

We will be using an online program to submit work. You will go to the lab home page on the website and in the left side of the Important Links section, you will see the periods listed. Click on your period to open the program.

Send files to M	r. Kurtz			
		+ Choose Files		
Orag files here to upload.				

*Click the Choose Files button in the top right

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*Locate your file(s) and double-click

Send files to Mr. Kurtz	
	+ Choose Files
Choose.PNG - 22.3 kB	sent 🗸
Powered by hienbox.com	300 MB max/file

You will see a green box, the word sent, and a check mark when your file has been submitted.



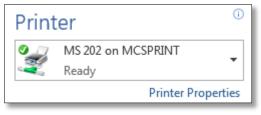


*We will print on both sides of the page whenever possible. *ALWAYS preview your document before you print!

-Check on margins, spacing, # of pages

STEPS:

- 1. File>Print
 - a. The right side of the screen will be a print preview. Review your file before you print.
- 2. Select the correct printer





3. Print on Both Sides when possible (Settings)

Settings			
	Print All Pages		
	The whole thing		
Pages:	0		
	Print One Sided		
	Only print on one side of th		
	Print One Sided		
	Only print on one side of the page		
	Print on Both Sides		
	Flip pages on long edge		

