

HOW TO EDIT IN GOOGLE DOCS

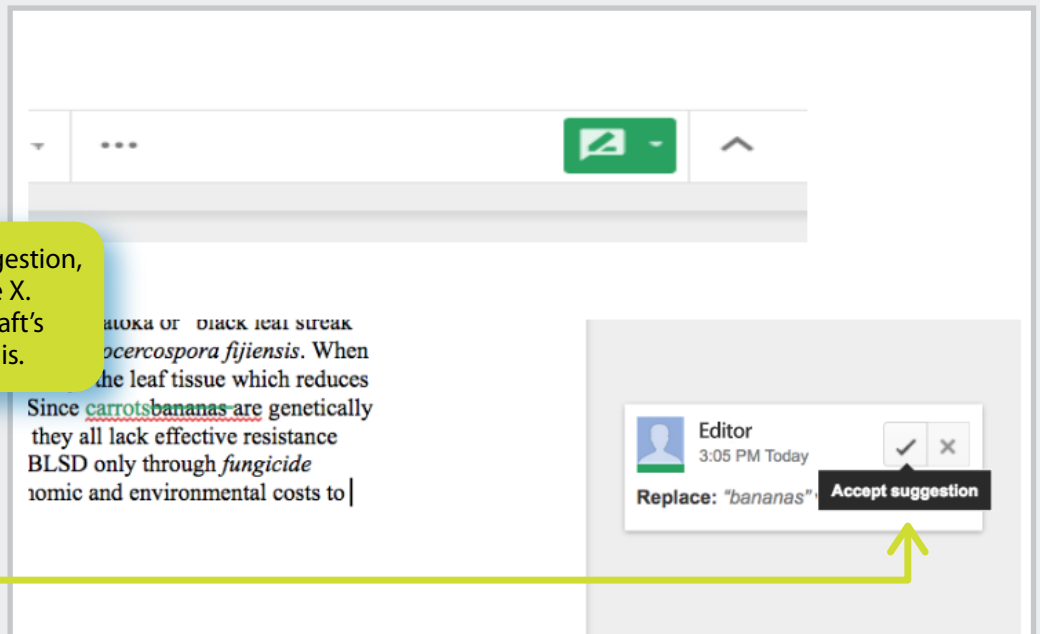
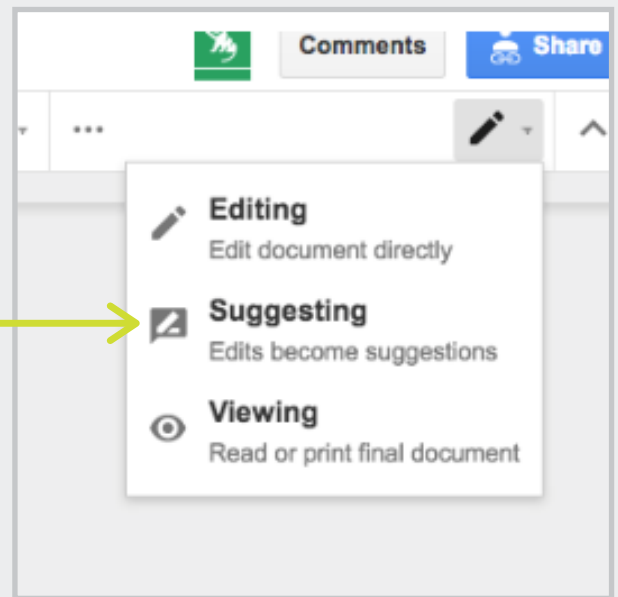
INSTRUCTIONS



