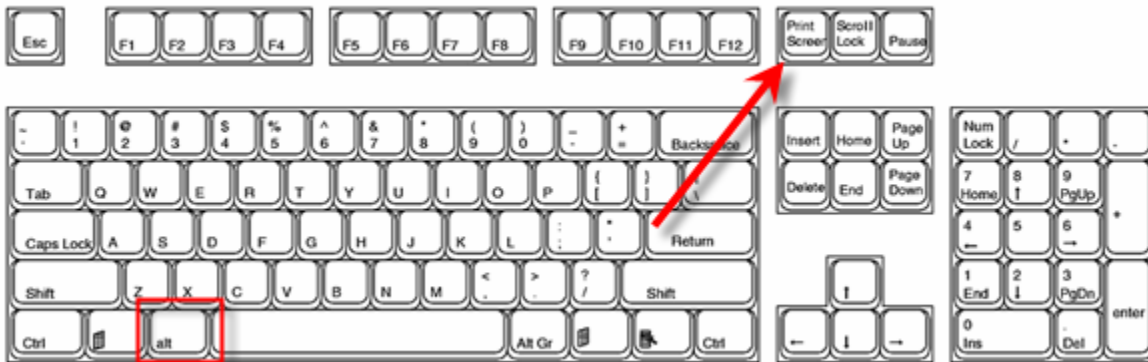


Making Screen Captures in Windows

If you are using a desktop computer, press the print screen button when the screen you want to capture is open. This places a “picture” of the screen on your clipboard. You will not see anything until you put it into a document. Open or select a document, then use the CTRL+V key to paste the capture into the document.

If you want to capture just an open window rather than the whole screen, hold down the **alt** key when the window is open and then press the Print Screen button. Follow the same procedure to paste the screen capture into the document.



Note:

Many notebook computers have an "Fn" key that performs system level functions. Your notebook may require you to press Fn + Print Screen keys to make a screen capture. The Fn key is generally located next to the Print Screen key and both keys may be a different color than the others on the keyboard.

A Full Screen Capture on the left and a Window Capture on the right:

