

Directions for Using Co-Writer

1. Double-click on the Co-Writer icon.
2. Double-click on Shared Files
3. Double-click on WB_Share or GB_Share
4. Double-click on Co-Writer
5. Double-click on 1_Getting Started
6. Click Next
7. Enter name for file. I would suggest the student's login name for the name of the file.
8. Select writing level
9. Click Next
10. Save the file to the user's home files. Use the drop-down box to locate the user's name and home files.

On subsequent uses or if the student has previously saved a Co-Writer file to his or her home files, the user should select Home Files in Step 2 of above.