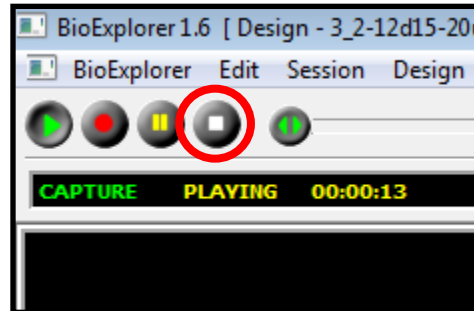
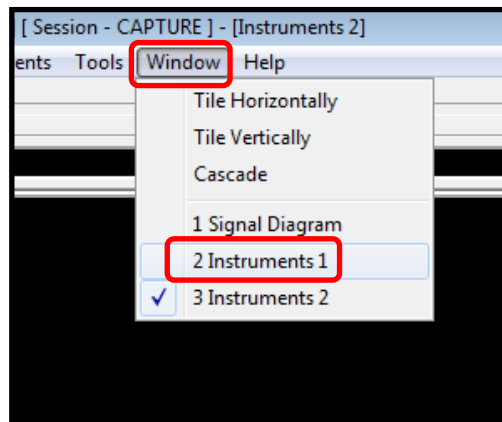


How to save a screen shot of a treatment session

1. At the end of the training session you will need to press the white stop button at the top of the Screen.



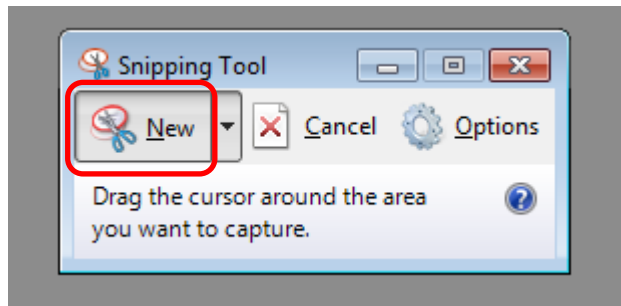
2. Click on the "Window" option on the toolbar then choose Instruments 1 from the sub-menu.



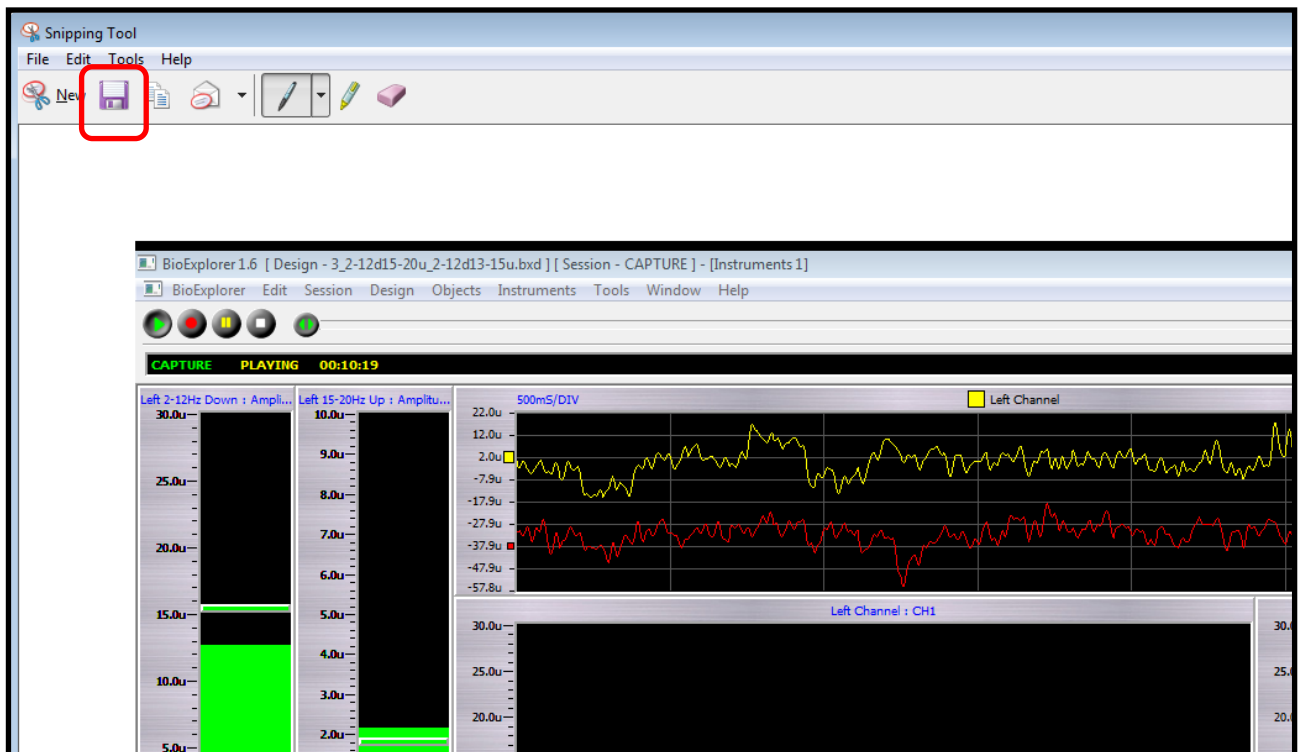
3. Locate the "Snipping Tool" icon on the task bar at the lower left side of the computer screen and left click on it once.



