

## ***Making handouts for upload***

To make your handouts available online as a stable image that will not change when opened, take the following steps:

- Download and install Irfanview (easily Googled); open your new software
- In your word processor, or spread sheet, *select all* and *copy*
- In Irfanview; *paste*
- Under *File* select *Save as* and then *PNG*

The resulting file can then be uploaded to Wikieducator