

Printing Your Contact Record Screen

The most recent version of WorkCenter has now detached the contact records and eliminated the contact tab. We have done this to expedite the speed of the database for larger users. The prior versions would tie all the contacts together when loading the software resulting in a slower response time using your database.

To open a contact record now, it is very simple. Double click on a contact name and the Contact Record Screen will appear. Since the tab is detached from the main software to expedite database speed and allow for additional functionalities, we have not placed a printer icon on this screen.

To print the contact record, you will need to select the contact record with a single left mouse click on the top blue header line on the contact screen. You will then need to copy this screen view to a word file by these procedures:

- 1. Hold down your “Alt” key and press the “Print Screen Key” on your keyboard.**
- 2. Open a word file and click into the word file**
- 3. Right click in the word file and select “Paste”. You can also use the shortcut keys by clicking into the Word file and holding down our “Ctrl” key and then pressing the letter “V”.**
- 4. Once the screen view is pasted into Word, you can then expand the screen and print the document to your local printer.**