
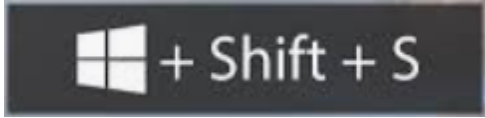
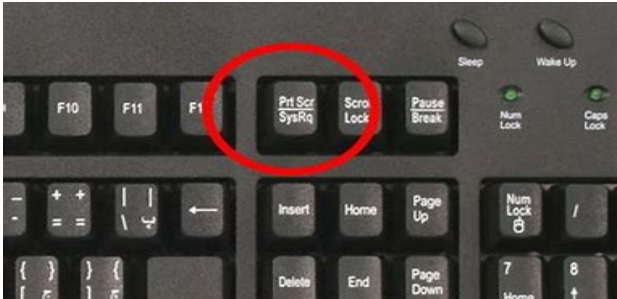
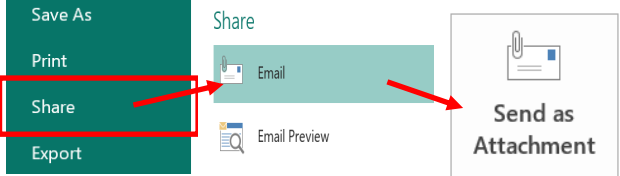


Steps	Cascades Screens
<p><b><u>Method 1: Use the PrintSc Button</u></b></p> <p><b><u>Step 1: Taking a Screenshot of One Entire Screen</u></b></p> <ul style="list-style-type: none"> <li>Click on the <b>Title Bar of the Window</b> that you want to capture.</li> <li>Press <b>Alt + PrintSc</b> or on some laptops press <b>Alt + Fn + PrintSc</b>. A screenshot of your currently active window will be copied to the clipboard.</li> </ul> <p>If you only want part of your screen use this step 1:</p> <p><b><u>Step 1: Taking a Screenshot of Part of Your Screen</u></b></p> <ul style="list-style-type: none"> <li>Press the <b>Windows Button + Shift + S</b>. Your screen will appear grayed out and your mouse cursor will change.</li> <li><b>Click and Drag</b> to select the part of the screen you want to capture. A screenshot of the screen region you selected will be saved to your clipboard.</li> </ul>	  
<p><b><u>Step 2: Sharing Screenshots that Used PrintSc</u></b></p> <ul style="list-style-type: none"> <li>Open a <b>Word document</b>, right click and paste the screenshot. Multiple screenshots can be pasted to the document.</li> <li>Click <b>File</b>.</li> <li>Click <b>Share</b>.</li> <li>Under email click <b>Send as an Attachment</b></li> <li><b>Send email to <a href="mailto:cascades.support@doh.wa.gov">cascades.support@doh.wa.gov</a>.</b></li> </ul> <p>There are many ways to share screenshots using PrintSc!</p> <p>If you want to learn how to save screenshots as a file, email us, and we'll send you the extended version :)</p>	  

Steps	Cascades Screens
<p>Here we show another method of taking and sharing screenshots. Both methods work equally well to take and share screenshots. Choose whichever one you like.</p> <p style="text-align: center;"><b><u>Method 2: Use the Snipping Tool</u></b></p> <p><b><u>Step 1: Pinning the snipping tool to your taskbar</u></b></p> <ul style="list-style-type: none"> <li>• Click the <b>Windows Home Screen</b>.</li> <li>• Scroll down and click on <b>Windows Accessories</b>.</li> <li>• Scroll down to and right click <b>Snipping Tool</b>.</li> <li>• Scroll over <b>More</b> and click <b>Pin to Taskbar</b>.</li> <li>• Your snipping tool is now on the taskbar!</li> </ul>	<p>The screenshot shows the Windows Start menu search interface. Two search results are visible: 'Windows Accessories' and 'Windows Administrative Tools'. Below them, the 'Snipping Tool' application is listed with its icon. A red box highlights the 'Snipping Tool' entry, and a red arrow points to it from the 'Windows Accessories' entry.</p>
<p><b><u>Step 2: Taking Screenshots with Snipping Tool</u></b></p> <ul style="list-style-type: none"> <li>• Once its on the taskbar, click the <b>Snipping Tool</b> and it will open up on your screen.</li> <li>• Click on the <b>Mode</b> drop down arrow and choose from one of four types of snips: <b>Free Form, Rectangular, Window, and Full-Screen</b>.</li> <li>• Once you select your screen or part of the screen you want to snip:             <ul style="list-style-type: none"> <li>• <b>Right Click</b> the Snip</li> <li>• Scroll Over to select <b>Send to</b></li> <li>• Click <b>Send to Email Recipient (as attachment)</b></li> </ul> </li> <li>• <b>Send Email to <a href="mailto:cascades.support@doh.wa.gov">cascades.support@doh.wa.gov</a>.</b></li> </ul>	<p>The screenshot shows the Snipping Tool application window. The title bar reads 'Snipping Tool'. The menu bar includes 'New', 'Mode', 'Delay', 'Cancel', and 'Options'. The 'Mode' dropdown menu is open, showing four options: 'Free-form Snip', 'Rectangular Snip' (which is selected), 'Window Snip', and 'Full-screen Snip'. A help icon is visible in the bottom right corner of the window.</p>



