

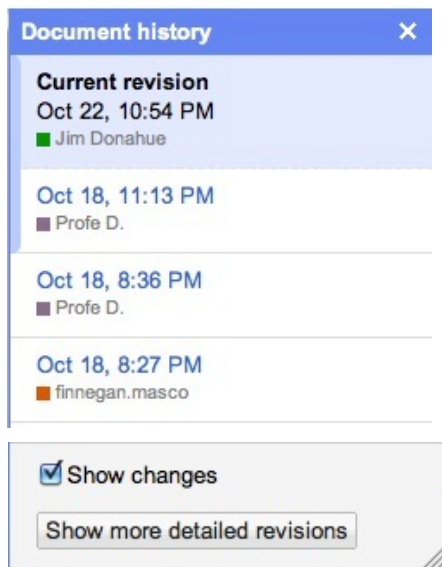
Track changes and edits to a document using Revision History

This step-by-step guide will tell you how to:

- * See who edited what at what time.
- * Revert to a previous version of the document.

In any Document click **File** and **See revision History** to open a window to see previous edits of the document.

You will see a summary of changes, with the option of seeing more details. Notice that you can see edits by user and time.



Click on Show more detailed revisions to see each edit.



Click on any revision to see what that document looked like, noting what was added, changed or deleted. Each user shows up as a different color.

Google Docs: Documents The Basics

[Creating a New Document in Google Docs](#)

[Double Spacing](#)

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Working Cooperatively Using Google Sites

Setting Up

- Log in to your account
- On the top menu bar, click on "Sites"
- Click "Create new site"
- Type in a site name (i.e. "Ms. Finnegan's Page")
- Enter your site's URL: (example: Finnegan-English)–This just determines what the end of your link will say.
- Click "Everyone in the world can view this site"
- Choose a background design

Click on insert , then pull down to image (OR click the icon in the Menu Bar.)	Insert
3 ways to insert image:	
• Upload (You will find an image on your computer)	
• URL (Copy & Paste a	

The two people indicated above in purple and red removed existing text. The person indicated in green added text.

To revert back to a prior version of the document, click Restore this revision.

Oct 22, 10:09 PM
■ Jim Donahue
Restore this revision

To exit the document history and return to the current version of the document, click the X.

Document history	X
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