Racine County
WISCONSIN

HOW TO CAPTURE A SCREEN SHOT

Scope

The purpose of this document is to provide instructions on how to capture a screen shot of your computer screen.

Procedure

Everyone has had their computer go a little crazy on them. You know, those boxes that pop up with messages like "imminent failure" and "contact your network administrator."

This tip shows the quickest way to communicate those error messages to others who might not believe what you're saying. Just take a "***screen shot***" and email it to them. Here's how it's done:

Simply press **CTRL** and **Print Screen** on your keyboard:

You have just taken a picture of your entire screen. Now you can open a blank email and paste it in by pressing CTRL and the letter V at the same time.

Another screen shot option is to only take a picture of your active window (as opposed to your entire screen). To do this, press **ALT** and **Print Screen** on your keyboard.