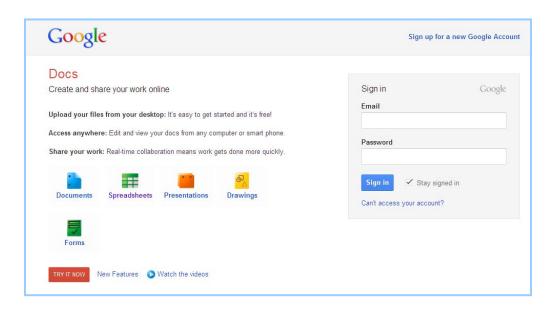
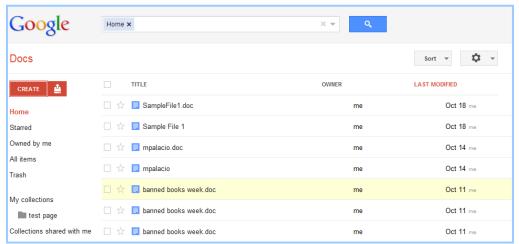


General Instructions on Editing Documents

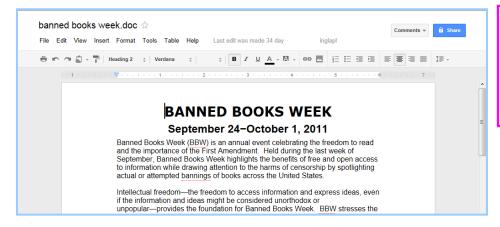
Sign onto your Google Account.



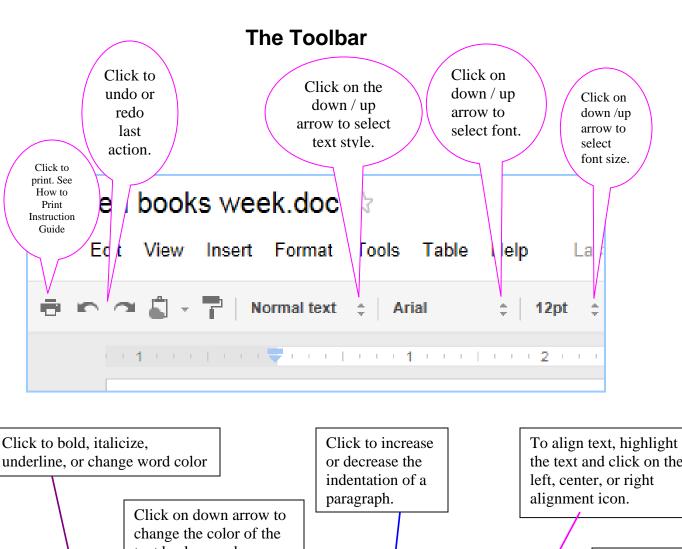
To edit a document click on the name of the file you would like to edit.

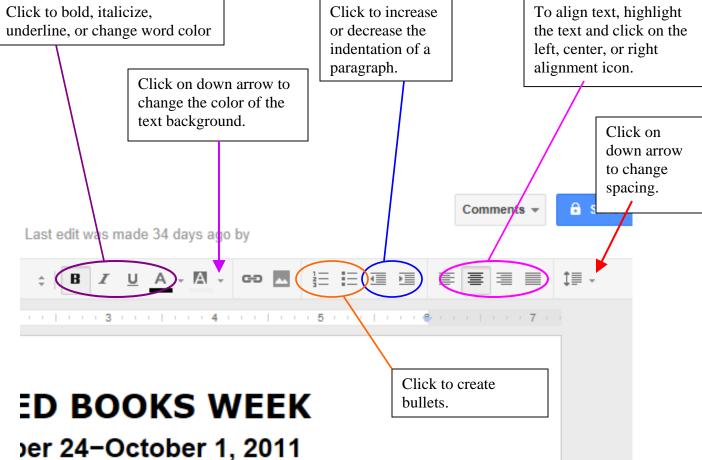


You are ready to work / edit the document.

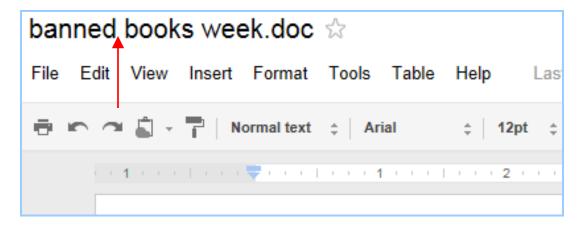


Google docs automatically **saves** your work for you, notice that there is no "SAVE" icon on the Toolbar.

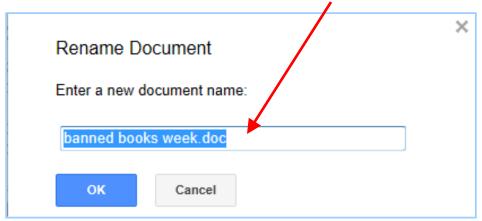




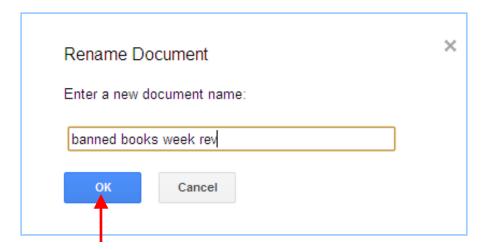
To rename your document, click on the name of the document.



Enter the new name of the document in the "new document name" field.



After you have renamed your document, click on OK.



The new name is displayed.

