

# How to Take Screenshots

The information in this tip applies to:

- Windows XP, 2000, and NT

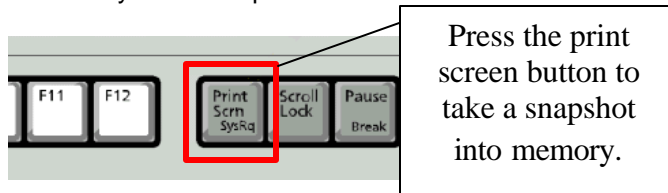
## SUMMARY

Sometimes it is very useful to be able to take screenshots, like for example if there is an issue that is difficult to explain without a picture. Windows allows you to take screenshots by using the **Print Scrn** (print screen) button.

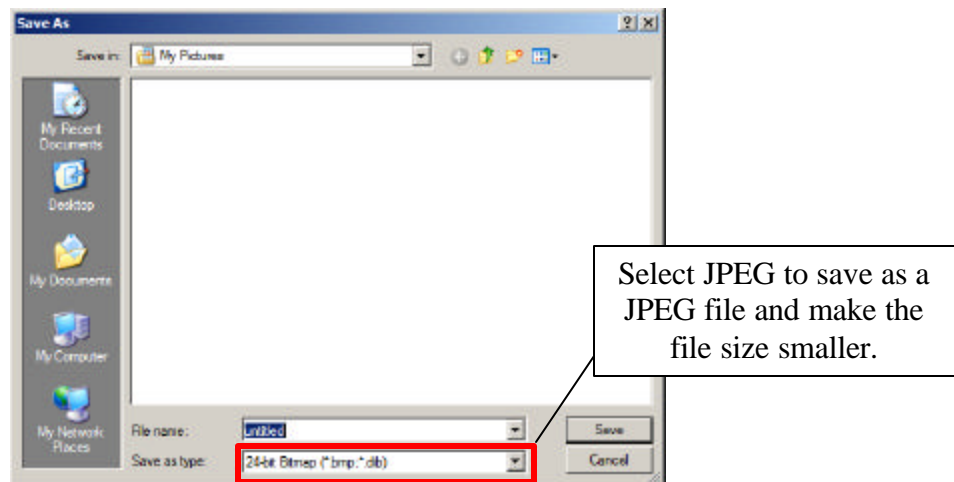
## MORE INFORMATION

To take screenshots in Windows, follow these steps:

1. When you are ready to take a snapshot of the screen, hit the **Print Scrn** button located near the upper-right corner of your keyboard. Hitting the button will take a snapshot of the screen and place it into memory. See the picture below.



2. Run Microsoft Paint by clicking on **Start -> Programs -> Accessories -> Paint**.
3. Go to the **Edit** menu, and click **Paste**. You should see the snapshot you took earlier appear in the Paint window now.
4. Click on **File -> Save** to save the screenshot to disk. Make sure you remember the location where you save the file. As a side note, you can save the screenshot in JPEG format to make the file size smaller (to do this select JPEG from the **Save as type** field when you are saving). See the picture below.



Once you save the screenshot, you can do what you want with it. For example, you may include it in an email as an attachment in order to aid in describing an issue or a problem in more detail.