



Guide for Sending a Paper or Presentation to The Writing Center Online Portal

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- **Step Two**

Open a second tab and go to the Richmond CC website

www.richmondcc.edu

- Click on the *Student Resources* tab at the top
- Click on the *Student Services and Supports* link
- Click on *Learning Resource Center*
- Scroll down to the Services Provided section and click on the square titled *Writing Center*
- You are now at the Writing Center page

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- **Step Three**

- Scroll down the page to the Submit Your Writing section and click the link circled below

Submit Your Writing for a Professional Review:

[Click here to submit your writing for review by the Writing Center team!](#)

- Provide some basic information and then upload your Word document or PowerPoint file
Optional: You can upload your instructor's directions or rubric, which is helpful.
- Hit SUBMIT to complete your online portal entry

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