

## STEP BY STEP DIRECTIONS TO SAVE A DOCUMENT TO YOUR DESKTOP, AND PRINT IT OR, SEND IT THROUGH EMAIL.

When a document is opened such as, the "Participant's Agreement", or the "Feedback Form" needed at the end of each Module, you can print it or save it onto your desk top and email it. You may want to print this page to keep the instructions handy.

**Saving Pages On Your Desktop:** You must be able to save documents on your desktop so you can either email or print them. DIRECTIONS: With a web page open such as, your "Participant Agreement "or "Feedback Form",

1. go to the top left, and click "File", then click "Save As". A box will open up.
2. In the very top "Save In" box, click to find the "Desk Top". Next,
3. in the "File Name" box near the bottom, type in your last name and the assignment title such as, "MoralAbusePretest", or "MoralDefinitions" (you don't need any spaces). Then, finally,
4. in the last box which says "Save as Type", choose "Text File". Click Save.

THAT'S IT!

You can now go to your desktop and find your file by looking for the name you gave it. Double click it to open it and then you can print it by going to the top left, and click "File", then click "Print". You can type on it before you print it if you want to.

### **Fax Documents**

to **561-383-6956**

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## Email Documents

After you have followed the directions above to save your page on your desktop, then you can email it. Your mailbox may not open automatically when you click my “email link” from the training website. This is because your computer is not “configured” to open email boxes. But have not fear! Just open your own email first, then follow the following steps:

1. With your email opened, click “New” or “Compose” to open a new message that you will send to me. In the subject line, type your file name such as, “MoralAgreement”, or just write a short title about the purpose of your email, but PLEASE include your last name in the subject line.
2. Then, to attach your document, click the button that says “Attach”, or if you don’t see it, click on the *paperclip* symbol. When the window opens up, you have to find your document, so click on “Browse”.
3. Another window will open up. Go to the top menu bar in this window and click the arrow and choose “Desktop”. That’s where your document should be. Find it by its name. Then, “Double-click” your document quickly. This will add it as an attachment to your email.
4. You may need to click the “attach” button again to finish the attachment process if it is not automatically added to your email. Then, press “OK”. This will bring you back to your message to me. You may see that your document is attached. (You can also type me a message in the body of the email to say hello 😊 if you want). Type the instructor’s email in the “To” box and click Send.

Instructor email is: [nancy@familytreeprivateschool.com](mailto:nancy@familytreeprivateschool.com)