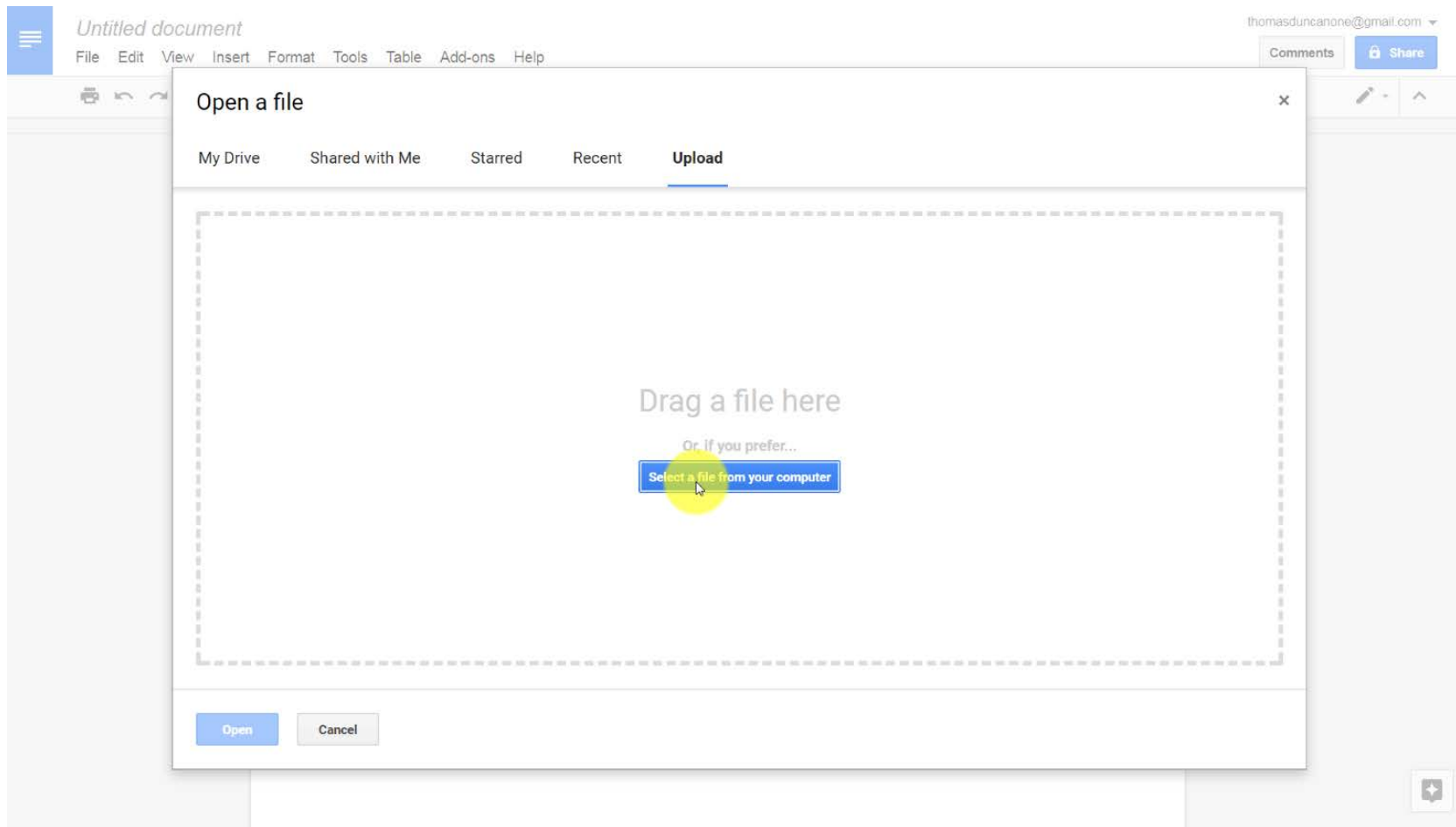
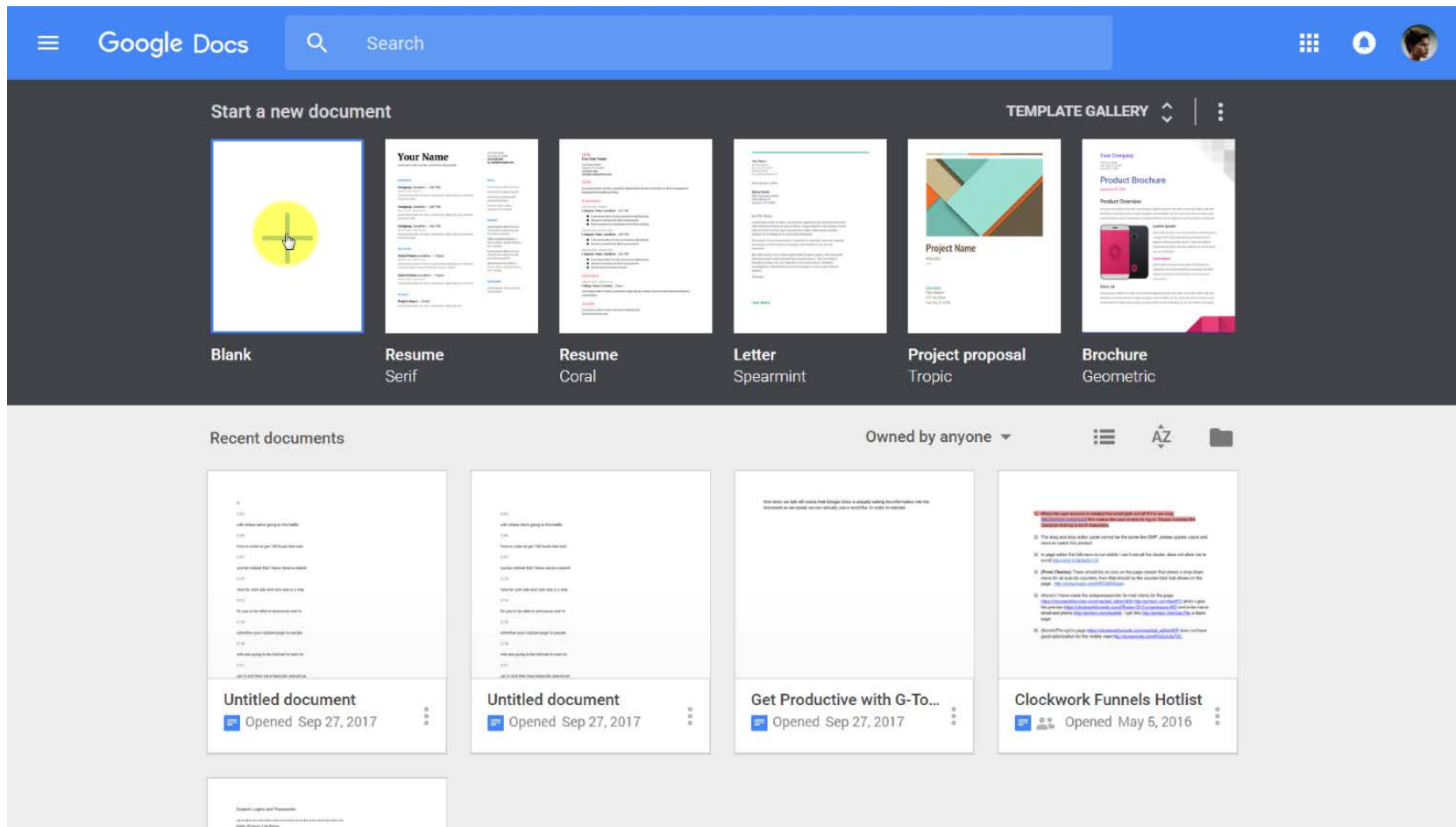


