

How to Submit Papers to Library Writing Center

1. Login to **Google Docs**
2. Click on **File**
3. Click on **Download As**
4. Select **Word Document**
5. Go to **www.saclibrary.org**
6. Click on pull down menu (top left corner) and select **Education**
7. Go to **Homework Help** under Students & Educators
8. Scroll down and click on **Word Directly with an Online Tutor** link
9. Login in to Account: Username: **sj** + **Student ID Number** (6 Digits)
10. Password: **Year of Birth** (4 Digits)
11. Click on **Writing Lab**
12. Click on **Sign Up** if this is a new account or type in a **Username** + **Password**
13. Choose your **Word Document** and **Attach** it as a file
14. **Submit** your Draft
15. Check **My Message Center** under your **Account Name** for your **Reviewed Draft**



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