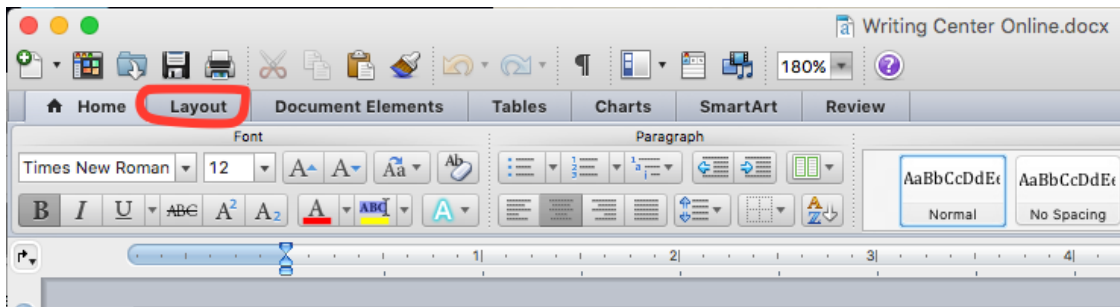


Writing Center Online: SKYPE

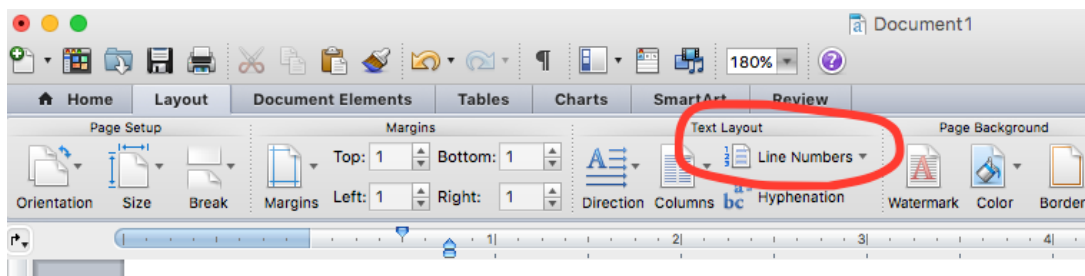
1. When using Skype, make sure you have your own Skype account BEFORE your appointment (it's free). To create an account, go to <http://www.skype.com/en/>.
2. Before your online appointment, you will need to email your Word document to us. Before sending, make sure to add line numbers to your paper. This will facilitate our discussion about your writing.

To add line numbers using Microsoft Word:

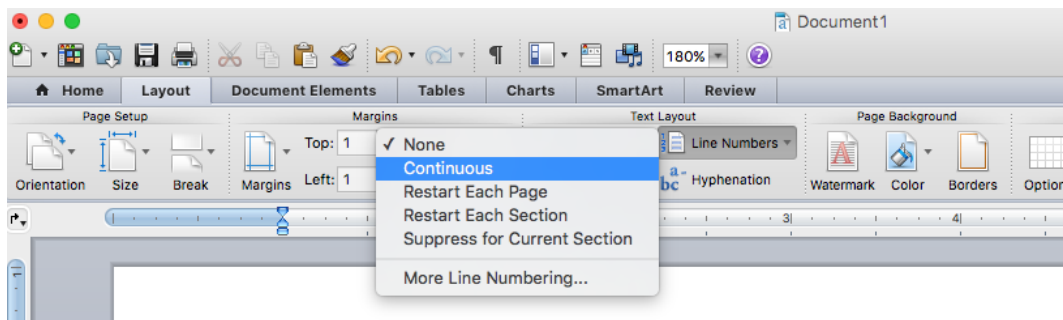
1. Click “Layout” at the top of the document (in Word 2010 “Page Layout”).



2. Click the “Line Numbers” dropdown menu.



3. Choose “Continuous.”



4. Send your paper to the Writing Center at **all three** of the following email addresses:

writingctr1@vcu.edu

writingctr2@vcu.edu

writingctr3@vcu.edu

Please include your Skype username in this email.

5. We will contact you via Skype at the scheduled time. Be sure to log on to Skype five to ten minutes before your appointment.