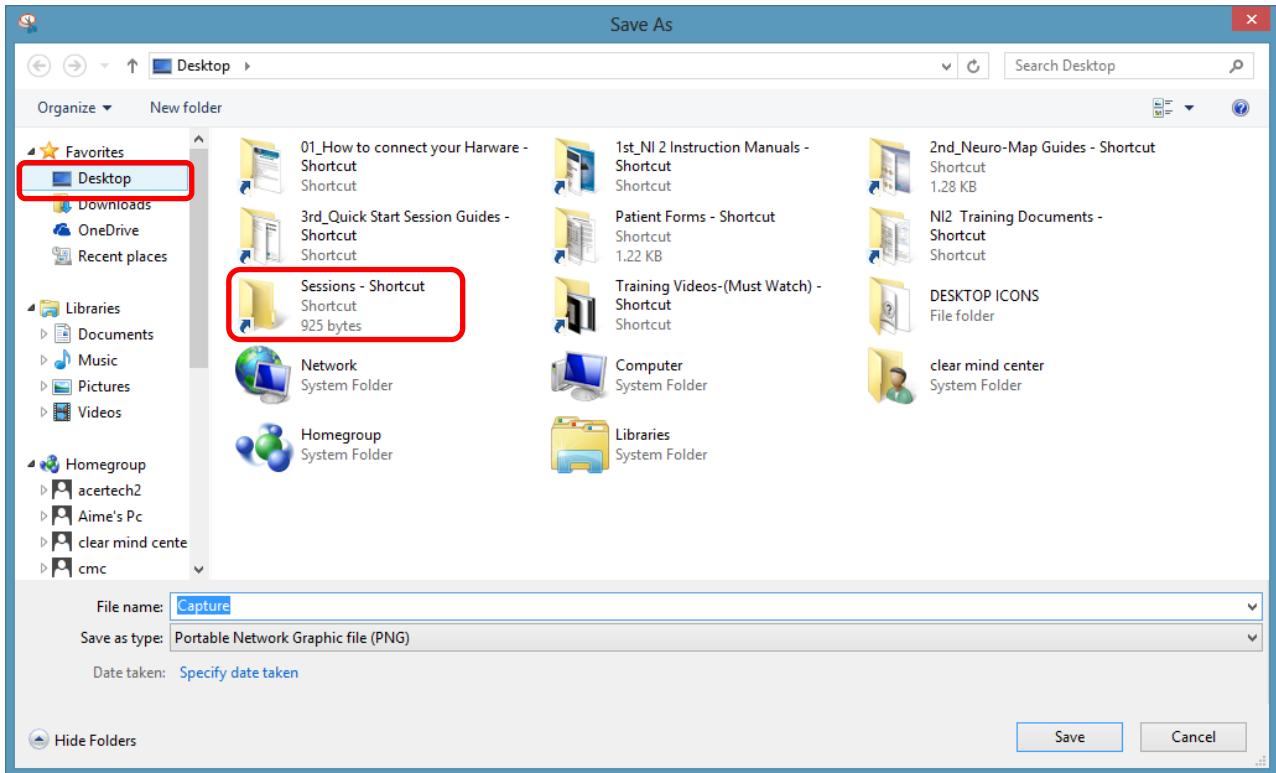
- Click on the "New" button on the snipping tool software after it opens.



