

## PRINTING IN C.A.R.E

- **At this time, there is no “print statement” button in the C.A.R.E. system, but if you must have a printed copy of your transactions, you can use the Windows 95/98/NT “print screen” capabilities.**
- **When you are viewing your transactions, you may “capture” the data on your screen by pressing the “Alt”, “Shift”, and “Print Screen” buttons simultaneously, “Print Screen” individually, or a combination depending on your particular system – this will place a copy of what you are viewing on your “clipboard”.**
- **Open another document, such as Word, Notepad, Powerpoint, etc. and then “paste” into the document – however you normally do a copy and paste. A copy of your Transaction Management Module screen is now pasted into this document.**
- **Print as you would any document in your system. HINT: Your electronic statement will be available in C.A.R.E. Transaction Management for up to six months (current cycle plus 5 previous cycles).**