
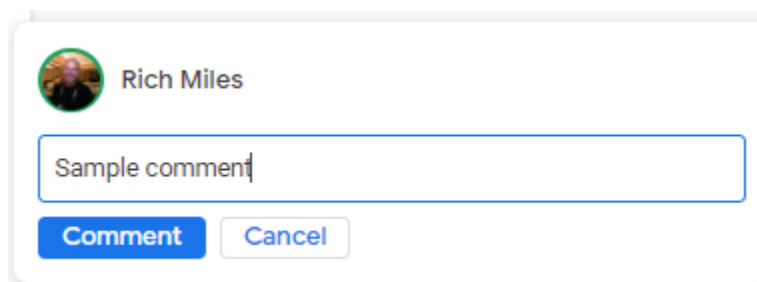


Editing in Google Docs

1. Open a document in Google Docs by clicking on the link sent in an email.
2. **Choose your editing mode**
 - a. Click Editing Button (Pencil) at top right of screen
 - b. Drop-Down Menu will appear where user may choose **Editing**, **Suggesting**, or **Viewing** mode
 - c. Choose desired editing mode:
 - i. **Editing Mode**: Changes document directly. Revisions are not highlighted and are treated as **final** edits to the master document
 - ii. **Suggesting Mode**: Does not make direct edits to document, changes are noted in new color. Anything deleted from document is crossed out rather than eliminated. You must resolve edits in suggesting mode for them to become permanent changes
 - iii. **Viewing Mode**: Read/view final look of document; no editing options available in this mode
3. **Adding Comments**: Adding comments allows collaborators to draw attention to their changes and further explain their edits.
 - a. Highlight a word, phrase, or section that you want to explain, call attention to, or question
 - b. A blue plus sign  will appear on the edge of the document, click it and a box will pop up to add a comment. Or you can click the Insert menu > Comment
 - c. Type comments that you want collaborator to see
 - d. Click the blue **Comment** button for other to “save”
 - e. You can remove comments by clicking **Cancel**



4. **Reply to Comment**: Replying to comments allows collaborators to engage in conversation, pose questions, and reply to inquiries.
 - a. Click on a Comment, a Reply option will appear

- b. Type in your reply and click Reply to Post or Cancel to Delete
- 5. **Resolve Comment:** Resolving comments hides the comment conversation from the Google Document.
 - a. Click on or hover over a comment conversation
 - b. A **resolve** option will appear in top right corner
 - c. Click **resolve** to mark as settled and hide discussion
 - d. You can go back and review the discussion by clicking the **Open Comment History** “word balloon” at the top of the screen