

BEGINNER TECHNOLOGY GUIDE

GOOGLE DOCS FILE SHARING

Create, share, review, and edit documents with other people online

What is Google Docs? Google Docs is Google's online word processor. It saves documents in Google Drive and allows people to create, view, comment on, and edit documents from a web browser or mobile device.

Creator, History, and Age

Developer: Google. **Origins:** Google Docs grew from Writely, an online word processor created at Upstartle by Sam Schillace, Steve Newman, and Claudia Carpenter. **Launch:** 2006. In 2026, Google Docs is approximately 20 years old.

What Does File Sharing Mean?

File sharing means giving another person permission to open your document. You can invite specific people by email or create a link. Multiple authorized users can work in the same document, and version history can help review or restore earlier changes.

Permission	What the Person Can Do	Best Use
Viewer	Read the document	Final copies or information
Commenter	Read and leave comments	Feedback without direct edits
Editor	Change content and usually share	Trusted collaborators

How to Share a Google Doc

- Open the document and select Share in the upper-right corner.
- Enter a person's email address, or under General access choose who may use the link.
- Select Viewer, Commenter, or Editor, then select Send or Copy link.
- To stop sharing, return to Share and remove the person or change General access to Restricted.

Cost (September 2026)

Plan	Approx. Price	Storage	Designed For
Personal	Free	Up to 15 GB shared*	Individuals
Business Starter	\$7/user/month	30 GB pooled/user	Small teams
Business Standard	\$14/user/month	2 TB pooled/user	Growing teams
Business Plus	\$22/user/month	5 TB pooled/user	Larger teams
Enterprise	Contact Google	Varies	Organizations

***Important:** Personal storage is shared across Google Drive, Gmail, and Google Photos. Business prices shown are standard annual-commitment rates; promotions, taxes, billing terms, and features may change.

Share Safely

Use Restricted access when possible. Give Editor access only to trusted people, confirm email addresses before sending, avoid public links for private information, review access regularly, and remove people who no longer need the file.

Get started: docs.google.com