

- 00:44
  - All right, so in some of the lessons on you need to take a screenshot of your work and then you need to put it in a document format and then you're going to have to send that into us, so I already have a word document open.
- 01:06
  - If you have libra Ray or you can even do the Google documents.
- 01:14
  - or any kind of text file, that is fine, it is the same concept just different programs um so first off let's just take a screenshot i'm going to just take a screenshot of this pretty background perfect.
- 01:29
  - i'm going to Double Click and it should mind will pop up on your my desktop and yours my pop up in your downloads so you can always check your downloads folder but anyways once you have your screenshot.
- 01:45
  - Most programs, you should just be able to drag and drop.
- 01:49
  - The.
- 01:53
  - screenshot on to the document.
- 01:58
  - And then yeah that's it so let's just save it now someone go to file let's go ahead and save as i'm going to save us, and then you can name your document and put screen shot document example that's fine.
- 02:16
  - spelled correctly.
- 02:20
  - Go ahead and press SAVE, so now it is saving.
- 02:27
  - Alright i'm going to go ahead and download it.
- 02:30
  - So.
- 02:33
  - it's a bass i'm going to go ahead and download it as a PDF PDF format is okay excel format is OK text file format is okay um.
- 02:46
  - Those are your most comments.
- 02:48
  - And that's it download it it's on my desktop and.
- 02:53
  - ready to go.