

ISC Releaser Community - TickME

HOW TO TAKE A SCREEN SHOT

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How To Take A Screen shot

Ever see something on your screen that you'd like to e-mail or save for later? With Microsoft Windows XP, you can take a screen shot and capture an exact image of what's on the screen.

Screen shots are useful in many ways. For example, if you receive an error message, you can take a screen shot and send your support person an exact replica of the error window, which makes communicating about the error simple. You can also use a screen shot to show someone a Web page without sending them a link. Microsoft uses screen shots to demonstrate how to do tasks within Windows. If you're helping someone with a computer task or problem, and you can't be right there with that person, you can use screen shots to illustrate your points through e-mail, instant messaging, or Microsoft Word.

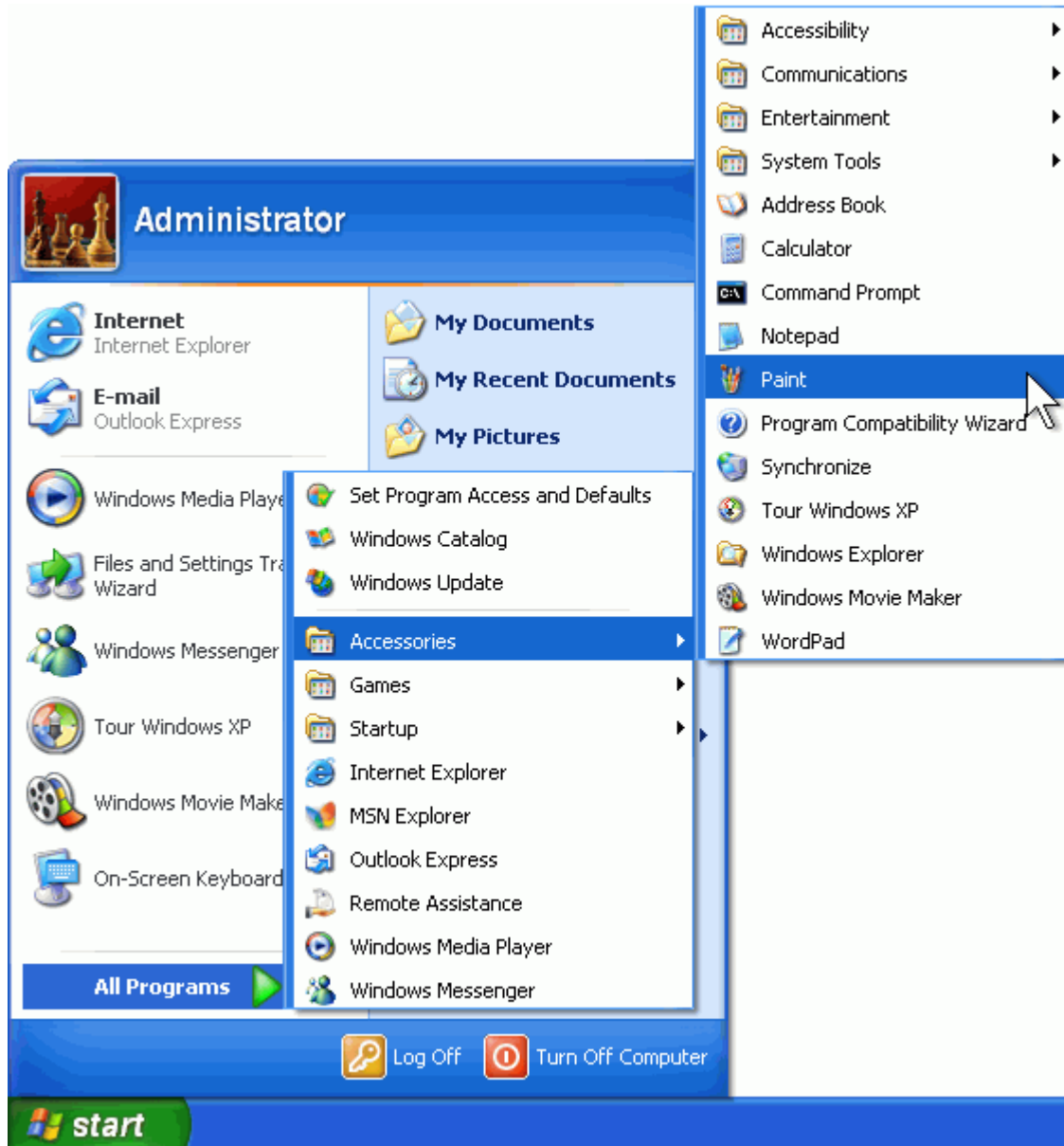
Note: The only times you can't take a screen shot are before you log on to your computer and when you are playing a video in Microsoft Windows Media Player.

