

Making a Screenshot

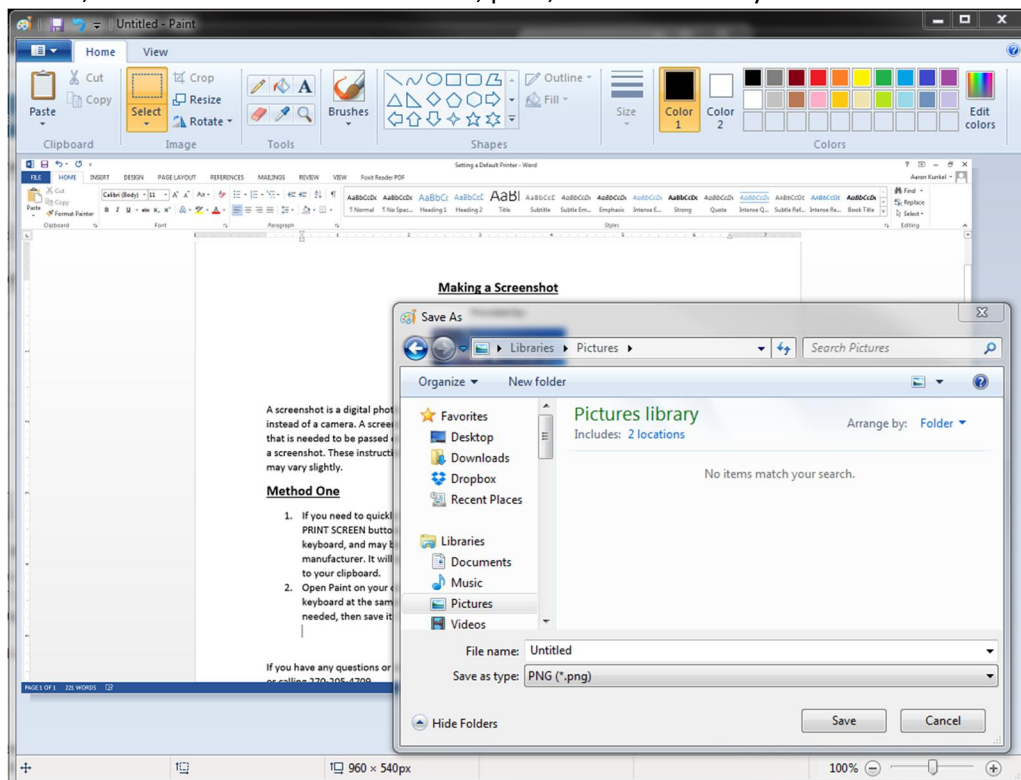
Provided by:



A screenshot is a digital photo of your computer screen, or something on it, taken using software instead of a camera. A screenshot can be used to get an image of an error message or other information that is needed to be passed on for troubleshooting or other purposes. There are two methods to making a screenshot. These instructions were created from a computer running Windows 7, so your process may vary slightly.

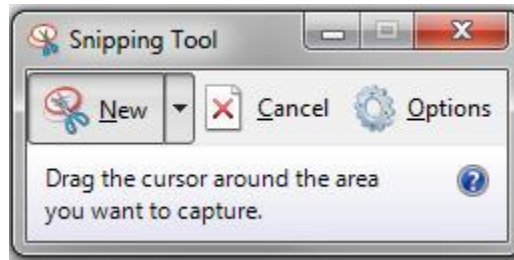
Method One

1. If you need to quickly take a screenshot of your entire screen, press and hold the SHIFT and PRINT SCREEN buttons on your keyboard. PRINT SCREEN is usually located at the top right of the keyboard, and may be abbreviated PRNT SCRN or otherwise, depending on the keyboard manufacturer. It will appear as if nothing has happened, but pressing these keys copies an image to your clipboard.
2. Open Paint on your computer from the Start menu. Press CONTROL (CTRL) and V on your keyboard at the same time to paste your image. You can crop or otherwise modify the image as needed, then save it. You can then email, print, or do whatever you need to with the image.

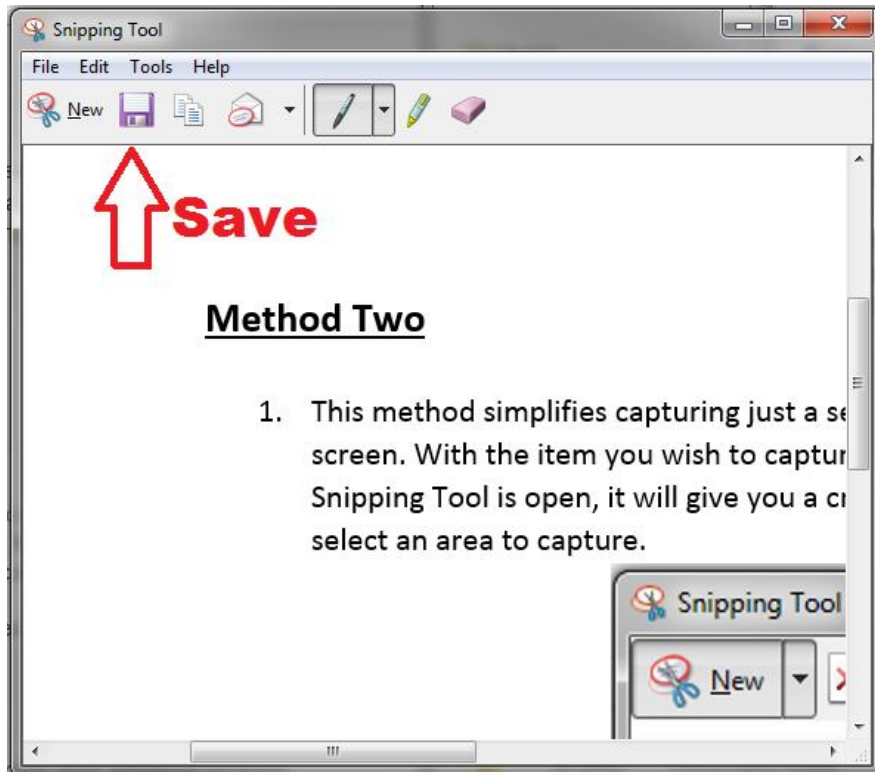


Method Two

1. This method simplifies capturing just a selected portion of the screen instead of the entire screen. With the item you wish to capture visible, click Start and search for Snipping Tool. When Snipping Tool is open, it will give you a crosshair (looks like a + symbol) that can be dragged to select an area to capture.



2. Once you have selected your image, release the mouse, and you will be given a preview of your image. There are drawing tools to allow you to mark and/or highlight the image if needed. Otherwise, simply save the image and proceed to email it or otherwise use as needed.



If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.