

APPENDIX 4

Transferring *FX2.0* Screen Images to a *Word* Document

When preparing lab reports that require graphs of your data you can either draw the graphs or you can use the Casio *FX2.0* graphing calculator for graphing. If you use the *FX2.0*, you will need a piece of software called *FA123* that enables you to download the screen images from the *FX2.0* into a lab report *Word* document. When you are ready to include a screen image in your lab report, simply open the *FA123* application. (Hint: If you put this application on your desktop, it is always convenient to find and open.) You also need to connect the calculator to the *FA123* cable that you will install to a port of the computer. The owner's manual for the *FA123* will provide the instructions for installing the *FA123* program and cable.

- ☞ Once you have opened *FA123* and connected the calculator to the computer cable, click on *LINK* at the top of the *FA123* window.
- ☞ A small window of options will drop down from *LINK*. Highlight and click on "Screen Capture."
- ☞ A window with some strange symbols across the top and a percentage bar beneath that will pop up in the screen. This means the program is ready to receive data from the calculator.
- ☞ On the calculator key pad, press *CTRL [F6]* which sends a screen "hard copy" to the *FA123* program. You can tell that the *FA123* program is receiving the image by watching the percentage bar in the program screen fill to 100%.
- ☞ Once the image is received it will appear on the computer screen. Click on *EDIT*, then highlight and click on *COPY*.
- ☞ Return to the lab report document in *Word* and move your cursor to approximately where you want the image to go. Click on *EDIT* and highlight and click on *Paste*.
- ☞ If the image is not exactly where you want it to be, you can click on it, so that it is selected, and move your cursor around on the selected image until you see a small *xy*-axis image. This indicates that you can move the object. Click on the object and hold that click and drag the image to the desired position.
- ☞ You can enlarge the image if you like by clicking on a selected corner and dragging it out to create a larger image (or dragging it in to create a smaller one).