To take a screen shot and save it as a picture

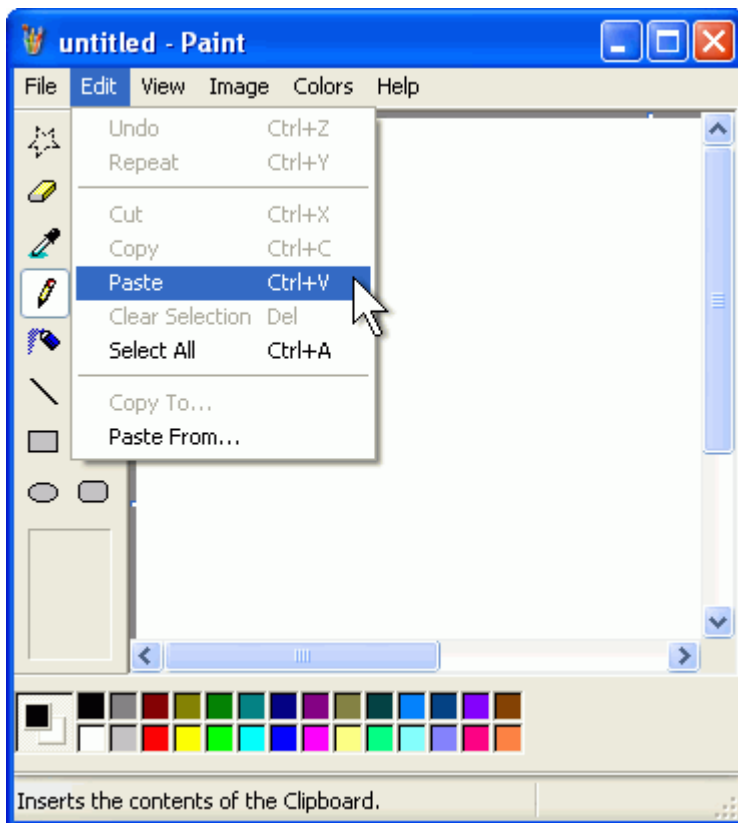
1. Click the window you want to capture. Press **ALT+PRINT SCREEN** by holding down the **ALT** key and then pressing the **PRINT SCREEN** key. The **PRINT SCREEN** key is near the upper right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)

Note: You can take a screen shot of your entire desktop rather than just a single window by pressing the **PRINT SCREEN** key without holding down the **ALT** key.

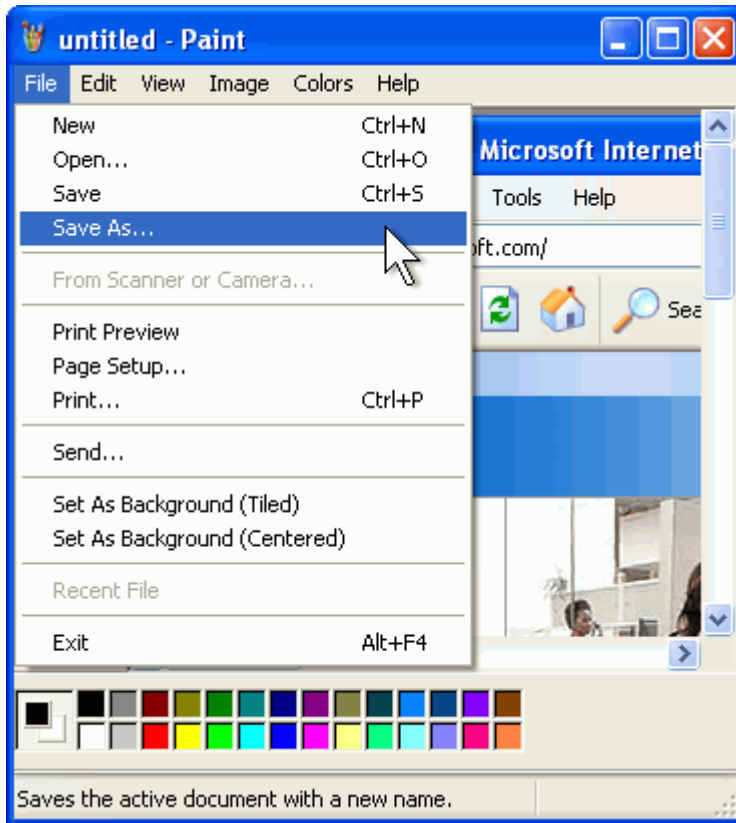
2. Click **Start**, click **Accessories**, and then click **Paint**.



