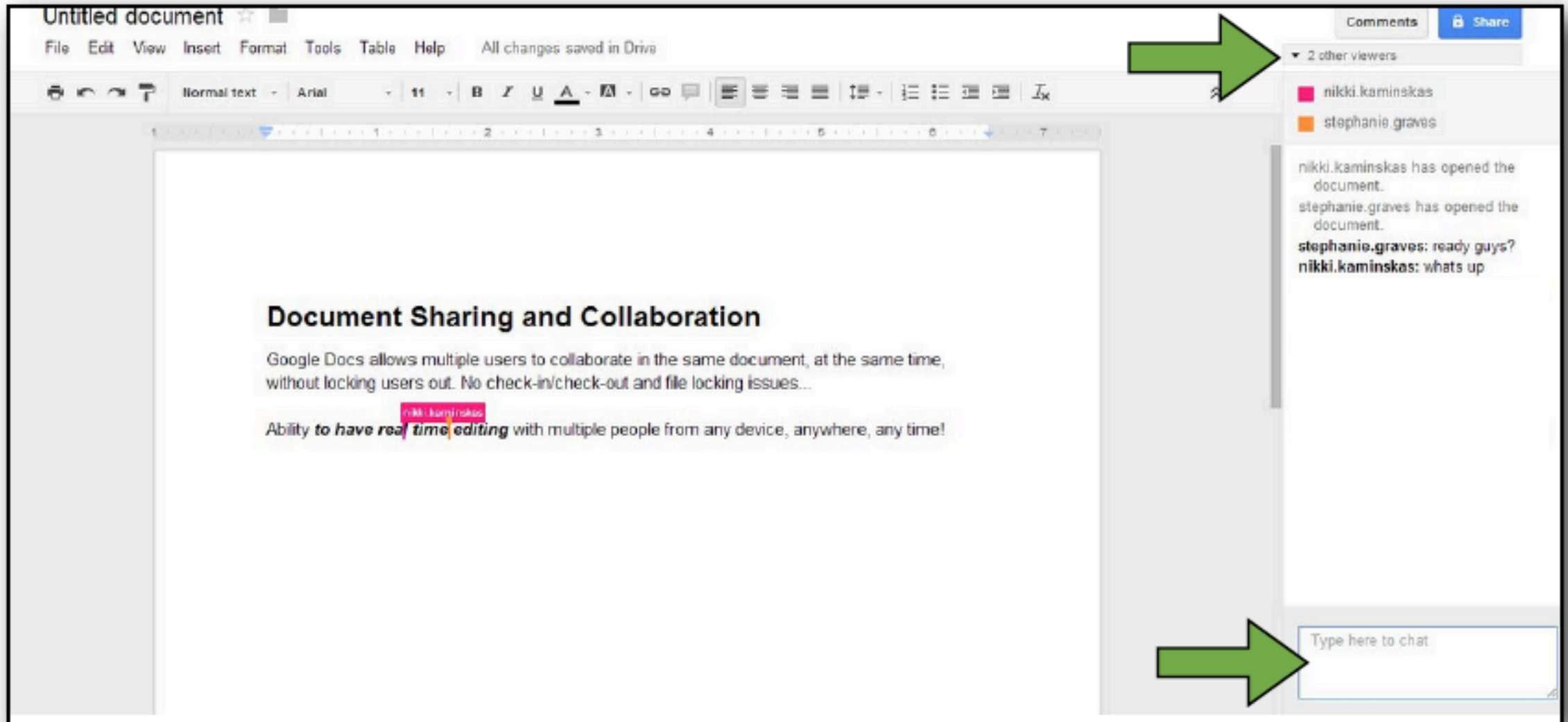


## How to Chat in Google Document

Click where it says you have other viewers

Click where it says Type here to chat

Press Return or Enter



The screenshot shows a Google Document titled "Untitled document" with a menu bar (File, Edit, View, Insert, Format, Tools, Table, Help) and a status bar ("All changes saved in Drive"). The main content area contains the heading "Document Sharing and Collaboration" and a paragraph: "Google Docs allows multiple users to collaborate in the same document, at the same time, without locking users out. No check-in/check-out and file locking issues...". Below this, the text "Ability to have real time editing with multiple people from any device, anywhere, any time!" is shown, with a small pink box containing the name "nikki.kaminskas" above the word "real".

On the right side, there is a sidebar with a "Comments" tab and a "Share" button. Below these, it says "2 other viewers" and lists "nikki.kaminskas" (with a pink square) and "stephanie.graves" (with an orange square). Below the viewer list, there is a chat log showing: "nikki.kaminskas has opened the document.", "stephanie.graves has opened the document.", "stephanie.graves: ready guys?", and "nikki.kaminskas: whats up". At the bottom of the sidebar is a text input field with the placeholder text "Type here to chat".

Two green arrows point to the viewer list and the chat input field.