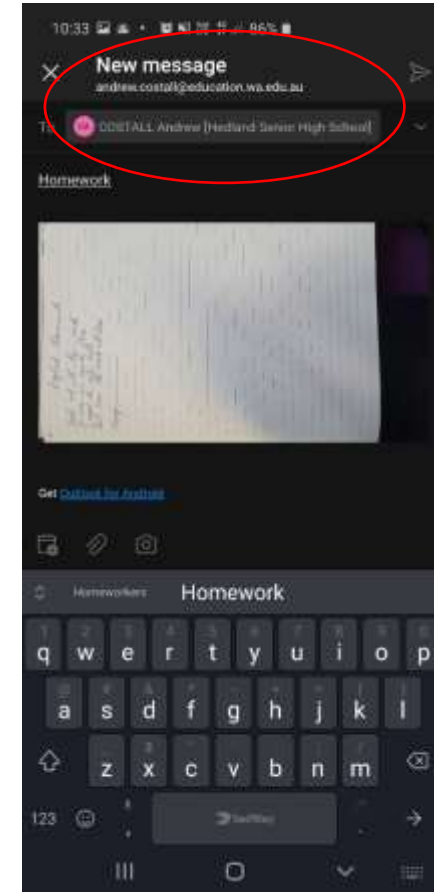
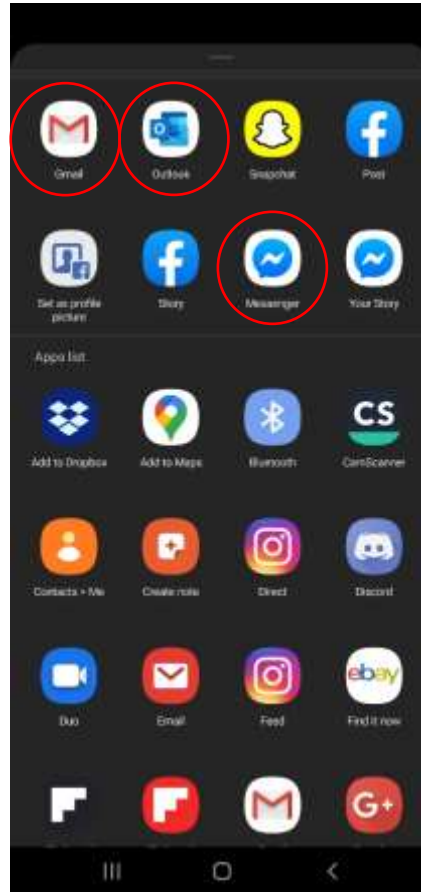
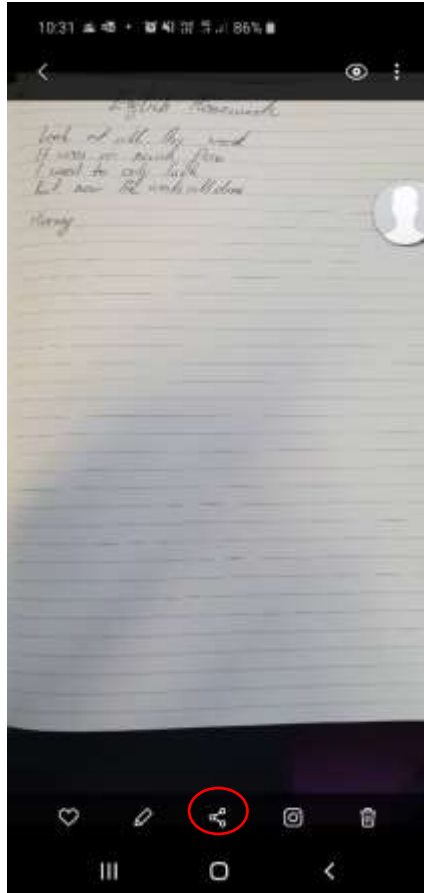


Handy IT Skills for Working at Home

Emailing Pictures of Hardcopy Work to Yourself

Useful if you've done work on paper and need to upload it to Connect:

1. Take a picture with your phone
2. Email the document to yourself (you can use any email; even messenger will work).

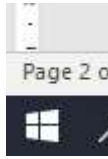


3. Right click on the image, then save the image to your computer.
4. Submit the file as normal.

Snipping Tool

The Snipping Tool is very handy for getting specific screenshots, or saving pictures that you're unable to download.

1. Open the Windows start menu.



2. Without pressing any buttons, start typing "Snipping Tool".
3. Press enter when the application appears.
4. In the Snipping Tool application click new, and draw a box around the image that you want.
5. Save the file wherever you want to store it.