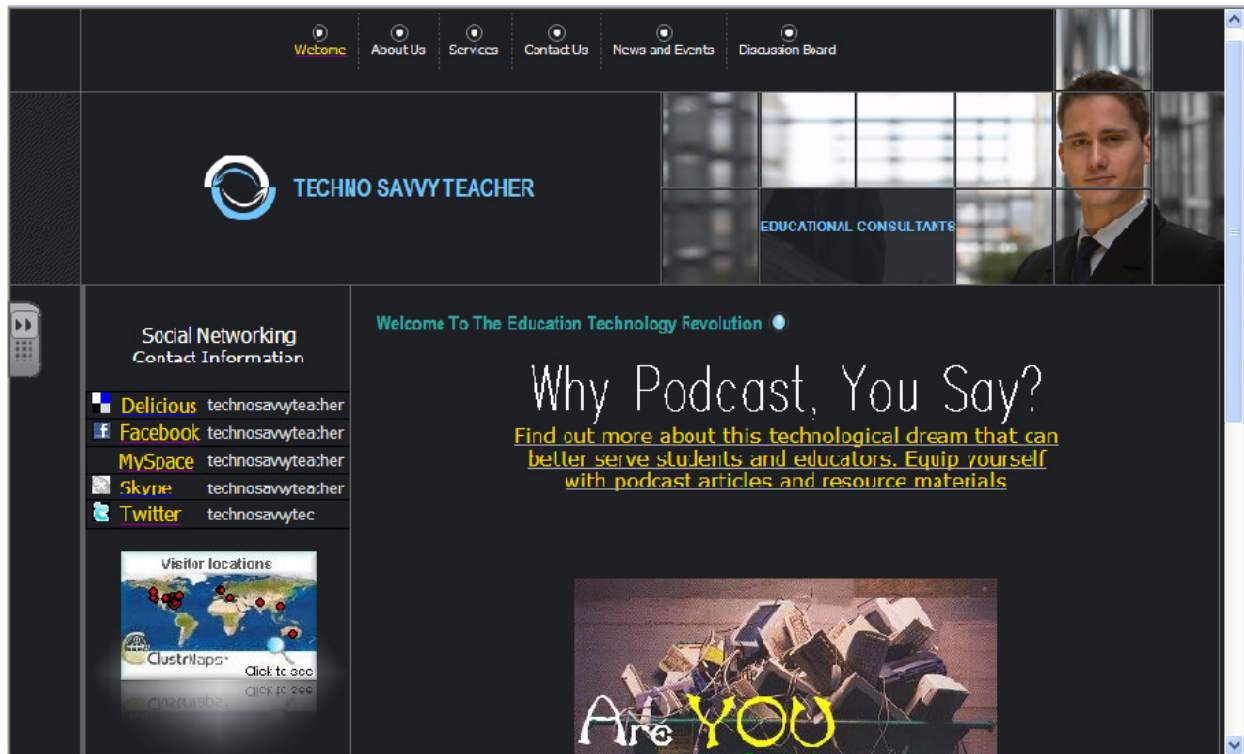


Taking a Snap Shot of Your Computer Screen



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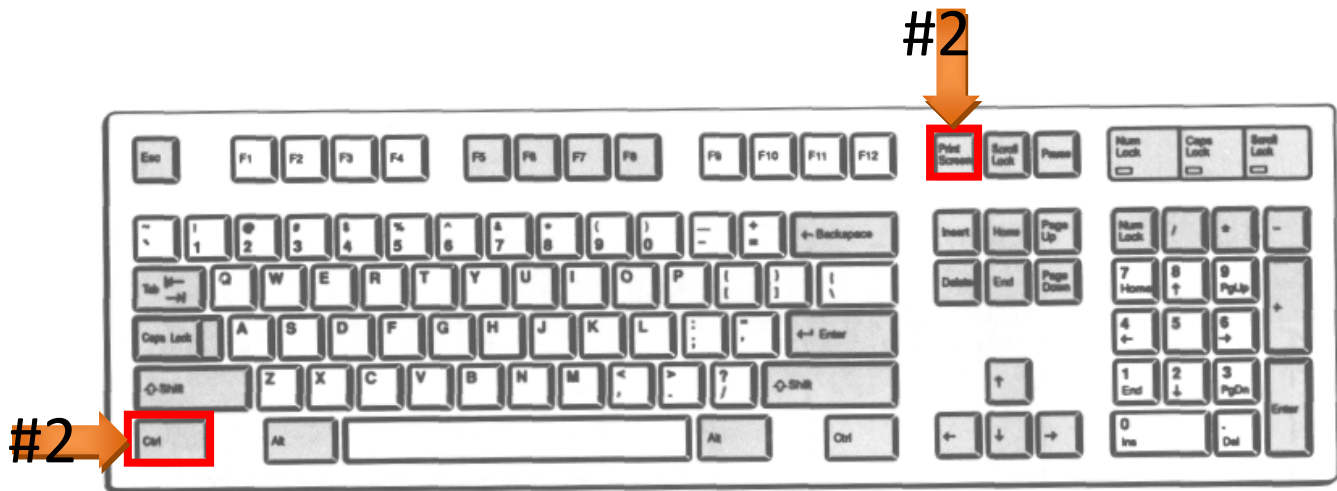


