REMINDER: PRINT SCREEN FUNCTION

The print screen function from the old hardware is not compatible with Windows 7. However, there are simple and more-flexible options available on the new hardware.

1. Press the **[PrtScn]** key on the keyboard to capture the image displayed on your screen.
   Tip: To capture only the currently active window rather than the entire screen, hold down the [Alt] key before pressing [PrtScn].

   *If you are using the Dell laptop, you must hold down **[Fn]** before pressing **[Prnt Scrn]**.

2. Press the Windows key on the keyboard (*left of the space bar and **[Alt]** keys*).

3. Type "paint" (*without quotes*) and press the **[Enter]** key on the keyboard.

4. Click the **clipboard icon** at the top left of the Paint window, above the word "Paste".

5. Click the **button** *directly above* the clipboard icon.

6. Choose an option from the drop-down menu that appears:

   ➢ **Print** – Click this option if you wish to send the image to your printer.

   ➢ **Save** – Click this option if you wish to save the image to your computer or a flash drive. Type a name for the file, then note (or change) the file location.
   - *Note*: The file format will default to PNG (*Portable Network Graphics*), which is perfect for typical screen captures, such as screenshots of the UAN software.

   ➢ **Save As** – Point to this option if you wish to save the image to your computer or a flash drive using a particular file format, then click the desired format. Type a name for the file, then note (*or change*) the file location.
   - *Note*: JPEG provides good image quality and smaller files than PNG for photos or complex graphics. JPEG is *not* recommended for typical screen captures, as it creates visual "noise" in the image. The other formats (BMP and GIF) are obsolete and should be avoided completely.

   ➢ **Send in email** – Click this option if you wish to automatically create an email in Microsoft Outlook with the image attached. *Note*: *This only works with Outlook!*

Alternatively, you can also paste a screen capture into a Microsoft Word document by following **steps 1 through 4** above (*simply type "**word**" instead of "paint" in **step 3***).

Pasting an image into a Word document offers additional functionality, such as typing notes under the image, resizing the image, repositioning the image on the page, etc. You can then save or print using the File menu.