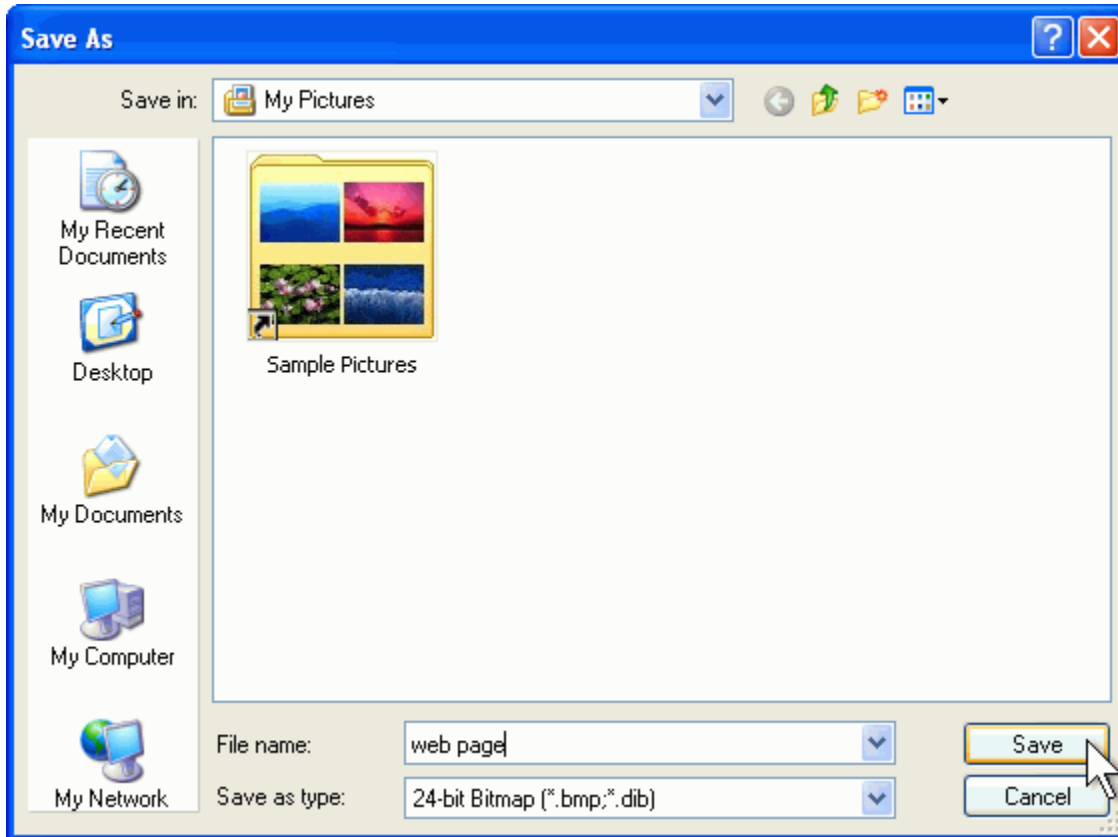
3. In the **Paint** window, click **Edit**, and then click **Paste**.



4. When the image appears in the **Paint** window, click **File**, and then click **Save As**.



5. In the **Save As** dialog box, in the **File name** box, type a name for the screen shot, and then click **Save**.



You can now print or e-mail the saved screen shot just like you would any other picture.