

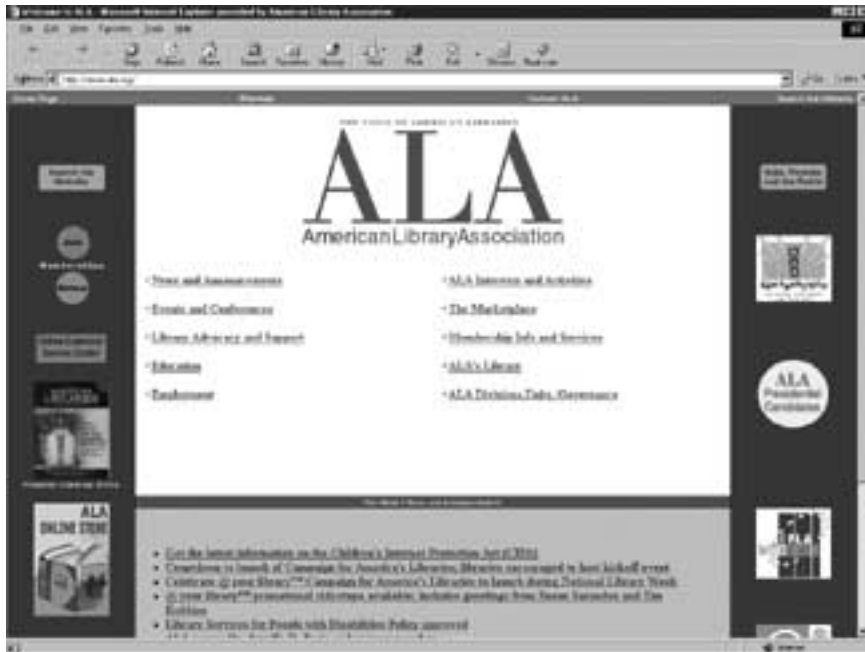


## SCREEN CAPTURES

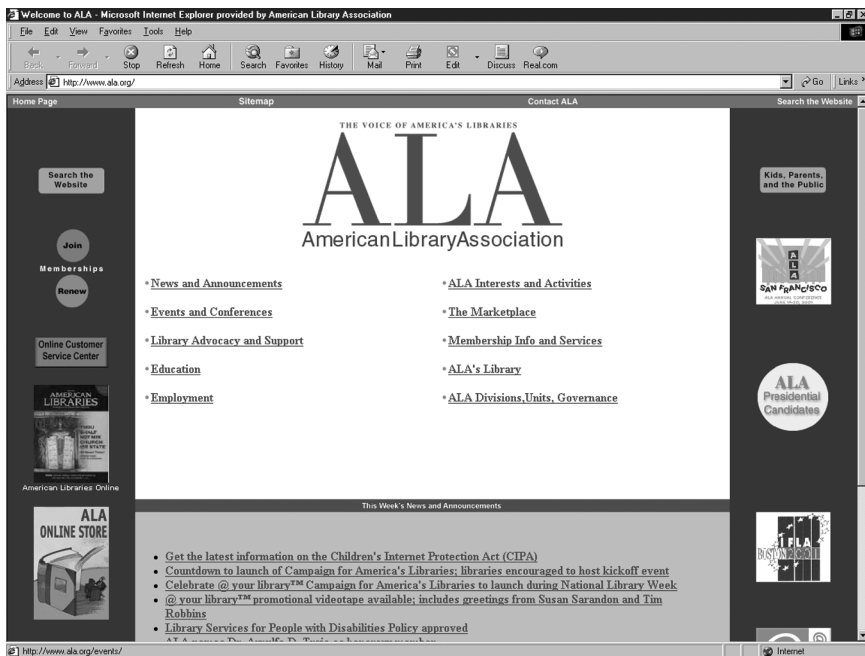
Follow these guidelines for submitting screen captures to ensure that there will be no problem with their reproduction. Two samples are attached illustrating a poor and an acceptable screen capture.

1. Press Ctrl+Print Scrn to capture the entire screen; Ctrl+Alt+Print Scrn for the active window only.
2. Paste into an image editor program.
3. Change the settings as follows:
  - dpi to 300
  - width to 4.5 inches
  - color to grayscale
4. Save as TIFF or EPS.
5. Submit labeled hard copies of all screen captures along with the electronic files (file name on disk and hard copy must match).

If you do not have an image editor program you can download a shareware program from the Web. There are many shareware programs that will help you capture and edit screen images; search for "screen capture" or "image editor" on [www.download.com](http://www.download.com). Most shareware programs allow you to demo the program for a limited number of days before asking you to pay. Try some out and find one that works for you.



LEGIBILITY POOR  
DPI 72



LEGIBILITY GOOD  
DPI 300