To Copy A Screen Shot:

1. Hold down buttons print screen, Ctrl, and the letter C.
2. Release and move back to Word Document.
3. To paste onto document hold buttons Ctrl and V.

Upload File to Website:

1. Tests page
2. Choose “paragraph” button
3. Click and drag
4. Orange outline will appear
5. Click here to edit
6. Choose link
7. Choose “Upload a file”
8. Click
9. Find/Browse for file “First…”
10. Click open