**Opening and Editing Google Doc documents**

If you open a Google Doc from a folder, and not directly through a link sent to you, you will need to click “Open with Google Docs” to send the document into editing mode.

A screenshot of a cell phone

Description automatically generated

If you open a document directly via link, and do not see the screen set-up from the first photo above, you are already in edit mode. However, to track your changes, please click on the Edit Icon and select “Suggesting”.

A screenshot of a cell phone

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