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V E R S I O N 9

HOW TO:

Take a Screenshot on a PC

This step by step How To article explains how to take a screenshot on a PC

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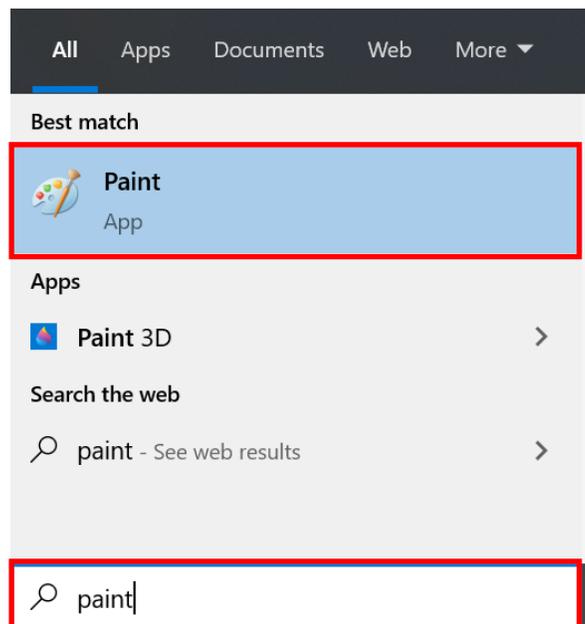
HOW TO: Take a Screenshot on the PC

This document explains how to take a screenshot on a PC. Screenshots can be very helpful in certain cases to help identify issues. It is also a great way to capture an exact error message or something else that is happening on screen.

1. The first step is to hit the 'Print Screen' button on your keyboard. Depending on your keyboard layout, this will be done in one of several ways.
 - a. If your keyboard has a 'Print Screen' key, you'll simply need to tap this button.
 - b. If the 'Print Screen' key on your keyboard also serves another function, you may need to press and hold the Windows button or the Function button before your press 'Print Screen.'
 - c. The way these buttons look vary between keyboards, but below is an example of what they could look like.



2. Once you've taken the screenshot, you'll want to open the program 'Paint.' This can be accessed by searching 'Paint' in the search bar at the bottom left of your computer screen.



3. Once in 'Paint,' click 'Paste' at the top left.

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4. This will paste your screenshot into 'Paint.' From here, you can either crop and/or resize the screenshot or save it as-is. If you plan on emailing the screenshot, you'll need to make sure that you note where the file was saved so you know where to find it and attach it to the email.

Note: If an image isn't pasted into 'Paint' when you click 'Paste,' the screenshot was most likely not captured. You'll want to return to Step 1 and attempt to capture the screenshot again.

5. To save the file, click 'File' or the file icon in the top left corner, then click 'Save As.'
6. Now that the file is saved you can easily email it if desired. To do this, simply open up your email, compose a new message, select the attach button and select the picture file you just saved.