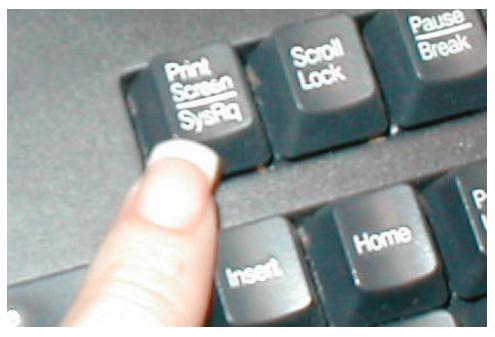
Here are instructions on how to print a screen.

- 1. Make sure the item you wish to print screen is currently being viewed on our screen.
- 2. Hit the Print Screen button on our keyboard once (See Figure 1).

Figure 1



- 3. Left click on the Start button.
- 4. Left click on Programs.
- 5. Left click on Accessories.
- 6. Left click on Word Pad.
- 7. When Word Pad is open, please hold down the Ctrl button on your keyboard and while holding it down hit the V key on our keyboard (See Figure 2).

Figure 2



- 8. From the Top toolbar in Word Pad, Left click on File
- 9. Left click on Page Setup.
- 10. Left click on Landscape (See Figure 3)

## Figure 3

e Setup		?
	Non-induced line 19 August 2 August Char 20 August 2 August Char 20 August 2 August Char 20 August 2 August Char 20 August 2	
Paper		
Size: Le	tter	-
Source: Au	utomatically Select	•
Drientation	Margins (inches)	
C Portrait	Left: 0.5 <u>R</u> ight: 1	
• Landscape	<u>I</u> op: 0.5 <u>B</u> ottom: 1	

- 11. Left click on the OK button.
- 12. From the Top toolbar, Left click on File.
- 13. Left click on Print.
- 14. Choose the correct Printer if needed.
- 15. Left click on the Print button.
- 16. You can close Word Pad with or without saving, that is up to you.