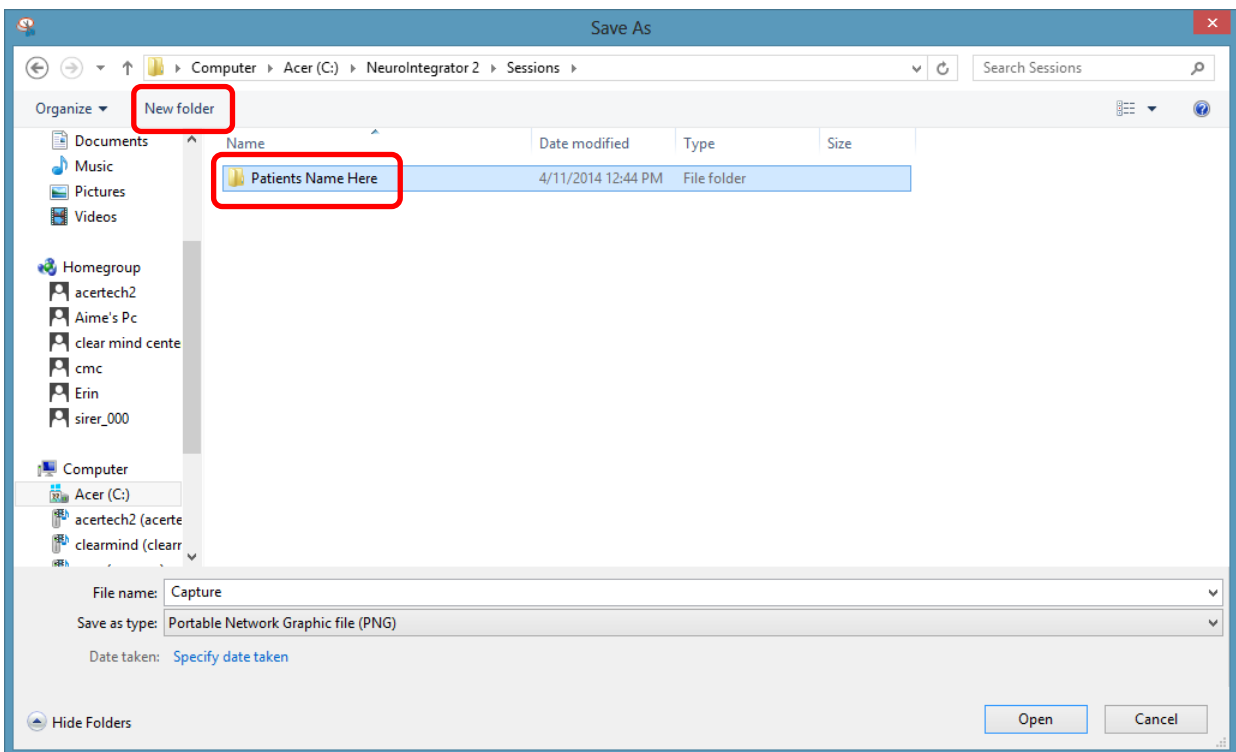
- Move the cursor off the snipping tool window until the screen comes back to full color then click on the left mouse button once.
- To save the screen shot to the clients folder start by clicking on the purple disc in the upper left corner which is the save snip button.



7. When the “Save As” box appears you will need to start by going to the desktop which can be found at the top of the left panel then double clicking on the “Sessions Shortcut” folder in the right panel.



8. Once you are in the Sessions Shortcut folder you will need to open the patients folder and save the screen shot in their folder. If the patient does not have a folder click on the “New Folder” button then type in the patients name.



9. The last step is to name the file. Locate the "File Name" box at the bottom of the "Save As" Window and replace the word capture with a proper file name such as "session 1 4-11-14". Then click on the save button in the lower right side of the window. You can then close any open windows and return the desktop.