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Have you ever wanted to capture something that has appeared on your computer screen? Screen shots are like taking still pictures of your computer screen with a camera.

To take a screen “shot”

1. Make sure what you want to take a picture of appears on the entire screen. If it is hidden because it appears higher or lower on the screen (you would have to scroll up/down to see it), it will not be captured. If you can't see it on the screen, it won't be captured. It is recommended that you center what you want to capture on the screen.
2. Press and hold down the **control key** at the same time as **print screen key**. The print screen key is typically located at the top, right of the keyboard (see diagram below). The print screen key varies with each keyboard/computer manufacturer.

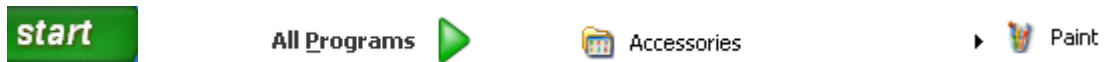


3. Your entire screen has now been captured (copied) in the “computer’s memory.”
4. You may now either paste the entire screen capture into an application or edit the screen capture. If you are wanting to only capture a portion of the screen/something specific on the screen (not the entire screen), you will need to edit the screen capture.
 - a. Editing your capture? Go to step # 5
 - b. Ready to paste your entire screen capture into an application? Go to step # 27

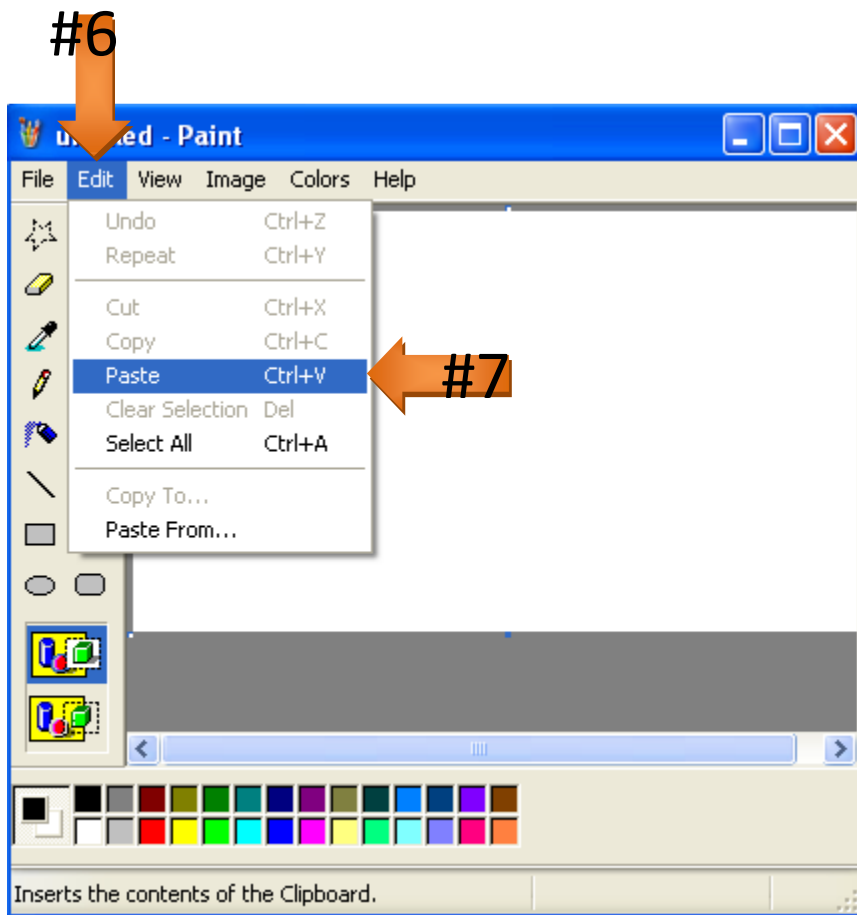
***You do not need special photo editing software to edit your screen capture.**

