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How to Use the Print Screen Key
(see also the [Snipping Tool in Vista](#))

The Windows Print Screen Key

This key is usually located on the top right hand side of your keyboard, often next to the "ScrLk" and "Pause" keys. The key may appear differently depending on the manufacturer of your Windows keyboard. The Key is often abbreviated to PrtScrn.



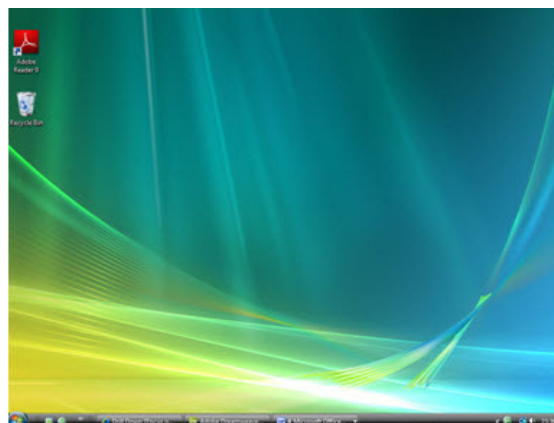
The function of this key is to capture a snapshot/screenshot or image of your computer screen and copy it to the clipboard. You cannot see the clipboard but it holds copied items (text, graphics, shortcuts) which can be pasted into other applications or elements of your computer such as your desktop.

*Examples of where the screenshot from a print screen capture can be pasted:
A word processor (MS Works or Word)
Image editing software (Photoshop or MS Paint)*

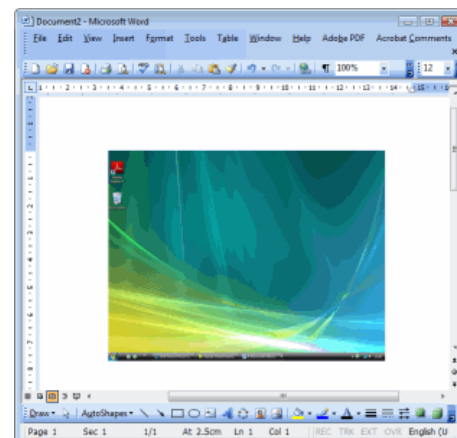
The screenshot when saved in a file in MS Word for example or as an image in MS Paint/Photoshop can be attached to an email.

How to paste a print screen capture (screenshot) in an MS Word document.

1. Have what you wish to capture visible on your computer screen.
2. Press the **Print Screen** key.
3. **Note:** On a **laptop** the key is usually used in conjunction with the **Fn** Key (**Fn+PrtScn**).
4. In MS Word Open the document you wish to place the screenshot in or use a new document.
5. Using your keyboard, press **Ctrl + V** which will Paste the screenshot in your document or right click the document and click Paste.
6. Save the document which now contains the screenshot.



View of the screen captured



The screenshot pasted into the Word Document

Ads by Google V V

FullShot Screen Capture
5-Star Screen Capture Software Add Notes, Balloons. Free Trial
www.inbit.com

Print Screen Easy Tool
Easy Print Screen Program. Add Text, Stamps, Effects. Free Trial!
www.CaptureXT.com

Ask Tech Support Now
12 Tech Support Experts Are Online! Ask A Question, Get An Answer ASAP
Computer.JustAnswer.com

ABBYY FineReader Engine
SDK for document recognition/ conversion and capture technologies
www.abbyy.com/showcase/en

Outlook Express Fix
Free Download of Outlook Express Repair Tool. 100% Guaranteed!
www.PC-Authority.com



Ads by Google



To send a screenshot in an Email as an Attachment (Outlook Express - Windows Mail etc).

Print your screen?

Just press the Print-Screen key with this simple tool.

www.printyourscreen.com

New BlackBerry Storm



From £15 p/m or £35 with free phone Exciting new features - Try it Now!

www.vodafone.co.uk/Storm

Screen capture software

Download our FREE-trial and capture any image, video or audio easily!

www.PixelMetrics.com

Screen Capture Snagit 9.0

More Than Forty Ways - Capture Your Screen - Download Snagit 9.0 Today!

www.SoftwareCasa.com/Snagit

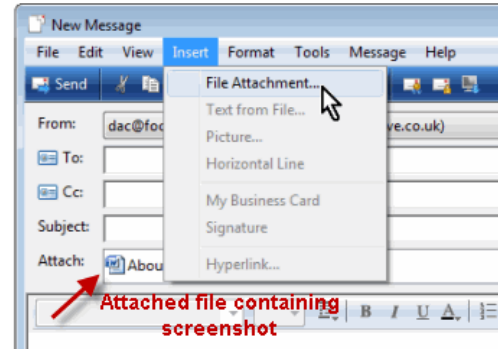
Data Capture

High Quality Data Capture. Save Time & Money!

www.Stortextfm.com

1. Paste the screenshot into MS Word or Works and save the document.
2. Create the new mail message you wish to send.
3. On the Insert Menu select File Attachment.
4. Locate the file (saved document) and left click to select it.
5. Click Open. The file will attach to the document.

Note: If the screenshot has been pasted into an Image editing program and saved as an image file (.gif or .jpeg for example) the screenshot can be attached to the email by selecting "Picture" instead of File Attachment (right)



In Outlook 2003/2007 you can Insert a screenshot saved as an image file directly into a message body. The cursor is placed where required in the message body and the image file is inserted from the **Insert** menu of the Outlook version being used.

Alt+Print Screen

Fn+Alt+Print Screen (Laptop)

Pressing these keys will take a screenshot of the currently selected window (the window or program you are working with), not the entire screen like the normal screenshot function. This allows you to target that specific window that you have open and nothing else.



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