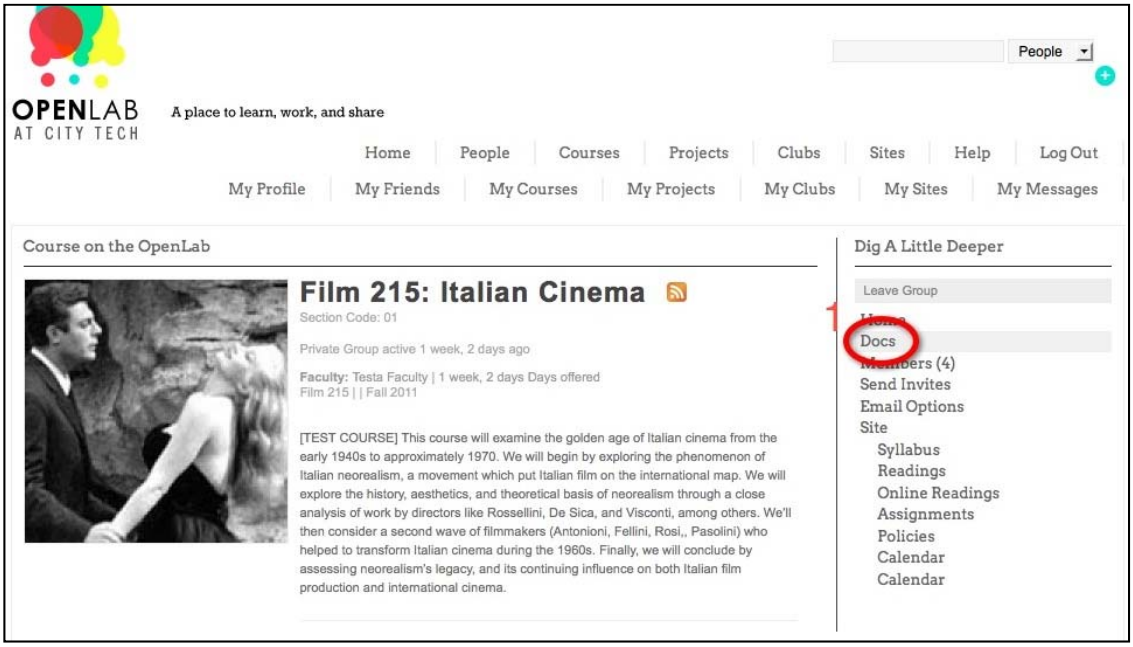
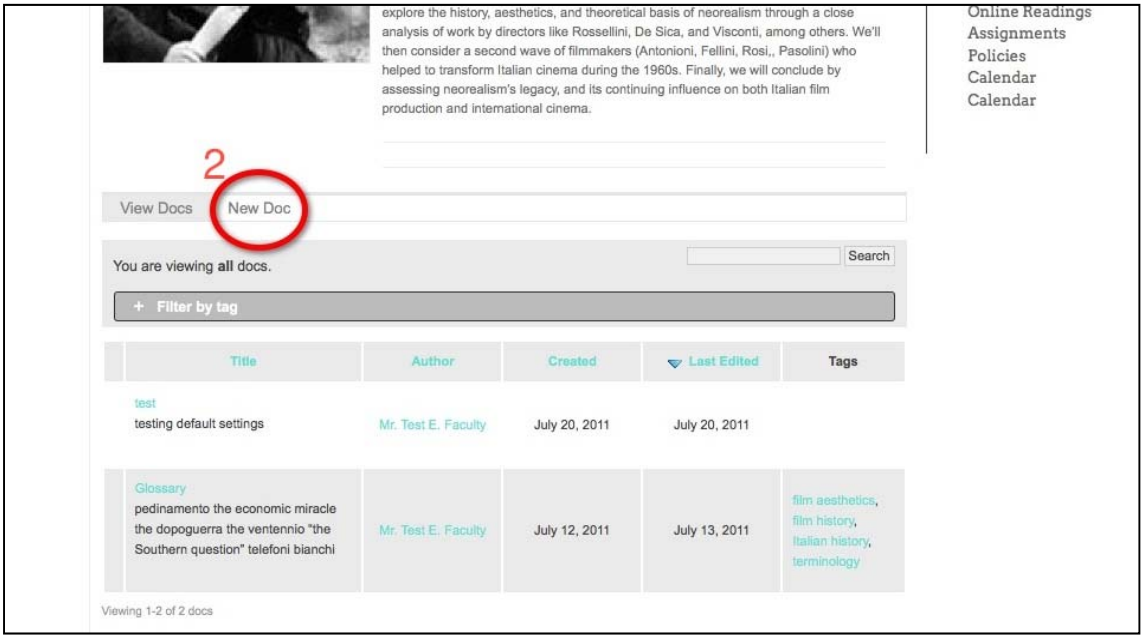
# Creating and Using Docs

