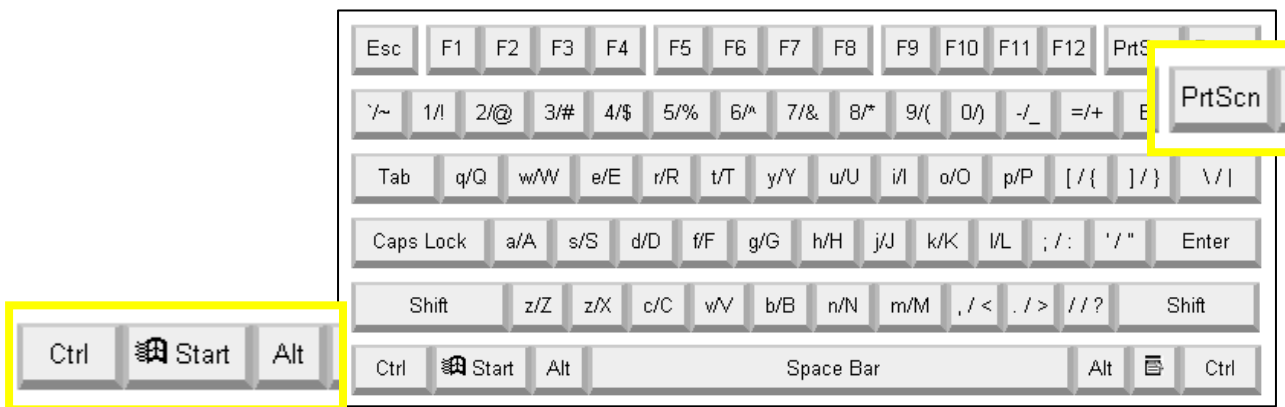


There are times when it is helpful to “take a snapshot of what is on your computer screen. You might need to send a picture of an error message, send directions of how to do something in your software, or need to create internal documentation (such as this guide) to explain how to do a process. Here are two methods.

Method 1 – EASIEST for Simple Screen Shots

1. Use **PrintScrn** key on keyboard to take a “snapshot” of your computer screen. (This key usually follows the F12 key on conventional keyboards and some laptops and is sometimes spelled a little differently.) Nothing will **seem** to happen but your “snapshot” image will have been copied to the Windows “Clipboard”.



2. Open your word processing program (MS Word, WordPerfect, MS Works, etc.) OR your email software such as MS Outlook. Use **Edit►Paste** or **Ctrl+V** to paste from the Clipboard.
3. If you wish the image to be re-sized, look for the square “handles” at the corners of the image and often at midpoint of the width and height. **Click and drag** the handles to enlarge or decrease the image.
4. If you wish to type text **above** or **below** the image, use **Ctrl+Home** to go to top of page, hit **ENTER** twice and then **UP** arrow twice to go back to top of page. To type text below image, mouse click below image and begin typing.

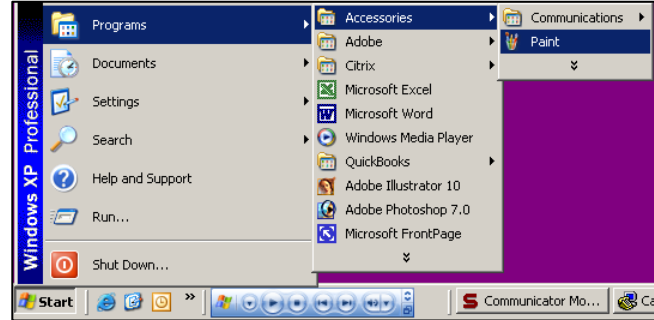
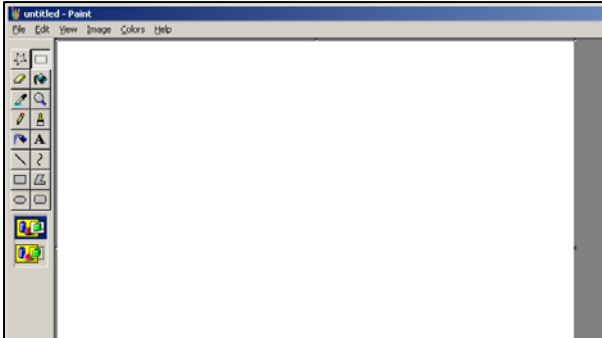
Note #1- some non-business email softwares do not allow graphic images in the text area. (Such as Outlook Express, MSN mail, AOL mail, etc.). In those cases, you will need to paste the image in a word processing document and attach that document to your email.

