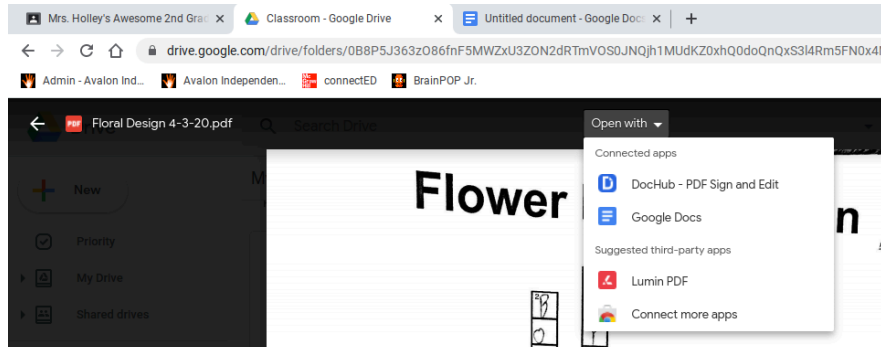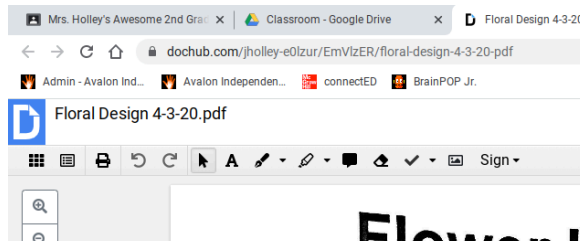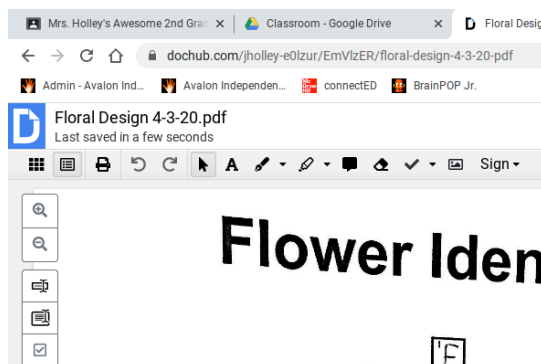# Using DocHub to Write/Type on Documents

To make a document editable- click on the document, then press "open with" at the top-center of the document.
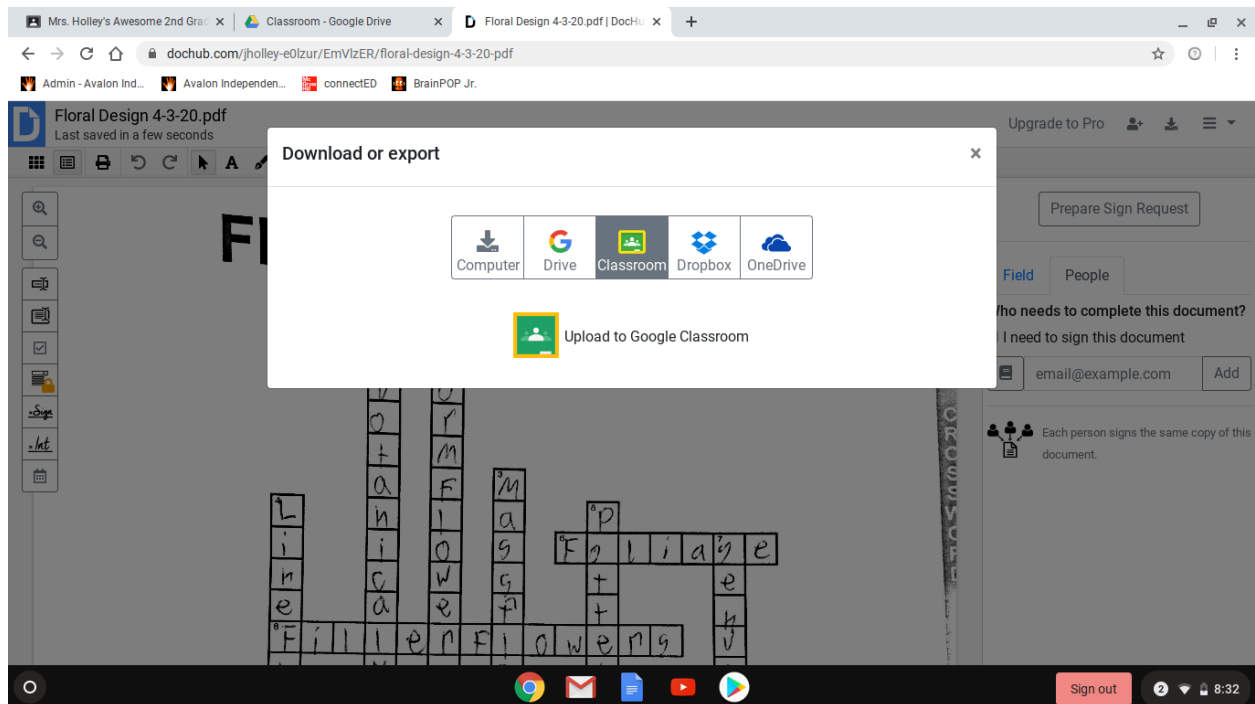

Then choose "open with DocHub." Sign in with your google account, then it will open in DocHub.

Next, on the left side of the tool bar, choose "manage fields" (2nd square from left.)

Then go to "text field" (3rd down.) You can add a text box to any place on the document. Add boxes and type to fill-in any document so there is no need to print. :)

When done, go to "download/export" on right side of toolbar. Next, share to the correct classroom and assignment, and then press "turn in or mark as done." Once done, it will share your completed document to your teacher.