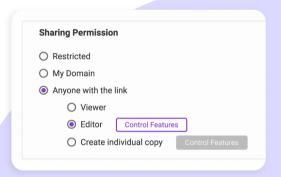
How to use

Feature Control

- 1 Click the Share Document 🔇 b
- button in the menu bar
- 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



✓ 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 Comment and