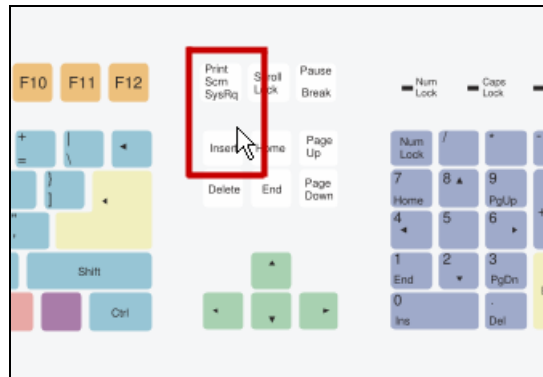


**How to PRINT SCREEN on PC Computer**  
(Source: <http://graphicssoft.about.com/cs/ht.htm>)



(image from Wikipedia)

**To make Print Screen work, you must save an image of what's displayed on-screen to the clipboard and then paste it into a document where it can be printed.**

1. Press the **Print Screen** key on your keyboard.
2. Open an image editing program, such as Microsoft Paint, MS Photo Editor, or Adobe PhotoShop. (Note that you can also paste images into PowerPoint or Word)
3. Go to the Edit menu and choose Paste.
4. If prompted to enlarge the image, choose Yes.
5. 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.

**TO CAPTURE AN ACTIVE OR SELECTED WINDOW ONLY**

Hold the Alt key down while pressing Print Screen to capture only the active window. Repeat the above process.

**NOTE:**

**Macintosh: Command+ Shift + 3 Captures the whole screen**  
**Command + Shift + 4 To capture certain areas of the screen**

**FILE FORMATS:** 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.

**Snagit Program** <http://techsmith.com/download/trials.asp>) is a screen capture software that offers many more options for capturing screens and portions of screens on Windows and Macintosh computers.

Snagit Tutorial: [http://video.techsmith.com/snagit/7/edu/tutorials/enu/sng\\_tutorials.html](http://video.techsmith.com/snagit/7/edu/tutorials/enu/sng_tutorials.html)

The Windows "clipboard" is a term used to describe the temporary storage space in memory where an item is placed when you copy or cut. When you paste, the item is transferred to the program you are working in. If you copy something else, the old item is replaced with the new. You cannot navigate to or manipulate the clipboard directly; it is only used for copy and paste operations.