

Print Screen Using MSPaint

1. With the screen in front of you that you wish to show to someone else, press the Print Scr key on your keyboard. This saves this as a picture to your computer's invisible clipboard.
2. Click START...ALL Programs...Accessories...Paint to open the Paint program which comes as part of the Microsoft Operating System.
3. There will be a white blank page when you open Paint. Click the square in the top right corner of the screen to maximize the page. Rightclick on the blank page and select PASTE. The picture of your screen will be placed on the page in Paint.
4. You may use the **pencil in Paint to circle a particular item** on the print screen page, the A to create a text box and write a note.
5. Save the page as a **.jpg** file
6. Open your email form and insert this picture of your Print Scr or attach the file you created above. Anyone can open a .jpg file.

Note: For Win 7 laptop - press the **function key/Print Scr**

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