

Print Screen Tutorial

- I. Select the screen you want to print and press the Prt Scr button on your keyboard
- II. Open Microsoft Word
- III. Right click your word document and click paste
- IV. Size your document from the corners
- V. You are ready to Save and Print



If you would like to use the Print Screen Button to copy a picture or graphic to your computer follow these steps

- I. Select the graphic you would like to copy and press the Prt Scr button
- II. Click Start / Programs / Accessories / Microsoft Paint (*Refer to graphic below*)
- III. Click Edit / Paste
- IV. Size your graphic from the corners

V. You are ready to Save and Print the graphic