## To Create a Doc

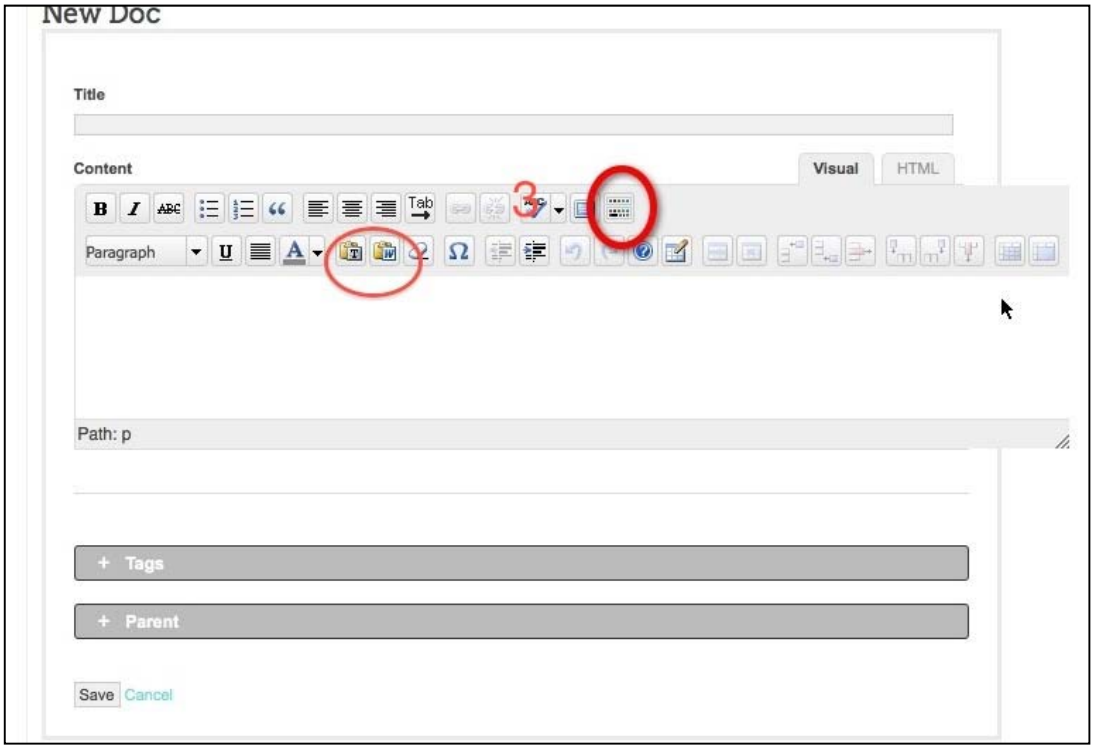
1. Click on *Docs* on the *Dig A Little Deeper* menu.



