

How to do a Print Screen (Screen Shot) in MOWINS

1. You will open the MOWINS screen that you want to take a screen shot of.
2. You will hit the Print Screen button on your keyboard (see Figure A for computer keyboard location and Figure B for laptop keyboard location). You will not see anything happen once you press this button (it will be “holding” the picture of your screen in the background).

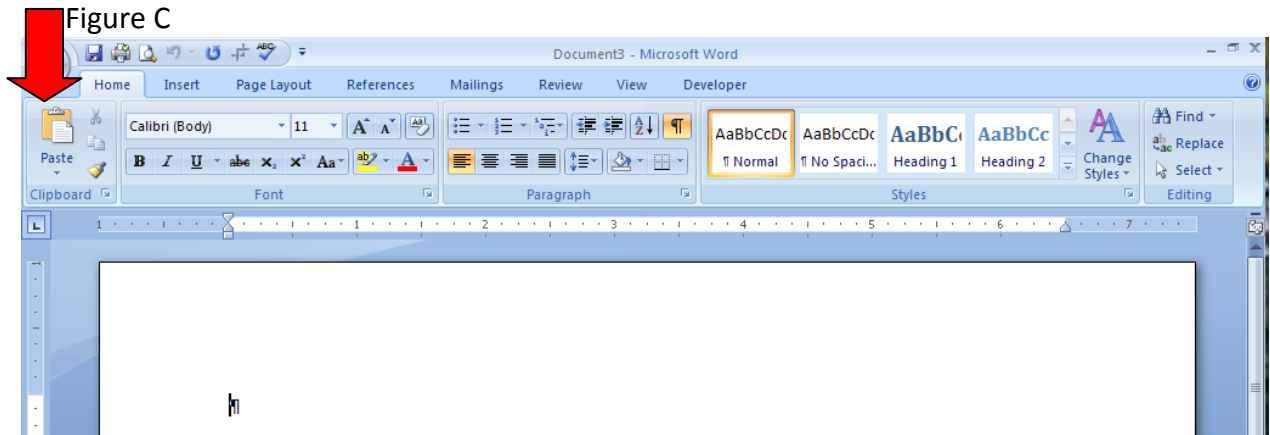
Figure A.



Figure B



3. Now, open a new Microsoft Word document (see Figure C). Click the Paste button. The image of the screen you wanted should appear on the Word document.]



4. Now you can just print the Word document as you would normally print these documents.