Print screen.

1. Press and hold “Ctrl” and “Print screen”
2. Then open a word document
3. When there, Press and Hold “Ctrl” and “V”

How to place a link on our website

1. Tests page
2. Choose “paragraph” button
3. Click and drag
4. Orange line
5. Click here to edit
6. Choose link
7. Choose “upload a File”
8. Click
9. Find/ browse for file “first”