# Cascades Taking Screenshots



## When do you need to send screenshots?

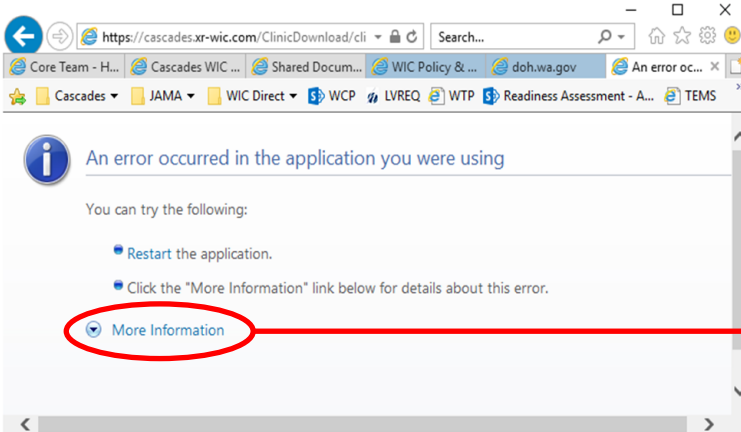
Send screenshots only when the Support team isn't available.

Send them to [cascades.support@doh.wa.gov](mailto:cascades.support@doh.wa.gov) with the Subject line "Cascades Screenshots".

## What screenshots do you need to send to Cascades Support?

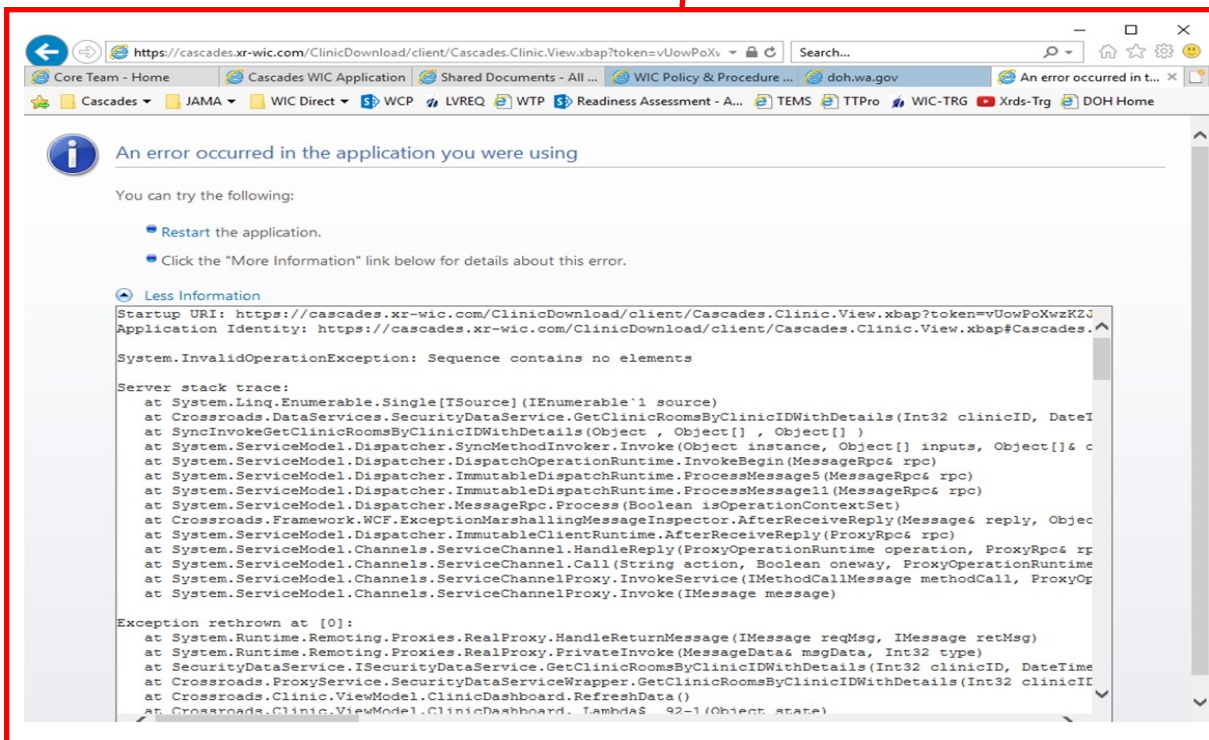
- Software Version
- Exception Errors
- Screen ID
- Defect Summary
- Defect Description
- Error Messages
- Any other screens that you believe to be relevant

