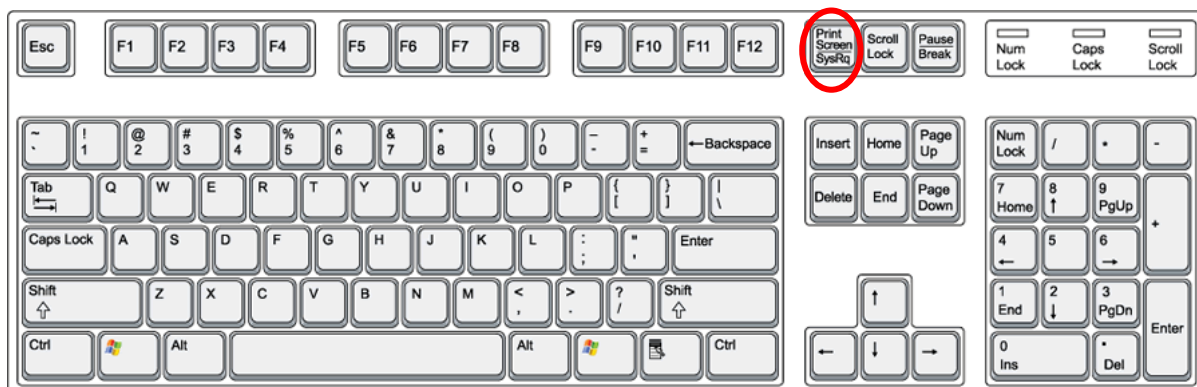


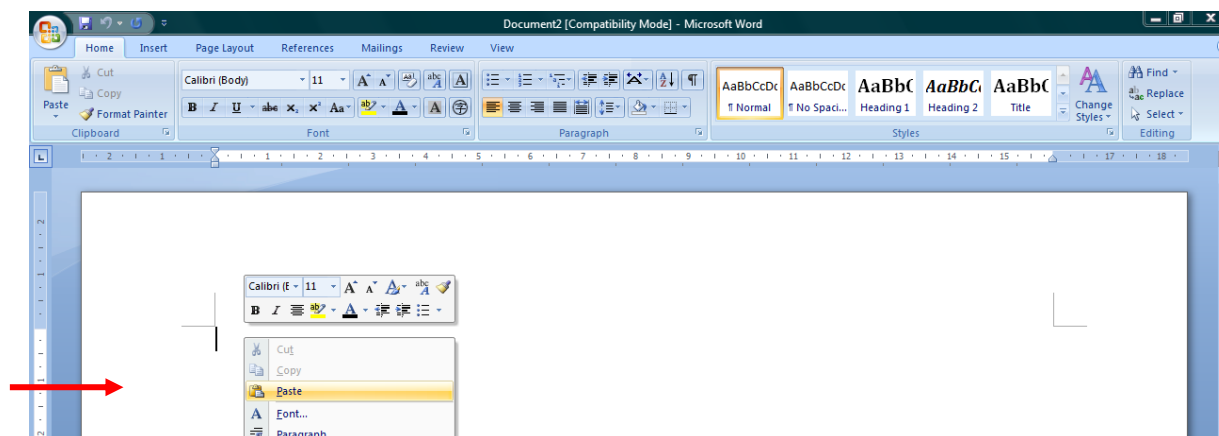
PRINT SCREEN GUIDE

Step 1: The <Print Screen/SysRq> button is usually located at the upper right hand corner of your desk top's keyboard next to the <Scroll Lock> in the top row of keys. The key may be labelled with an abbreviation, such as "PrtSc". Pressing the <Print Screen> button will capture the image and text that is currently on the monitor.

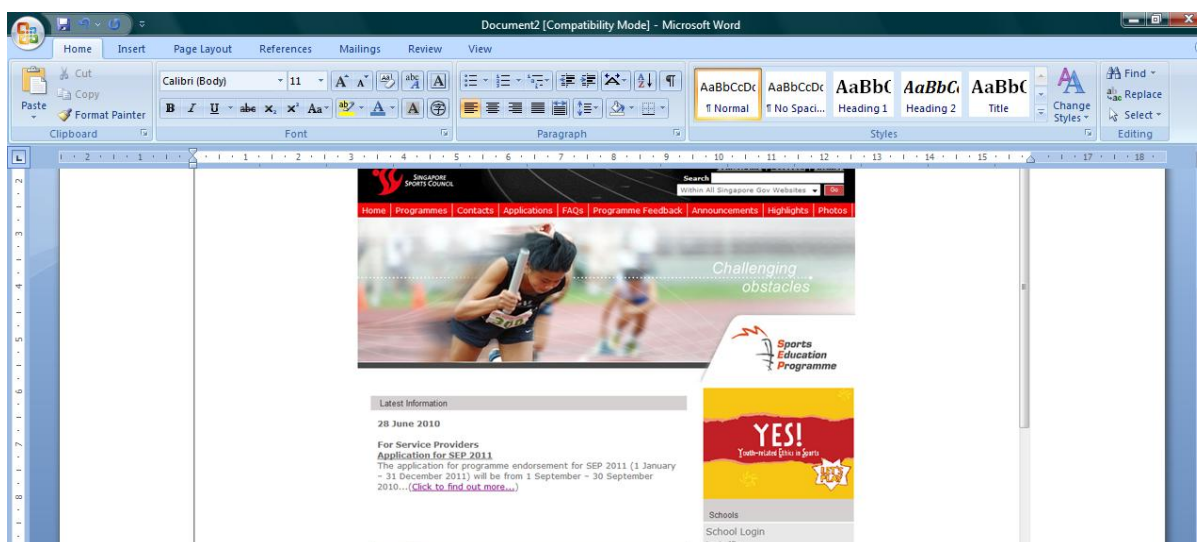
Figure 1: Desk Top's keyboard



Step 2: Open a Word document and right click your mouse. Click on Paste.



Step 3: Clearly describe the error encountered when using the SEP Portal and screen capture the display on your monitor. Save the file and email to ssc_sep@ssc.gov.sg



Note:

- For laptop users, please locate the Print Screen button on your keyboard. On some keyboards, <PrtScn> might appear as PRTSC, PRTSCN, or a similar abbreviation.
- Certain laptops and other mobile devices that lack a PrtScn key might use other key combinations, such as FN+Insert, to capture the screen. Check the manual that came with your laptop or device for specific instructions.
- Follow Step 2 and 3 to complete the screen captures.