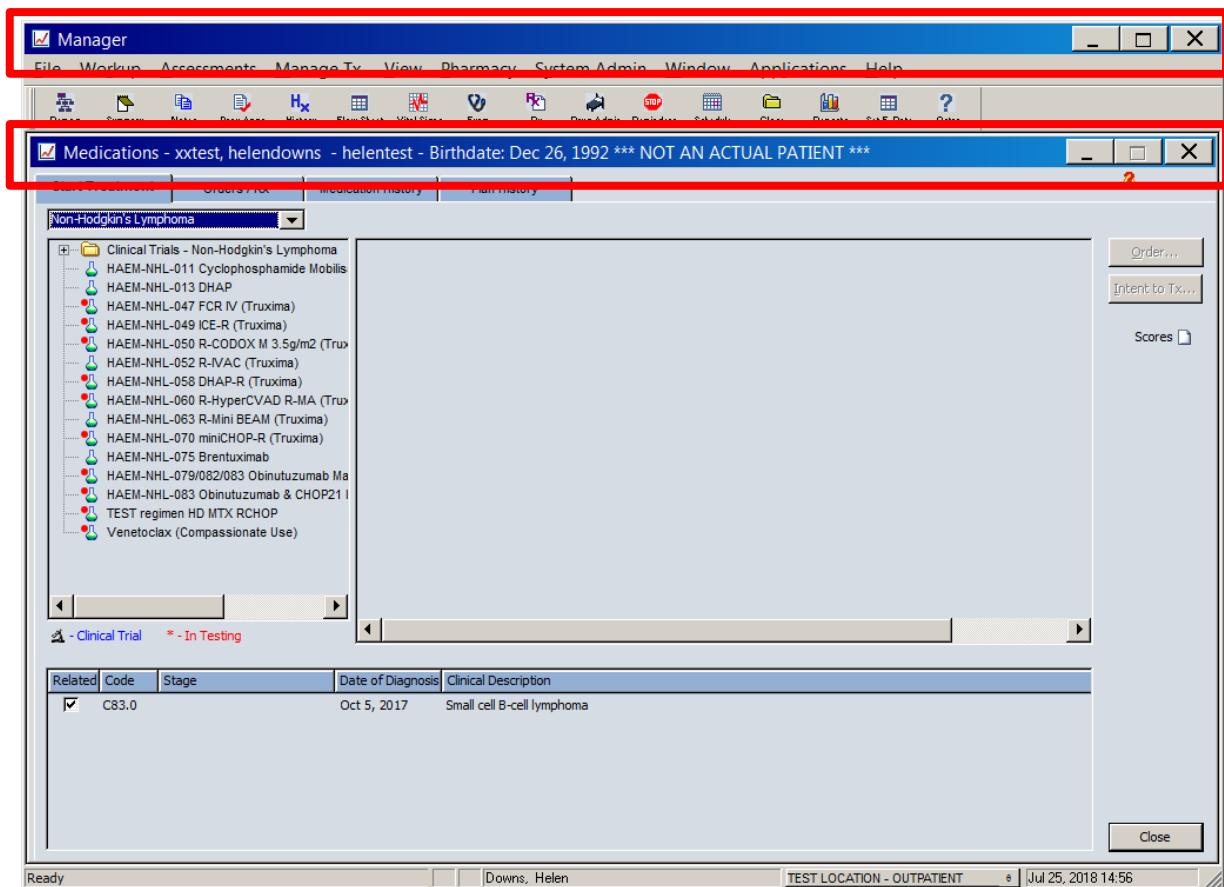


## HOW TO TAKE SCREENSHOTS OF ARIA WINDOWS

1. Click once on the blue strip in either the outer or inner window to ensure Aria is selected.
2. On the keyboard, hold down 'Alt' and 'PrtScr' or 'PrintScreen'
3. Open a blank Word document then right-click on the mouse and select Paste. Select 'enter' on the keyboard to move the cursor down your document ready for the next screenshot
4. Save your document locally



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