To Print Screenshot

1. On the website hold down the Ctrl button as well as the print screen button
2. Open a blank Word Document out
3. Click on the page and click Ctrl and V

To upload a file

1. Tests page
2. Choose “paragraph” button click and drag
3. Orange line
4. Click here to edit
5. Choose link
6. Choose “Upload a file”
7. Click
8. Find/Browser for file “First…”
9. Open