

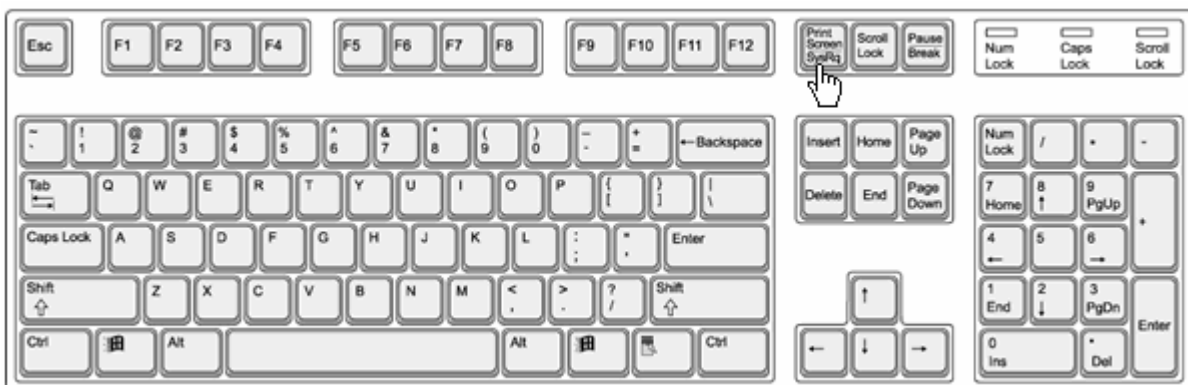


How to do a screen capture

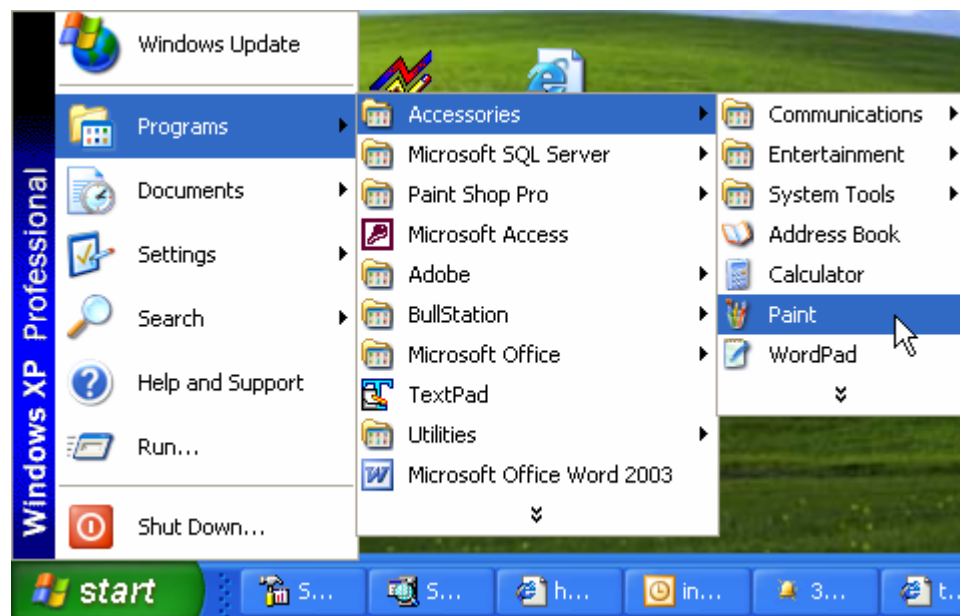
Screen Captures

You may be asked to send a screen capture to better understand a support questions. .

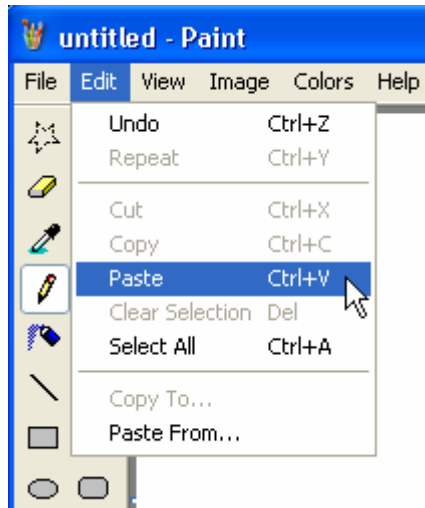
1. Locate the Print Screen Key on your keyboard (usually next to Scroll Lock in the right hand side of the top row of keys.)



