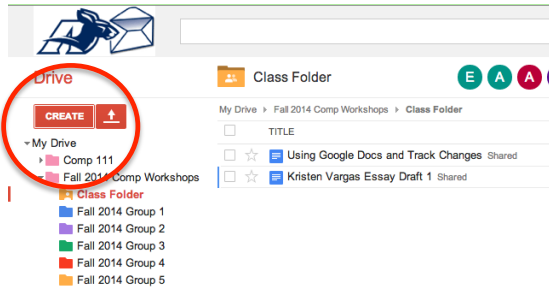
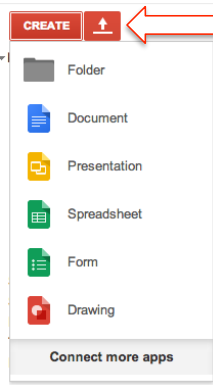


Using Google Docs

1. Click on the folder that has been shared with you (Click "Create" New Folder")
*Skip this step if you do not want/need a folder and simply want to create a document
2. On the left side of the screen, click "Create"



3. Click "Document"



Note: You may click the "upload" arrow to upload an existing document (from Microsoft Word) but the editing features will not be available.

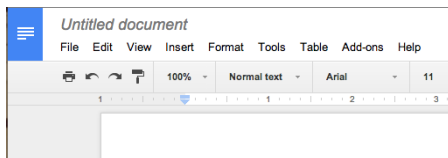
4. **Copy and Paste** your essay into the Google Doc. The formatting may change slightly, but it should not change too much. OR Simply begin typing to create a NEW document.

You must copy and paste into a new Google Doc. because uploading a new document will not allow you to edit via Google

5. Above the document you have the ability to change the name. Change it to:

Your Name_Essay 1 Draft

Just click "Untitled Document" and a box will pop up allowing you to change the title text



mrw104 2/3/2015 2:50 AM

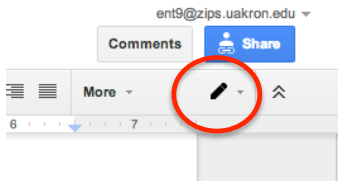
Comment [1]: Note: To copy into google docs, I've always had to use control and V.

Google Doc Track Changes

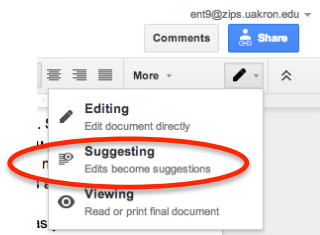
Track changes allows you, and the person who you are working with, to see a distinction between your changes and their original text.

Turning on track changes is easy. You will need to turn it on for each document.

1. In the document you are working on click on the small black pencil near the upper right corner



2. Select "Suggesting"



3. After you click this, all of your changes will be documented. Like this:

Ex: I am an English major at [The University of Akron](#).

Now you can see all of my edits in green, along with a comment on the side detailing what I've done.

You can also add a comment directly to the side by clicking "Comments" right above that small pencil.

ent9 9/8/2014 3:16 AM

Deleted: akron university.

ent9 9/8/2014 3:20 AM

Comment [2]: This is an example comment.