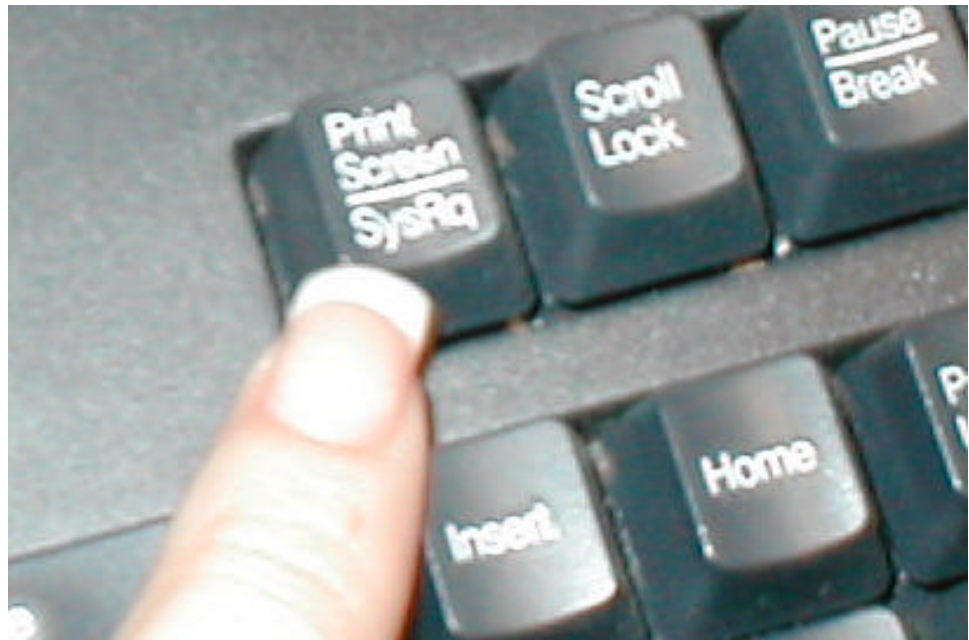Here are instructions on how to print a screen.

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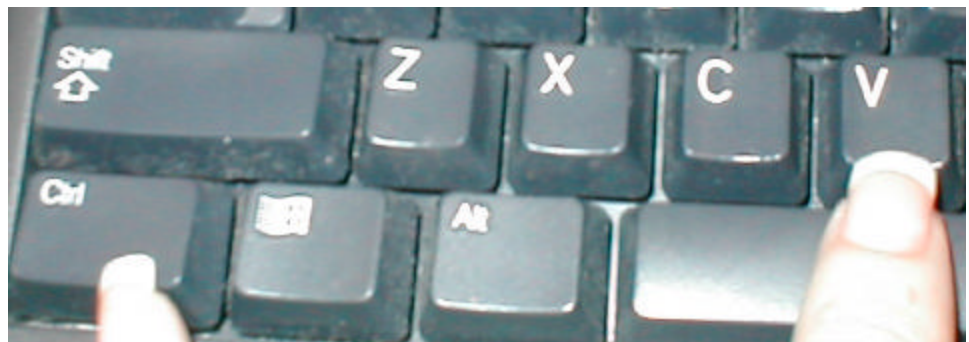
8. From the Top toolbar in Word Pad, Left click on File
9. Left click on Page Setup.
10. Left click on Landscape (See Figure 3)

Figure 3
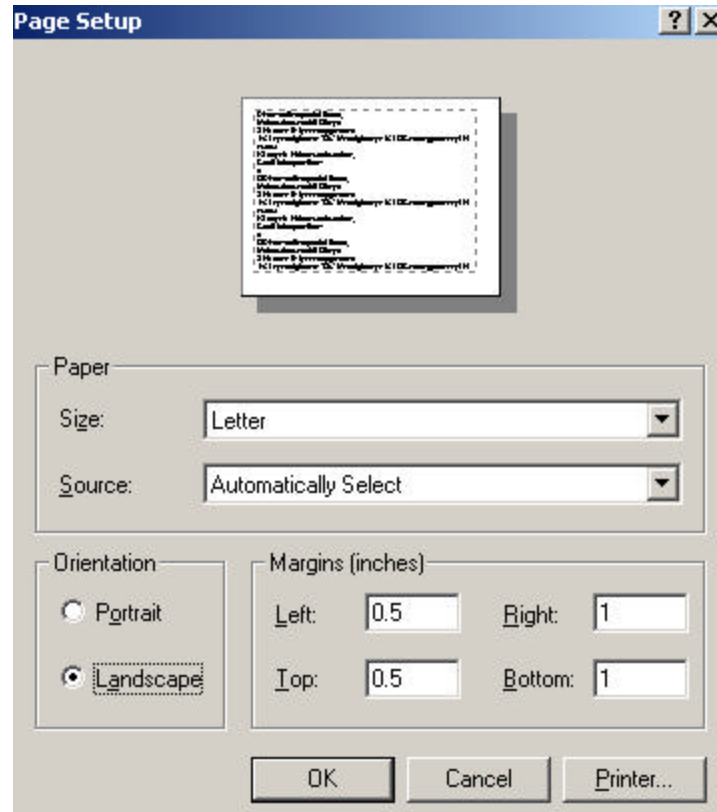
11. Left click on the OK button.
12. From the Top toolbar, Left click on File.
13. Left click on Print.
14. Choose the correct Printer if needed.
15. Left click on the Print button.
16. You can close Word Pad with or without saving, that is up to you.