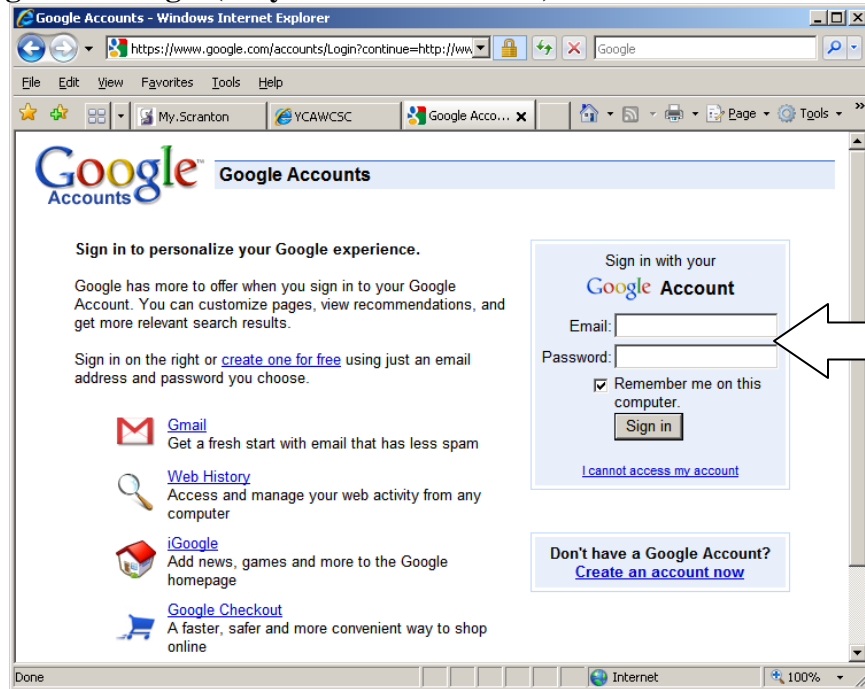


Instructions for using the online consulting capabilities  
[Hours for Online Consultations](#)  
**FIRST: Sign into Google (i.e. your Gmail account)**



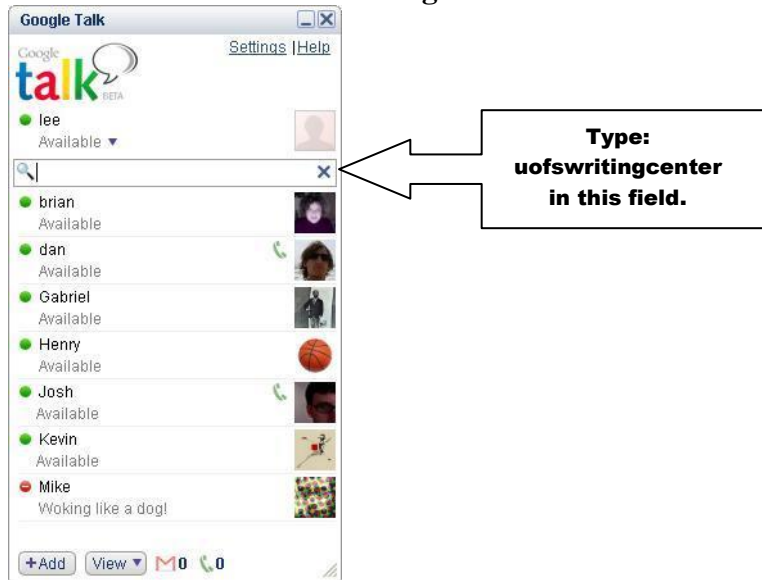
- This will allow you to use both Google Documents and Google Talk
- If you do not have a Gmail account, register for free using the instructions posted on <http://www.gmail.com>

**NEXT: Sign into Google Talk**



- If Google Talk is not installed on your computer, download it for free using the instructions posted on <http://www.gmail.com>
- If you already have Google Talk installed, Sign In.  
(Continue to next page.)

**NEXT: Contact the Writing Center screen name: uofswritingcenter**



- If you have an appointment, your consultant will be logged on and waiting. Preferably, you will have uploaded your document before your appointment to give your consultant time to review it.
- If you are making use of the “walk-in” hours, contact the screen name and the consultant on duty will respond in a moment.

