## How to Create a Screenshot

When contacting the FPD support team regarding an error or a difficulty concerning the EMFF (14-20) DB, we may ask for a screenshot of the error.

1.  Go on the EMFF (14-20) DB page section where the error/difficulty is occurring.
2.  Press the "Print Screen" button on your keyboard. (Prt Scr, Print Scrn, Prt Scn, Prt Sc or Prnt Scrn).
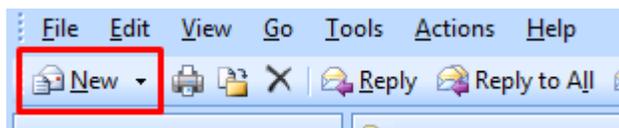


Now, a copy of the screen is temporarily saved in the computer's memory (a.k.a clipboard).
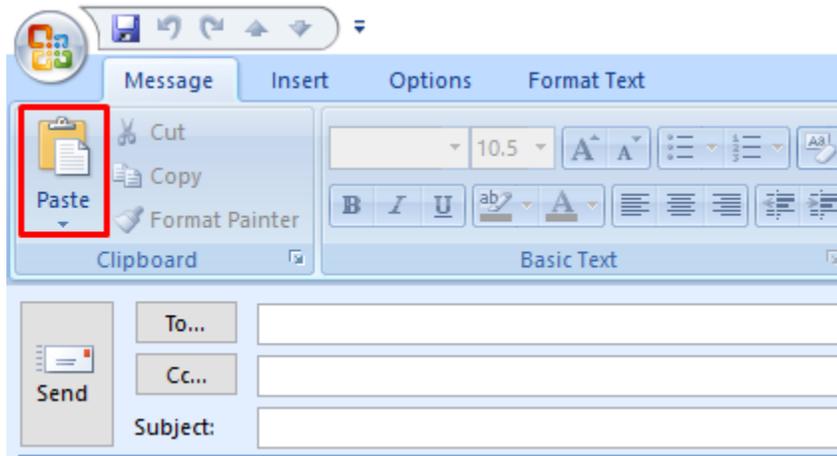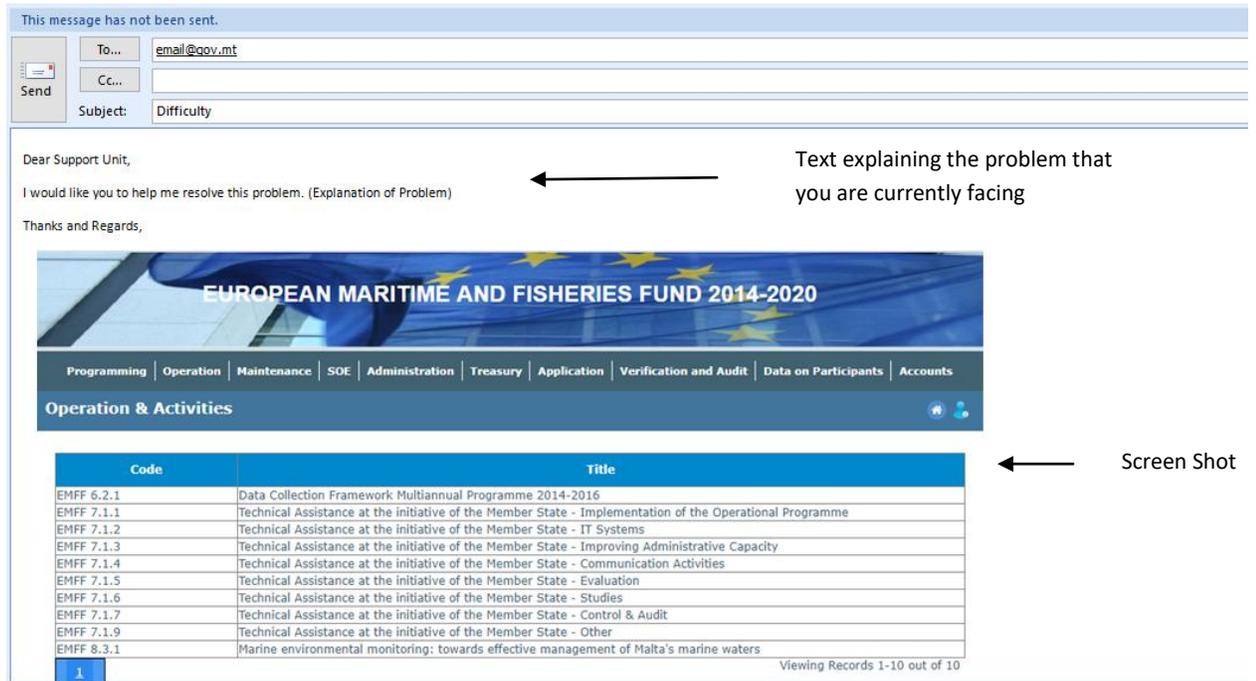
3.  Now, open Microsoft Outlook.



4.  Click on the "New" Button to send a new e-mail.

**5.** Click on the "Paste" Button in the top left corner (or press CTRL+V on your keyboard).



**6.** The captured image will now appear in the "Message" Section.



Text explaining the problem that you are currently facing

Screen Shot

-------End of Tutorial-------

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**Modification History**

Creation of Tutorial – 18/07/2017

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