To Edit a Screen Shot

- To edit your screen capture, open the Paint program that is integrated in your operating system.
To do so, click on **Start**, **All Programs**, **Accessories**, and finally on **Paint**



- Once Paint opens, select **Edit** from the top task bar
- Now select **Paste** from the drop down list

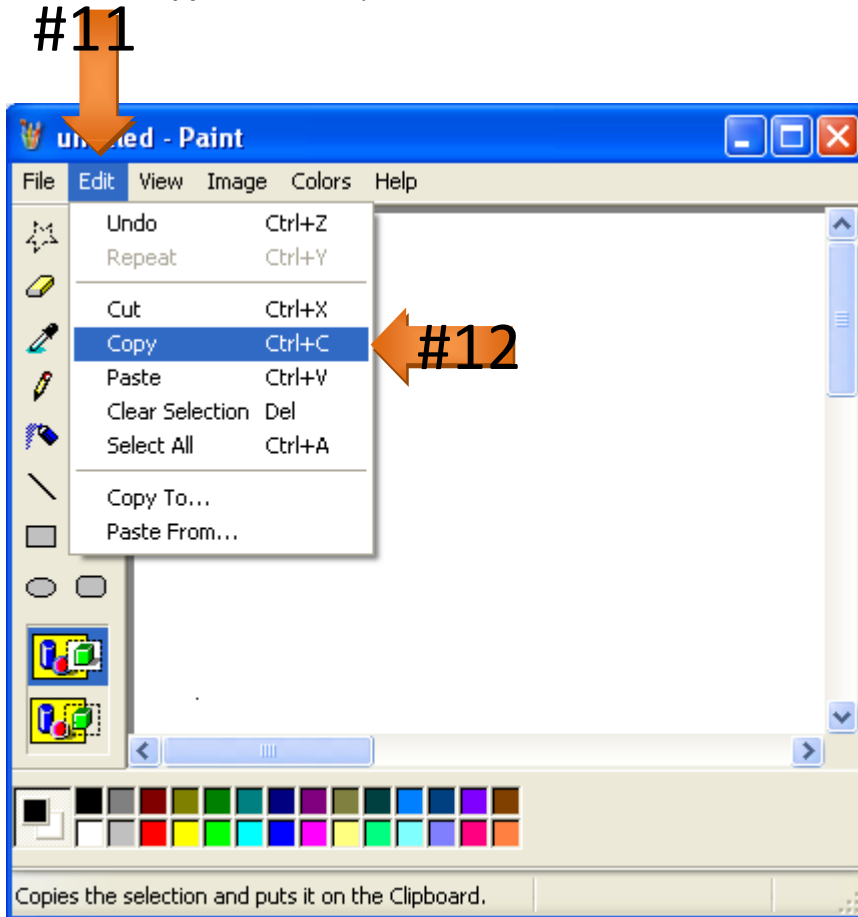


- The screen capture that you took earlier will now appear on the paint pallet.

9. Use the selector tool to select only what you want to create as a photo. To do so, first start by clicking on the **selector tool**. Mousing over tool button will reveal “select” as shown to the left. Next, start in one corner of the paint pallet (on the object you want to select only). **Left click and hold the mouse button**, then drag to get all that you wish to capture inside of the box (which will surround the content with a dotted line).