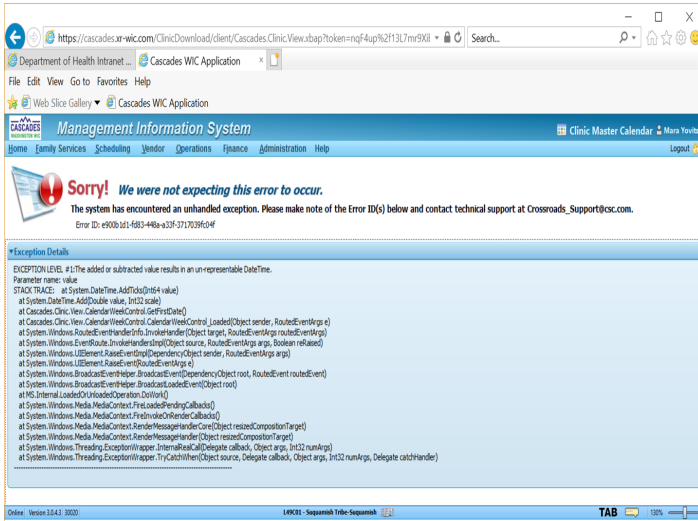
### Follow these steps, if you see this message:



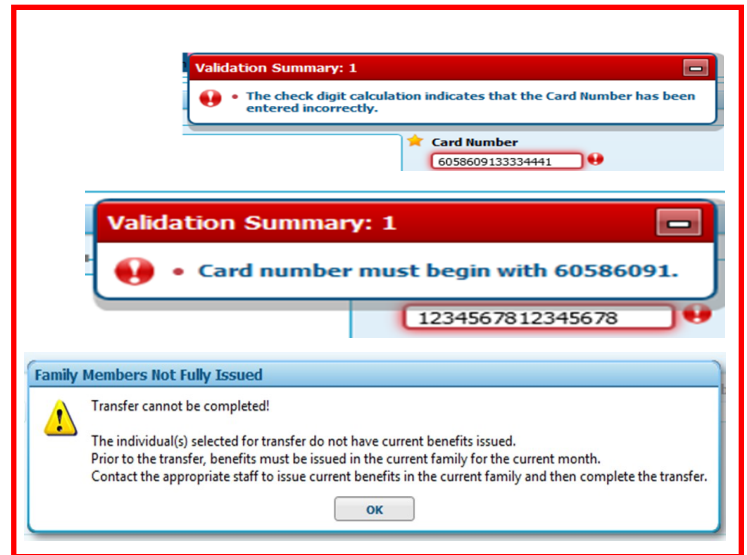
Click on the little arrow to see more information.

Take a screenshot of the entire screen and email to [cascades.support@doh.wa.gov](mailto:cascades.support@doh.wa.gov).



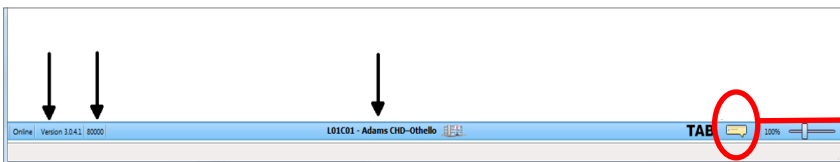


Send the entire screen in for messages like this.



For any full screen sent in, make sure you include:

- Version ID
- Screen ID
- Clinic Location and ID



Include notifications by taking screen shots of the actual notification pop-up window or looking in the notification window next to "TAB".

This institution is an equal opportunity provider.  
**Washington State WIC Nutrition Program does not discriminate.**

For persons with disabilities, this document is available on request in other formats.  
 To submit a request, please call 1-800-525-0127 (TDD/TTY call 711)

DOH 961-1171 March 2019

