

# How to take a screen shot


Ever see something on your screen that you'd like to email or save for later? You can take a screen shot and capture an exact image of what's on the screen.

To take a screen shot and save it as a picture

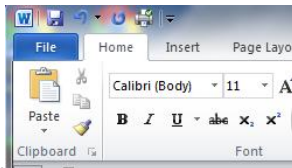
Click the window you want to capture. Press Alt+Print Screen by holding down the Alt key and then pressing the Print Screen key. The Print Screen key is near the upper-right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)


Note

You can take a screen shot of your entire desktop rather than just a single window by pressing the Print Screen key without holding down the Alt key.

Click the start button , click All Programs, click Accessories, and then click Paint.

In the Paint window, click Paste.



When the image appears in the Paint window, click the save icon that looks like this , and then click Save.

In the Save As dialog box, in the File name box, type a name for the screen shot, and then click Save.

You can now print or email the saved screen shot just like you would any other picture.