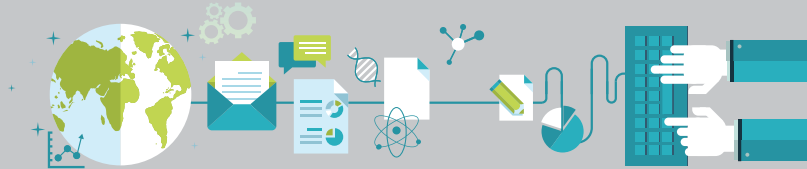
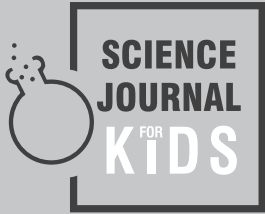
EDITING A TEXT IN SUGGESTING MODE:

- ✓ Find the suggesting mode by clicking on the black pencil in the upper right corner
 - ✓ Choose "Suggesting"
- ✓ Note that the pencil should change in color. Now all your edits will be visible.
- ✓ When you make a suggestion, a box will appear on the right showing the change you made. Please do NOT "Accept" the suggestions. They will be saved automatically, without accepting them. If you accept them, we cannot track them anymore (since they are taken as approved).

PREVIEW



Do NOT accept the suggestion, and do not click the X. Just rewrite in the draft's text and leave it as is.



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INSTRUCTIONS



HOW TO ADD COMMENTS

You can also **add comments** to the text, which highlight a word/phrase and then appear on the side, rather than in the text itself.

To do that, please:

PREVIEW



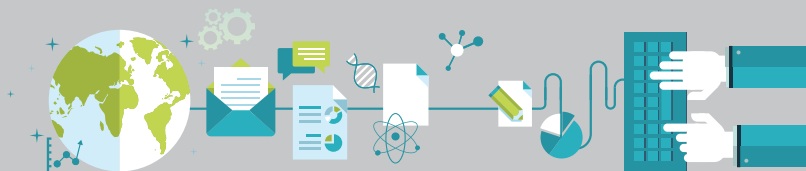
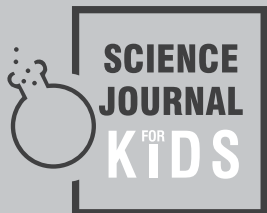
✓ Select a word by double clicking it. This will highlight it in grey, and then show a little “+ button” on the right.

Pseudocercospora fijiensis. When it destroys the leaf tissue which reduces the yield since **bananas** are genetically identical to other varieties, they lack effective resistance against this pathogen through *fungicide* applications, and this adds substantial costs to produce bananas.

✓ Press the **blue “Comment” button**.

Black Sigatoka or “black leaf streak” is caused by the fungus *Pseudocercospora fijiensis*. When it destroys the leaf tissue which reduces the yield. Since **bananas** are genetically identical to other varieties, they lack effective resistance against this pathogen through *fungicide* applications, and this adds substantial costs to produce bananas.

Important: this is necessary to **save your comment**. Otherwise, your comment won’t be saved when you close the document (even though it will still be visible to you in the side margin.)



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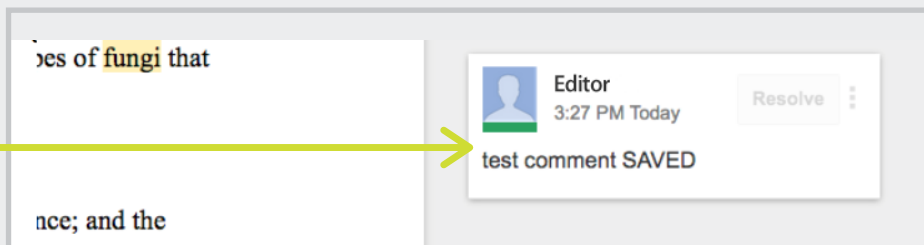
INSTRUCTIONS



PREVIEW



This is how a comment appears when it is **saved:**
 it's highlighted in yellow, and there is **NO blue "Comment" button**.



This is how a comment appears when it is **NOT saved:**
 the "Comment" and "Cancel" buttons are still shown underneath. (Please note that while you can still read the comment, it will not be saved when you close the document)