Basic Collaboration Word Processing

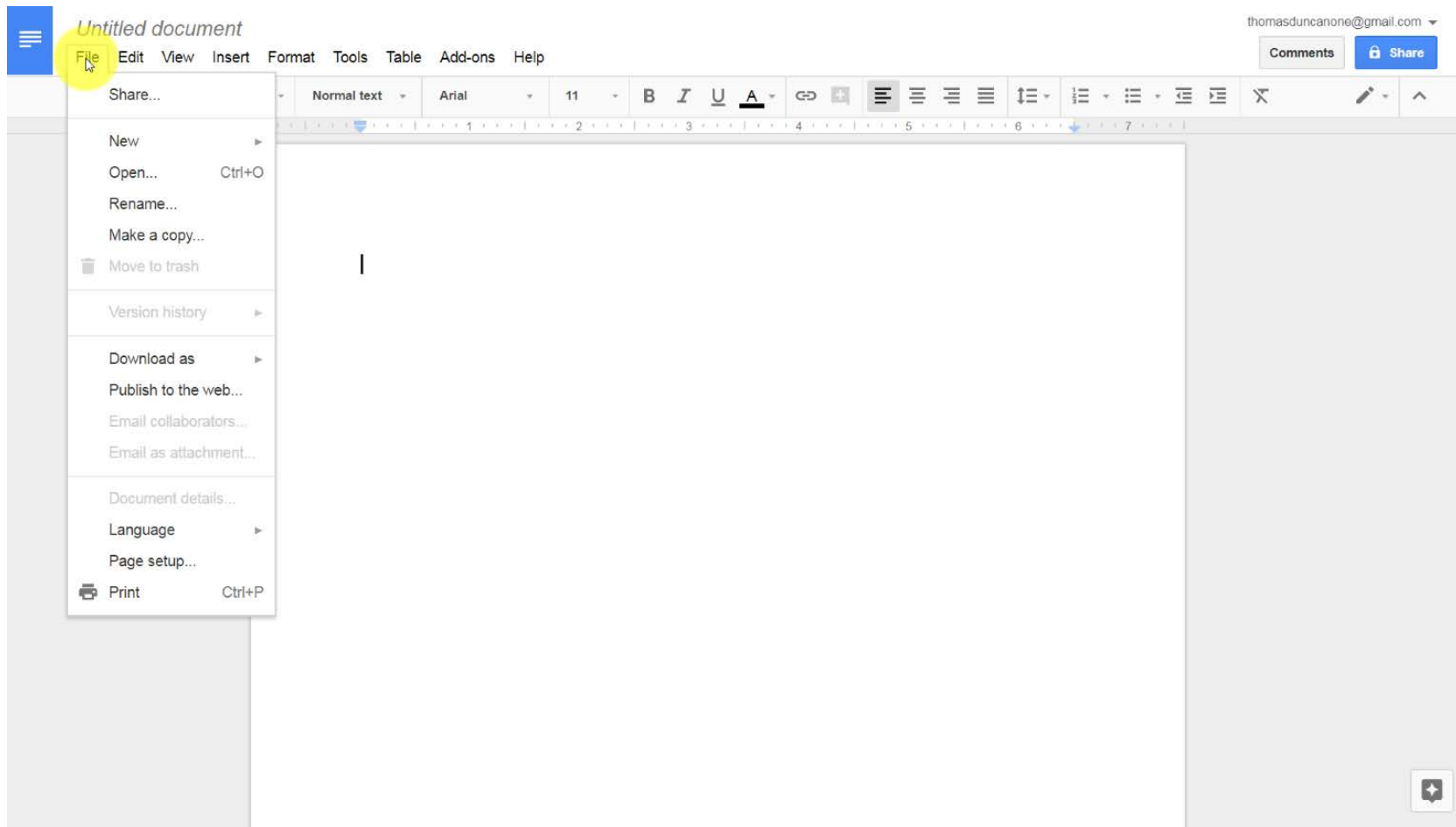
Click the Select Button



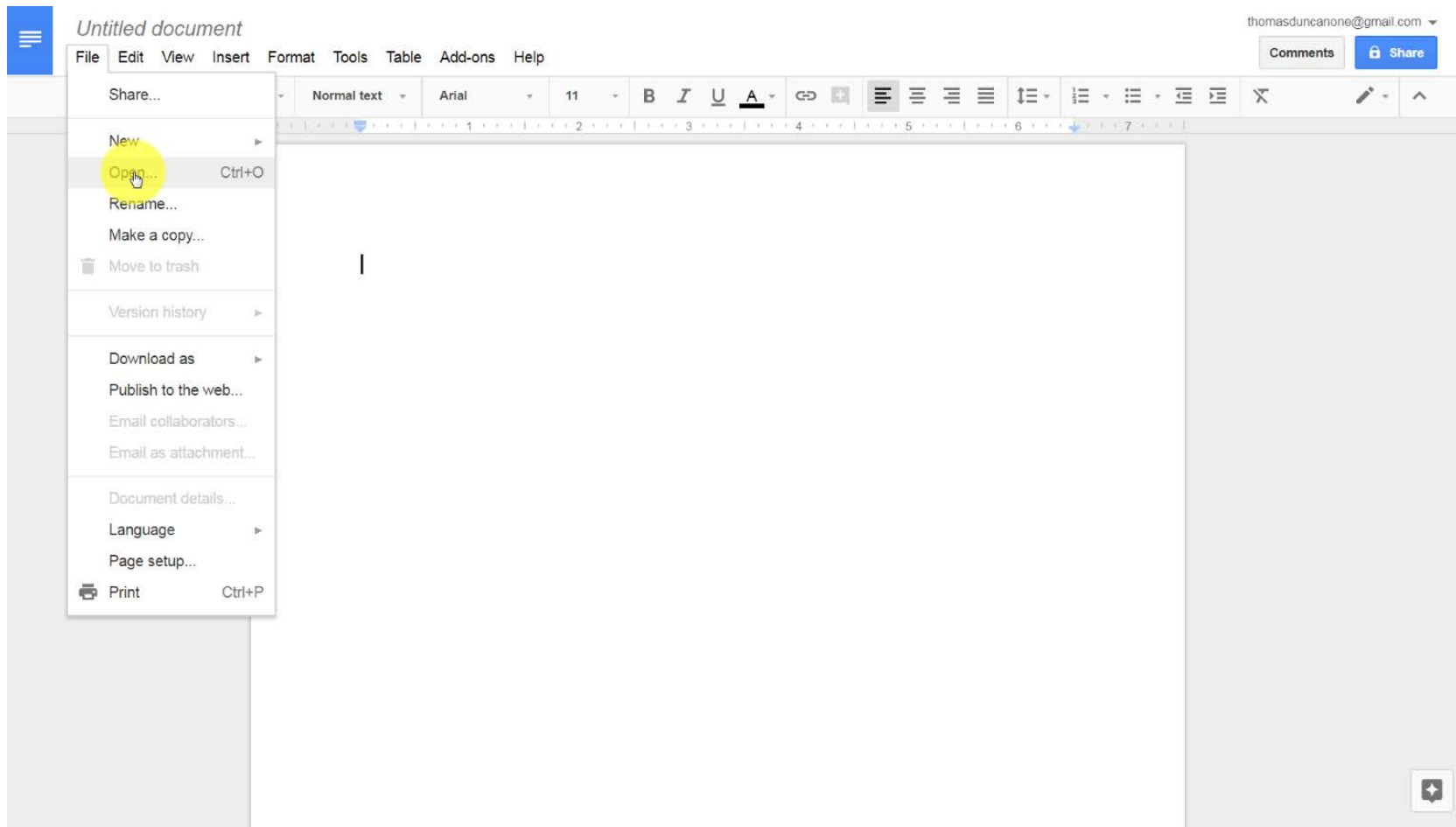
Open a Basic Document



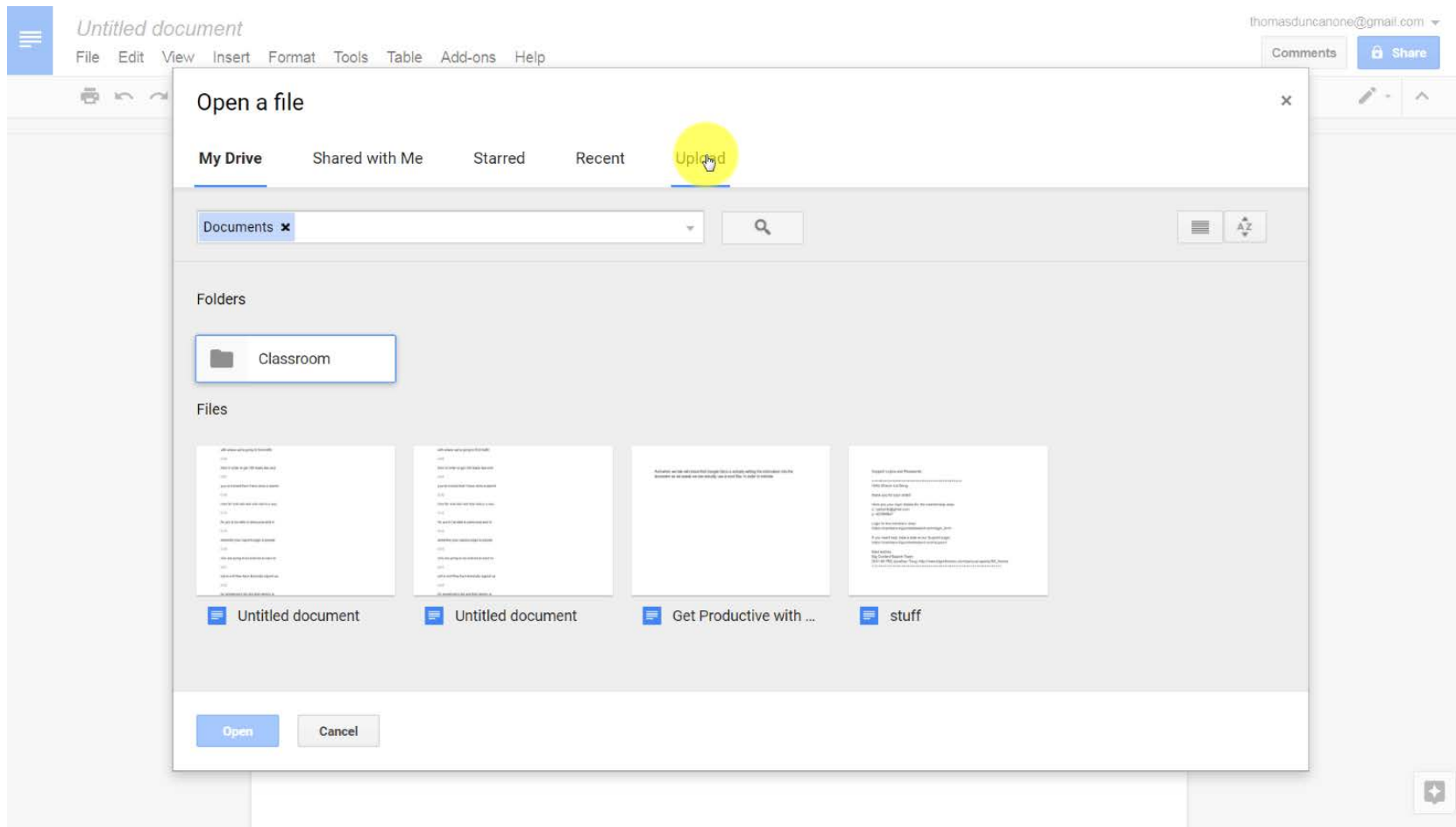
Click File



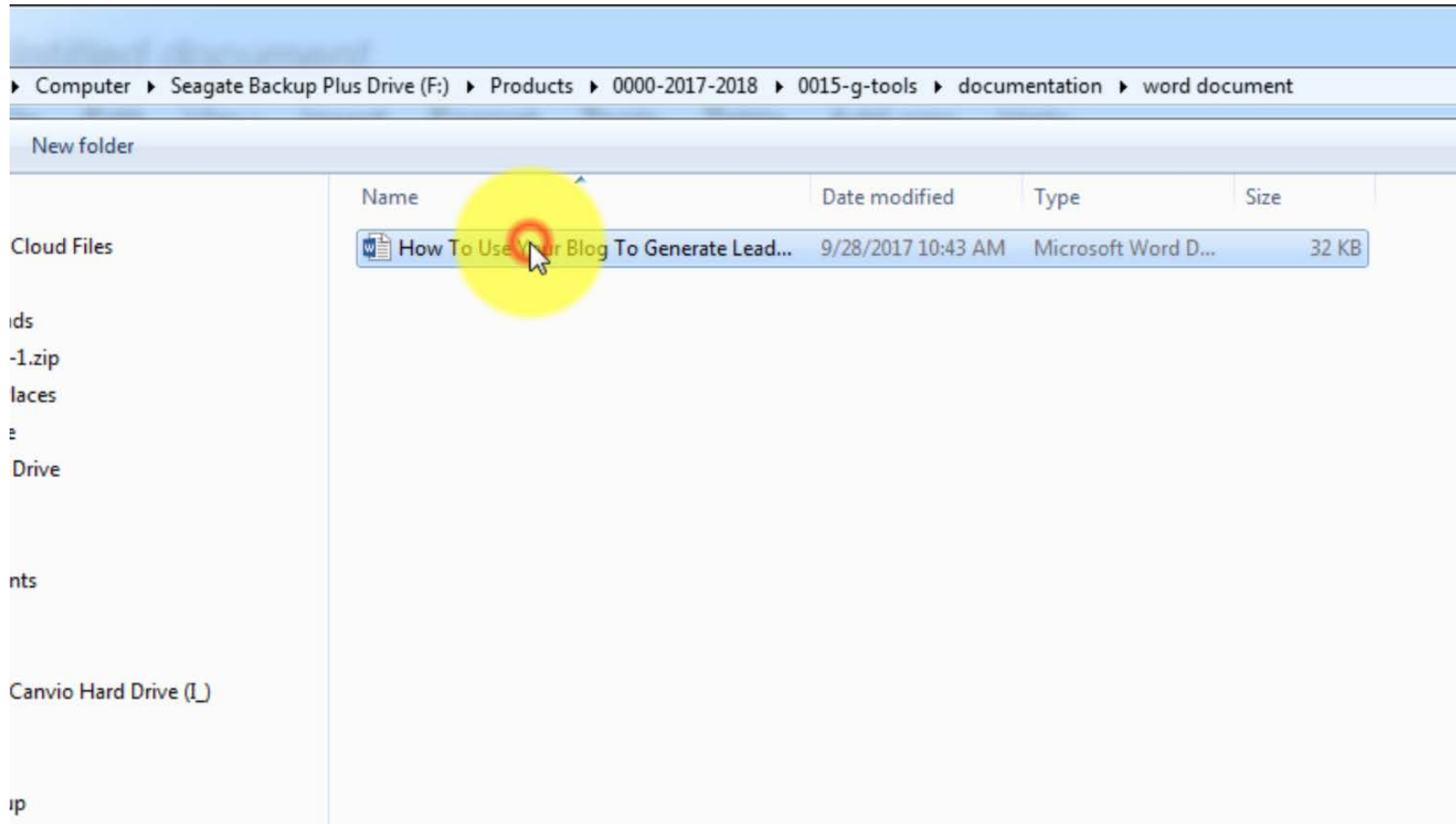
Click Open



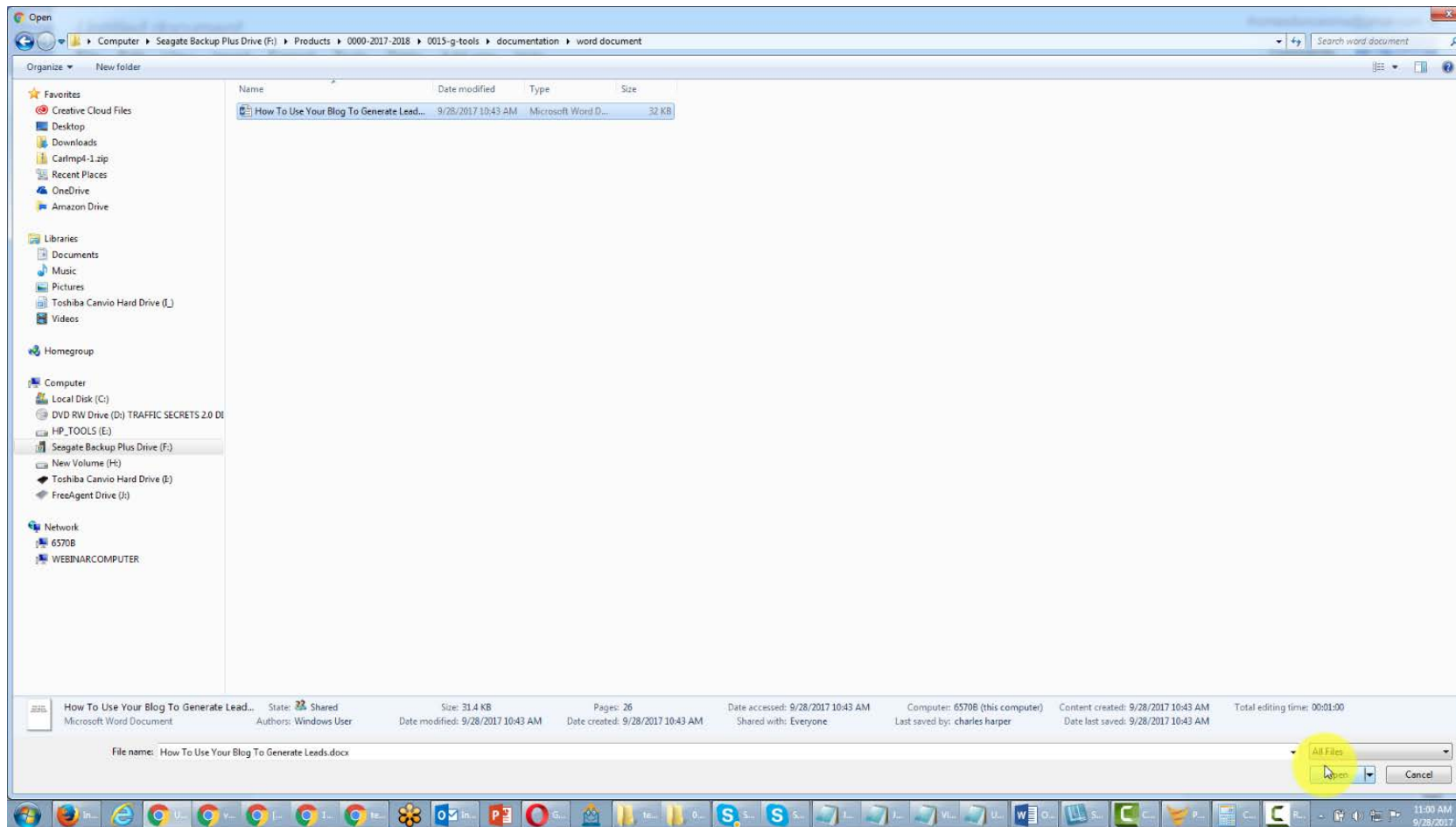
Click Upload



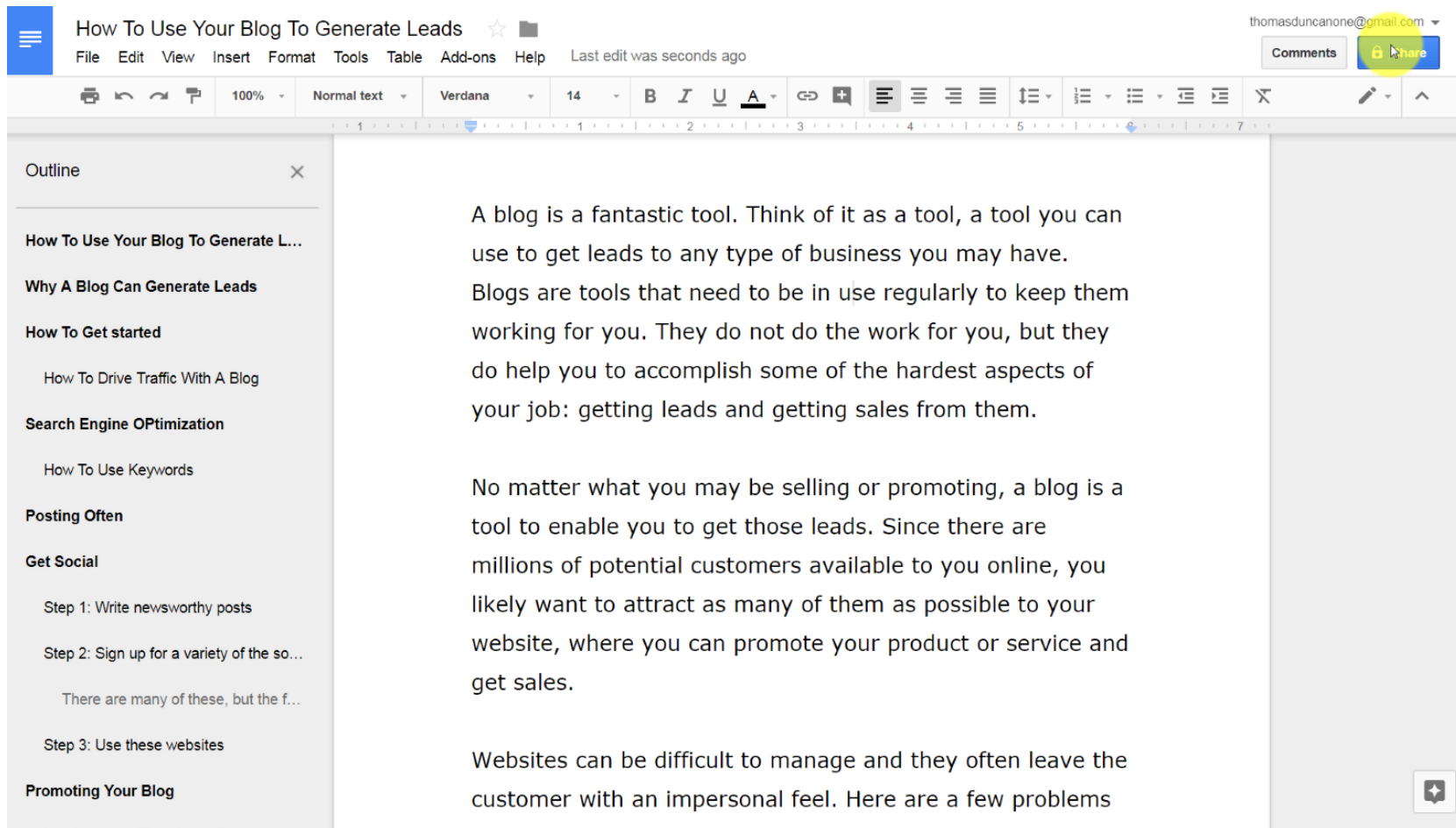
Select a Microsoft Word Document



Click Open




Click the Share Button




The screenshot shows a Google Docs interface. At the top, the document title is "How To Use Your Blog To Generate Leads". Below the title bar, there is a menu bar with options: File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. To the right of the menu bar, there is a user profile icon and a "Comments" button. A yellow circle highlights the "Share" button, which is located next to the "Comments" button. The main editing area contains three paragraphs of text. The first paragraph is: "A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have. Blogs are tools that need to be in use regularly to keep them working for you. They do not do the work for you, but they do help you to accomplish some of the hardest aspects of your job: getting leads and getting sales from them." The second paragraph is: "No matter what you may be selling or promoting, a blog is a tool to enable you to get those leads. Since there are millions of potential customers available to you online, you likely want to attract as many of them as possible to your website, where you can promote your product or service and get sales." The third paragraph is: "Websites can be difficult to manage and they often leave the customer with an impersonal feel. Here are a few problems". On the left side of the interface, there is an "Outline" panel with a list of sections: "How To Use Your Blog To Generate L...", "Why A Blog Can Generate Leads", "How To Get started", "How To Drive Traffic With A Blog", "Search Engine OPTimization", "How To Use Keywords", "Posting Often", "Get Social", "Step 1: Write newsworthy posts", "Step 2: Sign up for a variety of the so...", "There are many of these, but the f...", "Step 3: Use these websites", and "Promoting Your Blog".

