



# How to handle Google Docs jobs

Clients can send Google Docs, Sheets and Presentations directly to Wordy from their Google Drive. As an editor, you claim and deliver Google Docs jobs in the same way you would all other jobs on Wordy. The only difference is that all proofreading and editing is done remotely in the client's Google Document.

## How to set up your Wordy-specific Google Docs account

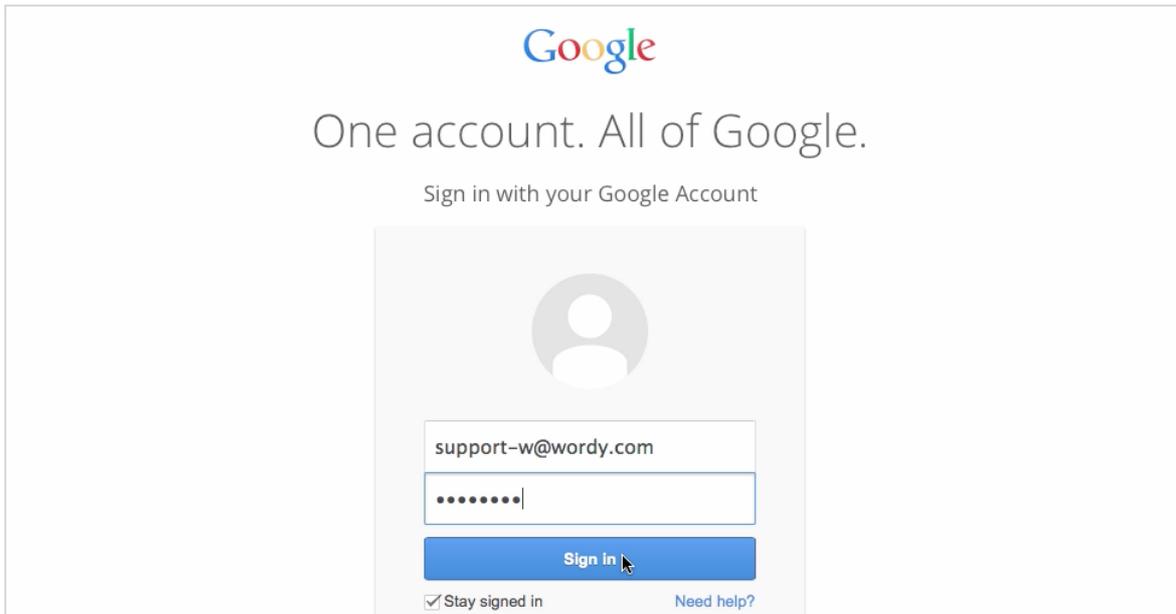
To be able to handle Google Docs jobs you need to set up a Wordy-specific Google account and link the account to Google. If you already have a Google account (e.g. Gmail), you can use the 'Add account' feature in Google to switch between multiple Google accounts.

The screenshot shows the Wordy.com dashboard. At the top left is the Wordy logo. To the right of the logo are navigation links: Tour, FAQ, Resources, and Contact. Further right are links for Jobs, €20.01, My account, and Log out. In the top right corner, there is a contact number: Contact sales +44 20 8144 1336. A yellow banner in the center contains the text: "Did you know you can also claim Google Drive documents that customers have uploaded?". Below this banner is a pink button with the text: "Create a password for my Wordy-specific Google Drive account". A mouse cursor is pointing at this button.

**Step 1:** On your dashboard, click 'Create a password for my Wordy-specific Google Drive account'.

The screenshot shows the Wordy.com dashboard after clicking the button in Step 1. The layout is the same as in the previous screenshot. The yellow banner now contains the text: "Did you know you can also claim Google Drive documents that customers have uploaded?". Below this banner is a pink button with the text: "Log in with my new account". To the right of this button are two input fields: "Email: support-w@wordy.com" and "Password: vmJ3ZZYn". Below these fields is the text: "After logging into your new Google Drive account, return to this page to connect your Wordy account to your Google account." A mouse cursor is pointing at the "Log in with my new account" button.

