

How to create a Screen Print

Objective:

This job aid will teach you how to create a screenshot of any web page or capture any screen event. Step by step instructions are given for Microsoft Paint. You may also use this with any other graphics program or Microsoft Word.

Step 1: Open the page that you want to capture and leave it up on your computer screen.

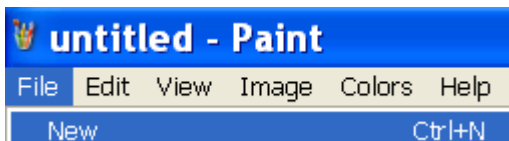
Step 2: Press the Print Screen button on your keyboard. (To find the Print Screen or PrtScr button, look on the upper-right hand side of your keyboard).



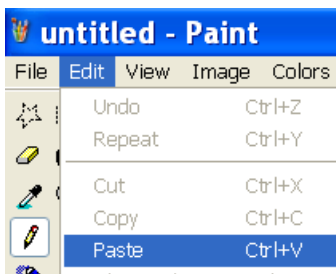
Step 3: You have now saved an image of your screen on your computer's clipboard. You won't be able to see it, but it's there (it's a similar function as copy and paste).

Step 4: Open a graphics program such as Microsoft Paint. To access it, click Start>Programs>Accessories>Paint.

Step 5: Once you have Paint open, click File>New to create a new empty image.



Step 6: Click Edit>Paste to paste in the screenshot you just took.



Step 2: You will now see your screenshot as a picture. Click File>Save As and save your file in a place that you will remember. If it asks you what format you want to save in, choose PNG.

Now you have an image file of the screen saved on your computer. You can insert it into a document or webpage just like any other image.

How to Video: <http://www.howcast.com/videos/273723-How-To-Take-a-Screenshot>