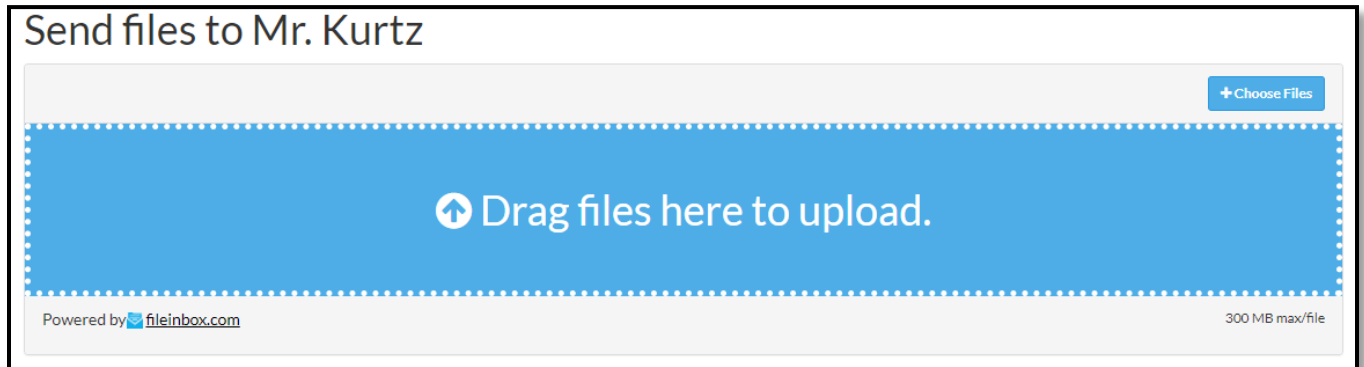
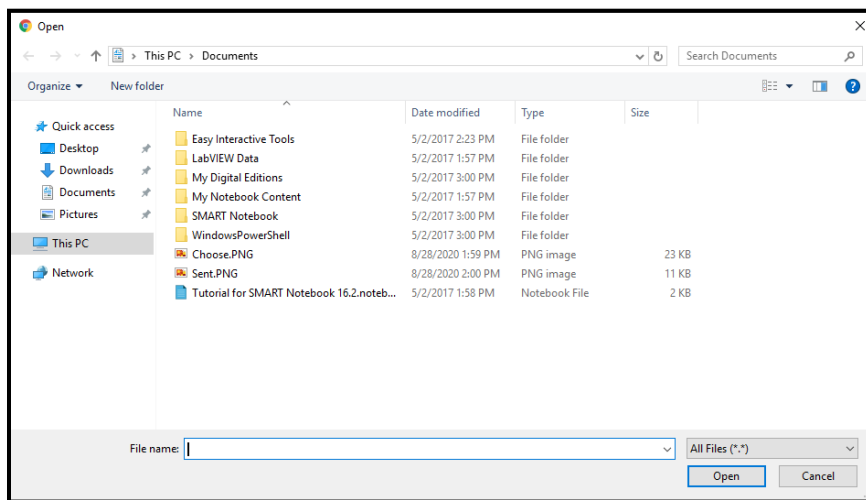


SUBMITTING WORK!

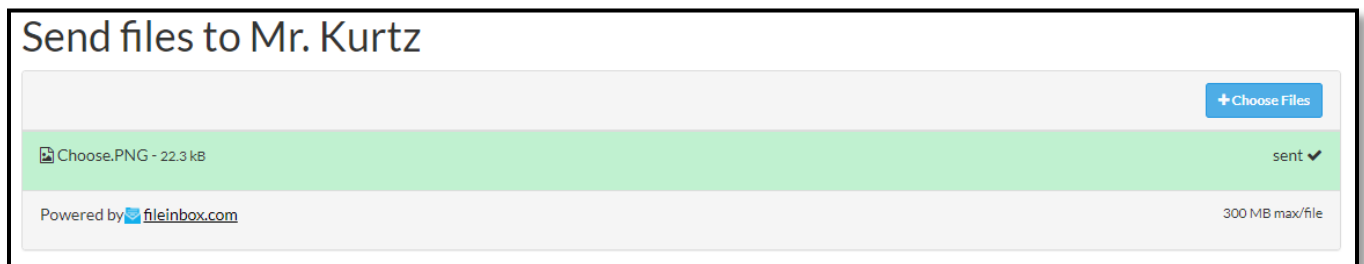
We will be using an online program to submit work. You will go to the lab home page on the website and in the left side of the Important Links section, you will see the periods listed. Click on your period to open the program.



*Click the Choose Files button in the top right



*Locate your file(s) and double-click



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



PRINTING WORK!

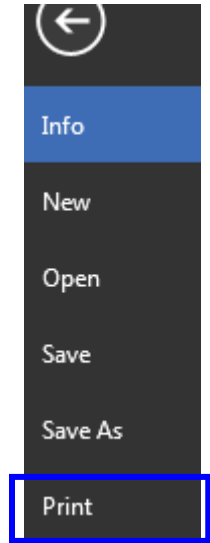
*We will print on both sides of the page whenever possible.

*ALWAYS preview your document before you print!

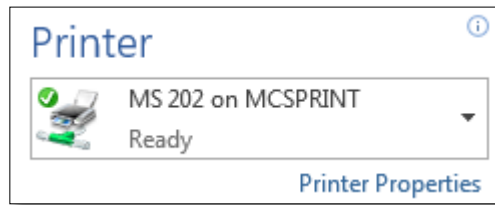
-Check on margins, spacing, # of pages

STEPS:

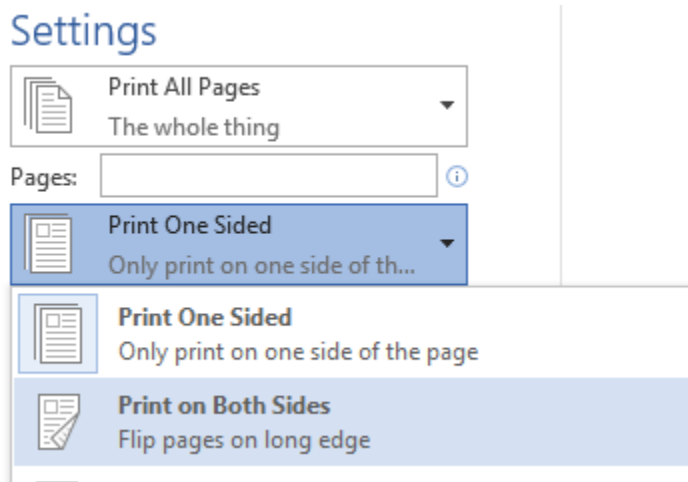
1. File>Print
 - a. The right side of the screen will be a print preview. Review your file before you print.



2. Select the correct printer



3. Print on Both Sides when possible (Settings)



MS 202