYYY. Where the "**X**" we enter the **ID** copied from the document of **Google Docs** and the "**Y**" we indicate the type of document (pdf, docx, rtf, etc ...)

I will explain the process with some captures:

Capture ID from Google Docs:
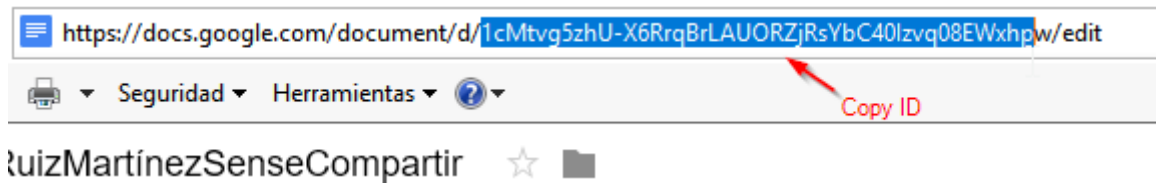
We generate link manually:
For files in format "docx":
https://docs.google.com/document/d/1cMtvg5zhU-X6RrqBrLAUORZjRsYbC40lzvq08EWxhpw/export?format=docx

For files in format "pdf":
https://docs.google.com/document/d/1cMtvg5zhU-X6RrqBrLAUORZjRsYbC40lzvq08EWxhpw/export?format=pdf

...and we sent the mail, but this time with the previous two links:
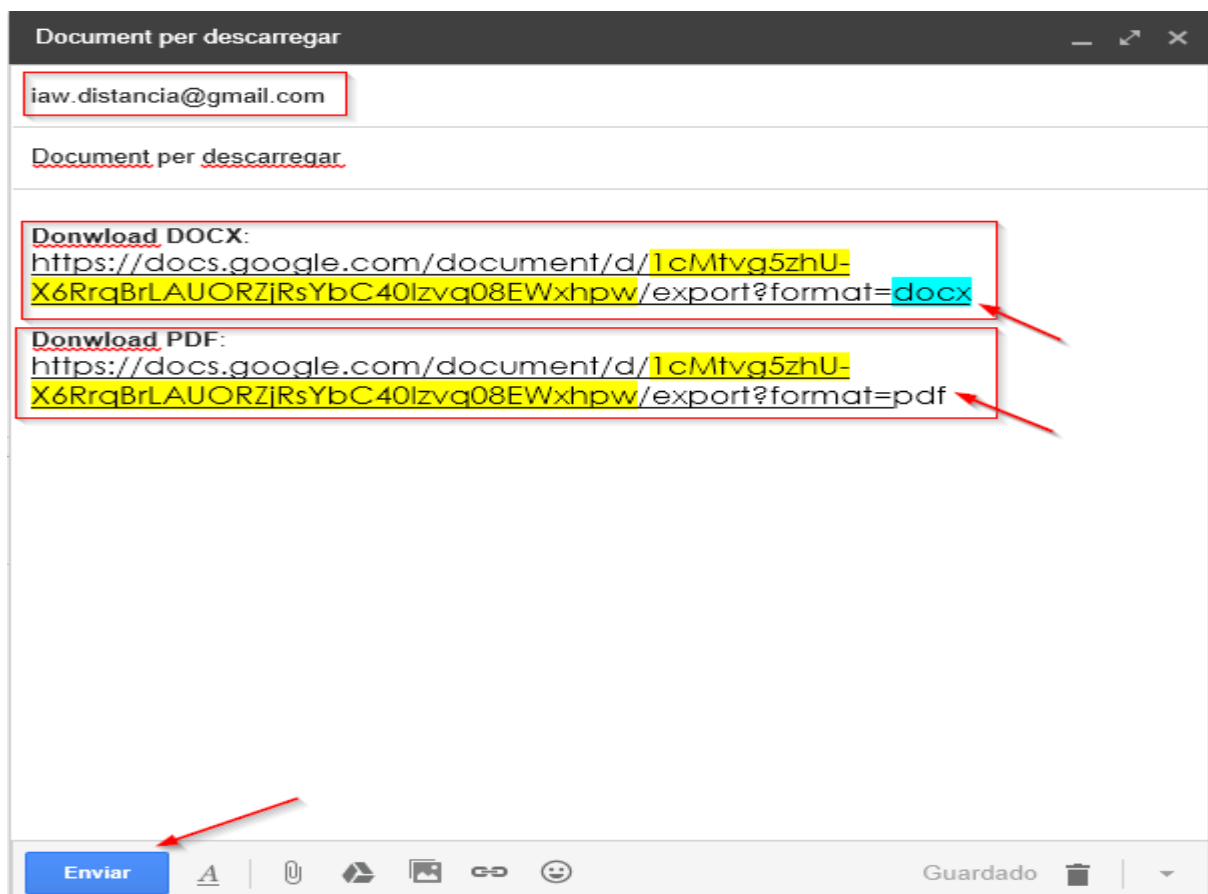
Finally there is a way to send it in the format that we choose:

