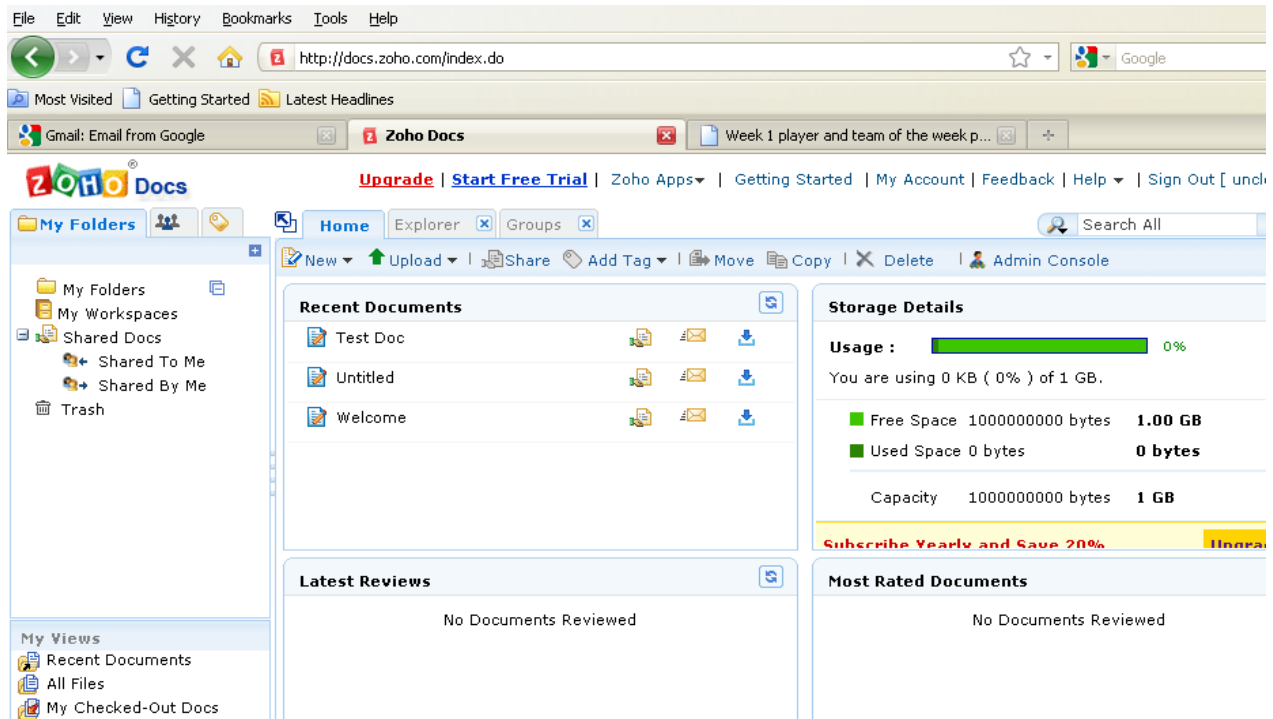


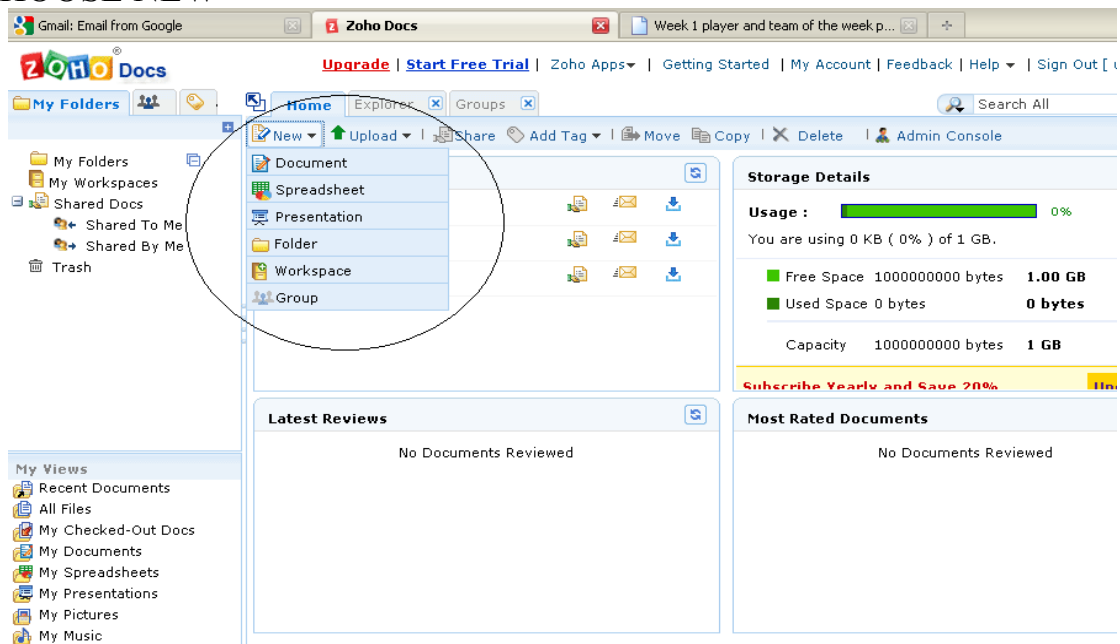
## ZOHO INSTRUCTIONS FOR CLASS ASSIGNMENTS

Due to the compatibility issues with NETCHALK, the class will begin using the free online program, ZOHO. DO NOT UPGRADE YOUR ACCOUNT. There is no reason to do this for this class. The free version is fine. When you use ZOHO at school, some of the images may be replaced with a red X. If this occurs, simply “Mouse Over” it and it will tell you what it is.

1. Go to [www.Zoho.com](http://www.Zoho.com) and create an account.
2. After You Create an account, log in. It will look like this: (If your screen looks different, choose PRODUCTIVITY APPS and choose DOCS.
- 3.



### 4. CHOOSE NEW



5. CREATE YOUR DOCUMENT OR PRESENTATION- Save it, then SHARE it with randyvice , no spaces or commas.

