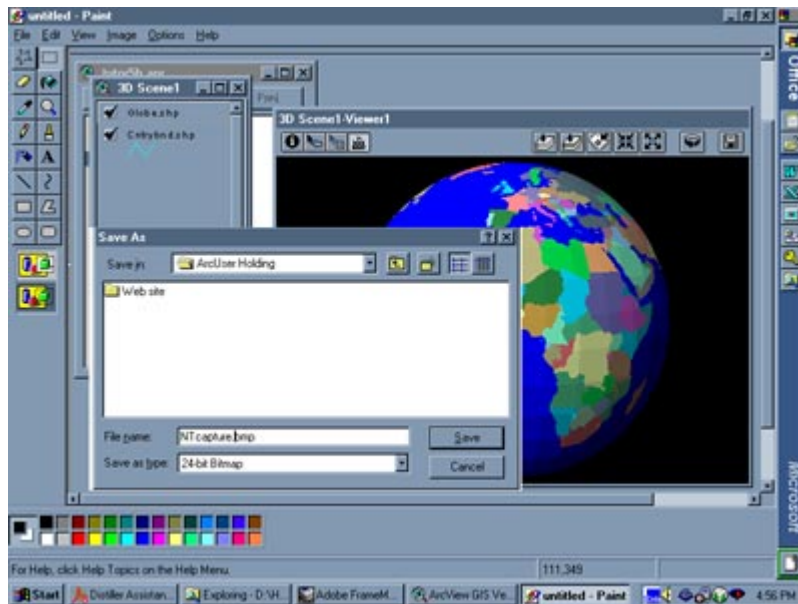


Windows-based Screen Captures

1. Optimize the screen display by getting the maximum colors and highest resolution the computer can comfortably handle.
2. Close all but the target application and hide the taskbar.
3. Open Windows Paint by going to **Start >Programs>Accessories**.
4. Make sure the scrollbars in the Paint window are pushed completely to the left and top of the screen.
5. Minimize Paint.
6. With the desired application open, adjust the colors and placement of objects in application window.
7. Hit the Control and print screen buttons together. An image of the screen is now on the system clipboard.
8. Open Paint and paste the image in a blank window.
9. Crop and clean up the image.



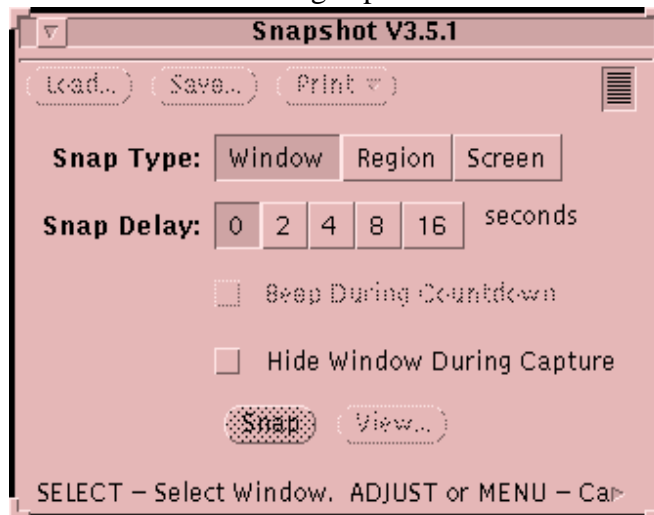
10. Save the image with 24-bit color as bitmap (.BMP) format file.

Screen Captures on UNIX Platforms

Two common UNIX platforms come with screen capture tools. These steps will allow you to create screen shots suitable for publication using the screen capture utilities that come with the SUN Solaris and Hewlett-Packard UNIX operating systems.

For SUN Solaris 2.5.1 and 2.6 using both OpenWindows and Common Desktop Environment (CDE)

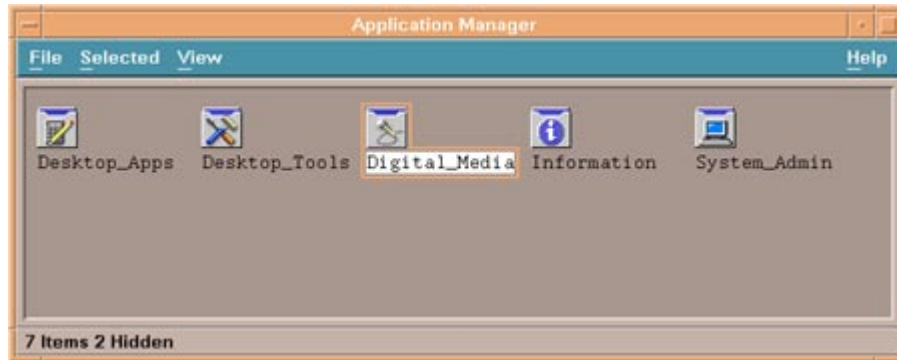
1. From the operating system startup screen, choose **Programs >Snapshot**.
2. This invokes a dialog box which gives you the choice of capturing a window, region, or the entire screen and a delay time of 0 to 16 seconds before making the screen capture. You can also choose to hide the Window frame during capture.



3. Click on the Snap button to capture the image.
4. Click on the Save button on the upper left corner to save this image to a file.
5. You can save the image in JFIF (JPEG), PostScript, SunRaster, or TIFF format.
6. Save the image as an uncompressed TIFF.

For Hewlett-Packard using CDE

1. From the startup screen, choose Application Manager.



2. In the Applications Manager, choose Digital_Media.
3. From Digital_Media, choose Capture Screen.
4. This invokes a dialog box which gives you the choice of capturing a window, region, or the entire screen and delaying the capture by a specified number of seconds.
5. Click OK to capture the image.
6. You can save the image to a variety of formats but choose uncompressed TIFF or JFIF.