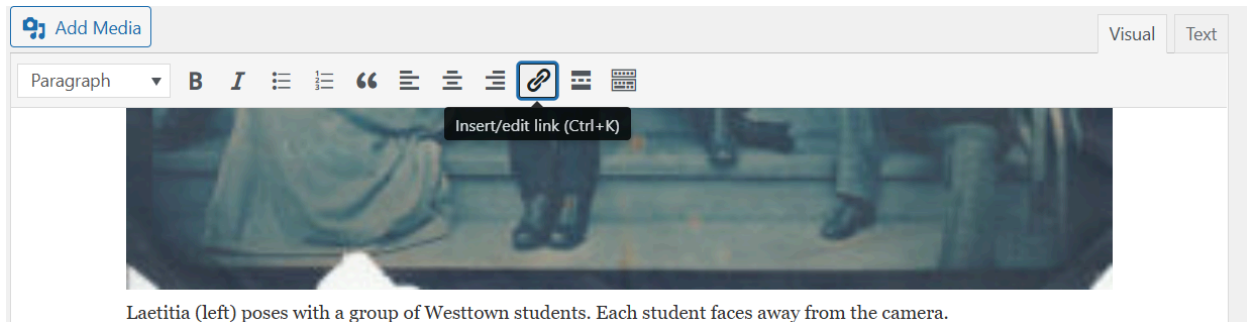


1. To insert citations into the Laetitia Moon site, highlight the area that you want to cite. It may be in parentheses, or it may be a line of text.

Laetitia Moon Conard began her education at Westtown School in 1885. Located in West Chester, PA, Westtown School, which opened in 1799, is recognized as the oldest continuously operating co-educational boarding school in the United States. Founded by members of the Philadelphia Yearly Meeting of the Religious Society of Friends, it was established as a Quaker boarding school to promote spiritual growth and provide a practical education. The school's large campus, with its fields, woods, and streams, also allowed students to study the natural sciences, a key component of Quaker education [\(Westtown School\)](#).

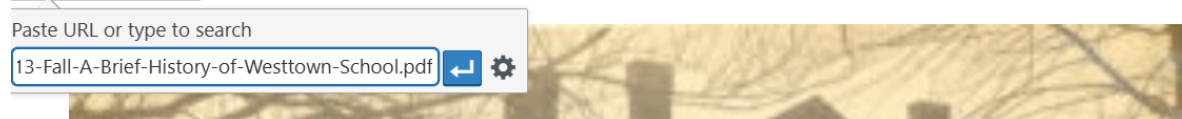
- 2.) Keep the text highlighted, and click the insert/edit link button.



The screenshot shows a rich text editor interface. At the top left is an 'Add Media' button. The main toolbar contains various text formatting options: Paragraph (dropdown), Bold (B), Italic (I), Bulleted list, Numbered list, Quote, Indent left, Indent right, Link (highlighted with a blue box), Unlink, and Table. Below the toolbar is a preview area showing a photograph of a group of people. A tooltip 'Insert/edit link (Ctrl+K)' is visible over the link icon in the toolbar. Below the photo is a caption: 'Laetitia (left) poses with a group of Westtown students. Each student faces away from the camera.'

- 3.) After clicking the button, a “Paste URL or type search” function will appear. Paste your cited source into here.

Quaker boarding school to promote spiritual growth and provide a practical education. The school's large campus, with its fields, woods, and streams, also allowed students to study the natural sciences, a key component of Quaker education [\(Westtown School\)](#).



The screenshot shows a text input field with the placeholder text 'Paste URL or type to search'. The URL '13-Fall-A-Brief-History-of-Westtown-School.pdf' has been pasted into the field. To the right of the input field are a blue arrow button and a gear icon. The background shows a blurred image of a building.

- 4.) Click “Enter” on your keyboard, and the text should be purple, indicating that the link has successfully been input. You can reuse this function for any other citation, or to link a different part of the website when there is information about Laetitia’s life that is elaborated on in a different page.

Laetitia Moon Conard began her education at Westtown School in 1885. Located in West Chester, PA, Westtown School, which opened in 1799, is recognized as the oldest continuously operating co-educational boarding school in the United States. Founded by members of the Philadelphia Yearly Meeting of the Religious Society of Friends, it was established as a Quaker boarding school to promote spiritual growth and provide a practical education. The school's large campus, with its fields, woods, and streams, also allowed students to study the natural sciences, a key component of Quaker education [\(Westtown School\)](#).