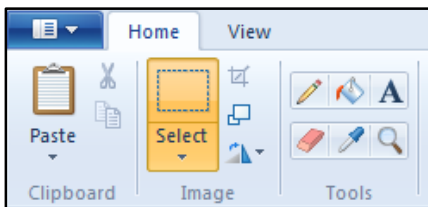


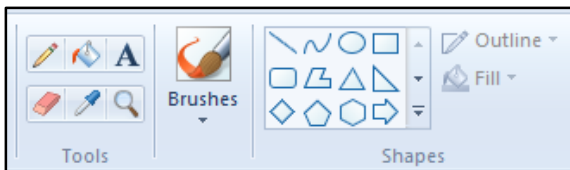
Taking Screenshots

Sometimes you may need to take a picture of your computer to show to technical support or use in your class presentations. There's an easier way to take these pictures without having to use your camera to capture the screen.

1. When you have something on your screen that you want to capture, press the **Print Screen** button on your keyboard.
2. Open Paint (or another photo editing program if you have it). Paint comes with Windows and can be found by going to Start→All Programs→Accessories→Paint.
3. Select **Paste** on the Home tab and your screenshot will appear in Paint.



4. Optionally, use the tools in Paint to add text, color or shapes to the image.



5. Select the Paint tab then **Save** to save the picture to your computer.

