

# - Storyboarding in - Google Docs

To ensure clear communication both internally and with clients while using a live doc format, please follow this procedure:

## Creation

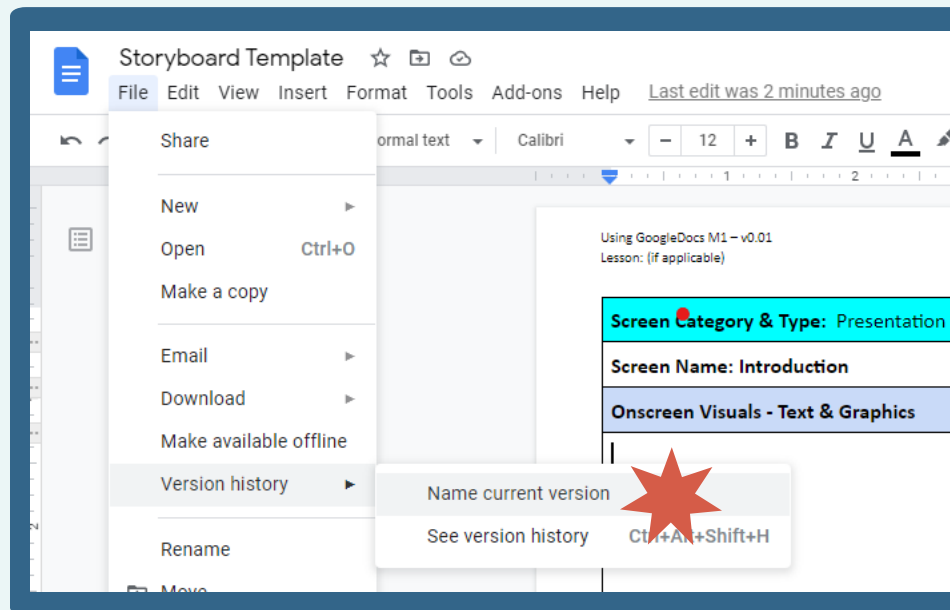
When you create the document, limit edit access to the writer, Writing Manager, Project Manager, and Project Administrator (PA).

## Location

The document should live in the main Artisan Google Drive. Your Writing Manager will give you access.

## Versioning

Follow standard Artisan procedure for updating the version and author in the header, then use the "version" option to name that version in the file's history.



## Egnyte

Not every version of a live document should be saved to Egnyte. Each time a draft is ready to go to the client (i.e., v1.00), the Writing Manager will upload that version to Egnyte. This ensures a non-live document of each client version is stored for future reference.

## Client Review

The Writing Manager is responsible for changing access as the file moves through review cycles. Clients should only have access during review cycles.

Prior to each client delivery, the Writing Manager will give client contacts "Editor" access. When the link is returned to Artisan, the Writing Manager will delete client contacts from access.

Clients should not be able to view the document during internal editing.