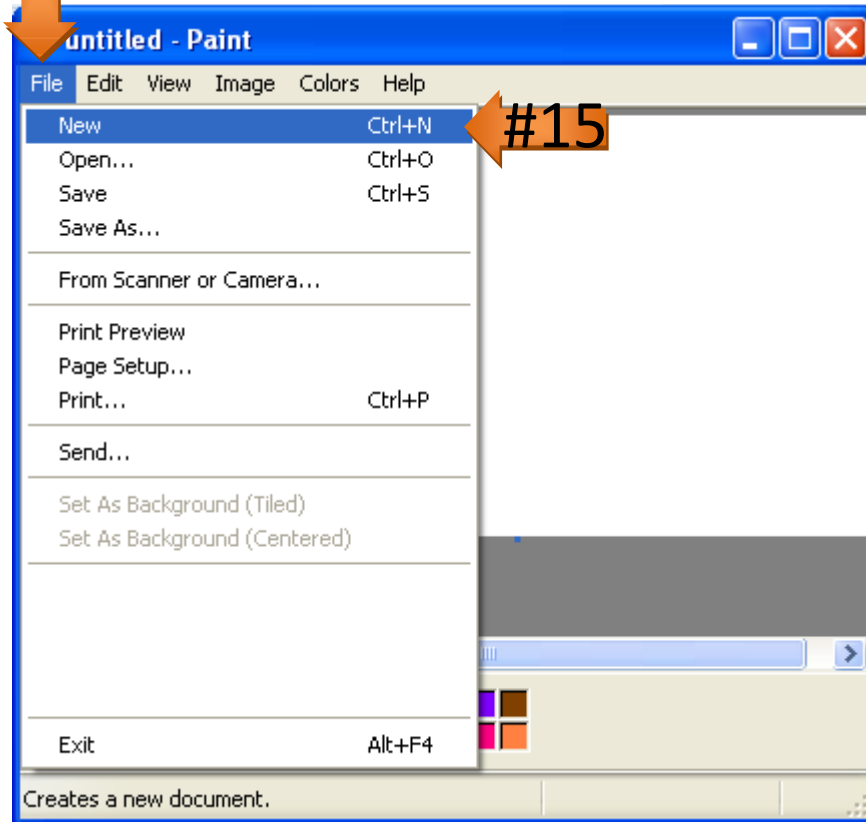
10. After you have selected only the content that you want, **release the left mouse button**.
11. Select **Edit** from the top task bar
12. Now select **Copy** from the drop down list



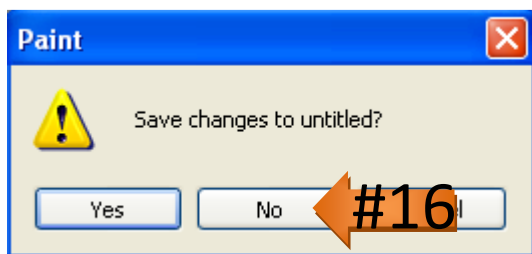
13. Your computer has captured only what you selected in step # 9.

14. Create a new paint pallet to paste it into. Start by selecting **File** from the top task bar
15. Select **New** from the drop down menu.