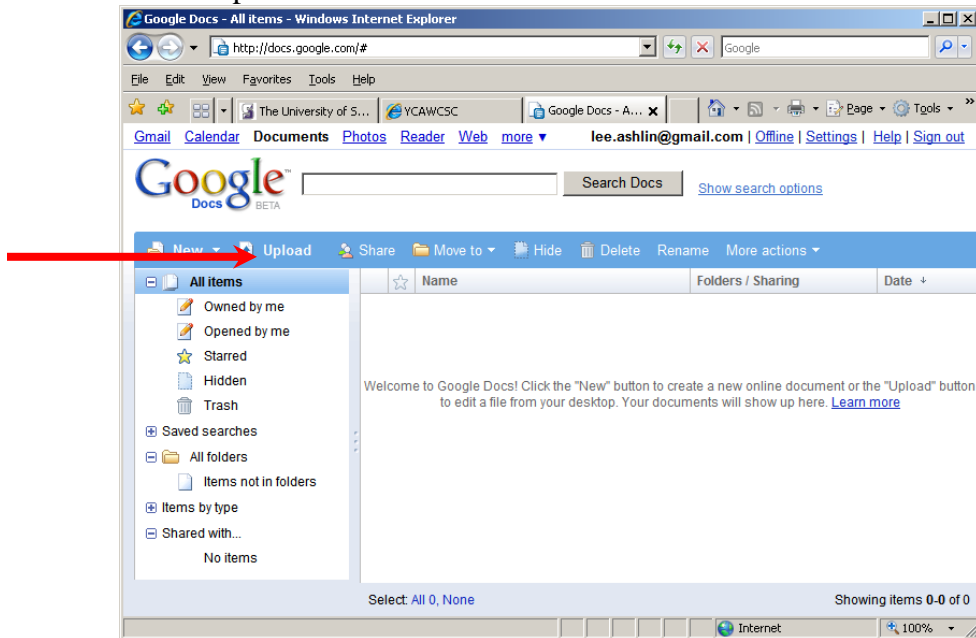


- If you are using the voice communication feature, the consultant will call you through the system.

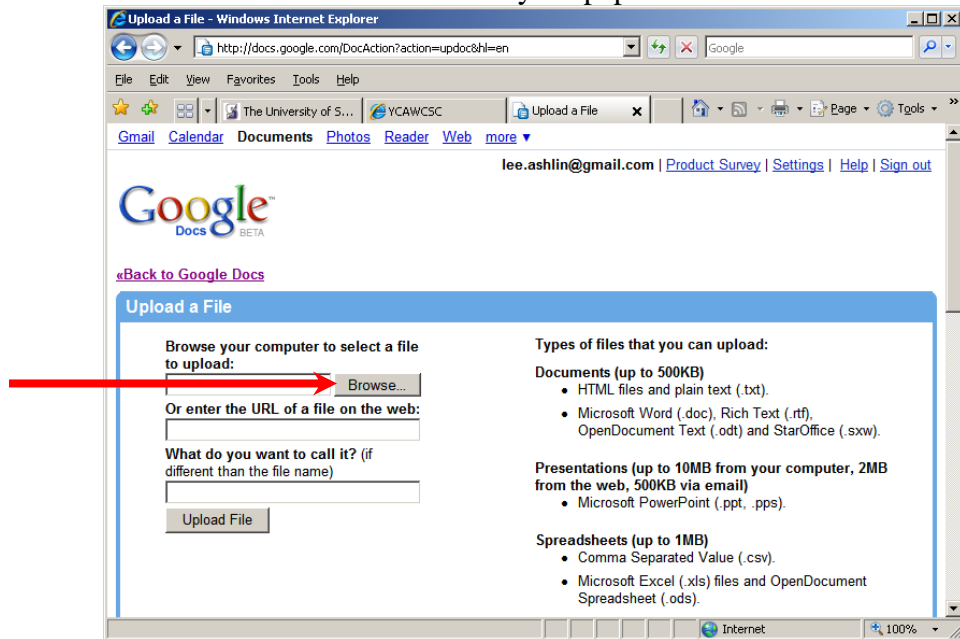
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**NEXT: Once the consultant confirms your login, upload your paper to Google Documents.**

- Navigate to the Google Documents page (<http://www.docs.google.com>)
- Click the “Upload” button