Tarea IAW04
Pedro Antonio Ruiz Martínez

RuizMartínezSenseCompartir ☆

File Edit View Insert Format Tools

Share...

New ►
Open... Ctrl+O
Rename...
Make a copy...
Move to...
Move to bin

See revision history Ctrl+Alt+Shift+H
Language ►

Download as ►
Publish to the web...
Email collaborators...
Email as attachment...

Document details...
Page setup...
Print preview
Print Ctrl+P
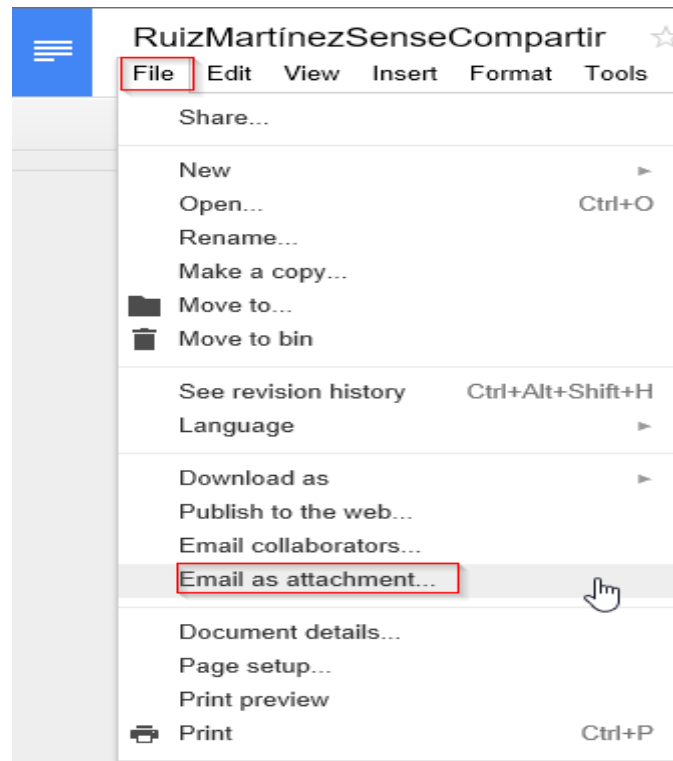
Email as attachment

Attach as   Select doc type

PDF ▼

PDF
Microsoft Word (.docx)
Rich Text (RTF)
HTML
Plain Text
Open Document

Paste the item itself into the email

☐ Send a copy to myself

Send   Cancel

Email as attachment

Attach as

PDF

To: (required)

iaw.distancia@gmail.com,

Gmail ▾

REDACTAR

Recibidos (320)
Destacados
Importantes
Enviados
Borradores (2)
[Imap]/Borradores
[Imap]/Drafts
[Imap]/Enviado
[Imap]/Papelera (1)
Personal
Viaje
Más ▾

P PEDRO ▾ +

No tienes contactos de
Hangouts
Buscar a alguien

RuizMartínezSenseCompartir 🏷 Recibidos x 🖨 ⬚

PEDRO RUIZ MARTINEZ (vía (✉ 20:00 (hace 0 minutos) ☆ ↩ ▾
para mí, iaw.distancia ▾

PEDRO RUIZ MARTINEZ ha adjuntado el siguiente
documento:

📄 RuizMartínezSenseCompartir

Document per descarregar

Documentos de Google: crea y modifica documentos
online.
Google Inc. 1600 Amphitheatre Parkway, Mountain
View, CA 94043, USA
Has recibido este correo electrónico porque alguien
ha compartido un documento de Documentos de
Google contigo.
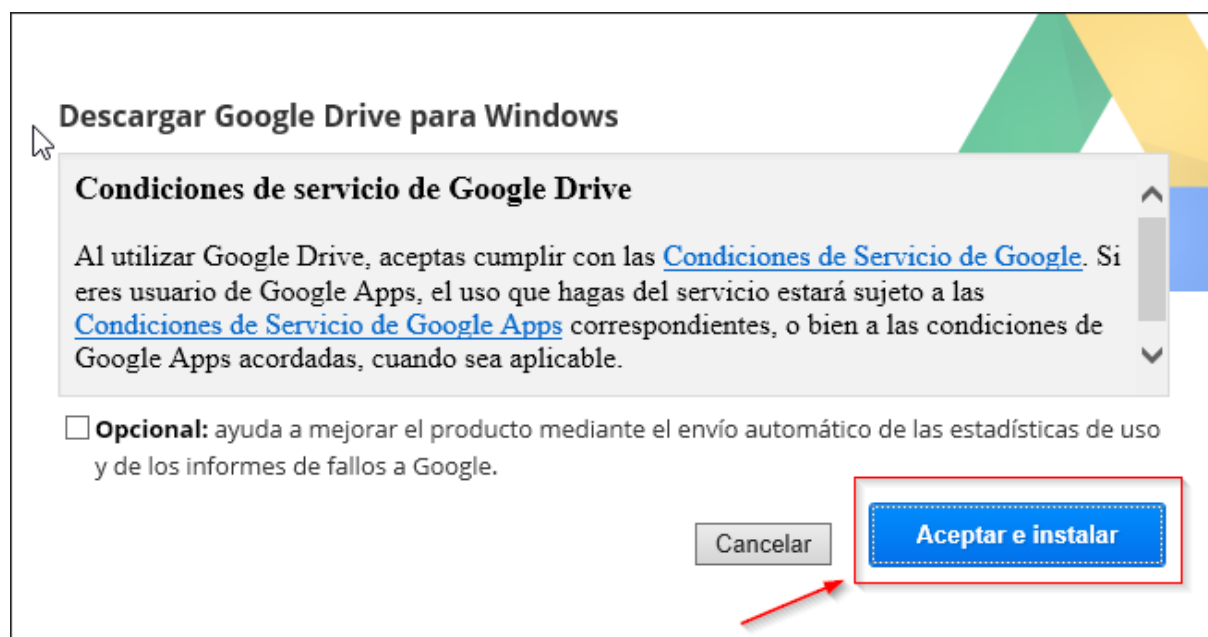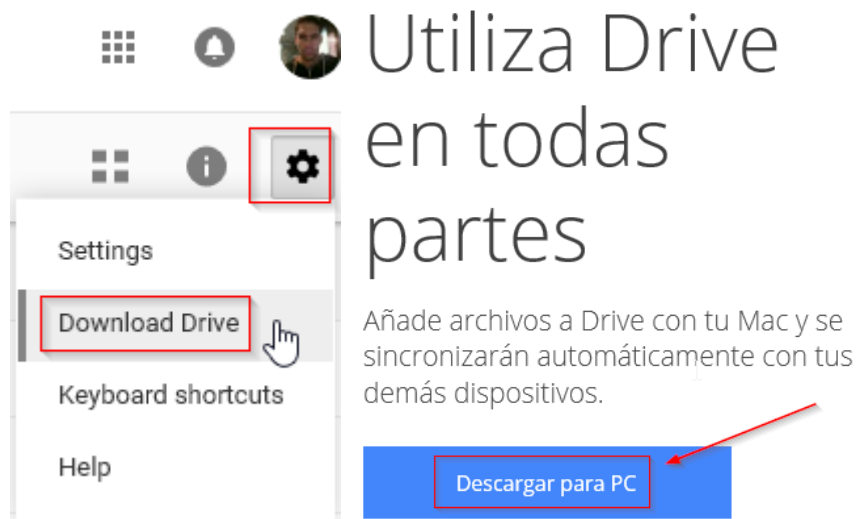
Google™

PDF RuizMartínezSenseCom
partir.pdf
36 KB

⬇ 🔺

Descargar

As we can see, the two previous ways give you the option to choose the
format in which you want to download.

4. Instalar Google Drive a tu ordenador.

To install Google Drive on your computer, download it first. To do this we enter into Drive and click on "**Settings → Download Drive**":

Once the installation is finished we have to login with our **user/mail** and **password**:

During the installation you will be informed of the options that the desktop application gives you.

