

Quick Reference: Access and Edit the Q&A Docs

(Steps and screen-caps based on a Chrome Browser on a Windows 10 FDA laptop – your experience may be slightly different)

Visit the [SBIA Events Presenters' Resource Page](#) for more information

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If you have a question or need help, contact her at primprim77@yahoo.com
or on her mobile: **301-977-7213**

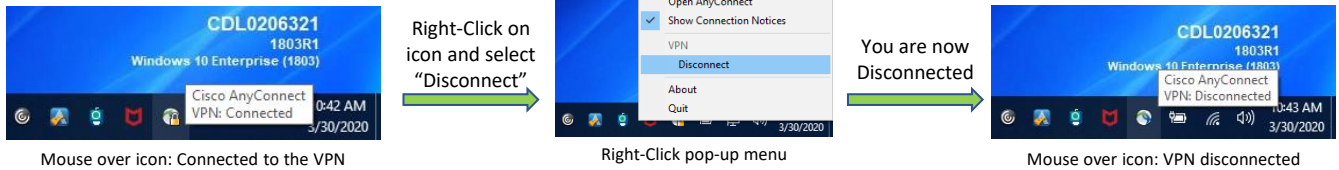
(Like you, she will be off the VPN and unable to check her FDA email)

STEP 1: Disconnect your laptop from the FDA VPN

You will **NOT** be able to access the Q&A documents in the Google Docs shared folder if you are on the FDA campus or connected to the FDA VPN.

To disconnect from the VPN:

In the lower right corner of Windows 10:



STEP 2: Use the Provided Link to Open the Shared Google Docs Folder

Chrome is the preferred browser. [Open this link in your browser to open the folder:](#)

[Click Here for the SBIA Events Q&A Document](#)


(https://docs.google.com/document/d/1DVJUlpLdyhcomI4hjjxTZ2-_OR8lwWW_fYJlkbh46TM/edit?usp=sharing)

This is the document that Concerted Solutions (CS) staff, SBIA staff, and SMEs will edit together to gather and select questions:

CS Staff:

Before each session begins, cut and paste the question from the last session into the "Archive" document. In the "Active Session" document, create a Heading for the new session (Session ID: Abbreviated Title) and then copy questions from AC and paste them in that document.

FDA Speakers & SMEs: [Review the questions as they are added:](#)

- Most questions will be prefaced with the name of the speaker they are directed to ("@Jeff"). If a question is not prefaced with a name, but you recognize which speaker should field the question, add the name preface to the question. Otherwise, the question will be directed to all speakers participating in Q&A.
- If you consider the question to be a good one to include in Q&A, use your mouse to select the question and then click the "Highlight Color" button  in the Google Docs toolbar to **highlight that question in yellow.**
- You can edit any of the questions as you like to improve them.
- Simply ignore any of the questions you do not find valuable.
- You can also "converse" with other speakers/SMEs by typing messages directly into the Google document.

SBIA Question Readers:

Read only the highlighted questions. If the Q&A is in a Panel Session, prepare by grouping questions by speaker so you can ask them in clusters of 3 or 4 before moving onto the next speaker.