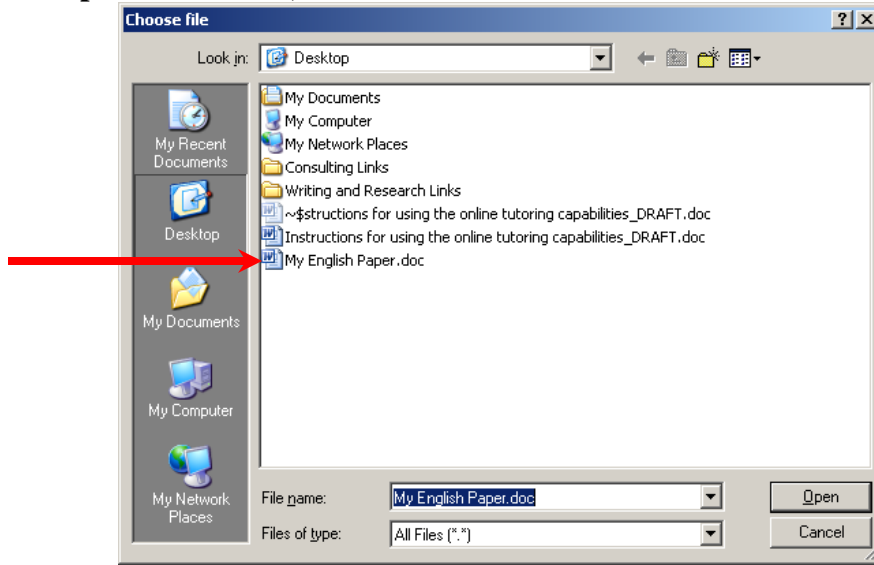


- Click the “Browse” button and find your paper

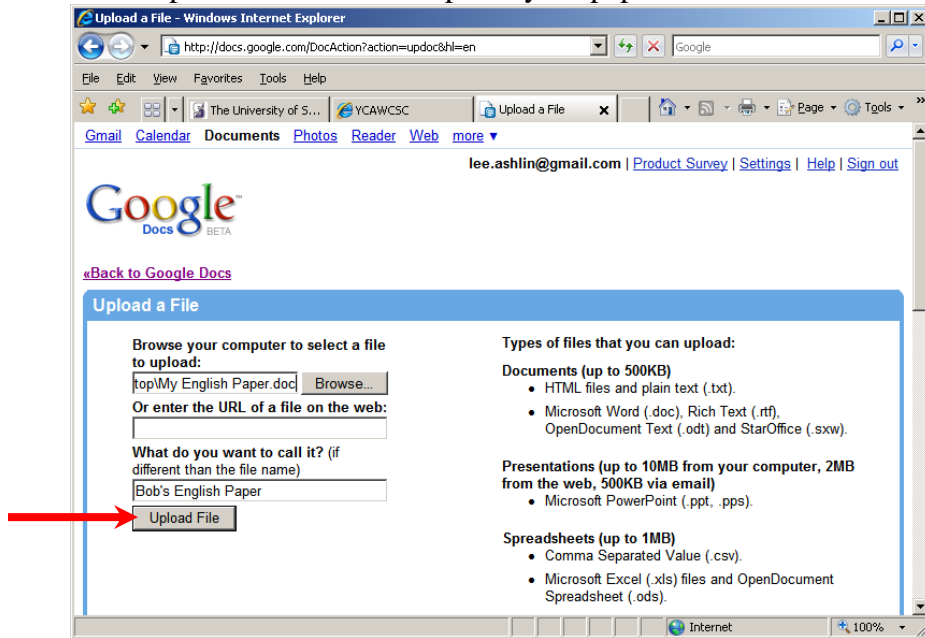


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- **NOTE! Your paper must be in .doc format. Google Documents will not accept .docx format, which is the standard for Microsoft Word 2007.**



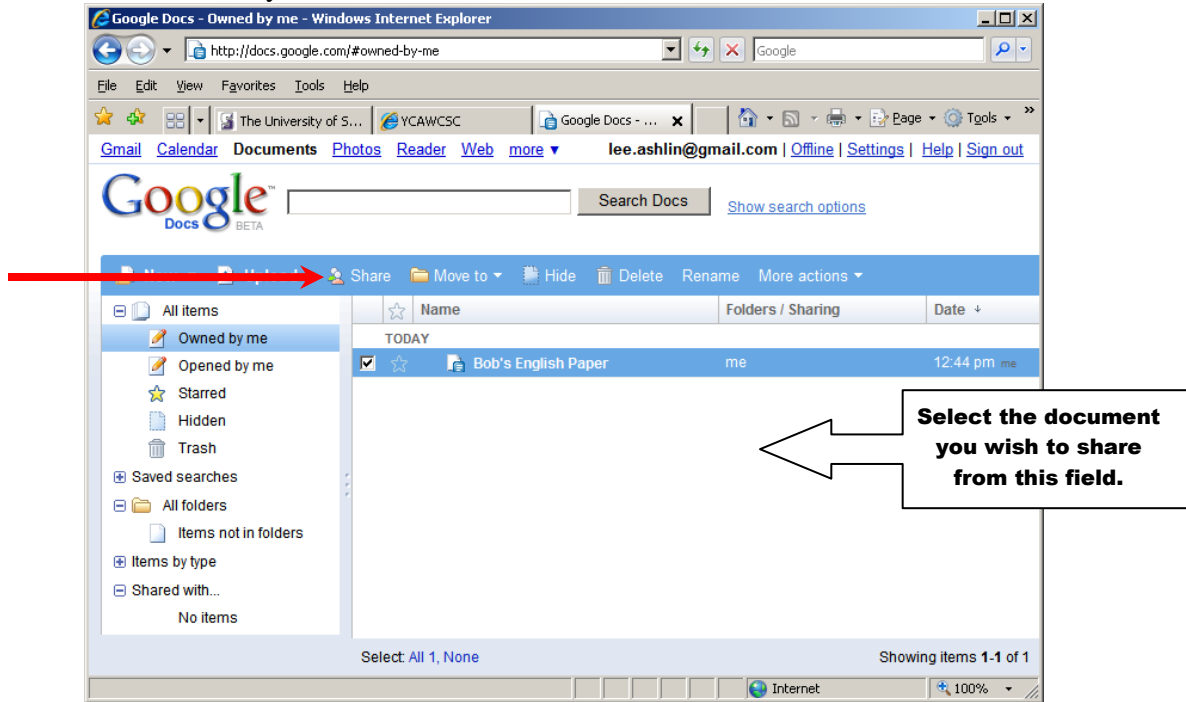
- Click the Upload File button to upload your paper.



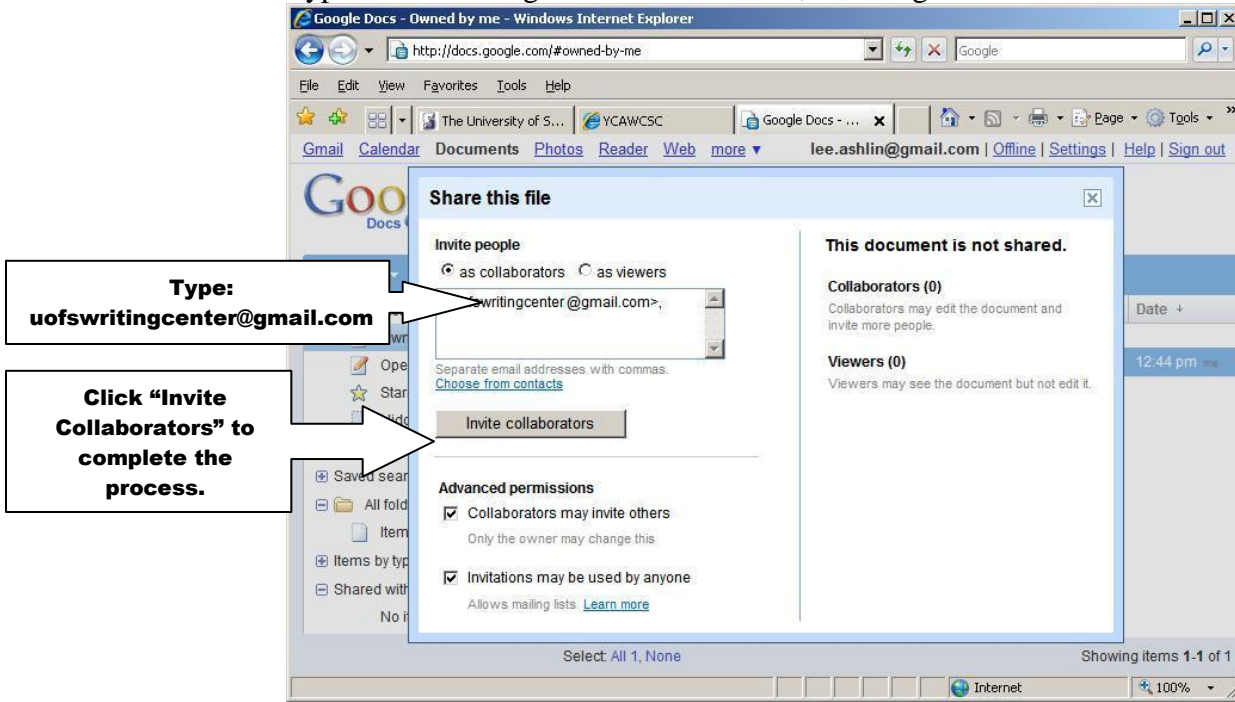
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**LAST, BUT NOT LEAST: Share your paper with the consultant.**

- Back on the Google Docs home page, click on the Share link after selecting the document you wish to share.



- A pop-up screen will ask you for the screen name with whom the file will be shared.
- Type in the Writing Center screen name, selecting them as a collaborator.



**You are now ready to begin your CTLE Writing Center online consulting session!**