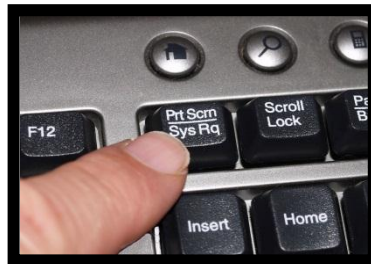


How to Take a Screenshot on Windows

Screen shots are used to take a picture or a snapshot of a specific document or a webpage. When using LiveText, there will be several assignments where screenshots will be necessary. These assignments include ITPS C, D, E, & F. The following instructions will explain how to take a screen shot using Windows, if you have a MAC operating system you will need to view the MAC set of instructions that we have posted as well.


1. Begin by opening up the document/web page you would like to take a screenshot of.

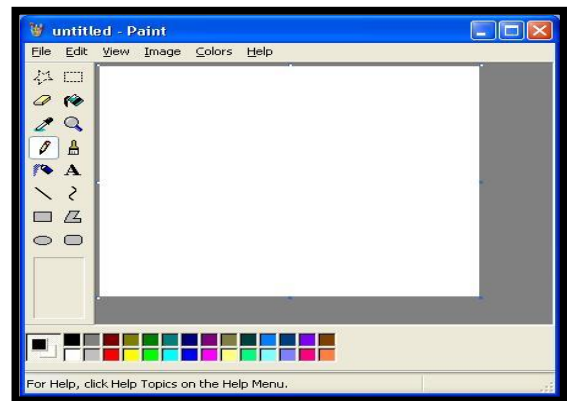
2. Once the document is open, press the [Prt/Scrn](#) button on your keyboard. Non-mac users will have this button. –Nothing visible will happen once it is pressed.



3. Minimize the document you have just taken a screenshot of.

4. Open up the program Paint on your computer.

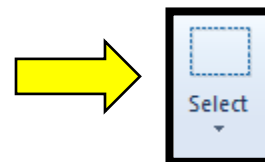
- Paint can be found by clicking on the 'Start' button or  icon.
- Type 'Paint' into the search bar that appears.



5. Once Paint is open, simply press **Ctrl+V**. This will paste the screenshot of your document into Paint.

6. NOTE: If the screenshot you pasted is too large. You can crop the section you want to use.

7. To crop your image, click the button of the dashed rectangle. It is the first button in the second column of buttons. Or if you have the 2010 version of Paint it will look like so:



8. Drag your mouse over the section you want to crop out.

9. Press **Ctrl + C** to copy this section.

10. Open up a new Paint document (**Ctrl + N**) and press **Ctrl + V** to paste your cropped section.

11. Save this screenshot by pressing **Ctrl + S**, making sure to select .jpeg/.jpg as the file type.