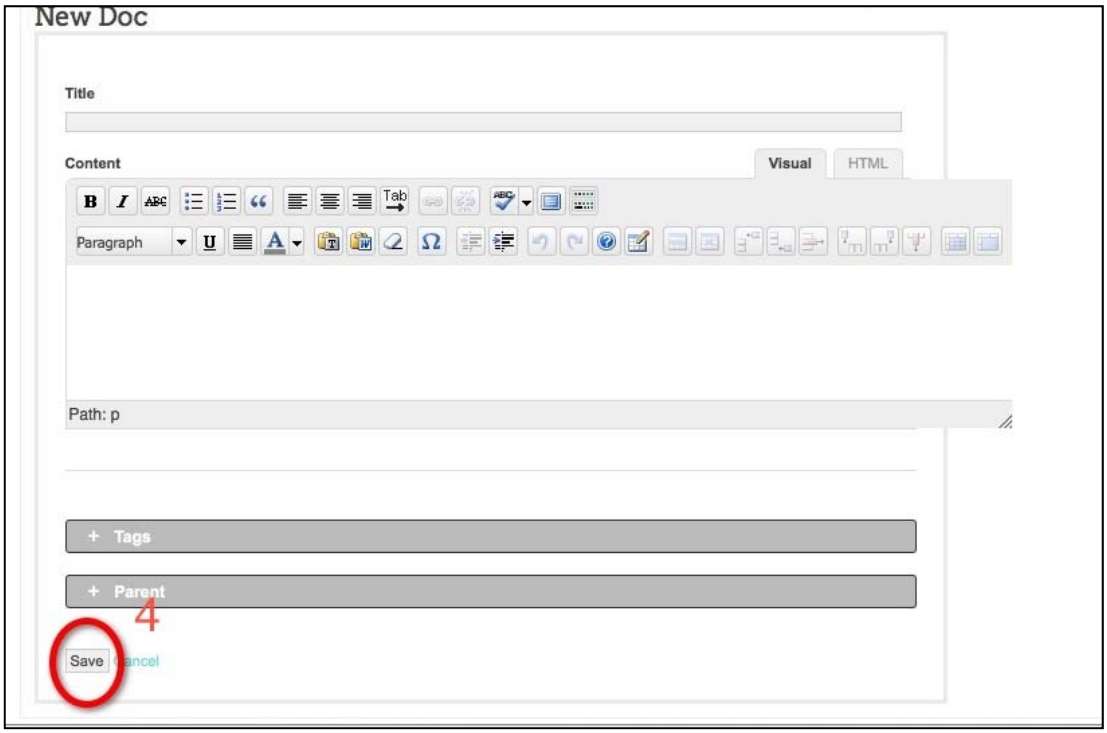

2. Scroll down and click on *New Doc*.



3. Begin entering your content into the doc. If you would like to format it in more detail you can click on the *Kitchen Sink* icon to do so. You can also copy and paste from Microsoft Word and text documents. (This is important because Word has hidden ways of formatting documents that can be lost. If you copy and paste in another way your document might not look the way you expect it to.)