Once the installation ends, we can see the previously created documents synchronized:
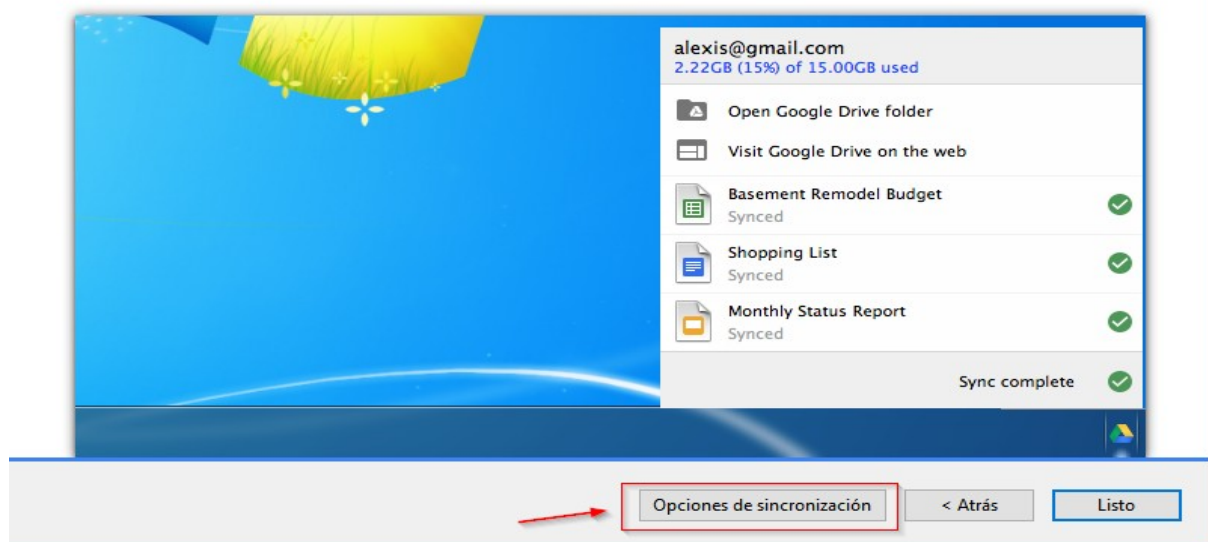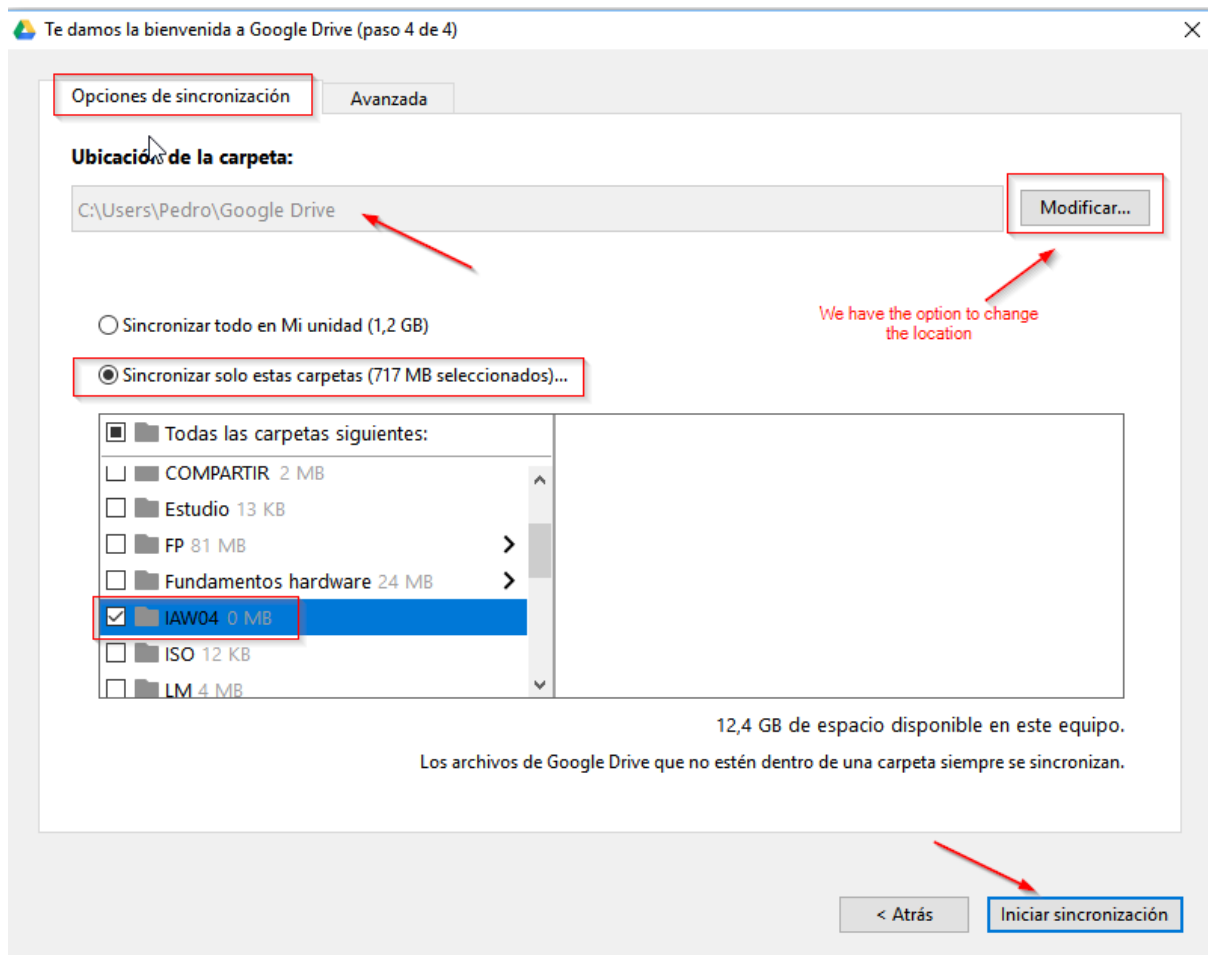
We can see that we have two options, "**Opciones de sincronización**" and "**Listo**". If we click on Done we finish the installation (we will be able to access the options of synchronization later) and if we click on Options of synchronization we will be able to indicate that is what we want that it is synchronized in our PC .:

