

Creating Print Screens

Print Screen/Print Scrn button -

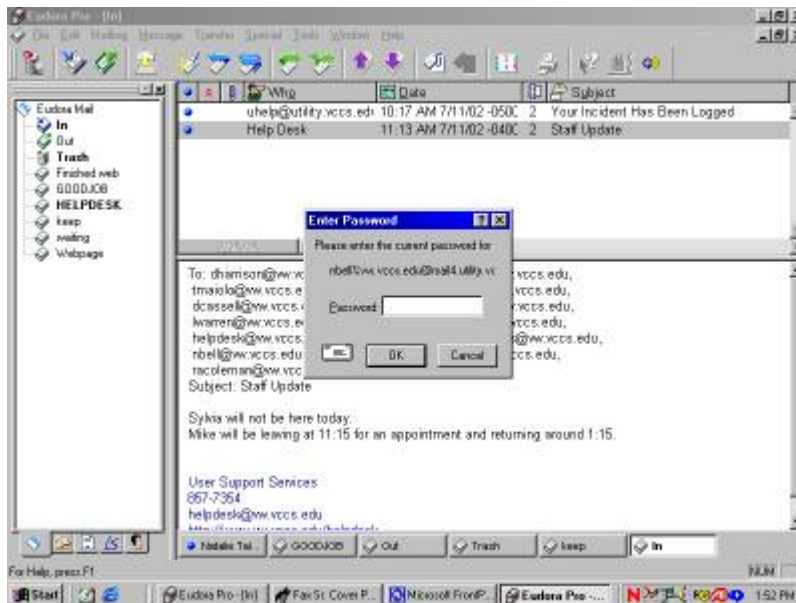
Your Print Screen button is located on your keyboard. It is above your Delete and Insert keys.

Your Print Screen button allows you to make a copy of what is currently on your screen. It makes a copy and puts it in memory so you can paste it in a program. The directions below show to ways to use the Print Screen Button.

Coping the whole screen.

1. Navigate on your screen so that the information you want captured is visible.
2. Press the Print Screen button.
3. Open the program you want to copy the screen to. (i.e. Word, Notepad, or Eudora)
4. From the Edit menu select the Paste Option.
5. Your screen will now appear in your document or e-mail.
6. You may now save your document or send your e-mail.

In this example you can see the whole screen was captured.



Coping a specific window or box on the screen.

1. Navigate on your screen so that the information you want captured is visible.
2. Using your mouse left click on the box or window you want so it is selected.
2. Press the Print Screen and the Alt button.
3. Open the program you want to copy the screen to. (i.e. Word, Notepad, or Eudora)
4. From the Edit menu select the Paste Option.
5. Your screen will now appear in your document or e-mail.
6. You may now save your document or send your e-mail.

In this example you can see only the password box was captured.

