
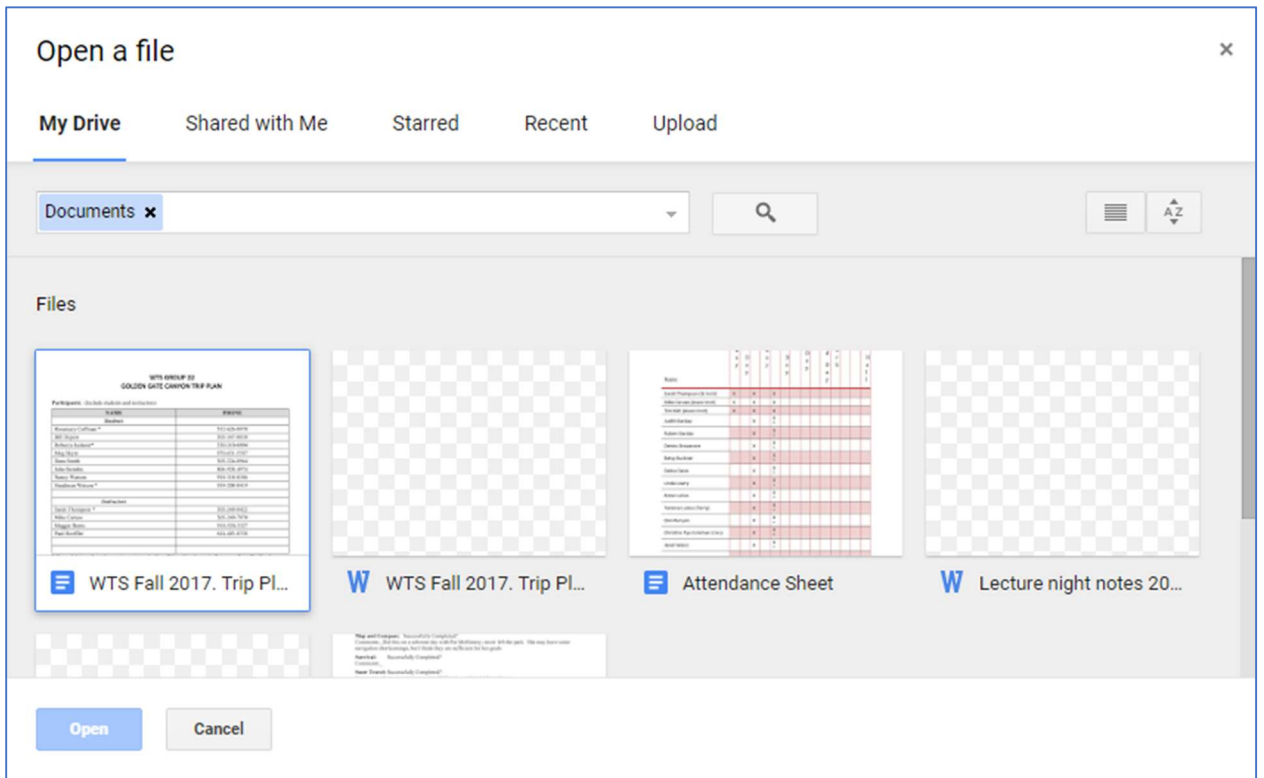
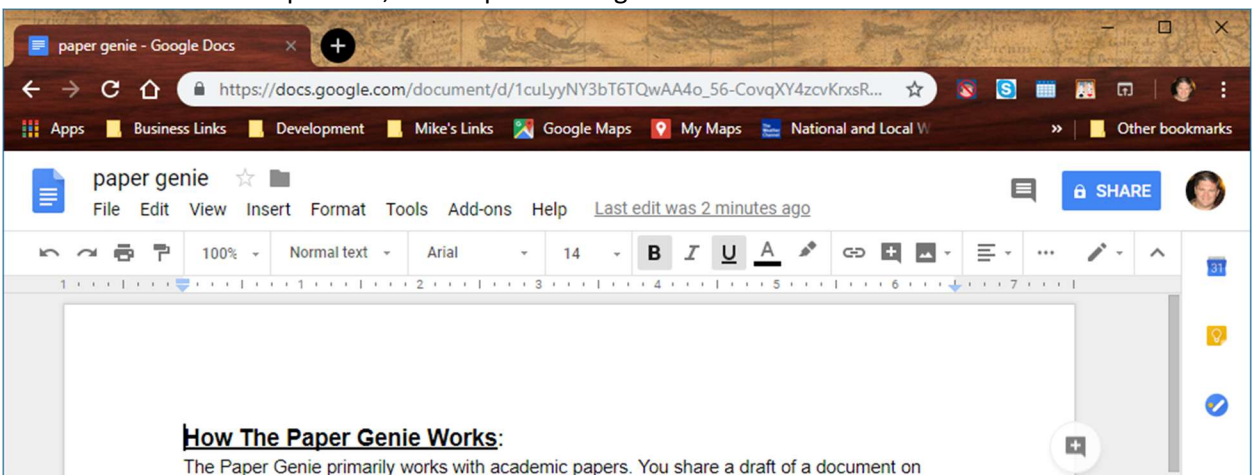


How to: Share and review documents with The Paper Genie


1. Open **Google Docs** in a web browser: <https://docs.google.com>.
2. In the Recent Documents section, find the “Open file picker” icon () and click it. The “Open a file” dialog appears.




3. In this window, click the Upload menu item.
4. Open the folder on your computer that contains the document you want to share and drag the file into the dialog box as instructed.
5. Once the document is uploaded, it will open in Google Docs.




6. Click the Share button in the upper right-hand corner to open the Sharing window.

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7. Enter "thepapergenie01@gmail.com" in the People field.
8. Click on the Pencil field () and make sure that "Can edit" is selected.
9. Click the Done button to complete the sharing process.