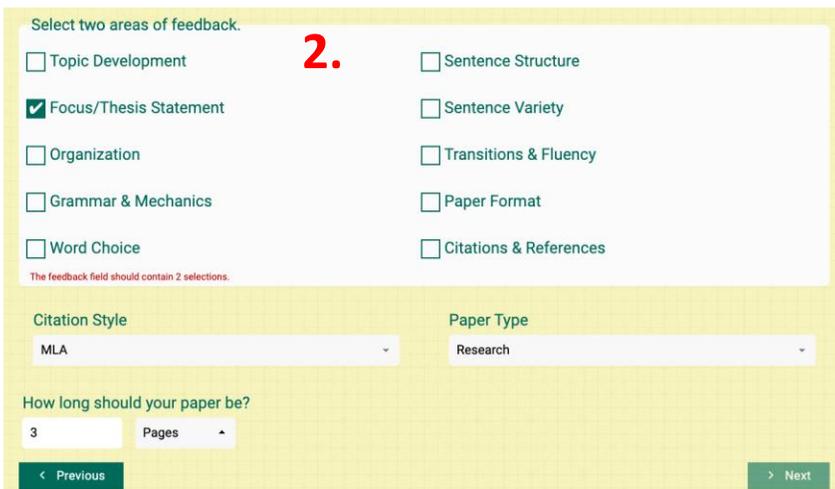# How to submit a paper in NetTutor

*You've clicked on NetTutor from your My.SUNYOrange.edu page, and you've selected **Writing and Paper Center**. You want to submit a paper and receive feedback, so what's next?*

1. To begin, click on the option to **Drop Off a Paper** under the **Writing and Paper Center** (from the list of NetTutor subjects).

2. Give your paper a name and describe the assignment and/or how our writing tutors can help. If English isn't your first language, you can let your tutors know by selecting **English is not my primary language**. When you're ready to continue, select **Next**.

3. On this page, identify two areas you want your tutor to focus on, the citation style, type of paper, and if applicable, a required paper length. Once you're ready to continue, click **Next**.
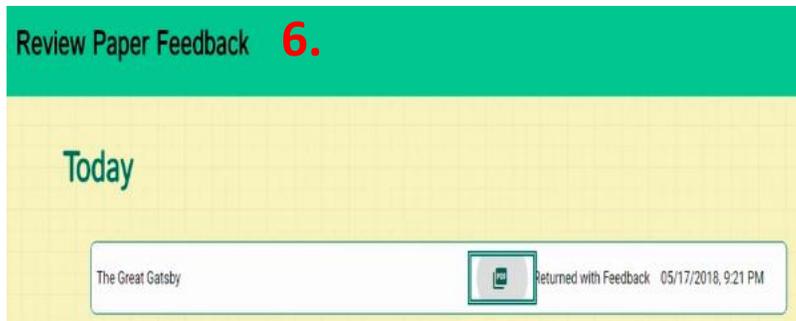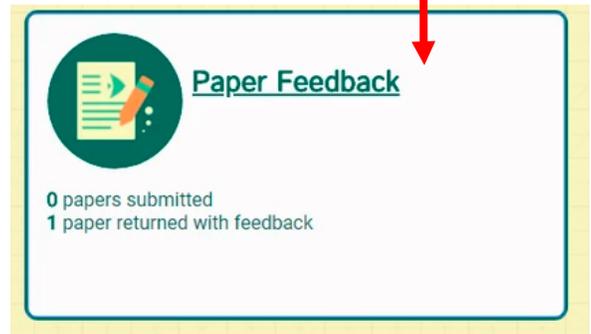

4. Drag or drop your file to the **Drop Your File Here** area, or use the **Choose a File** button to choose the file. Submit!

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How to submit a paper in NetTutor

5. To retrieve the feedback to your submitted question, go back to the **Writing and Paper Center** (from the list of NetTutor subjects) click on **Your Writing and Paper Center Locker** and select **Paper Feedback**.

6. Click on the PDF icon to download your paper.

Review Paper Feedback **6.**

Today

The Great Gatsby — Returned with Feedback 05/17/2018, 9:21 PM

Paper Feedback

0 papers submitted
1 paper returned with feedback

7. You'll receive a copy of your submitted paper along with any feedback the tutor has provided.

Pro-Tip: NetTutor stores all your submitted papers and feedback in your Writing and Paper Center locker! Just go back to the **Writing and Paper Center** and click on Paper Feedback (papers returned with feedback).

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