



# How To:

## Take a Screenshot on a PC

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

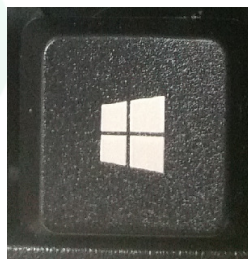
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# HOW TO: TAKE A SCREENSHOT ON A PC

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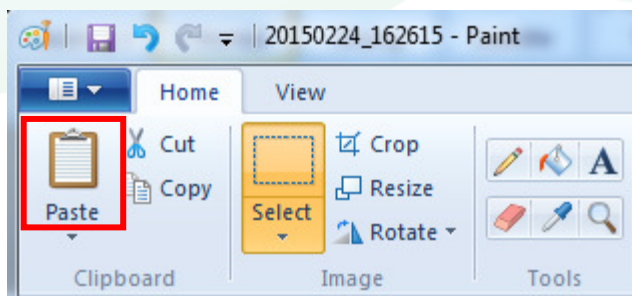
**This document explains how to take a screenshot on a PC. Screenshots can be very helpful in certain cases to help diagnose issues. It is also a great way to capture an exact error message or something else that is happening on screen.**

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 then you'll simply need to tap this button.
  - b. If the 'Print Screen' key on your keyboard also serves another function then 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.



**Note: Make sure the program you want to take a screen shot of is up and open on your screen so that you capture exactly what you want.**

2. Once you've taken the screenshot, you'll want to open the program 'Paint'. This can be accessed by clicking Start->Accessories->Paint.
3. Once in 'Paint', click the 'Paste'.



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

**Note: If an image isn't pasted into 'Paint' when you click on 'Paste' then you most likely did not get the screenshot captured. You'll want to go back to the step 1 and attempt to capture the screen again by pressing the 'Print Screen' button.**

5. To Save the file click on 'File' (or the file icon in the top left corner) and click on '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 email, select the attach button, and then select the picture file you just saved to attach it.