

# Using Screen Shots

There is two ways to get a screen shot or take a picture of your computer screen.

## Print Screen

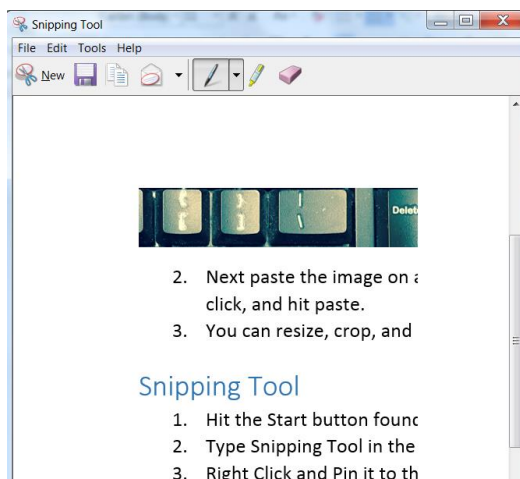
1. Use the Print Screen Button: Simply hit Print Screen or Prntrsrn on your keyboard.



2. Next paste the image on a blank document by hitting CONTROL and V at the same time or right click, and hit paste.
3. You can resize, crop, and edit the image as needed.

## Snipping Tool

1. Hit the Start button found in the bottom left hand of your screen.
2. Type Snipping Tool in the search programs and file field.
3. Right Click and Pin it to the task bar for a short cut or open the program.



4. Next, right click on the image to save it to your computer. Or you can copy and paste this image into a blank document.