

How to take a screenshot

How to take a screenshot on a Computer.

Using Window's Print Screen Function

Step 1:

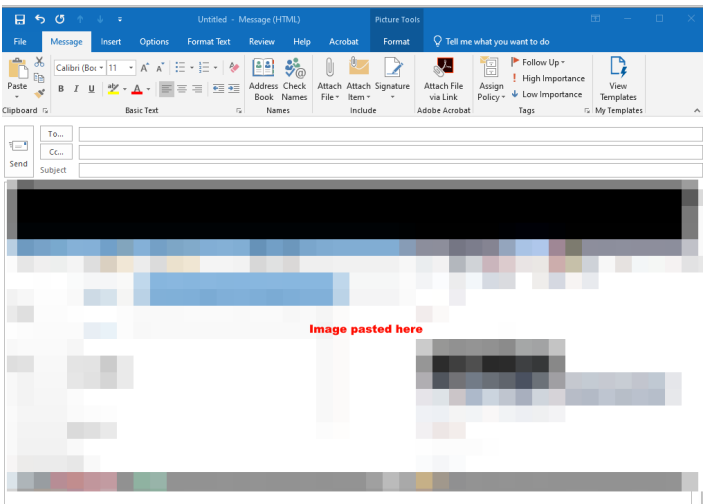
Open the Windows you would like to take a picture of and hit "Print Screen on your keyboard" (Marked with red)



Note: If your the Print Screen keys are a different color or it's below other text you will need to hold the Function button while pressing the print screen button (Marked with Blue)

Step 2:

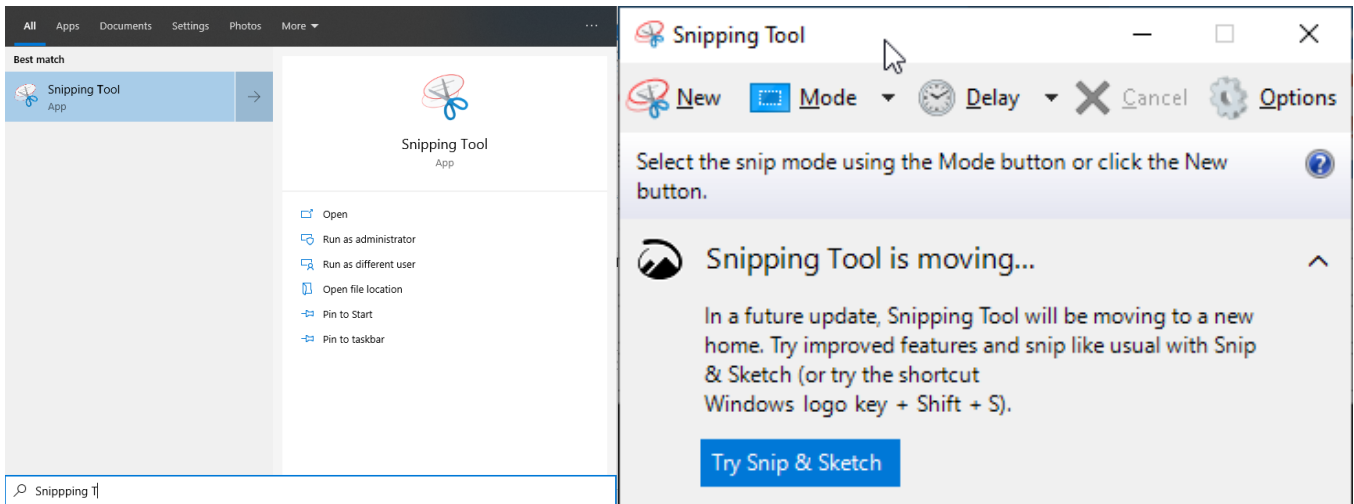
Open an image editing software or email client and hit **CTRL + V** to paste the Image into the Software.



Using Window's Snipping Tool

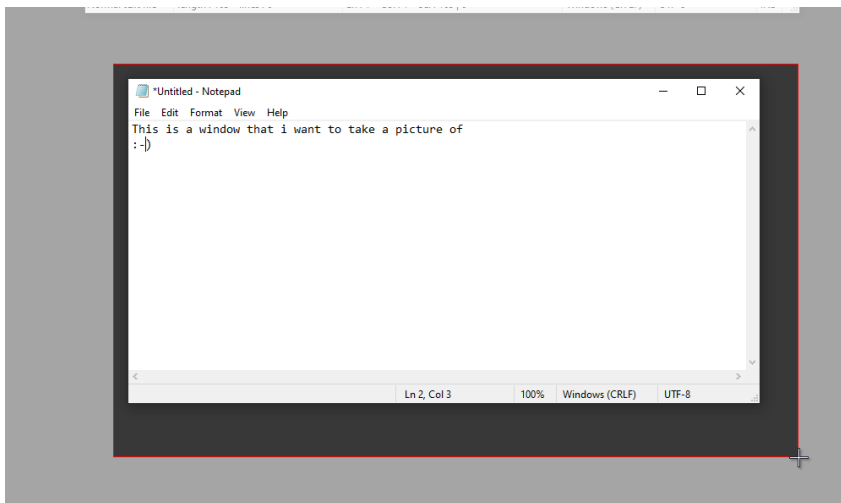
Step 1:

Open the Snipping Tool and hit "New"



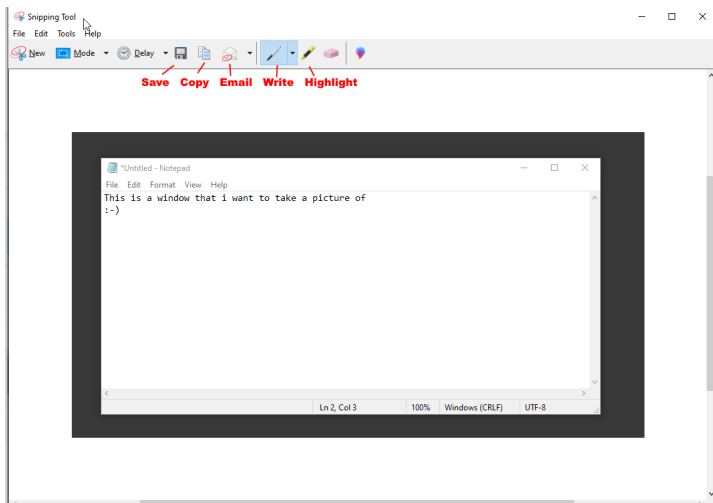
Step 2:

Your computer will then have this white tint to its screen. At that point drag a box around the part of the screen you would like to capture



Step 3:

A window will then appear that gives you the option to copy, email and save the picture. There are also tools built in to edit the picture.



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