

How To Take A Screen Shot:

Have you ever tried to explain to someone what was on your screen, but couldn't quite describe it correctly? Now, you won't have to explain what you are seeing. You can simply email a snap shot of your computer screen to anyone on the net. Here is all you need to do.

1. Hit Control-Print Screen (hold CTRL, then while holding CTRL hit the Print Screen button, usually found just to the right of F12) This will take a snap shot of everything on your computer screen at that time.
2. Open Microsoft Paint - Start > Run > mspaint (or find the icon) whatever is easiest for you.
3. Hit Control-V to paste the image (it will be your entire screen that is pasted).
4. If you are OK with sending everything that was on your screen to the recipient of your email, then move on to step 5. If however, you would like to send only a small section of what was on your screen, you can do the following. You may simply click on the select tool in the upper right hand corner of MSPaint and select the part of the image that you want to save. Then, click on Edit > Cut. Create a new document and hit CTRL-V to paste your image.
5. Save the image as a .JPG file and your done. Email away!