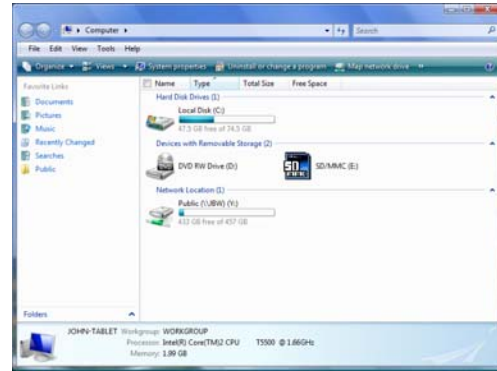


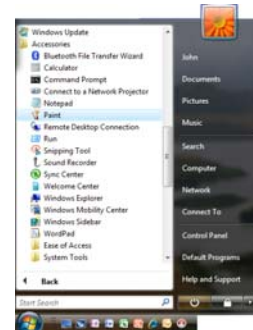
Windows Screen Capture

Often Windows computer users have need to capture a screen that is on the computer. For example, you may want to capture an error message to show to your computer technician or grab a graphic that is on the screen. The following steps allow you to capture the computer screen and then move the image, via the clipboard, to MS Paint to edit the image.



1. have the information you want to capture on the screen
2. hit the PrintScreen key on the keyboard to capture the entire screen to the clipboard – OR – hold down the Alt key and press the PrintScreen key to capture the active window to the clipboard
Remember that the RAM based clipboard only holds the last cut, copy or capture operation

3. open a program that can place BMP images. For example, Start -> All Programs -> Accessories -> Paint
4. from the Edit menu select Paste and the clipboard information will be placed into the new blank document. The image may now be edited as a function of the tools that are available in the program you placed the image into.



Note: you could also paste the picture into a program like Microsoft Word and then edit the image with the tools on the Picture toolbar.

In Windows **Vista** there is a screen capture **Snipping Tool!**

In the Accessories menu select Snipping Tool and then you can drag across a specific region you want to select. You can also annotate the clip and save it in a variety of formats.

