

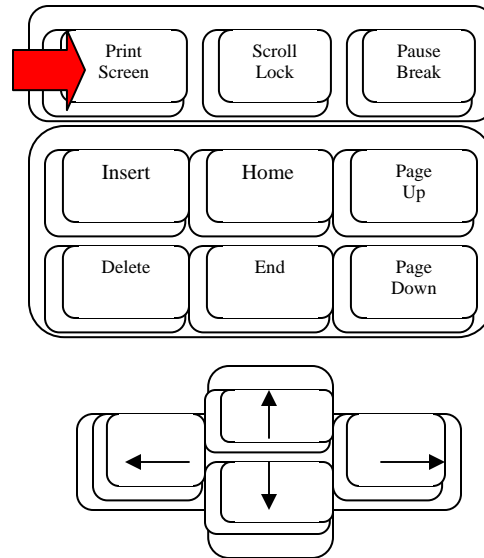
## PRINT SCREEN

Want to seize a screen shot and drop it into a document? When you're on the screen you want to capture, press the Print Screen (PrtScn) button.

You won't see anything happen -- yet. But Print Screen captures the computer screen image and stores it in the Clipboard.

(On some keyboards, you may have to use the Ctrl, Shift, Fn, Alt or a combination of these along with the Print Screen key).

[Thanks to Nancy English for the following:  
If you have a laptop, then you will have to press Fn + ALT + PrtScr because Print Screen is a function itself.]



To add the image to a document, open the document, and choose Paste (Ctrl/V).

If you want to capture just the currently opened window, as opposed to the entire screen, use Alt/PrtScn.

Want just a portion of a captured screen? Paste the image into Paint (All Programs, Accessories, Paint). Use the selection tool to highlight the portion of the image to be copied. Choose Edit, Copy, then go to the document where it should be pasted, and choose Paste.

Formatting the picture and aligning it with document text can be done by right clicking the picture and choosing Format Picture from the shortcut menu. The Advanced button on the Layout tab lets you choose how to wrap the text.

**NOTE:** Got a question on whether or not you can copy something? See the guidelines at:

- The Copyright Office: <http://www.loc.gov/copyright>
- The Copyright Website: <http://www.benedict.com>