PRINT SCREEN

The easiest way to capture a full-screen of what you're seeing on your computer monitor is by pressing the Print Screen key on the keyboard. A picture of the screen is sent to the computer's invisible Clipboard. The picture may be pasted onto a document or an email form to save or to send to someone.

1. **With the document you wish to copy on the screen in front of you, press the PRINT SCREEN key on your keyboard. Usually found next to the F12 key.**
2. **Open any wordprocessor e.g. Notepad, Wordpad, MSWord, MSWorks, etc. or an email form.**
3. **Place the mouse cursor onto the blank document or email form and press CTRL + V key to paste what was copied to the computer's clipboard by Print Screen.**
4. **You may save the picture to file or send it to someone in an email so they can see the same screen that you're looking at on your computer.**

NOTE: The PRINT SCREEN feature takes a picture of the screen, so expect to see the menu bars,etc which were also on the screen. To take a picture of only the ACTIVE page without including the edges of pages behind the active page, hold down the ALT key when you press the Print Scr key.

Note 2: After pasting a print screen picture into an AOL email form, rightclick the picture and select RESIZE – Full Page. This will increase the size of the picture so it will appear to the recipient just as it does on your screen. Failing to resize makes the text in the picture small and unreadable by the recipient.

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