Write in the Email Address of the Person You're Sharing With


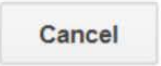
A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have.

Share with others Get shareable link 

People


theplrshow@gmail.com 

Add a note



  Advanced

Determine Sharing Permissions


A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have.

Share with others Get shareable link 

People

 theplrshow@gmail.com x Add more people... 

Add a note

- ✓  Can edit
- Can comment
- Can view

Send Cancel Advanced

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Send the Invitation

A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have.


Share with others Get shareable link 

People

 theplrshow@gmail.com x Add more people... 

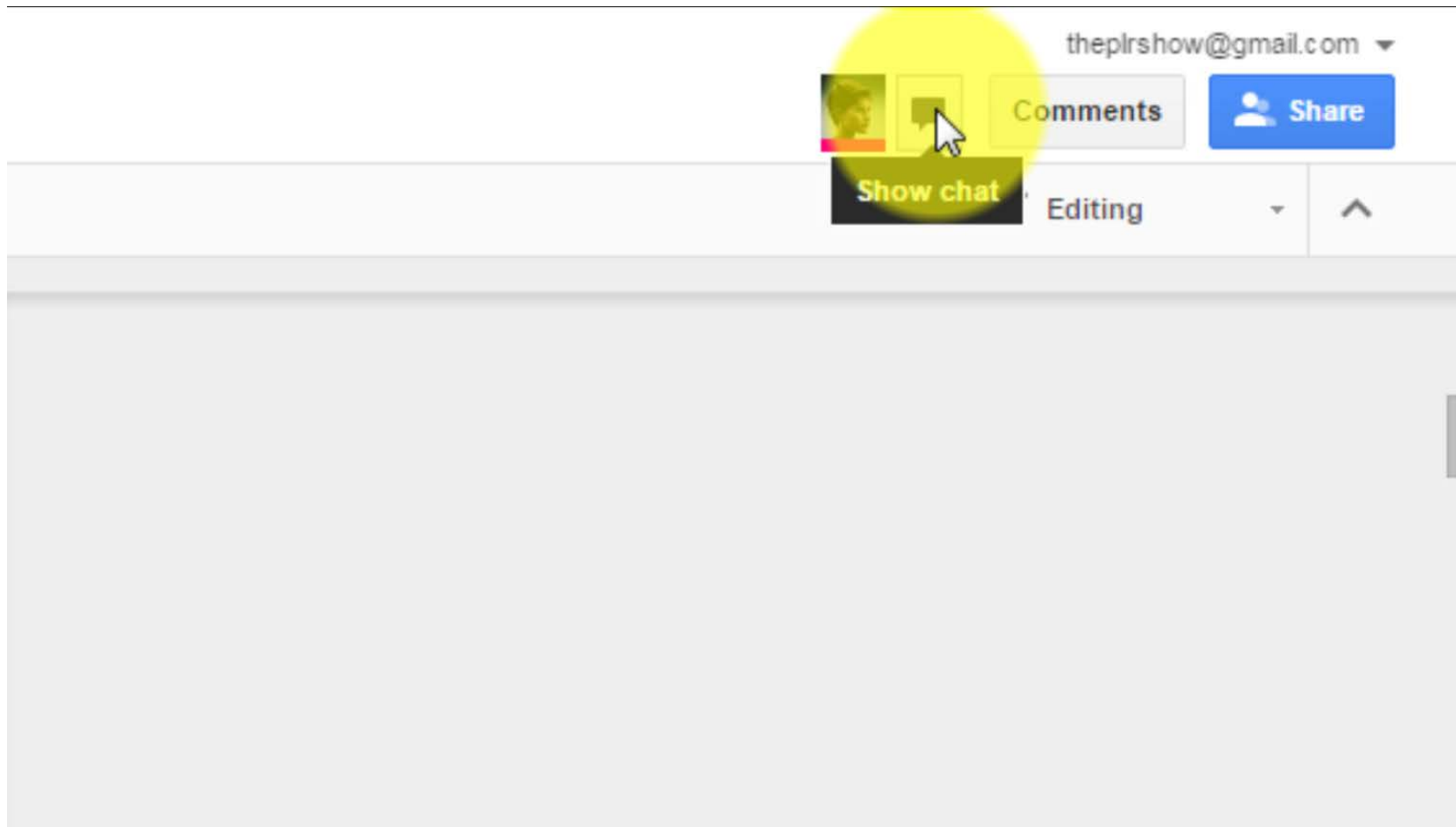
Add a note

- ✓ Can edit
- Can comment
- Can view

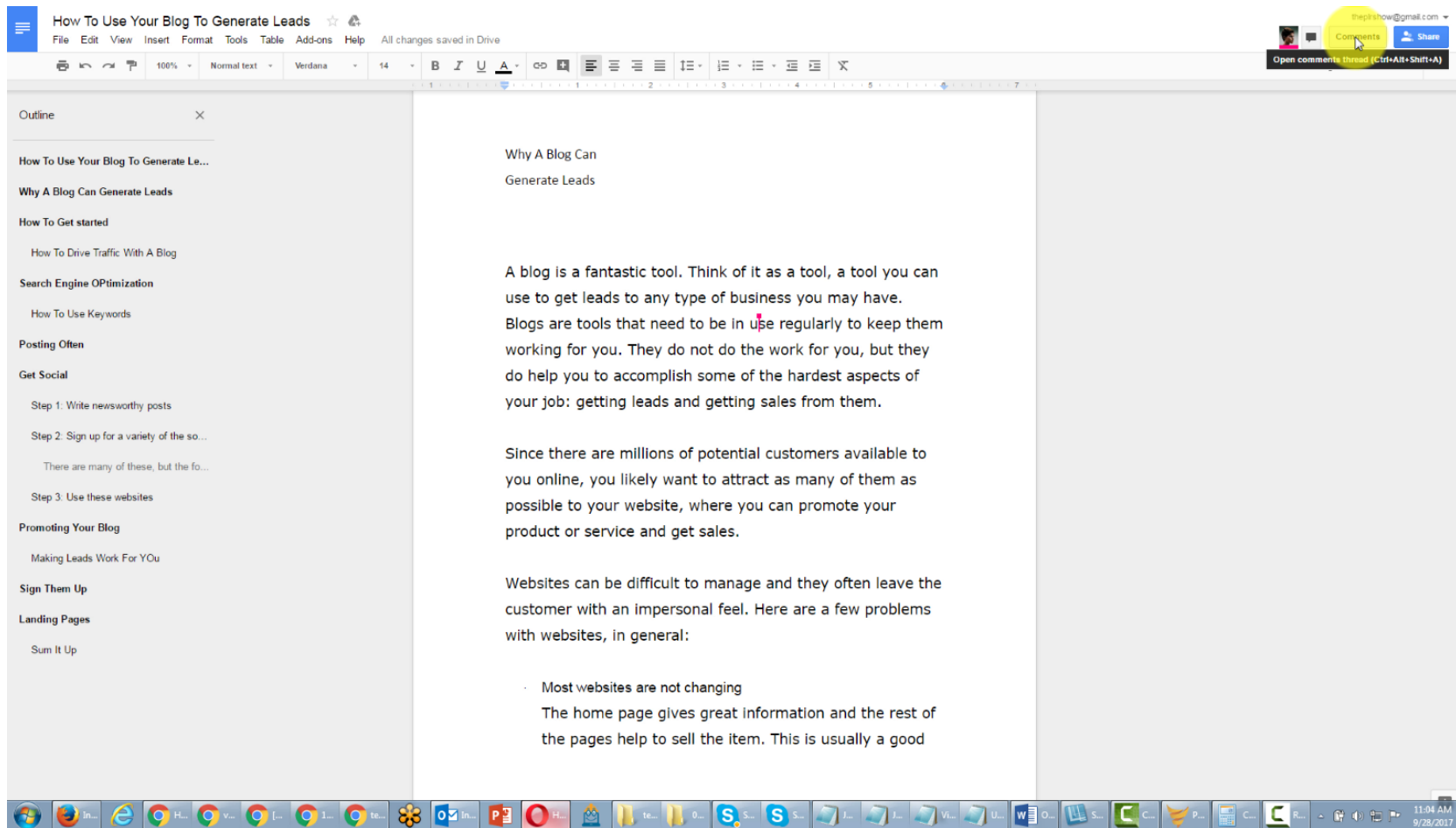
 Cancel Advanced

get sales.

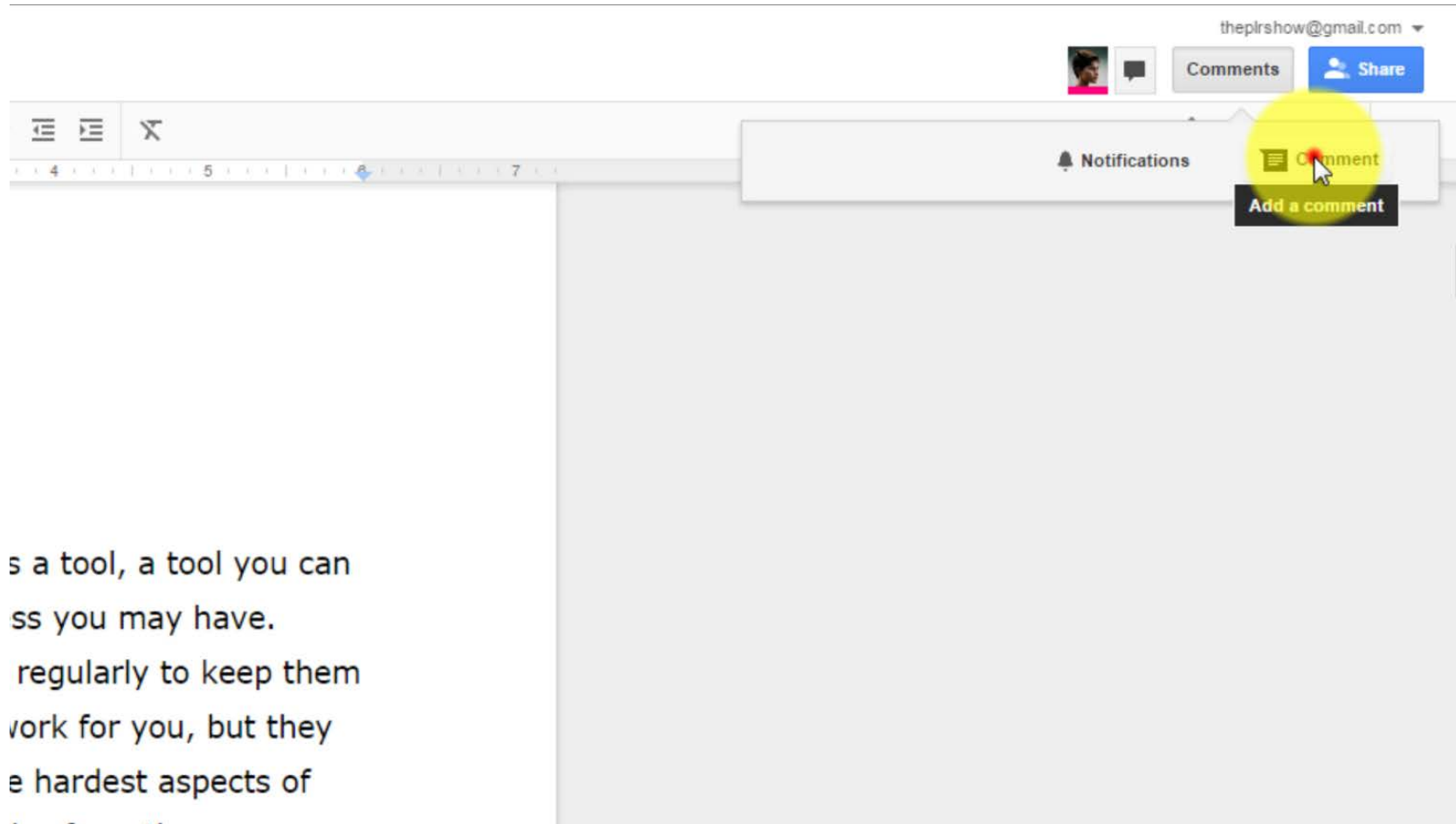
Note From the Collaborator's Account There Are Two People Working on a Document