Note #2- Step 1 assumes you are using a single monitor. If you use multiple monitors, click the mouse somewhere in the document displaying on the appropriate monitor and use **Alt+PrintScrn**. Paste according to step #2 above.

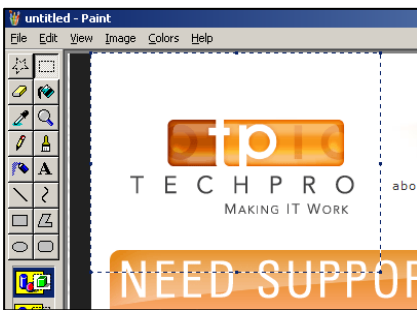
Screenshot Methods

Method 2 – Screen Shots that need editing (using PAINT)

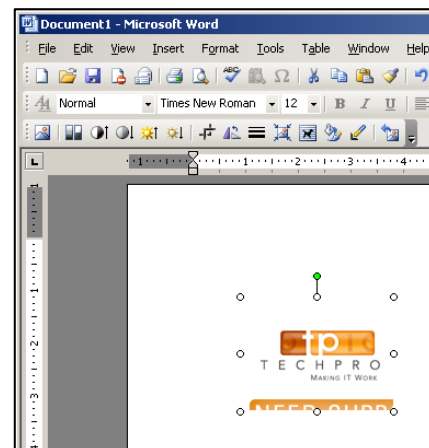
1. **Begin with Start►Programs►Accessories►Paint**
2. **Click to open Paint.**



3. **Switch** to the screen that you want to copy. (In our example, we use **TechPro.com** home page). Press **PrintScr**.
4. **Maximize Paint** . **Paste** your image.
5. To **select** a portion of the image use the dotted square
6. Copy it using **Ctrl+C**.



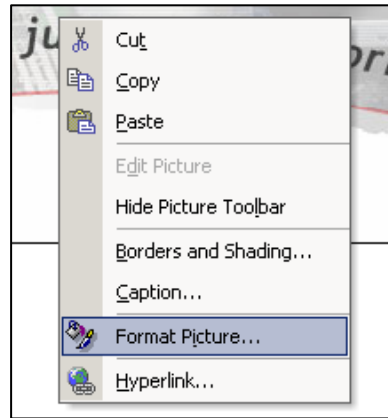
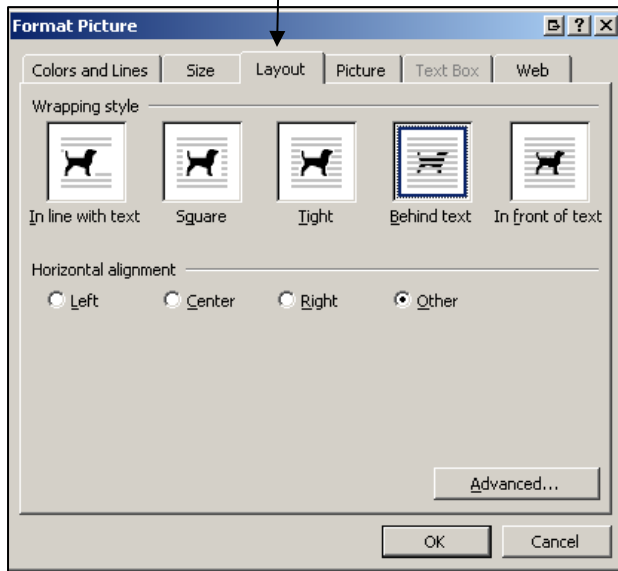
7. **Paste** it into your preferred application, using **Ctrl+V**.



Tips with Images in MS WORD

To move a document around at your leisure

1. **Right-click** on your image
2. Select **Format Picture...**
3. Click **Layout** tab



4. Select any option *except In-line with text*. Click **OK**.
5. Now click and drag your image to desired location.

To add a Line around your image

1. **Right click** your image
2. Select **Format Picture...**
3. Click **Colors and Lines** tab
4. In the **Line** "section" select the dropdown for **Color**
5. Select desired line color. Click **OK**.