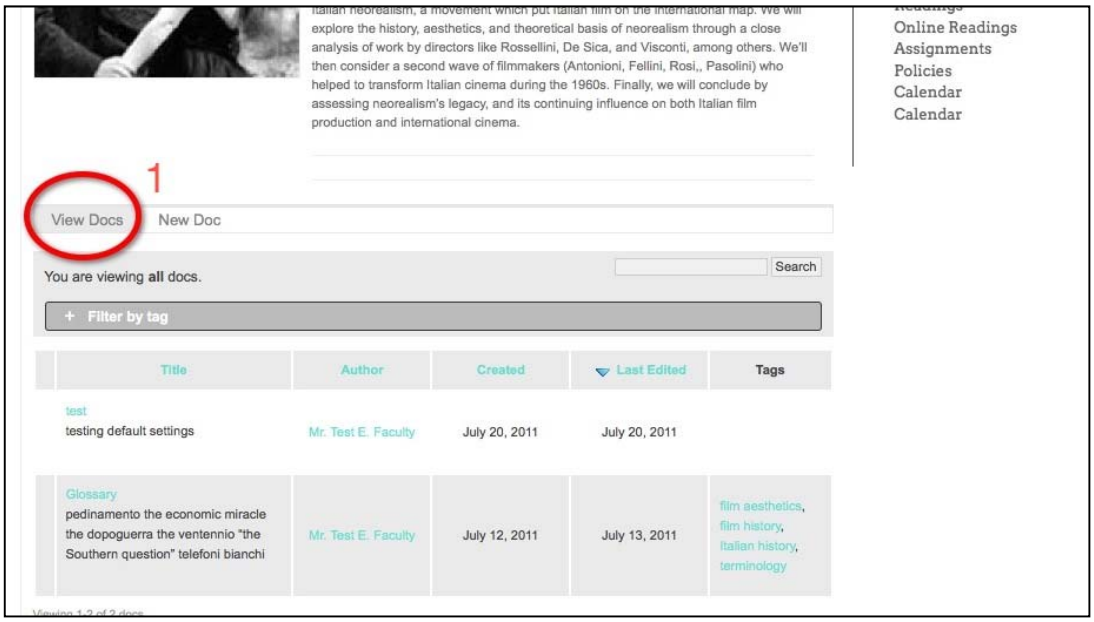


4. Click *Save.*

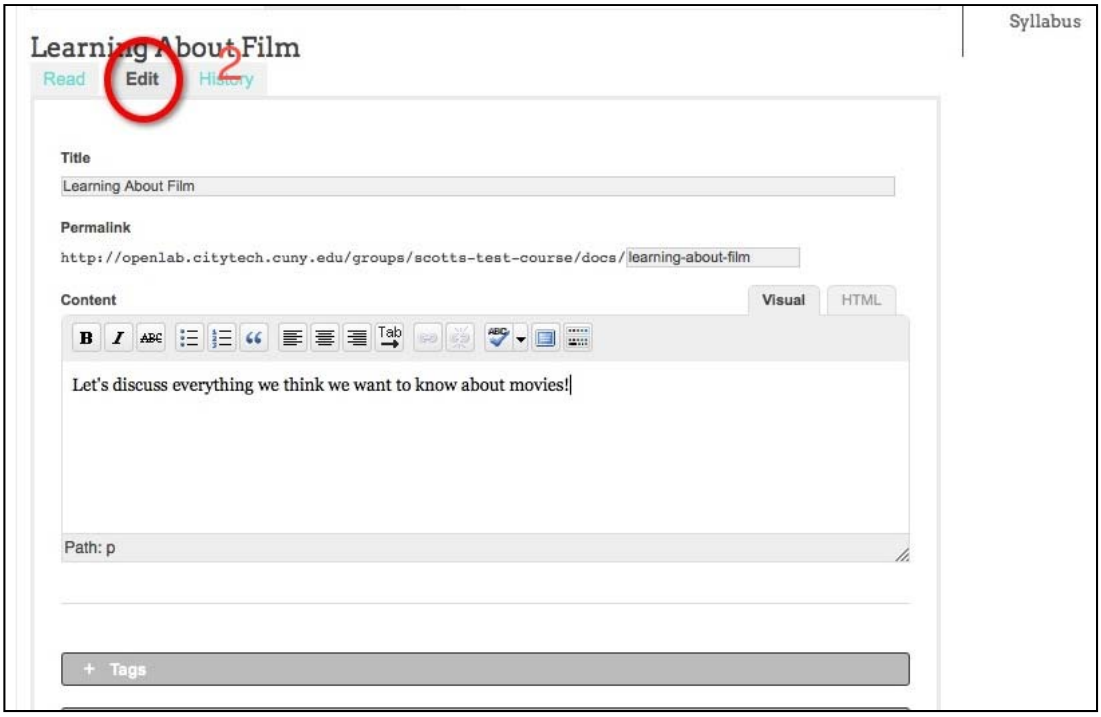

New Doc
Title
Content
Visual
HTML
Paragraph
Path: p
Tags
Parent
4
Save
Cancel

## To Work With Others on a Doc

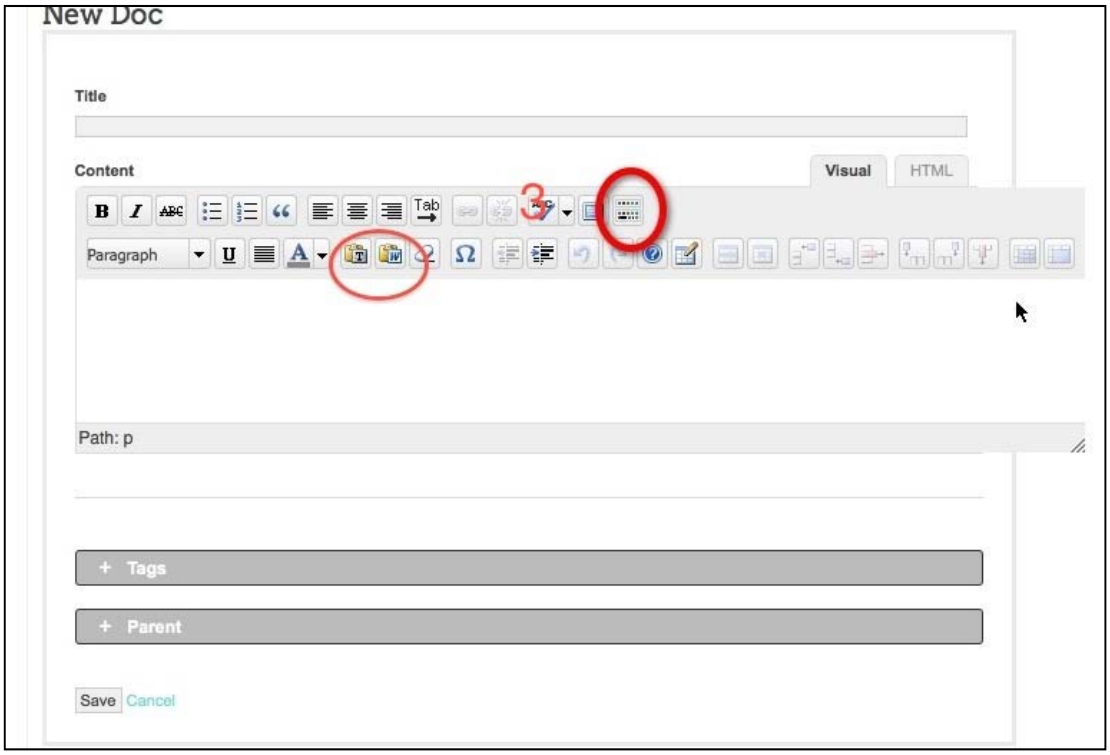
1. To view a document select *Read.* You can also read a document by clicking on its title.



