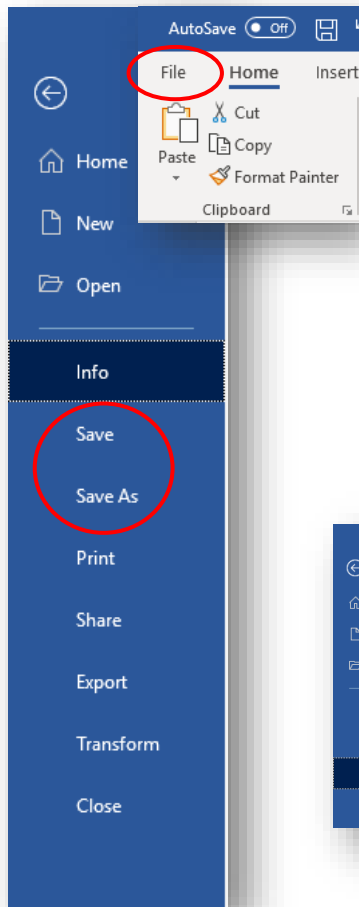
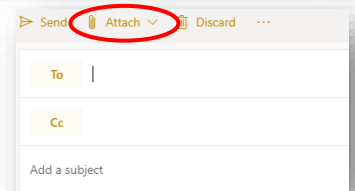
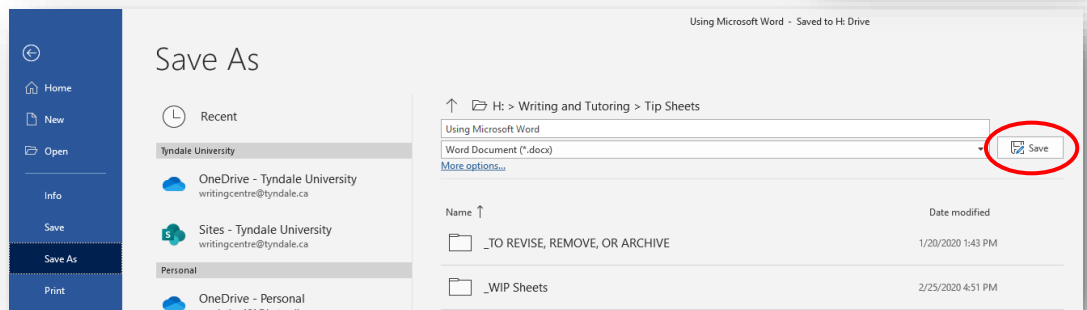
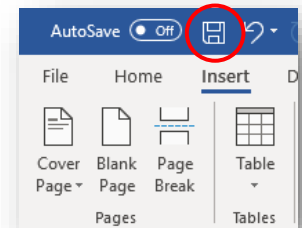


USING WORD: READY FOR SUBMISSION



Five Ways to Save Your Document:

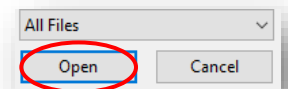
1. Click the “File” tab (which will bring you to a new screen), then click the “Save” tab on the left of your screen.
2. Click the button at the top of your screen that looks like a floppy disc.
3. Turn on “AutoSave” to the left of the floppy disc button.
4. Hold the control (Ctrl) key on your keyboard and then press the “S” key.
5. Click the “File” tab, then click the “Save As” tab on the left of your screen. This differs from the previous four options because you can change the name of your document and/or convert it into a different format, such as a PDF.



Attaching Assignments to an Email:

New message

1. Log into your myTyndale email.
2. Click the orange “New Message” button in the top left corner of your screen.
3. Click the “Attach” button (with a paperclip icon). Choose “Browse this computer” if the document is saved to the computer (whether a personal computer or downloaded on a school computer) or if you have inserted a USB. Choose “Browse cloud locations” if your document has been saved to Outlook OneDrive.
4. A new window will pop up. Find the folder where you saved your document. Use the navigation tab on the left side to find the correct folder (Documents, Downloads, etc.). NOTE: If you are attaching from a USB, it will often be noted as (E:) or (F:).
5. Once you have found your document, click it, and then click “Open.” Your document is now attached to your email.



Submitting Assignments on Moodle (classes.tyndale.ca):

1. Log into your Moodle account.
2. Click on the course you want to submit an assignment for.
3. Scroll down to find and click on the correct assignment. A required online submission will be denoted by the icon of a hand holding a piece of paper.
4. Click the “Add submission” button.
5. Find and attach your file (as in steps 4 and 5 of attaching a file to an email).
6. You can make changes to your submission until the due date of the assignment by clicking the “Edit submission” button.
7. An email will be sent to your myTyndale email address when the assignment has been graded.



Before Submitting:

Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 13 March 2020, 12:00 AM
Time remaining	3 days 10 hours

[Add submission](#)

After Submitting:

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Friday, 6 March 2020, 12:00 AM
Time remaining	Assignment was submitted 5 hours 15 mins early
Last modified	Thursday, 5 March 2020, 6:44 PM
File submissions	Chapter 6 HW 5 March 2020, 6:44 PM Chapter 7 HW 23 February 2020, 4:30 PM

[Edit submission](#)

Printing Your Document

1. Click the “File” tab (which will bring you to a new screen).
2. Click the “Print” tab on the left side of this new screen.
3. Choose the correct printer, how many copies you want, whether you want your document printed on both sides of each page or only on one side, and anything else that may be applicable.
 - **Note: Standard practice when submitting an academic paper is to print single-sided.**
4. Once all the settings are finalized, click the “Print” button towards the top of the screen.

