

How to Capture a Screen Shot

1. Press the **Print Screen** key on your keyboard. This key is in the top row of the keyboard, fourth key in from the right, labeled **PrtSc**. If you want to capture only the active window, click on it, hold the **Alt** key down and press the **PrtSc** key.
2. Open **Paint**, the image editing program in the **Accessories** folder. Click on **Start - All Programs - Accessories - Paint**.
3. In **Paint**, go to the **Edit** menu and choose **Paste**.
4. Use the various editing tools in Paint to do what you want to the image.
5. When ready, go to the **File** menu and choose **Save As**.
6. Go to the drive and folder where you want to save the image.
7. Type a **file name** for the image.
8. Select a **file type**. The GIF format seems to work the best.
9. Click **Save**.

*In case you are wondering, when you press the PrtSc key the image is going to the Windows Clipboard. Every time you press PrtSc the old image is replaced with a new one. You can't navigate to the Clipboard or manipulate it. It is temporary storage space.