

Capturing Screenshots

A *screenshot* is a picture of a computer screen or selected items on the screen. You use the Print Screen key to capture the full image of the computer screen. You can then paste the image into the Microsoft Paint program to edit it for your use.

Capturing the image

1. Arrange your computer screen so that the image you wish to capture is on the screen
2. Press the Prt Scrn and Alt keys.
3. **Note:** If you are working on a laptop computer you may need to use the Function (FN) and Print Screen (Prt Sc) keys.
4. A picture of the entire screen has been saved to your computer clipboard. Next you will paste it into a Paint document.
5. Click the Start button, point to Programs, point to Accessories, and click Paint.
6. An untitled Paint document appears.
7. Choose Paste from the Edit Menu.



Note: This image is a screenshot.

Your screenshot has now been pasted into the Microsoft Paint document. From here you can select portions to delete or crop. You can also add text to your image.

Selecting and saving a portion of an image

1. Click the Select button on the Paint toolbar. 
2. Drag the pointer across the area that you want to select. Release the mouse button to select it.
3. Choose Copy from the Edit Menu. Then choose New from the File Menu. To save the current image click Yes and save the file otherwise, click No.
4. Choose Paste from the Edit Menu.
5. You can print your image, or save it for inclusion in a Web page or another document.

Saving the image in different formats

1. With the Paint document open, choose Save from the File Menu.
2. In the "Save as type" field, choose JPEG to save the image for a Web page, or 24-bit Bitmap to save the image for another document.
3. Give the file a name in the File name field.
4. Choose the location where you want to place your file and click Save.