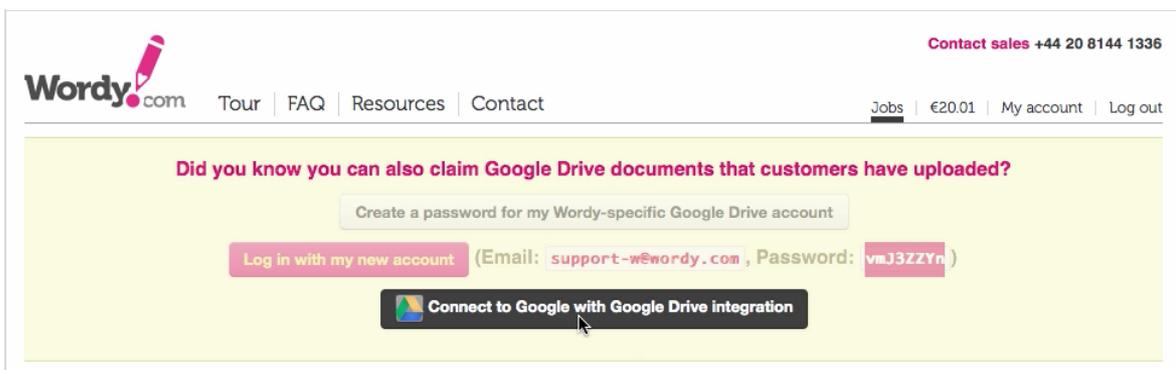
**Step 2:** Make a note of your email and password and click 'Log in with my new account'.



**Step 3:** Enter your @wordy.com email and password in the relevant fields and click 'Sign in'.

*NB! If you already have one or several other Gmail accounts you can click 'Sign in with a different account' on the first screen and then add your Wordy-specific account, which will enable you to switch between all your Google accounts.*

**Step 4:** Go through the verification process in Google and return to Wordy.



**Step 5:** On your dashboard, click 'Connect to Google with Google Drive integration'.

**Step 6:** Accept Google App privileges.

**Step 7:** In Wordy, return to your dashboard/jobs page to see any open Google Docs jobs.



Wordy.com [Tour](#) | [FAQ](#) | [Resources](#) | [Contact](#) Jobs | €20.01 | [My account](#) | [Log out](#)

## Social Accounts

Jobs 0 | Account ▾ | Earnings | Help

**Connected social accounts**  
Your Wordy-specific Google Drive account is [support-w@wordy.com](mailto:support-w@wordy.com).

[Disconnect from Google with Google Drive integration](#)

Step 8: Verify that you've set up your Wordy-specific Google Docs account correctly by going to <https://wordy.com/socialauth/> and checking the name of your Wordy-specific account.

*NB! If by mistake you have connected with your personal Gmail account, simply click 'Disconnect from Google with Google Drive integration' and start again.*

## How to edit and deliver Google Docs

Once you've connected your Wordy-specific Google account to Google Docs you'll be able to see and claim any open Google Docs jobs.

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## Job 34539

← | Jobs 1 | Account ▾ | Earnings | Help

**How to handle Google Docs jobs**  
336 words | English (UK) | Aug. 26, 2014, 8:57 a.m.  
[House style](#) [Claim job](#)

**Job status:** Awaiting editor response

**Step 1:** On your dashboard or the job's page click 'Claim job'.



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Tour | FAQ | Resources | Contact Jobs | €20.01 | My account | Log out

**Job 34539 has been claimed.**

## Job 34539

← Jobs **1** Account ▾ Earnings Help

**How to handle Google Docs jobs**  
336 words | English (UK) | Aug. 26, 2014, 8:57 a.m.  
House style

Cancel job ▾

**Job status:** Awaiting editor response

**Step 2:** Click the document name link to open the document in Google Docs.

*NB! Google may ask you for offline access to the job; simply accept this request – it'll only become relevant if you lose your internet connection during your work.*

How to handle Google Docs jobs ☆ support-w@wordy.com ▾

File Edit View Insert Format Tools Table Add-ons Help Last edit was made 7 minutes ago by Anders Schep... Comments Share

100% Normal text Arial 11 B I U A More ▾

# How to handle Google Docs jobs

Clients can send Google Docs, Sheets and Presentations directly to Wordy from their Google Drive. As an editor you claim and deliver Google Docs jobs in Wordy but all

**Step 3:** Edit the text in Google Docs as you would any other job.

*NB! Google will both autosave and track your changes – so you can concentrate on the proofreading and editing.*



Send message

Response message

This document has been edited and the changes await your approval.

Save and return

**Step 4:** When you're done, simply close the window or tab with the Google Document and return to Wordy and click 'Save and return' to change the status of the job on Wordy.

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Tour | FAQ | Resources | Contact Jobs | €20.01 | My account | Log out

**Job 34539 has been saved and returned to the client.**

## Job 34539

← Jobs 0 Account ▾ Earnings Help

 **How to handle Google Docs jobs**  
336 words | English (UK) | Aug. 26, 2014, 8:57 a.m.  
**House style**

Job status: ✔ Complete

All your changes will have been saved in the Google Document for the client to review.