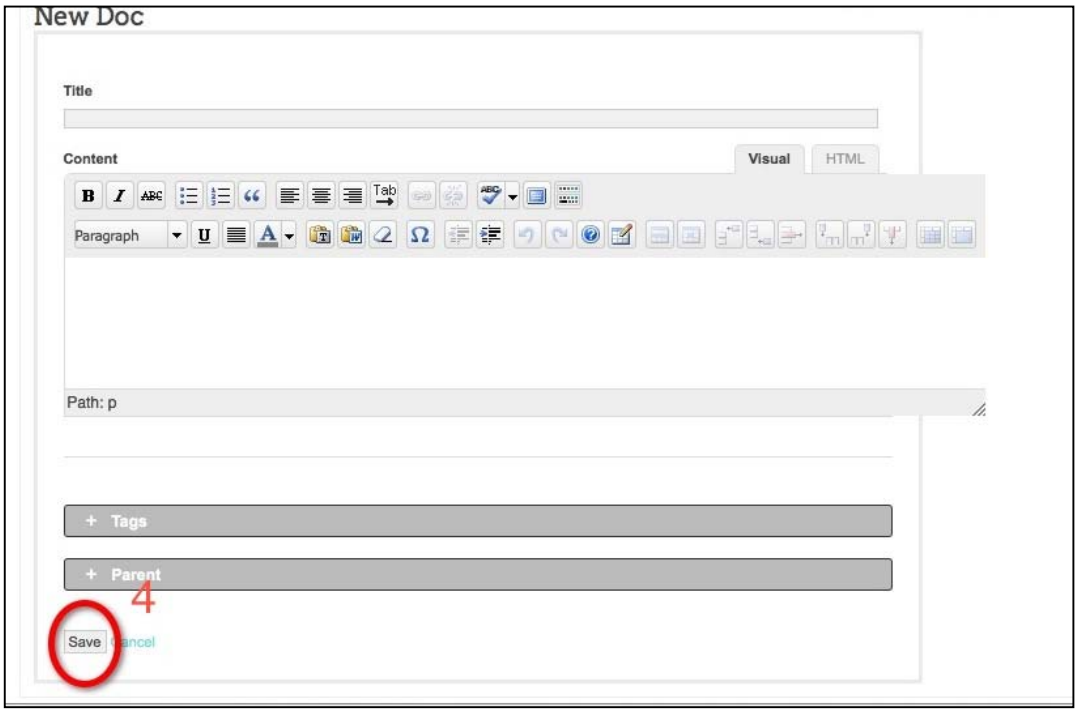

2. To make changes to a document select *Edit.*


Syllabus
Learning About Film
Read
Edit
History
2
Title
Learning About Film
Permalink
http://openlab.citytech.cuny.edu/groups/scotts-test-course/docs/learning-about-film
Content
Visual
HTML
Let's discuss everything we think we want to know about movies!
Path: p
+ Tags

