

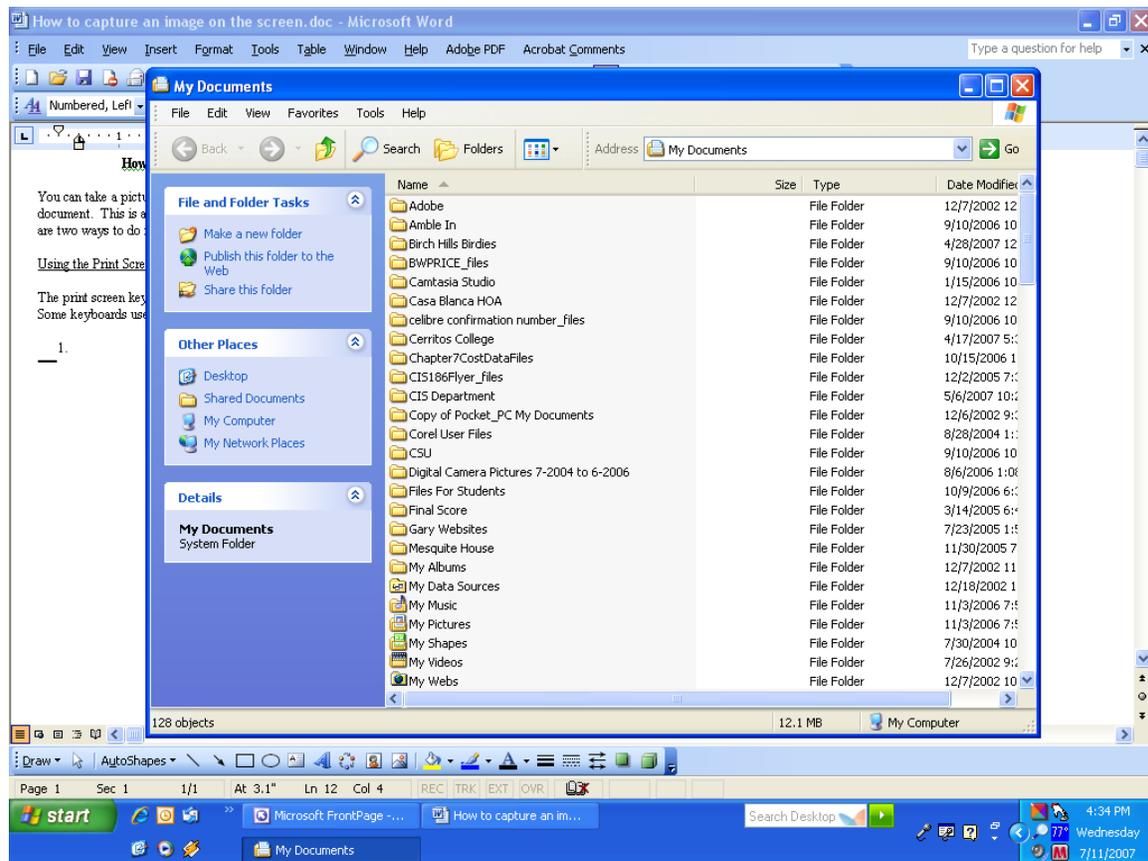
How to capture an image on the screen (Screen Shot)

You can take a picture of what is on your computer screen and then paste it in to a document. This is a great way to document what is happening on your computer. There are two ways to do it.

Using the Print Screen Key:

The Print Screen key is usually located on the top row and to the right of the F12 key on the keyboard. Some keyboards use an abbreviation of “prt scrn.” On a laptop computer you may need to use the [FN] key with the [Prt Scr] key. The following directions are for a desktop keyboard. If you have a laptop, then be sure to use the [FN] key with the [Prt Scr] key. The steps are:

1. Press the Print Screen key. Nothing appears to happen, but that’s not true. An image of what was on your computer screen was copied in to the Windows Clipboard. For example I have the Word program open and maximized on my screen and then the My Documents window is on top of it. I pressed the Print Screen key and then pasted it in to this Word document. It looks like:



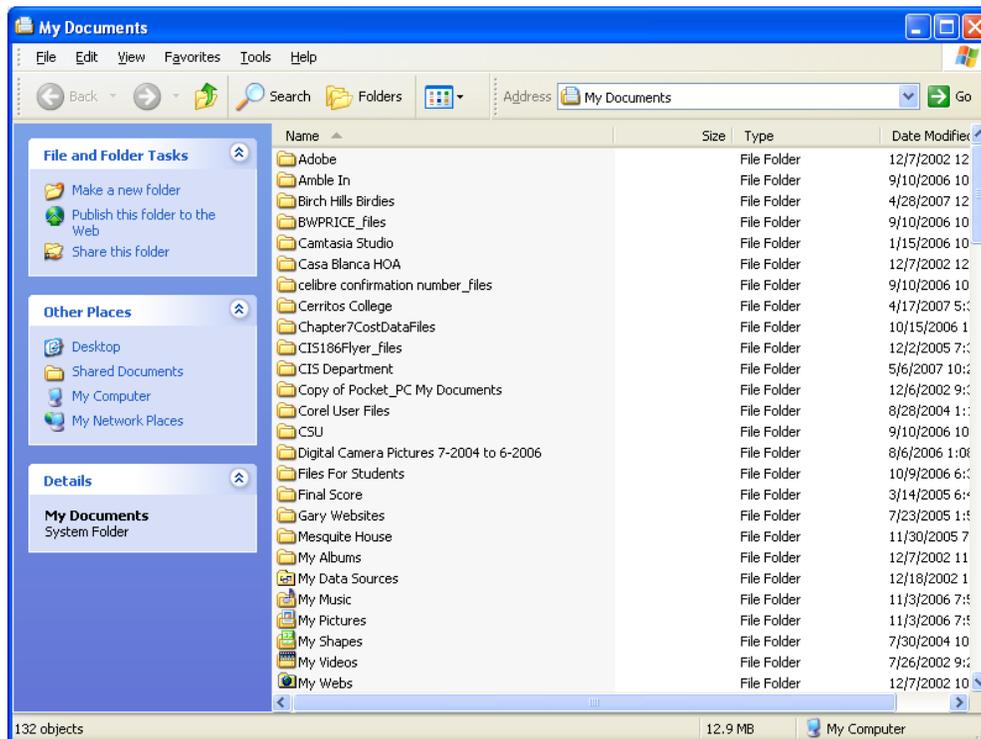
2. The next step would be to start Word, Paint or the program of your choice. Use the Paste command to paste the image in to your document.

Notice that the image above has a complete image of what was on my screen. It has Word, My Documents and the Windows task bar. The Print Screen key will copy a complete image of what is on your computer screen.

Using the ALT/Print Screen Keys:

The steps are:

1. On a desktop keyboard hold down the ALT key and press the Print Screen key. On a laptop you will need to use the [FN] key with the ALT and Print Screen keys. Again, nothing appears to happen. An image of the *active* window was copied in to the Windows Clipboard. For example I have the Word program open and maximized on my screen and then the My Documents window is on top of it. The *active* window is the My Documents window. I pressed the ALT and Print Screen keys together and then pasted it in to this Word document. It looks like:



2. The next step would be to start Word, Paint or the program of your choice. Use the Paste command to paste the image in to your document.

Notice that the image above shows only one window, the *active* window that was on my screen. The ALT/Print Screen keys will copy just the *active* window which can simplify the image for your documentation.