

## WHEN YOU NEED COMPUTER HELP:

### **In general, we can help you:**

Open the internet & go to a specific website if you have the URL.

Open a Word Document.

Open a PDF File or Attachment.

Print a document that you have already opened/created.

Attach files to an email.

Print a tax form.

### **Please bring someone to assist you with:**

Typing.

Creating a resume.

Finding forms other than tax forms, filling out forms on a website.

Navigating within websites or finding specific websites if you don't have the URL.

Accessing legal, private, personal, or confidential information (online banking, government documents, unemployment, etc.).

**\*Bringing an assistant or trusted friend may be necessary for you to accomplish your tasks. Thank you!**

Adopted April 11, 2017