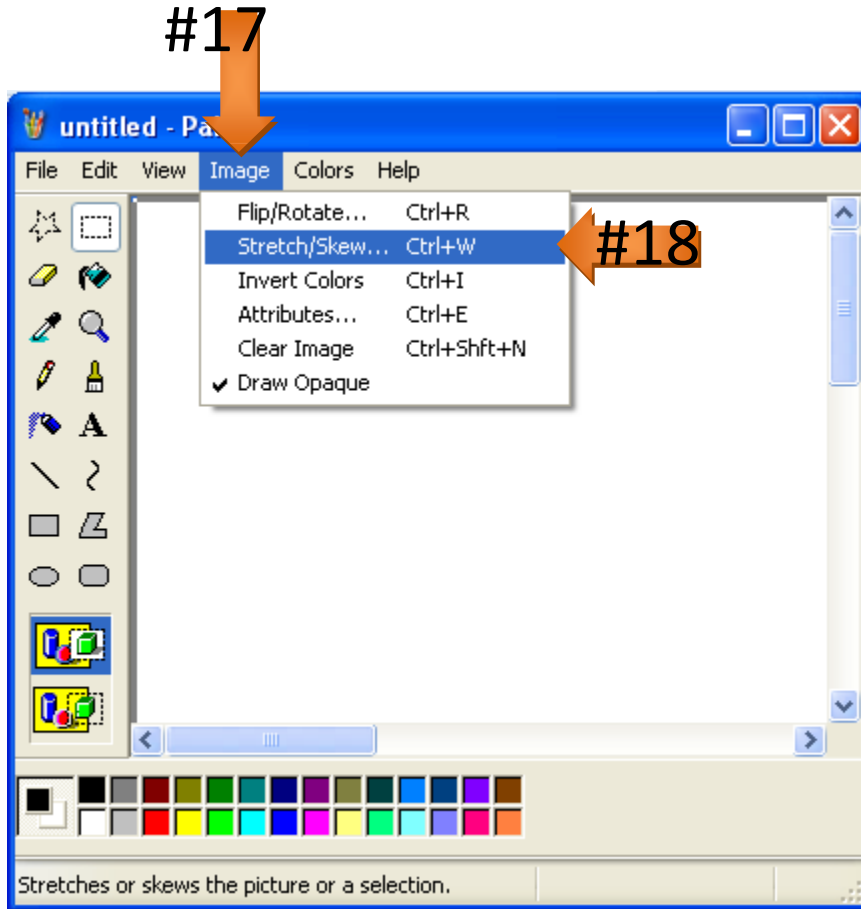
#14



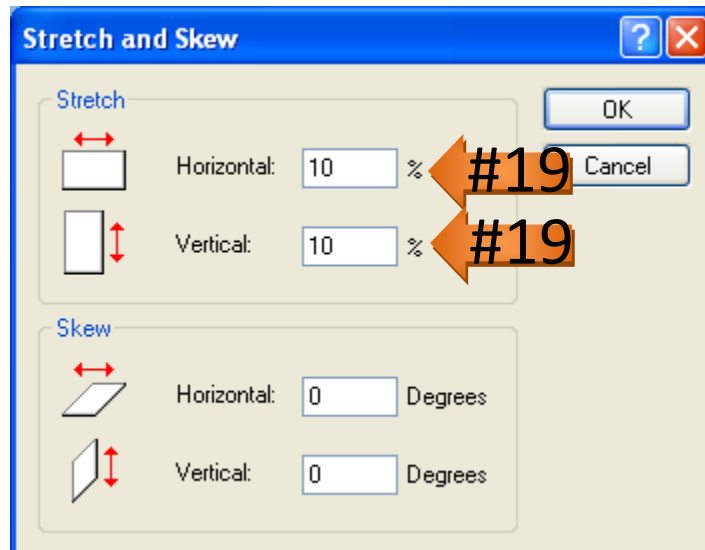
16. A dialog box will appear asking if you want to save changes. Choose **No**



17. To make sure your paint pallet is not bigger than the actual capture you've selected, you are going to make our pallet smaller before you paste your selection. Start by selecting **Image** for the task bar.
18. Select **Stretch/Skew...** for the drop down menu.

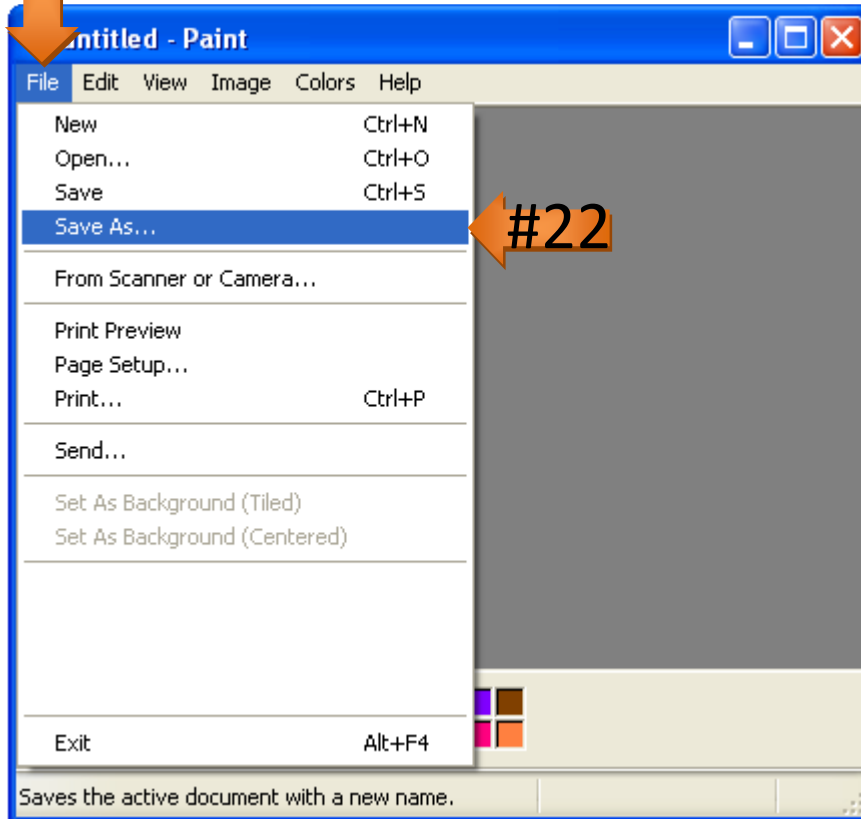


19. In the Stretch and Skew dialog box that appears, enter "10" into the **stretch horizontal** and **stretch vertical** boxes

