

How to use Feature Control

1 Click the Share Document  button in the menu bar

2 Under Sharing Permission, select My Domain or Anyone with link

3 Choose Editor or Create individual copy

4 Click Control Features to start your selection

5 Click OK to save your settings

Tip Switch off Copy and Paste to curb plagiarism

Sharing Permission

- ☐ Restricted
- ☐ My Domain
- ☒ Anyone with the link
 - ☐ Viewer
 - ☒ Editor [Control Features](#)
 - ☐ Create individual copy [Control Features](#)

☒ Copy and Paste

Applies to Add Media, Text Box and Text C

☒ Spell Check

Applies to Text Box and Text Comment an

☒ Add Pages

☒ Voice Typing

Applies to Text Box and Text Comment an

☒ Closed Captions

Applies to Add Media (Video), Voice Comi