How to print a screenshot

* Be on the internet page you want to take a screenshot of
* Press and hold down on to the “print screen” and “ctrl” keys
* Then press and hold down on “ctrl” and “c” to copy
* Open a new word document
* Press and hold down on “ctrl” and “v” to paste

How to put a link on your website

* Choose link
* Choose “upload a file”
* Click on it then find/browse for file “first..”
* Open it and it should appear on your website