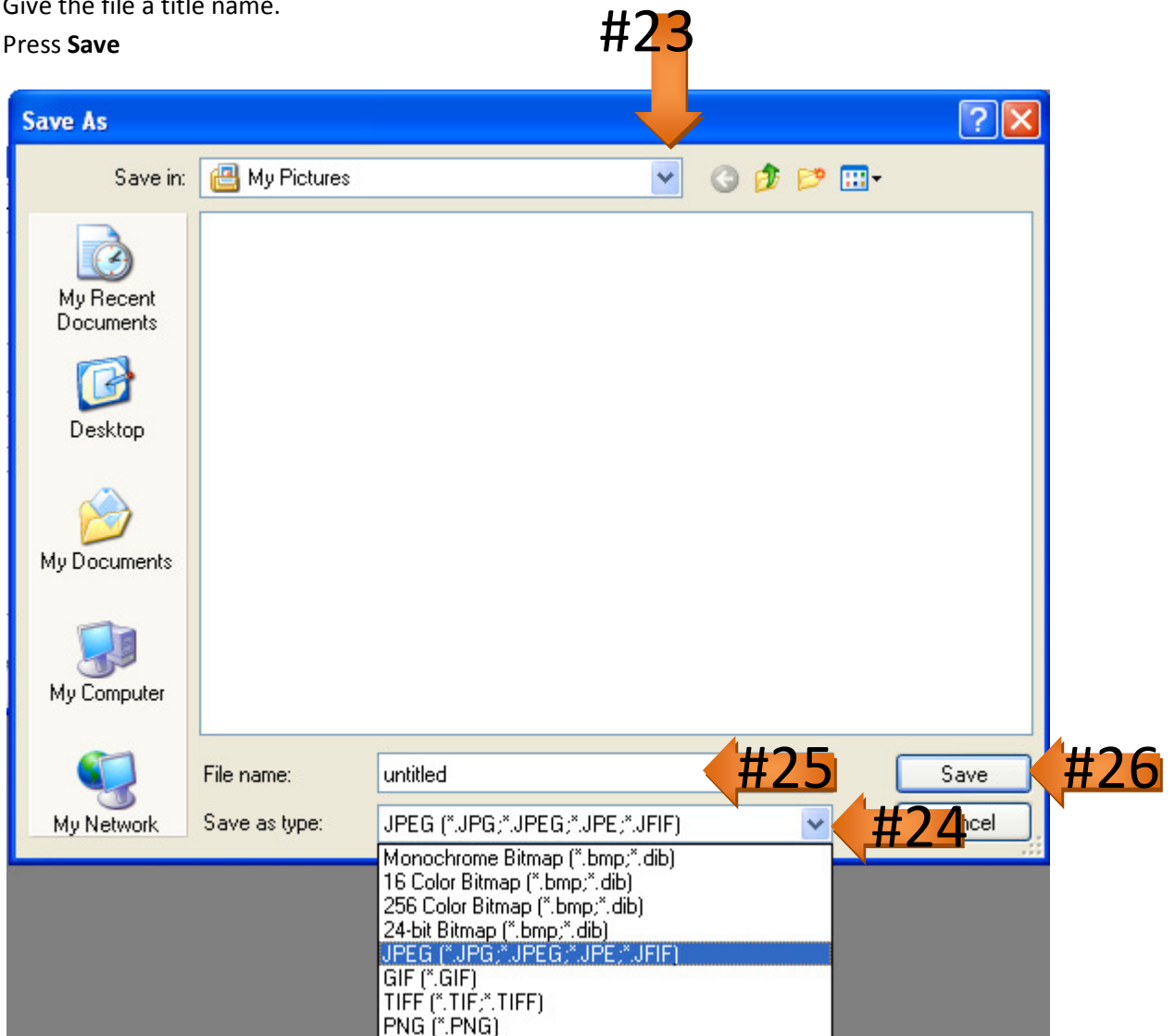


20. Repeat steps # 6 – 7 above to paste your selection into the new page
 - a. Select **Edit** from the top task bar
 - b. Select **Paste** from the drop down list
21. To save your work, start by selecting **File** from the top task bar.
22. Select **Save As** from the drop down list

#21



23. In the Save As dialog box, select the location you wish to save your file.
24. Choose the format that you wish for your file to be formatted as (JPEG preferred).
25. Give the file a title name.
26. Press **Save**



27. You are now ready to paste the capture into an application. You can paste the screen capture into a variety of applications such as a word document or photo editing program.
28. Open the application you wish to paste the screen capture in.
29. Once in the application and at the location in the document you wish to paste the screen capture, select **EDIT**, then **PASTE**.