

Capturing screen snapshots

Microsoft Word 2003

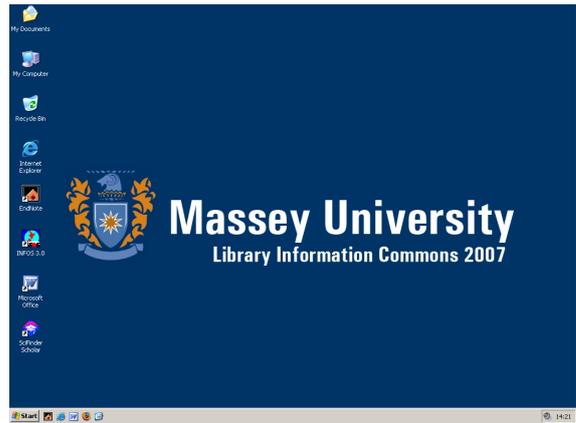
Print Screen key (**PrtSc SysRq** or **PrintScrn-SysRq**) might be in a slightly different position, depending on the keyboard model. However, it should be close to the **Backspace** key on the keyboard.)



There are two different types of screen shots.

- Capturing the entire screen (Using **PrintScreen** key only)

1. Click anywhere on the window once
2. Press the **PrintScreen** key.
3. Paste it into Microsoft Word.



- Capturing the particular window screen (Using **ALT** and **PrintScreen** keys.)



1. Click on a particular window only, for example, an error message or dialogue box
2. Press both **ALT** and **PrintScreen** keys.
3. Paste it into Microsoft Word.

