

SD73 (KAMLOOPS/THOMPSON)

April 2019

Version 1.0

Copying/Pasting a Google Doc to the Portfolio

To put a google doc into their MyEdBC portfolio:



Step 2 – (they need to be very careful with this or they will lose everything) CTRL+A to select all – it will turn blue



Step 3 – CTRL + C to copy (now move off of the doc and do a safety click so it isn't all still highlighted) Step 4 - Go to MyEdBC portfolio and open up a new entry on a blog.

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Step 5 - Click in the blank area below the editing buttons so that you see the cursor blinking



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Step 6 – CTRL + V to paste in the doc. Scroll down and save.

