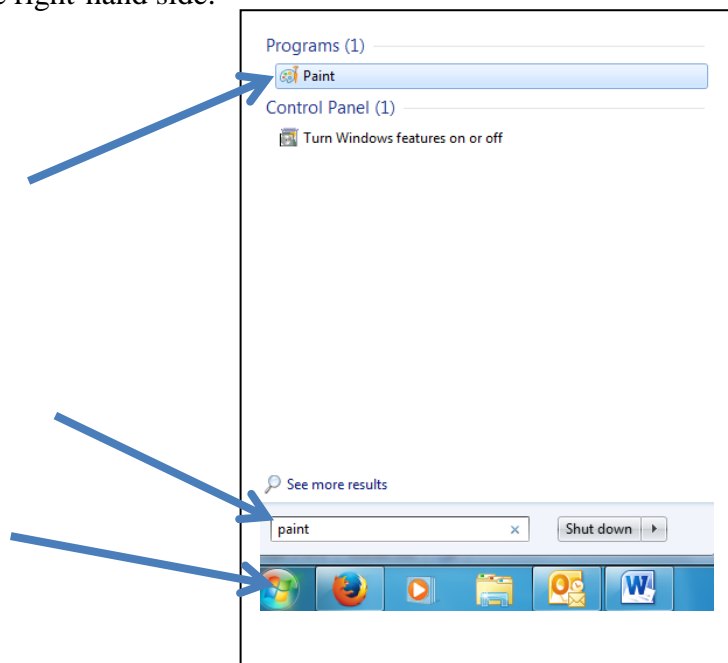


Screen Prints

Step 1: Capture the image: Assuming the area you want to capture is displayed on your screen, press the *Print Screen* button typically located in the upper right-hand corner of your keyboard to capture a screenshot of your entire display. Alternatively, press *Alt + Print Screen* to merely capture a screenshot of the active window. Keep in mind there will be no noise or any other indication the screenshot was taken, but the resulting image will be saved as a PNG file to your clipboard.



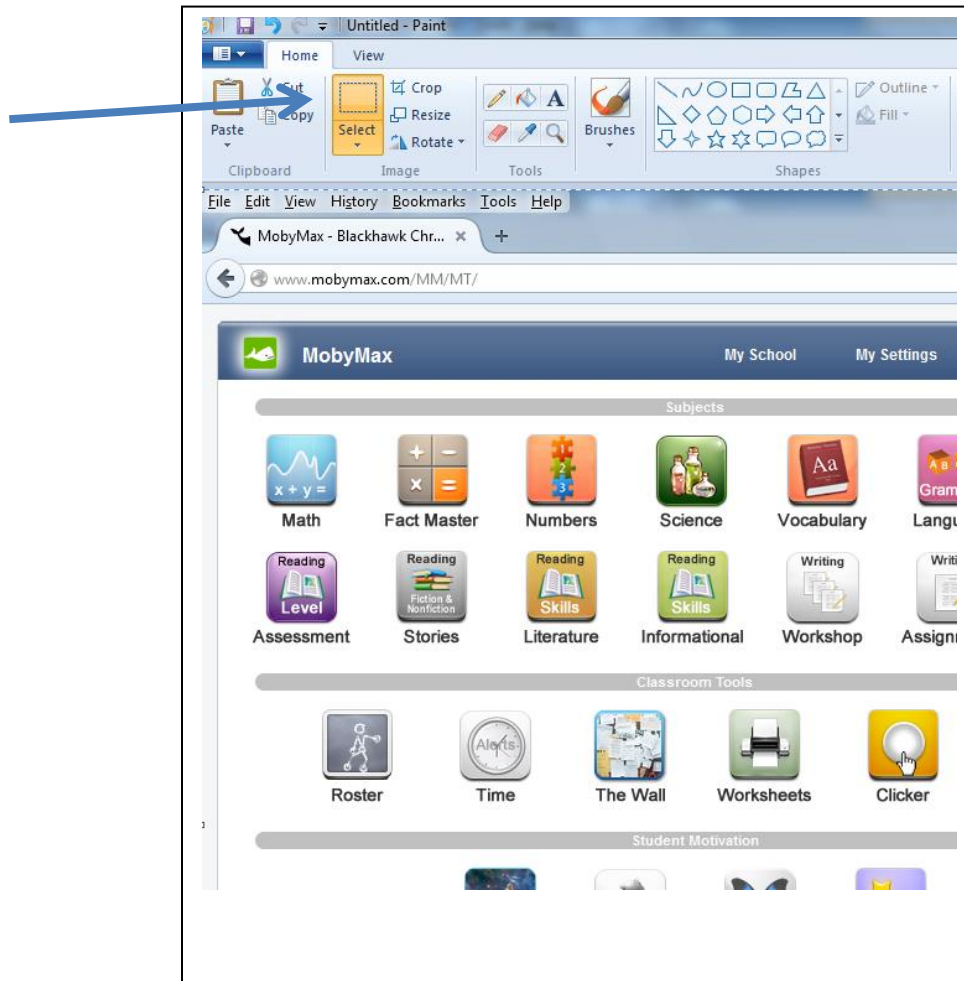
Step 2: Open Paint: Click the Start menu, type “paint”, and then [click Paint](#) . The icon depicts a painting palette with a brush on the right-hand side.



Screen Prints

Step 3: Paste the screenshot: Once open, click the *Paste* button in the upper left-hand corner of the program. Your screen print will appear

Step 4: Crop if needed: click on select, right click *and* hold mouse to highlight area you want (like drawing a text box in Word) then click on crop.



Step 5: [Ctrl] A then [Ctrl] C to select all and copy.

Step 6: Place cursor where you want the picture to be placed in your Word document and then click [Ctrl] P to paste. Note: the picture will be easier to work with if you place it in a text box and then you can move the text box where you need it.