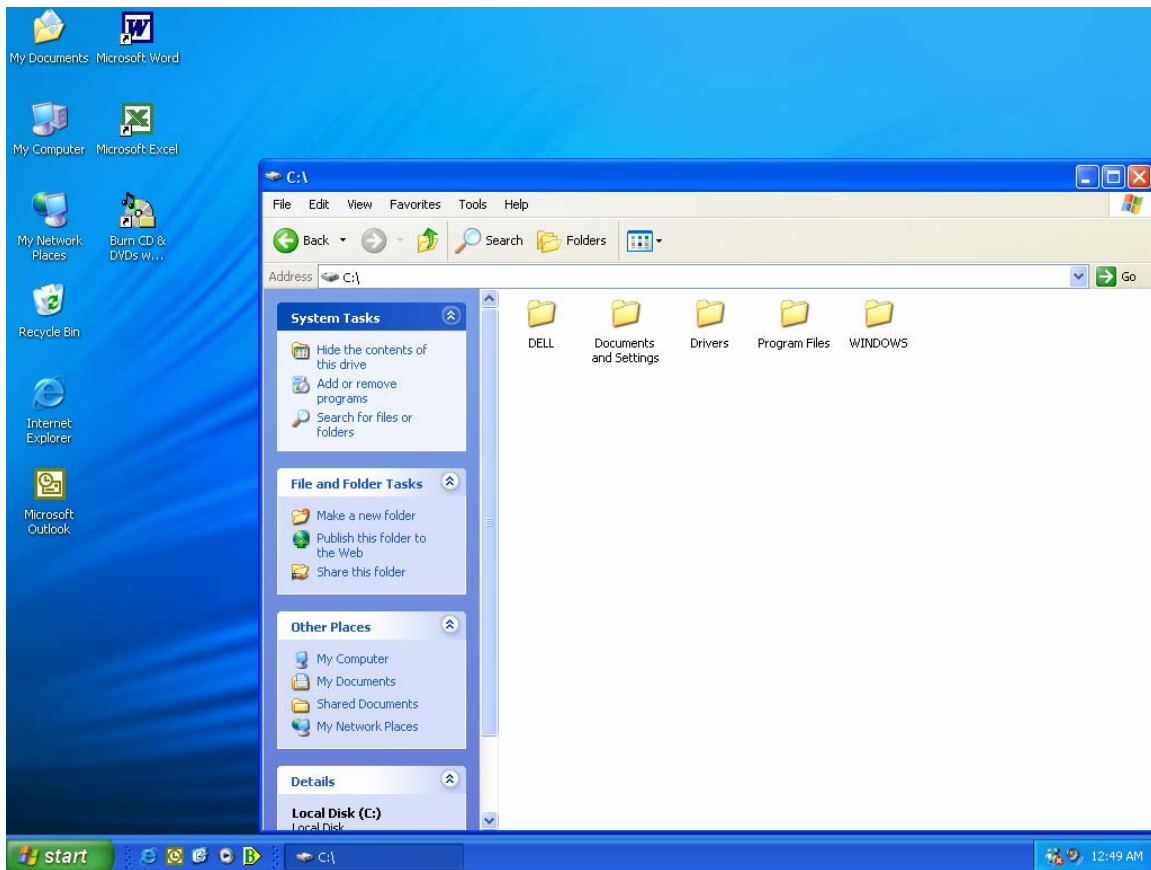


How do I take a picture of the screen?

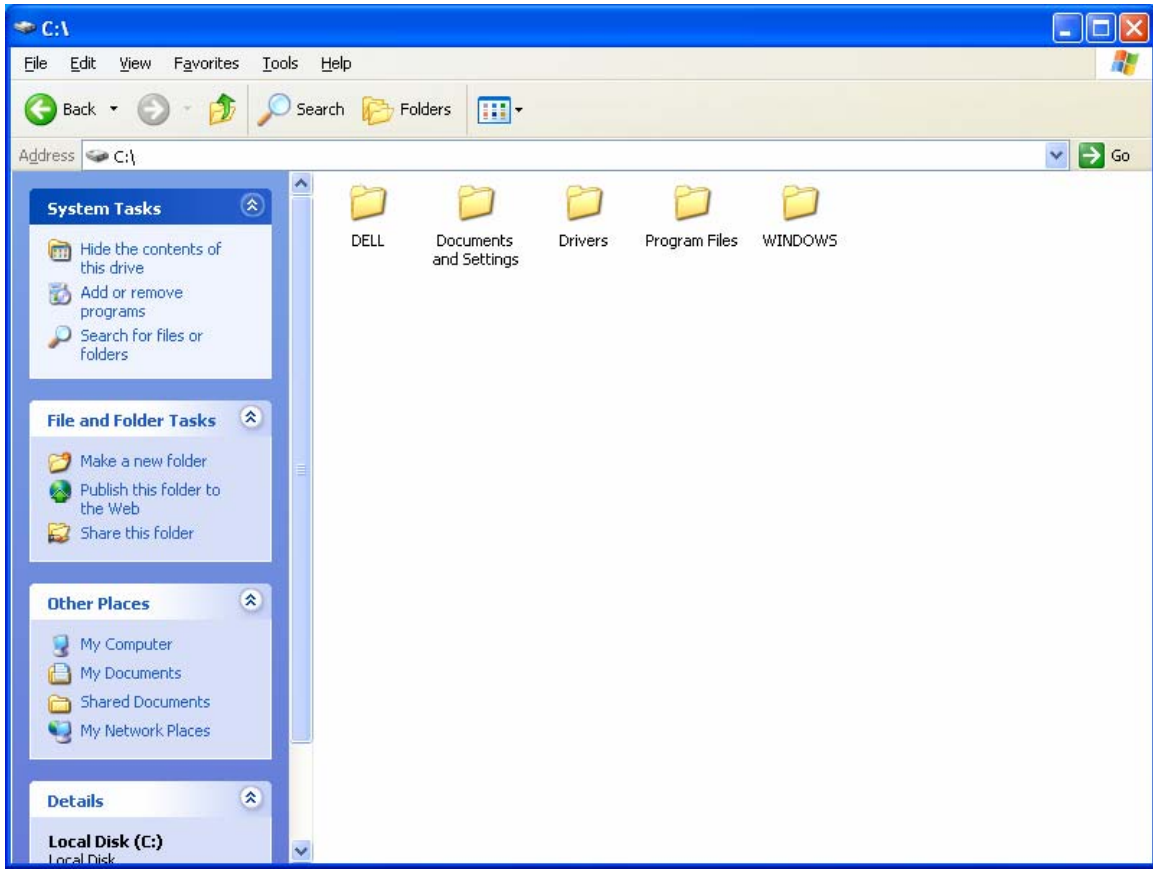
You've probably seen web sites or documents that include images that have been copied off of the monitor. These images are commonly referred to as "screen shots". Knowing how to create these images is extremely helpful when a computer technician asks you to record the error message. There are two different types of screen shots that can be taken. One is a full screen shot and the other is an active window screen shot.

The full screen shot takes a snapshot of the entire screen as you see it. This is demonstrated below.



The full screen shot can be performed by pressing the "Prt Scr" key on your keyboard, opening the program where you want the shot to be placed and clicking on the Paste icon on the toolbar or by pressing the Ctrl and V keys at the same time.

The active window screen shot takes a snapshot of the active window on the screen only. This is demonstrated below.



The active window screen shot can be performed by pressing the Alt and Prt Scr keys on your keyboard at the same time, opening the program where you want the shot to be placed and clicking on the Paste icon on the toolbar or by pressing the Ctrl and V keys at the same time.