

PRINT SCREEN

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- Have you ever needed to quickly capture a “screenshot” – or a picture of what is on your screen at the moment?
- Here’s a VERY cool trick. Your “Print Screen” button is at the top right hand corner of your keyboard.
- When you’re browsing the web and you need a quick screenshot, hit that “Print Screen” button one time.
- Open Word or Paint (Start > All Programs > Accessories > Paint) and once your program is open, use the Ctrl V (keyboard shortcut for “paste”) command.
- Edit image as desired.