In the previous capture instead of synchronizing the whole unit, we have selected a folder, more specifically, the folder **IAW04** where we have located the documents of this task. Once the folder/s is selected, click on "**Iniciar sincronización**".

In the next capture, if we go to the tab "**Avanzada**" we have several options, such as, *configuración del proxy*, *configuración de ancho de banda* and *varias configuraciones del sistema* that allow us to choose if we want Google Drive to start when starting the S.O., whether to show the icon in the taskbar or Show confirmation when deleting items:
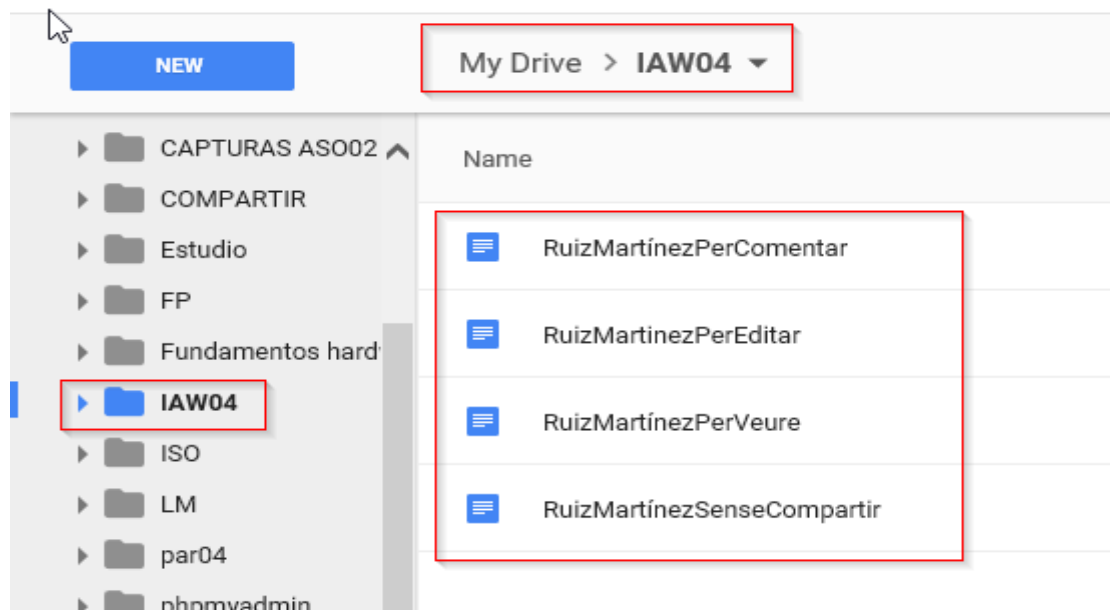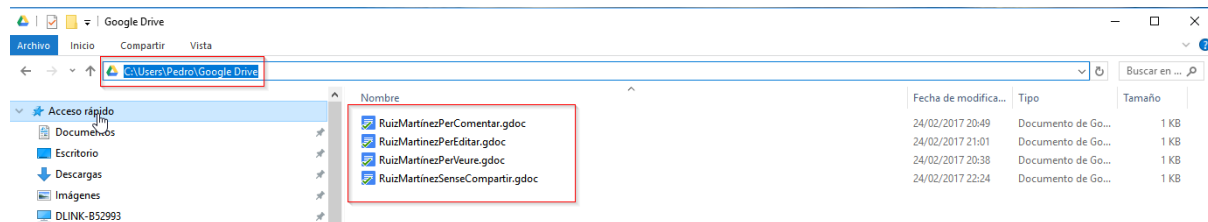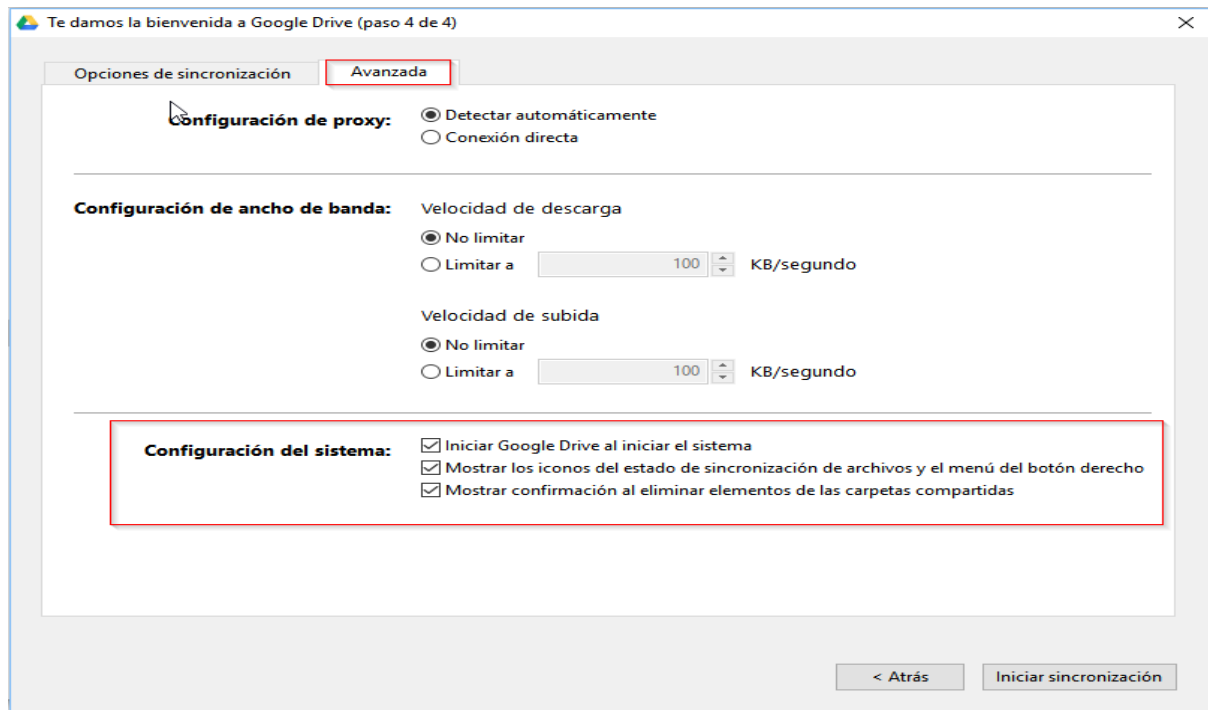
In the previous screenshots, I show the contents of the IAW04 folder from the local folder and the web folder.