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Subject: Computer Tip of the Week #5



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WEEK #5

How can I capture a Screen Shot of an error message or other image on my screen?

Answer:

You can use the Print Screen key. Unfortunately, you can't just hit the key and the image appears, but the instructions are simple. Here they are:

1. Press the Print Screen key on your keyboard. It may be labeled [PrtScn].
2. Open an image editing program, such as Microsoft Paint.
3. Go to the Edit menu and choose Paste.
4. If prompted to enlarge the image, choose Yes.
5. Optional: Use your image editor's [crop tool](#) to crop out unnecessary portions of the screen shot.
6. Go to the File Menu and choose Save As.
7. Navigate to the folder where you want to save the image.
8. Type a file name for the image.
9. Select a file type.
10. Click the Save button.

TIPS

1. Hold the Alt key down while pressing Print Screen to capture only the active window.
2. Generally the [GIF format](#) works best when saving screen shots of application windows. The [JPEG format](#) usually makes screen shots (especially those with text) blurry, blotchy and discolored.
3. You can also paste the image in Microsoft Word or similar programs, but you cannot save them as a separate image.

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