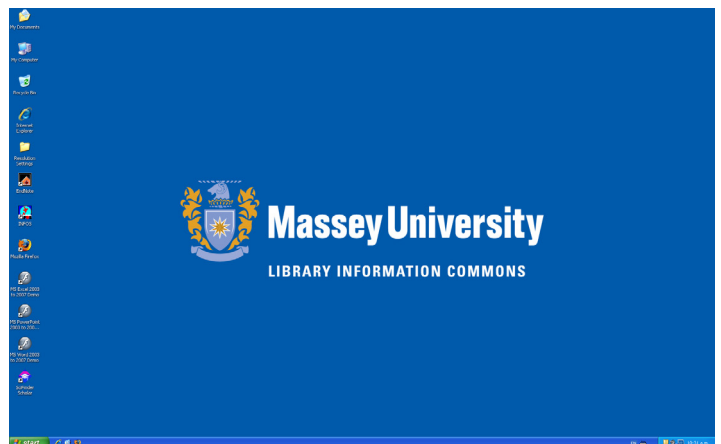# Capturing screen snapshots

Microsoft Word 2007

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 screen once

    2. Press the **PrintScreen** key.

    3. Paste it into Microsoft Word.

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

    1. Click on a particular window only, for example, an error message or dialogue box

    2. Press the **ALT** and **PrintScreen** keys together.

    3. Paste it into Microsoft Word.