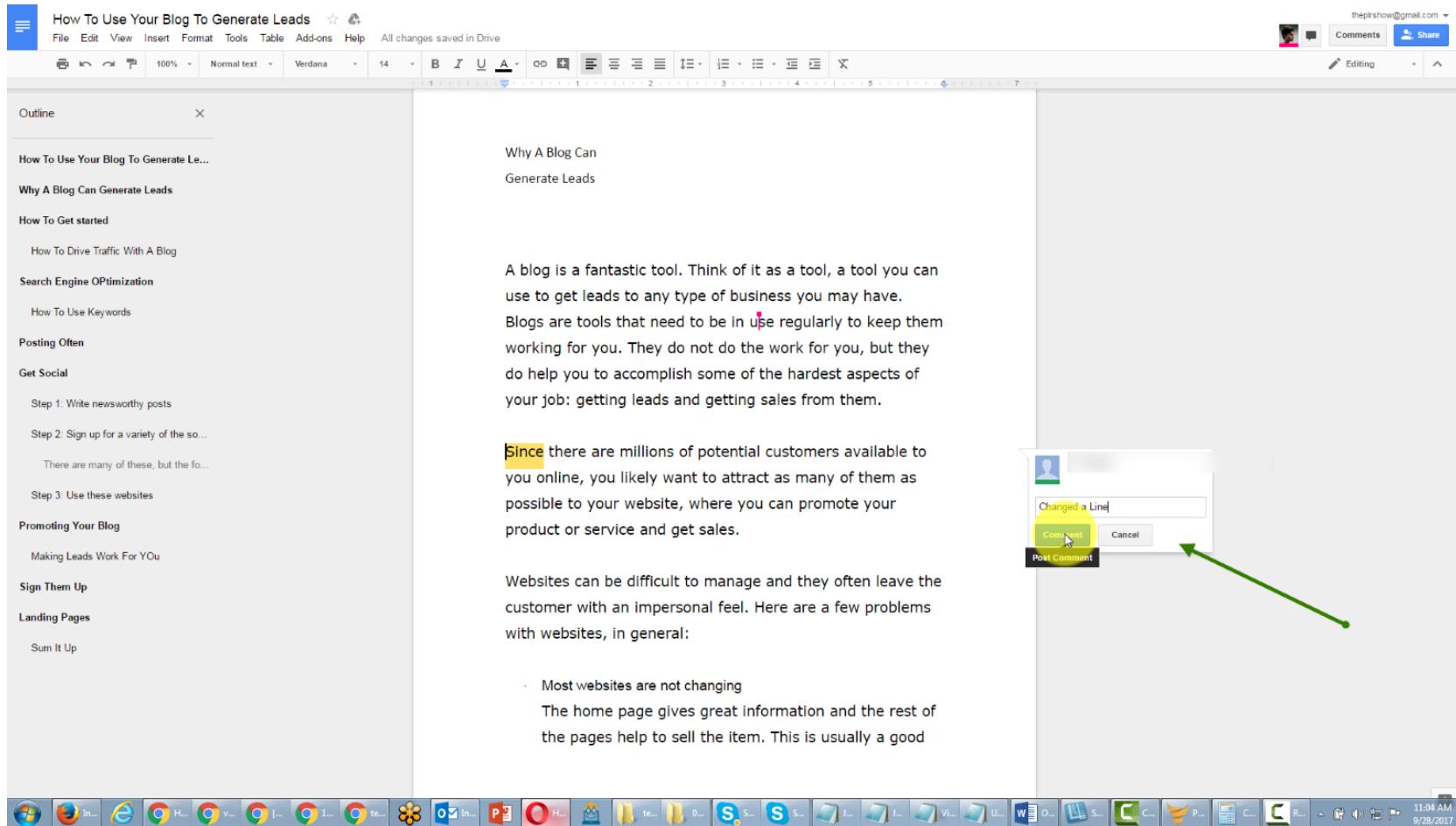
The Collaborator Can Make an Edit and Write a Comment



Collaborator Clicks Add a Comment



Collaborator Adds a Comment



The screenshot displays a Google Docs interface for a document titled "How To Use Your Blog To Generate Leads". The document content includes sections like "Why A Blog Can Generate Leads", "How To Get started", "Search Engine Optimization", "Posting Often", "Get Social", "Promoting Your Blog", and "Sign Them Up". A collaborator, identified as "thepishow@gmail.com", has added a comment to the text "Since there are millions of potential customers available to you online, you likely want to attract as many of them as possible to your website, where you can promote your product or service and get sales." The comment box shows the text "Changed a Line" and a yellow highlight. A green arrow points to the "Post Comment" button. The Windows taskbar at the bottom shows various open applications and the system clock indicating 11:04 AM on 9/28/2017.

How To Use Your Blog To Generate Leads

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Verdana 14 B I U A

Outline

How To Use Your Blog To Generate Le...

Why A Blog Can Generate Leads

How To Get started

How To Drive Traffic With A Blog

Search Engine Optimization

How To Use Keywords

Posting Often

Get Social

Step 1: Write newsworthy posts

Step 2: Sign up for a variety of the so...

There are many of these, but the fo...

Step 3: Use these websites

Promoting Your Blog

Making Leads Work For YOU

Sign Them Up

Landing Pages

Sum It Up

Why A Blog Can Generate Leads

Generate Leads

A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have. Blogs are tools that need to be in use regularly to keep them working for you. They do not do the work for you, but they do help you to accomplish some of the hardest aspects of your job: getting leads and getting sales from them.

Since there are millions of potential customers available to you online, you likely want to attract as many of them as possible to your website, where you can promote your product or service and get sales.

Websites can be difficult to manage and they often leave the customer with an impersonal feel. Here are a few problems with websites, in general:

- Most websites are not changing

The home page gives great information and the rest of the pages help to sell the item. This is usually a good

thepishow@gmail.com

Comments Share

Editing

Changed a Line

Comment Cancel

Post Comment

11:04 AM 9/28/2017

You Can Also make Changes to the Document

How To Use Your Blog To Generate Leads

File Edit View Insert Format Tools Table Add-ons Help Last edit was made 2 minutes ago by

100% Normal text Verdana 14 B I U A

Outline

- How To Use Your Blog To Generate L...
- Why A Blog Can Generate Leads
- How To Get started
 - How To Drive Traffic With A Blog
- Search Engine OPTimization
 - How To Use Keywords
- Posting Often
- Get Social
 - Step 1: Write newsworthy posts
 - Step 2: Sign up for a variety of the so...
 - There are many of these, but the f...
 - Step 3: Use these websites
- Promoting Your Blog

A blog is a fantastic tool. Think of it as a tool, a tool you can use to get leads to any type of business you may have.

Blogs are tools that need to be in use regularly to keep them working for you. They do not do the work for you, but they do help you to accomplish some of the hardest aspects of your job: getting leads and getting sales from them.

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Websites can be difficult to manage and they often leave the customer with an impersonal feel. Here are a few problems with websites, in general:

Comments Share

You Can Also Make Changes To the Document

11:07 AM Today Changed a Line