

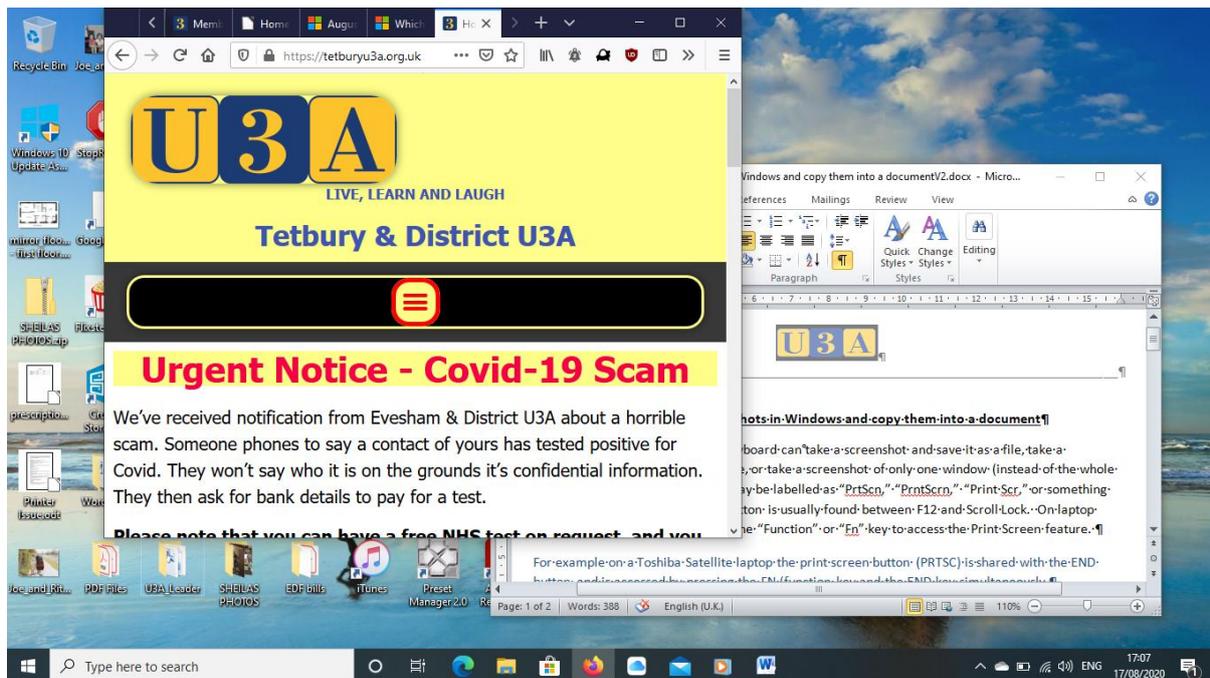


How to take screen shots in Windows and copy them into a document

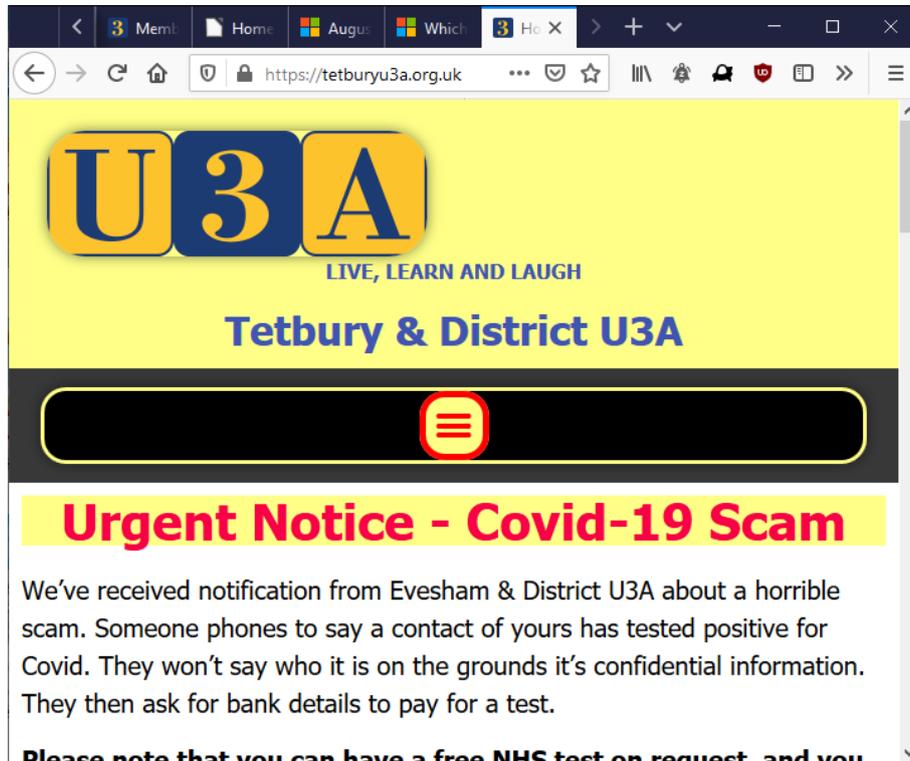
The Print Screen button on your keyboard can take a screenshot and save it as a file, take a screenshot without saving it as a file, or take a screenshot of only one window (instead of the whole screen). The print screen button may be labelled as “PrtScn,” “PrntScrn,” “Print Scr,” or something similar. On most keyboards, the button is usually found between F12 and Scroll Lock. On laptop keyboards, you may have to press the “Function” or “Fn” key to access the Print Screen feature.

For example on a Toshiba Satellite laptop the print screen button (PRTSC) is shared with the END button and is accessed by pressing the FN (function key and the END key simultaneously).

When you press the key, **it will look like nothing has happened**, but the screenshot has been saved to your clipboard. This will be a picture of everything you can see on your screen at that time.



Alternatively, if a picture of everything would be confusing then by using the ALT button in combination with the PRTSC button only the active screen will be captured to your clipboard. In the example above the active screen is the U3A web site. It is therefore the screenshot that is saved as illustrated.



In order to save a screenshot into a document open the word processing application of your choice and then use CTRL V to paste the picture into the appropriate place in your document. Alternatively using the PASTE command in your word processing software will also work. You should be able to resize the picture by clicking on it and using the handles. Please note that you need to paste each picture into your document before copying another screenshot. Thus: use the print screen button to take the first screenshot and save to your clipboard. Open your word processing application and paste in the screenshot. Then minimise the word processor and copy the next screenshot that you wish to add and then paste that screenshot into the word processor. It is advisable, if you are using many screenshots for your document to save that document on a regular basis.