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.