

## Using Screen Capture

To make a screenshot of the entire computer screen using options on the computer keyboard, follow the steps below:

Press the **Print Screen [PrtScn]** button on the keyboard. This action will place an image of the screen on the clipboard. Go to a document you would like to copy the image to (such as a Word or PowerPoint document) or a program such as Paint and select **Paste** or **CTRL + V** to place the image.

NOTE: The location of the Print Screen button varies on keyboards.



[WPclipart](#), Public Domain

To make a copy of a specific application on your computer, **click the application** and press the **Print Screen [PrtScn]** button and the **ALT** button on the keyboard at the same time. This action will place an image of the application on the clipboard. Go to a document you would like to copy the image to (such as a Word or PowerPoint document) or a program such as Paint and select **Paste** or **CTRL + V** to place the image.

NOTE: The location of the Print Screen and ALT buttons vary on keyboards.



[WPclipart](#), Public Domain