
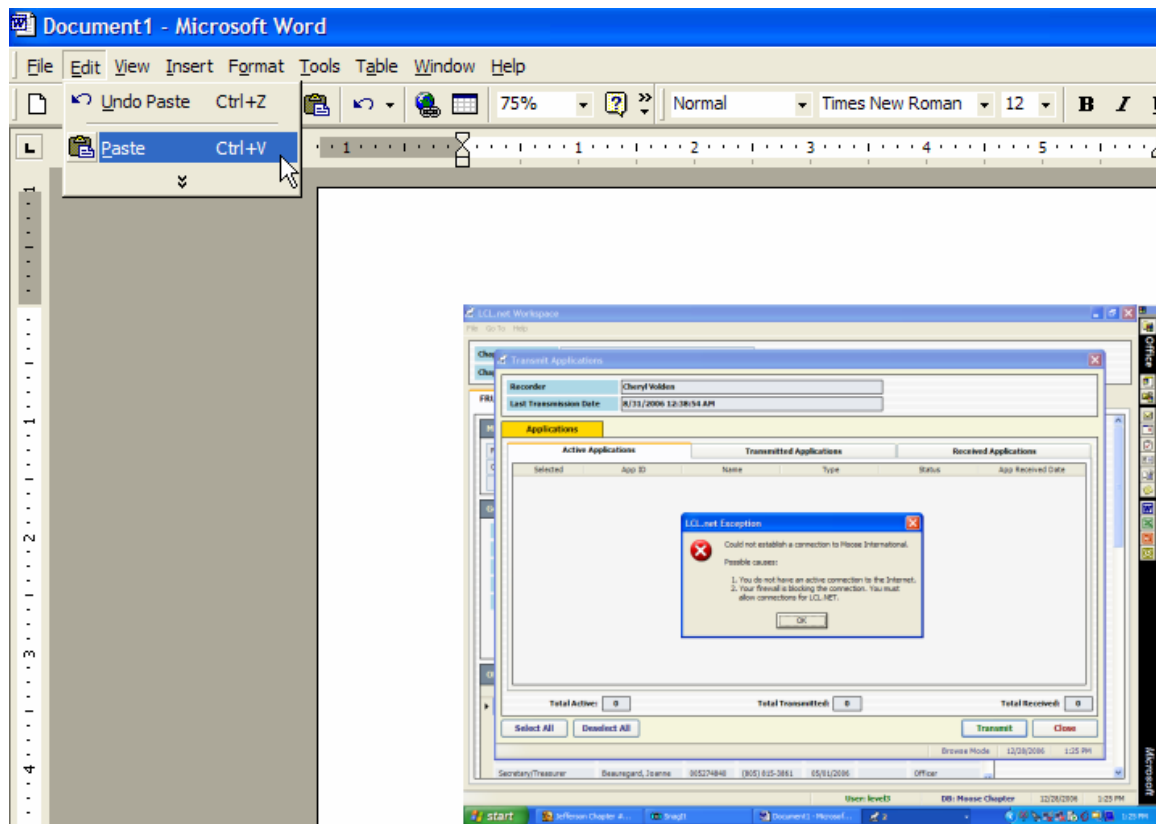


HOW TO DO A SCREEN CAPTURE

If you want to do a screen capture so you can either send it in email to the Call Center or so you can print it, here is what you do.

Open Word or Wordpad. Then click on what you want to capture and press the Alt+PrtSc keys (this will copy the screen) simultaneously (at the same time). **NOTE:** If you have a laptop computer there is a function key that is in-between the Ctrl key and the windows icon  and you will need to click on it and the insert key which has blue writing on it which indicates it is the “prt sc” (print screen) key like the desktop computers.

Next go to the Word or Wordpad document that you opened and click **Edit** at the top of the screen in the Menu bar, scroll down to and click **Paste**.



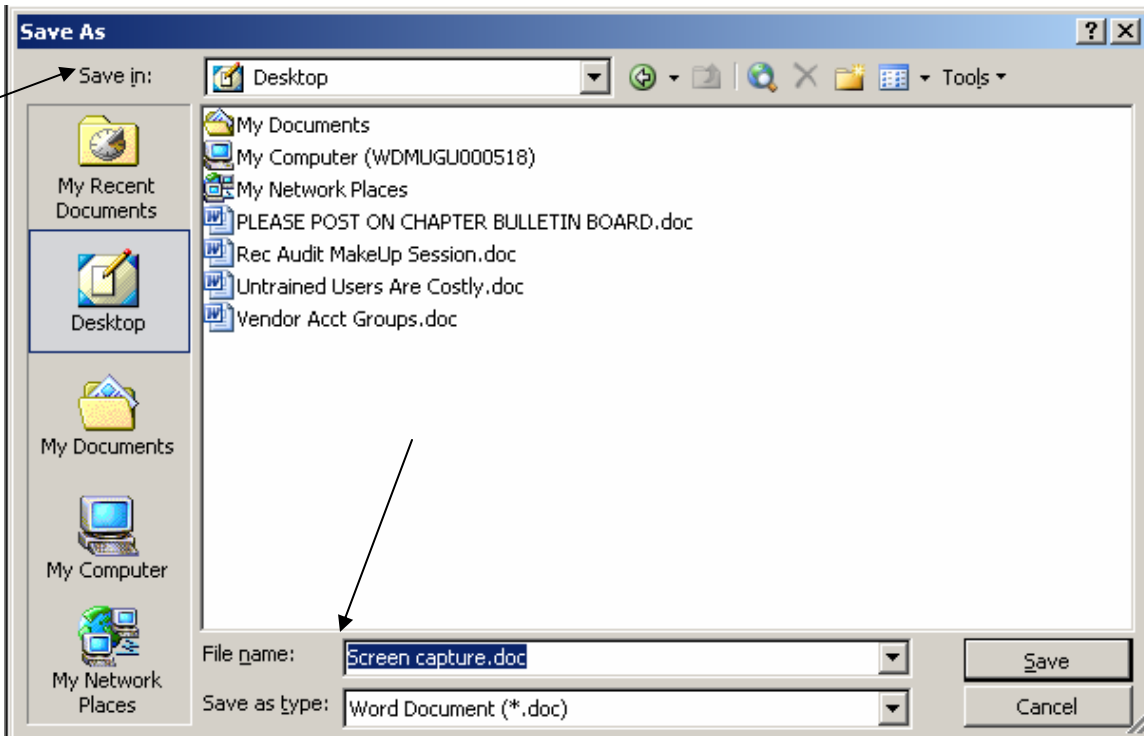
This should cause the document to appear in the Word or Wordpad document.

Now save it by giving it a name and defining where you want to save it.

Select “File”, “Save As”.



The following dialog box should appear asking you where you want to save the document and what name you would like to give it.



You give it a name in the **file name** field and then click the **Save** button to save it. The location for where you want to save it is at the top of the screen in the window that says **Save in:**.

The document is now available for you to send as an attachment to an email.