

# Internet How-To Manual

## *Directions:*

Develop a how-to manual for using the internet and completing common tasks.

1. Using a word processing or desktop publishing program, create a how-to manual which is at least one full page. The page should be folded (vertically or horizontally) so it has a front, two inside pages and a back.
2. The How-To Manual should include at least the following:
  - A. Title page/Cover with your name and a creative title for the manual
  - B. Tips and tricks for using the internet such as the following:
    - the parts of a web address
    - researching
    - saving a webpage
    - printing a webpage
    - downloading a file
    - downloading graphics
    - copying and pasting from a browser
3. You may include graphics, shapes and images to illustrate the manual.