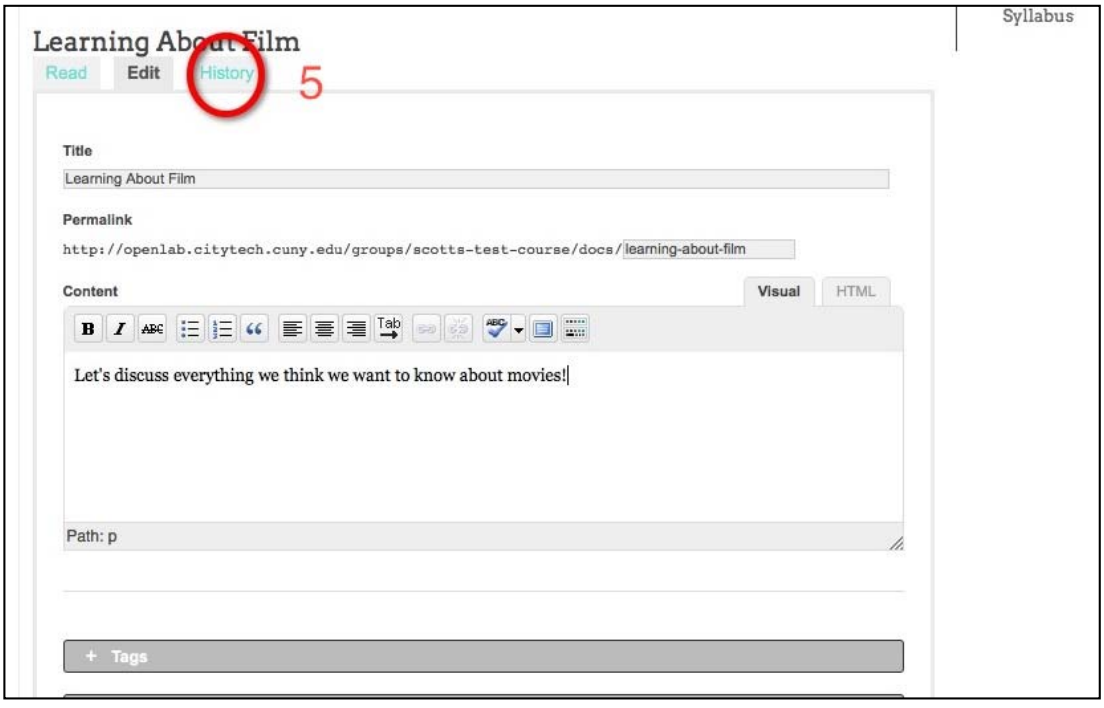
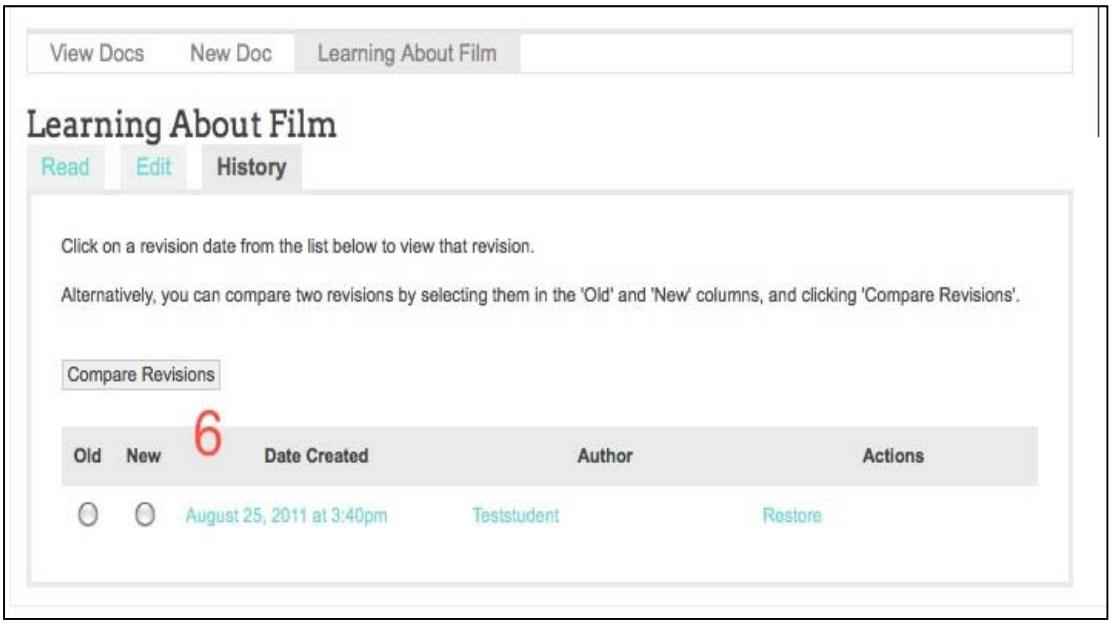
3. Once you are in the edit screen it functions much like creating a doc. Make changes in the text box and use *Kitchen Sink* to format and copy and paste from Word and text documents.



4. When you are finished editing, click *Save.*




5. The OpenLab records a history of who edited the document and the changes that person made. To see it click *History*.



6. You can *Compare Revisions* and *Restore* the document to the original.