

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## SCREEN CAPTURE

### Purpose

Sometimes we need to take a “picture” of our PC screen. For example:

Perhaps you are having a technical problem on your PC and you wish to capture the error message.

Perhaps you are developing training materials and you need to include pictures of the screens that you are using.

### The following steps show you how to capture a PC Screen

To take a screenshot of your entire screen please do the following:

STEP 1: Press on the **Print Screen** button



STEP 2: Open up a program (in this case MS Outlook)

STEP 3: Paste (in the program, click on **Edit > Paste**, OR **Ctrl V on your keyboard**)

