How to Copy a Screenshot

* Press and hold “Print Screen” + “Ctrl”
* Then press Ctrl + C
* Open a new Word Document
* Press “Ctrl” + “V”

How to Place a Link on Our Website

* Test page
* Choose “paragraph” button
* Click and drag
* Orange Line
* Click here to edit
* Choose link icon
* Choose” upload a file”
* Click
* Find/ Browse for file “First…”
* Open