

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## GREEN SHOT - SCREEN CAPTURE

### Purpose

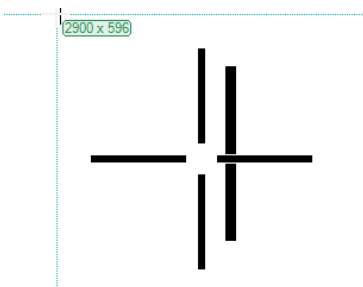
Sometimes we need to take a “picture” of our PC screen. For example:

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

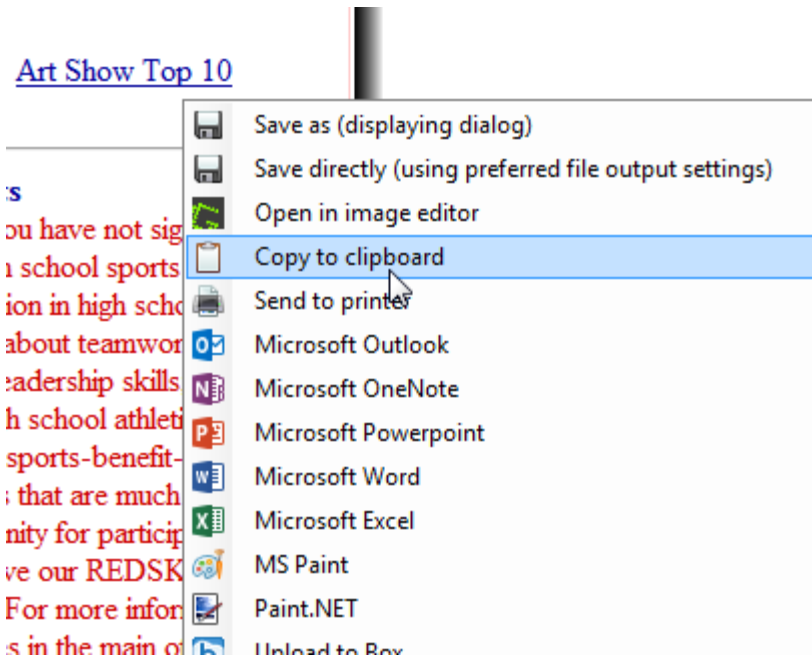
Perhaps you are developing training materials and you need to include pictures of the screens that you are using.

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

To take a screenshot of your entire screen please do the following:  
Press your PrtScn key on your keyboard

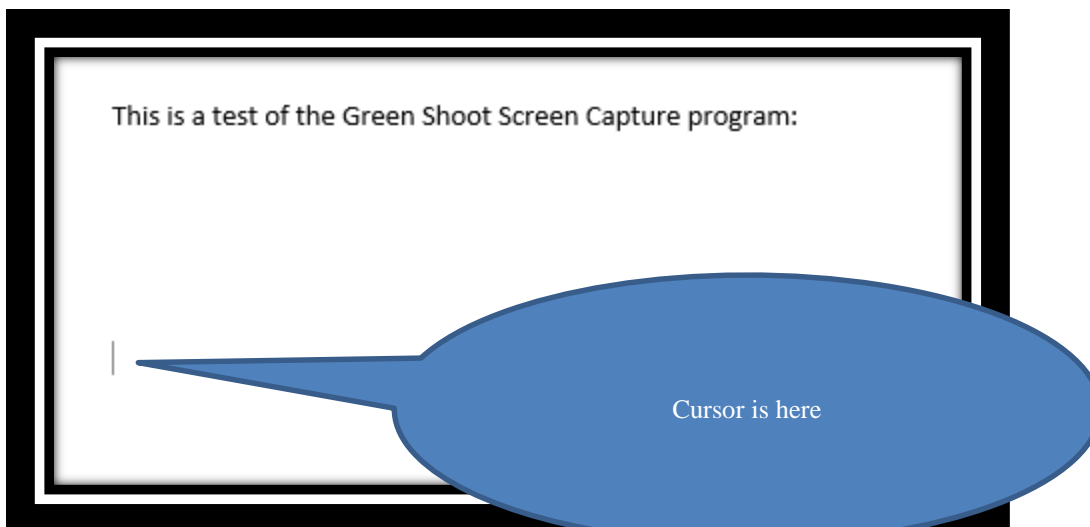


Once you have the desired area highlighted, just press enter



Now just select Copy to clipboard

Now go to the desired program – in this example, MS Word



Place your cursor to where you wish to paste the screen capture

Click on Paste OR CTRL-V

This is a test of the Green Shoot Screen Capture program:

