

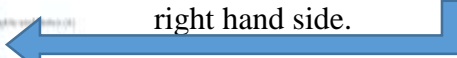


## HIGHLIGHTING & ADDING NOTES:

1. Click and drag to highlight a specific text.
2. From the resulting menu, select “Highlight” 
3. Select any color to highlight.
4. Then select “Notes” 
5. Add in your own words here. This could include a summary, question, or general commentary.
6. **IMPORTANT** Click on “Save” at the bottom of this box.
7. Continue this process throughout the document.

## CREATING A GRAPHIC ORGANIZER:

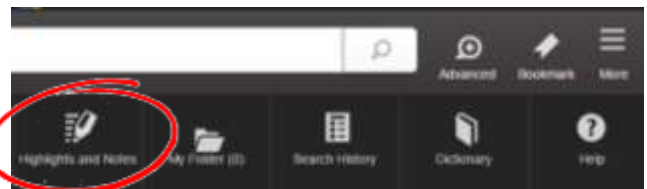


1. Once you have finished highlighting & annotating your document, select “Save” from the menu on the right hand side. 

2. From the top menu, click on “More” 



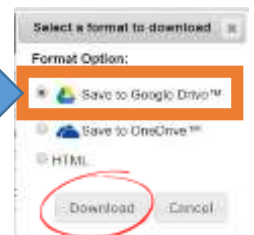
3. A new menu will then appear. From this menu, select “Highlights and Notes”





4. This will take you to a page that charts all your annotations and highlighted text.
5. On the right-hand side, there is a menu titled “Tools”. Select “Download” from this menu. Then select “Save to Google Drive”, and click on “Download”.

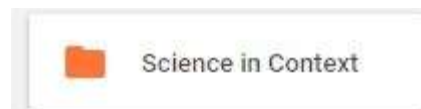
### Tools

- Download
- Citation Tools
- Email
- Print



6. Access document by opening your Google Drive (drive.google.com)

7. You will see a folder that looks like this:  Your document will be in this folder. If you cannot find this folder, try searching your recent files  accessible in the menu on the left-hand side.



8. Share document with your teacher by clicking on the blue “Share” button in the top right-hand corner. Enter in teacher’s email, then select “Done”.