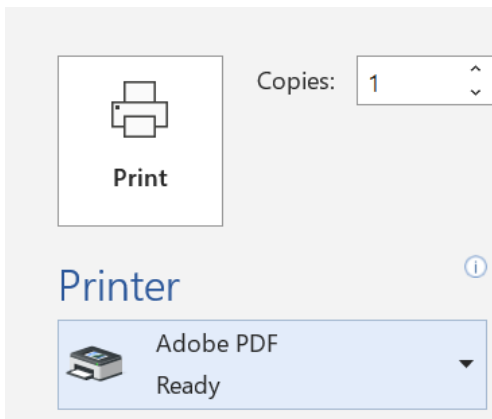


Instructions on how to print screen and/or save to file for completion pages or certificates.

Print and save to PDF on your computer:

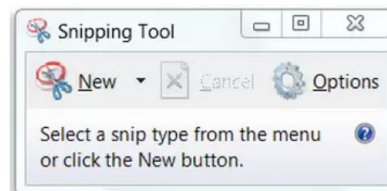
Simply select Print.

Choose PDF in your printer options to turn your file into a high-quality Adobe PDF document. After you create PDF files, you can save to your preferred location on your computer. You can also print PDF files if you ever need hard copies.



Windows Snipping Tool:

To access the Snipping Tool, CLICK in the “TYPE HERE TO SEARCH” at bottom of your computer screen, and type “snipping tool,” and then click the result. Chose NEW and then crosshairs will appear and you can draw a rectangle around the area on the screen that has the information you want to save. Next, SAVE AS and save it as a JPEG, PNG etc. Or you can RIGHT CLICK and COPY AND PASTE into a document or email.



Screenshot or capturing a portion of screen on a Mac/Apple Computer

Press and hold 3 keys, SHIFT, COMMAND, and 3. If you see a thumbnail in the corner of your screen, click it to edit the screenshot or wait for the screenshot to save to your desktop.



If you are only going to capture a portion of the screen, use SHIFT, COMMAND, 4. You will see crosshairs to select the area to capture. Once you draw around the object, it will save to your desktop.