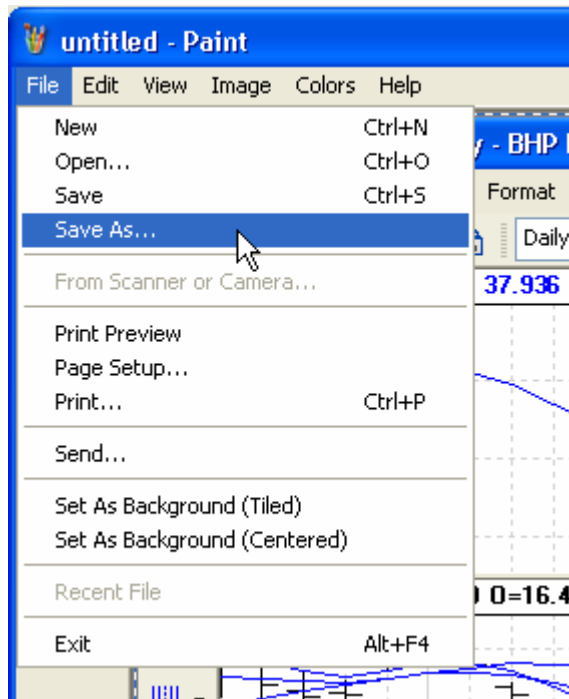
2. Hit the Print Screen Key once to save the screen into memory
3. Now Go to Start -> Programs -> Accessories -> Paint



- Once in go to **Edit** from the Menu Bar at the top and Select **Paste** to copy in the captured screen



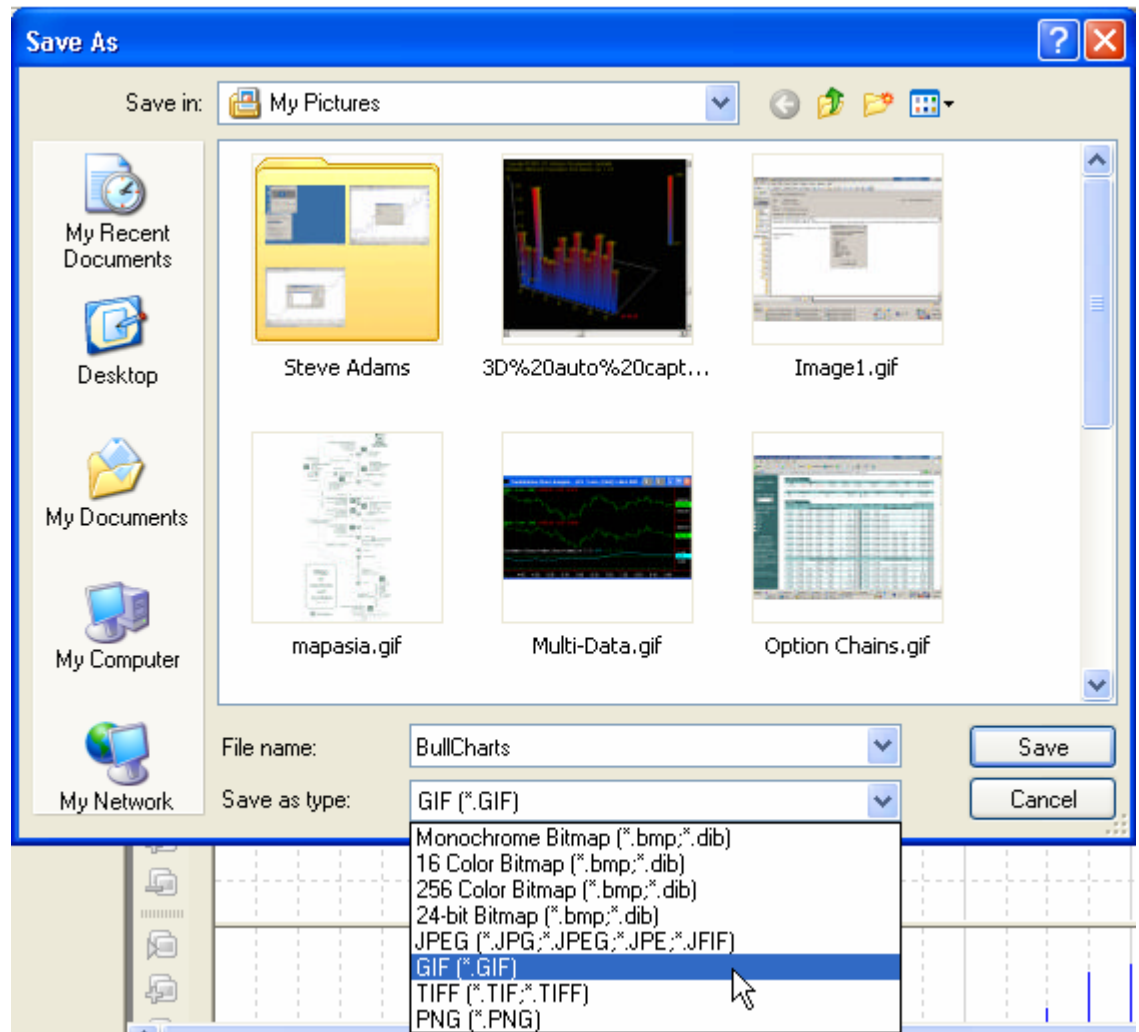
- Now go to **File** from the Menu Bar again and Select **Save As**



- The default location to save will be under “My Pictures” – You may choose another location if desired
- Under the **File Name** field, type in a name for the captured screen e.g.BullCharts

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- Under the **Save As Type** field, choose the GIF (*.GIF) option – This option will cause loss of colour to the captured screen in order to compensate for a smaller file size



- Hit **Save** when finished
- Repeat the above steps to perform more screen captures.
- Then email the screen capture to info@bullsystems.com. Please refer to the help note *KB008 How to email an attachment* from www.bullcharts.com.au/kb

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